**CHURCH SECURITY HANDBOOK**

 The (YOUR CHURCH NAME) maintains a Safety and Security program to ensure the well-being of our congregation and campus with two goals in mind:

 The first is to provide a secure place of worship where you may comfortably worship with the assurance that all reasonable measures are being taken to ensure your safety from external threats. Our primary means of meeting this goal is maintaining a security program designed to respond to hazards and threats as needed.

 The second is to provide a safe place of worship where hazards and unsafe conditions are identified and repaired, removed, or minimized to the point that they no longer present a hazard. Periodically, the safety team will conduct safety surveys to ensure our Church campus is free of safety hazards.

In order to accomplish these goals, we ask that you be involved and informed. The purpose of this handbook is to provide you with fundamental knowledge necessary to be informed members.

**THE SECURITY TEAM**

 A Security Team has been created that is comprised of trained volunteers and led by the Church Security Director. The security team serves the Church with a multi-faceted mission that includes:

 1. Serving as a visual deterrent to discourage persons from committing hostile acts against the Church.

 2. Monitoring the flow of traffic onto and around the Church campus, monitoring parked vehicles and church assets from theft or vandalism, monitoring entry and exit points into church facilities as well as the interior areas for suspicious or unsafe behavior and unsafe conditions.

 3. Responding to and investigating unusual and/or suspicious behavior occurring inside church facilities and intervening as required to violent incidents that pose an imminent physical threat to themselves, church members, and visitors.

 4. Conducting monthly safety surveys to ensure compliance with applicable safety regulations and standards.

 5. Maintaining liaison with local first responders and coordinating with local law enforcement agencies for training, threat awareness, safety, and information pertaining to the Church security program.

**MAINTAINING A SECURE FACILTY**

 One of the most important precautions that (YOUR CHURCH NAME)can take in promoting safety is to maintain a secure facility through limited and controlled access to the Church building. During the week this requires keeping non-essential doors locked and controlling access through the Church’s main entrances. During services this requires limiting access through essential doors only. We ask that you refrain from propping open or allowing persons to enter through unmonitored doors. The purpose of these precautions is to limit entry points to a small number that can be monitored by the staff and security team.

**SAFETY IS A SHARED RESPONSIBILITY**

 Despite the presence of the security team, our safety also relies upon the help of the congregation. The first step in sharing the responsibility is to respect the fact that these procedures are in place to ensure the safety of everyone in our Church. While some steps such as limited access may seem inconvenient, they serve to promote a safe and secure House of Worship. The next step in sharing the responsibility is to be familiar with the measures outlined in the remainder of this handbook.

 **SEE SOMETHING, SAY SOMETHING**

 The most important aid that you can provide is that if you see something that might represent a threat or a hazard report it to a security team member or staff member. While this could be something as serious as suspicious activities or packages, it also includes such things as reporting loose carpeting, sharp objects, or furniture in need of repair. The important thing to remember is not to assume that someone else is aware of a situation. You may be the first to notice the potential problem.

 **Evacuation procedures**

 Unfortunately, an emergency may arise requiring that we evacuate the building. While it is impossible to anticipate every situation that might require an evacuation, the most common are structural fires, gas leaks, or bomb threats. Although the reasons might vary, the procedure for each will remain essentially the same.

 In all instances, you should familiarize yourselves with the nearest exits and the prescribed evacuation routes. It’s essential to remember that the nearest evacuation route may NOT be the typical way that you enter or exit the Church. The prescribed evacuation routes depicted in the enclosed evacuation maps, safety placards in classrooms and hallways, and in the pew racks are designed to evacuate the greatest number of people in the shortest amount of time. Failure to follow designated routes may result is unnecessary congestion and prevent others from safely exiting the building.

 In the event of an evacuation, all children sixth grade and below will be evacuated to the Lodge located to the rear of the main Church building in order to ensure the children are removed to a safe, secure location out of any adverse weather conditions. Parents are asked to evacuate via prescribed routes and meet their children in the Lodge. We ask that you not attempt to remove your children without ensuring accountability with the children’s Sunday school teacher or childcare worker. The best action would be to remain with the children and assist the childcare workers and Sunday school teachers until everyone reaches the Lodge.

 In the event of a bomb threat all members should take their personal effects (purses, bags, coats) with them to minimize the number of articles that have to be cleared by authorities. Under all other circumstances time will be of the essence and any unnecessary items should be left behind. Bags, purses, and other objects could cause tangling and tripping hazards that prevent a smooth evacuation.

 Depending on the situation, the notification that an evacuation is required may come on a number of ways. The most obvious is the fire alarm in the event of an actual fire. Under other circumstance during sanctuary services, the notification to evacuate will come from the pulpit, either from the music minister or senior pastor. Likewise, during Wednesday night services, notification will be relayed to the senior pastor. During Sunday school the notification to evacuate will come in the form of a continuous ringing bell. During weekdays, the information will be communicated in person and via radio.

 Evacuation from the balcony has certain challenges due to the narrow walkways and stairways. As depicted in the following map there are 3 exit routes. Balcony occupants should calmly exit in single file. The greatest threat to a safe evacuation is when people panic and create congestion points. Departing single file eliminates the risk of congestion and ensures all have access to handrails. Members with limited or impaired mobility are encouraged to sit on the ground floor for safest evacuation.

 During the evacuation, the staff and deacons will assist in the process. You are expected to follow their instructions in order to ensure all exit the building in a safe and organized manner.

**ASSEMBLY AREAS**

 Once you exit the building, you should proceed to the designated assembly area in the grass area to the north of the Church, remaining off of the driveways.

 During the evacuation, the staff and deacons will assist in the process. You are encouraged to follow their instructions in order to ensure all exit the building in a safe and organized manner.

 Once the congregation is evacuated, the next step is to establish accountability. The ministerial staff members will help with the accountability process. In the event that you are unable to account for all of your family members, you should notify a ministerial staff member who will notify the security team. The security team will then conduct a deliberate search to locate the missing family members.

**FIRST RESPONDER ACCESS ROUTES**

 During an event that requires first responders (Police, EMS, or Fire Department) it is critical that they be provided a clear route to get to the Church. You should not attempt to leave by vehicle in such a way as to block approaching emergency vehicles. Once it is safe to depart, traffic guides will direct the flow of traffic. Similarly, all persons should move away from the building entrances or areas that first responders are using or may need to use.

**ACTIVE SHOOTER**

 One of the most dangerous situations a congregation will face is an active shooter. An Active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, active shooters use handguns and there is no pattern or method to their selection of victims.

 There are 3 principles – AVOID, DENY, DEFEND in protecting a gathering or location from an Active shooter.

 1. AVOID: This begins with situational awareness of one’s environment prior to an active, hostile act occurring. It also includes having a plan ahead of time regarding what you would do in the event of an Active shooterand knowing your escape route. At (YOUR CHURCH NAME) we AVOID this threat by having a multi-layered security program and by having an informed congregation. In the event of an active shooter, immediately flee the area. This applies even if you only suspect that there is an Active shooter. A common mistake is that people fail or refuse to believe that such an event could be happening and fail to react until it is too late. At (YOUR CHURCH NAME) we have designated evacuation routes and assembly areas to aid in escaping.

 2. DENY: If avoidance is not possible, find ways to prevent the attacker from having access to you and other around you. At (YOUR CHURCH NAME) we DENY by having a limited number of entry doorways, providing security screening at the entry doors, and having the ability to lock down our building if necessary. If there is an active shooter, seek a secure place where you can hide and/or deny the shooter access. Once you take refuge in a secure location, silence your cell phone and remain quiet until help arrives. Lock or barricade the door as appropriate. Additionally, the Day School wing has locking entry doors and classroom doors that will deny access to the entire wing.

 3. DEFEND: As a last resort you have a right to defend yourself if you believe your life is in imminent danger. At (YOUR CHURCH NAME) we DEFEND by having trained and equipped security personnel and by recognizing that there are members who are licensed to carry concealed personal protection firearms. If there is an active shooter and you cannot flee or deny, fight. Where your life or the lives of others are at risk, you may make the personal decision to try to attack and incapacitate the shooter to survive.

 During an Active shooter situation, there are additional safeguards that you should observe to further promote your safety.

 1. The first is to put your cell phone in a pocket and keep your hands open. This ensures that security personnel or law enforcement officers do not mistake a cell phone, microphone, or other dark object for a weapon when having to make split-second decisions.

 2. Do not attempt to grab, hug, or touch security personnel or law enforcement officers. In stressful and high-adrenaline situations this could be mistaken for a hostile act. It may also prevent them from taking actions against an active shooter.

 3. Immediately comply with all instructions from law enforcement officers.

 4. Be prepared to get down on the floor or ground with your hands visible. This is the safest location and posture in the event that security personnel or law enforcement officers are confronting an Active shooter.

 5. Be prepared to be temporarily detained by law enforcement officers. During and after the event they may find it necessary to positively identify people and get witness statements.

**MEDICAL EMERGENCIES**

 In the event that you or someone near you experiences a medical emergency, (YOUR CHURCH NAME) has procedures in place to immediately and appropriately respond to the situation. In addition to security personnel trained in basic first aid and CPR, selected medical professionals in our Church will respond to provide more in depth care.

 If you or someone near you experiences a medical situation requiring care or attention, the first step is to notify a security member or staff member. During a service if the person experiencing the medical emergency is able, he or she should exit or be helped to the rear of the sanctuary. At that point they will be taken to a location that allows our medical professionals to provide care quietly and discretely.

 During Sunday school if the person experiencing the medical emergency is able, he or she should exit or be assisted from the classroom to the hallway. At that point they will be taken to a location that allows our medical professionals to provide care quietly and discretely.

 If the person experiencing the medical emergency is unable to move to a discrete location, they will be treated where they are. If a situation this serious occurs, security personnel or Church staff will ask all bystanders to move an appropriate distance away to respect the privacy of the person in need.

**PROTECTING OUR CHILDREN**

Protecting children is one of the most important responsibilities that any Church faces. (YOUR CHURCH NAME) takes this responsibility very seriously and has established procedures to ensure our children are safe and that our parents have the assurance that all reasonable precautions are taken to protect their children.

 The first step (YOUR CHURCH NAME) takes is to ensure precise accountability of younger children placed in the preschool wing. Parents are asked to check their children into childcare using the computer kiosks in the rear foyer. Childcare workers will use the check-in information to ensure that children are released only to their parents after services. We ask that parents respect this process and be patient if this process seems slow or cumbersome.

 The next step that (YOUR CHURCH NAME) takes is to limit access to the children’s wing when children are present. Access will be limited to parents, approved guardians, and approved staff members.

 The third step that (YOUR CHURCH NAME) takes is to ensure that children are released only to their parents or approved guardians. Childcare workers will verify the identity of parents and guardians before allowing children to leave their rooms. During services the children may be carried in “Bye-Bye buggies” around the Church. Parents are asked not to attempt to remove their children during this time unless they coordinate this with the Preschool Director.

 For the older children in Sunday school, the same precautions will be taken in a less formal manner. Sunday school teachers will ensure that children are released only to their parents or approved guardians. Parents are asked to confirm with the Sunday school teachers when they pick their children up from class.

 Another step that (YOUR CHURCH NAME) takes is to provide “Two-deep” leadership as a normal practice. This means that whenever possible, two adults will be present in each childcare and Sunday school room.

 A final precaution that (YOUR CHURCH NAME) takes is to provide video surveillance throughout the Church. Each room in the childcare wing is equipped with video cameras. Additionally, video cameras are positioned to monitor key areas in the Sunday school class areas.

**CHILD CUSTODY ISSUES**

 Regrettably, there are times that parents in (YOUR CHURCH NAME) may be experiencing child custody issues with their estranged spouses. A situation is considered a Child Custody Issue if there is a potential that a non-custodial parent might attempt to remove a child from the Church or Day School. If you experience this unfortunate situation, we ask that you notify the Preschool Director or Children’s Director. This information will be discretely relayed to the appropriate childcare workers and the Security Director. Additional precautions will then be taken to ensure that involved children are only released to the custodial parent or approved guardian.

**MISSING CHILD / CHILD ABDUCTION**

If a situation develops where a child is unaccounted for or there is an attempted child abduction, the Church will be locked down immediately. This will be accomplished by security members, staff, and deacons securing each door and blocking exits from the Church. Church staff will begin an immediate search and law enforcement will be notified. No one will be allowed to leave until the child is located or law enforcement clears vehicles to leave.

**SUSPICIOUS PACKAGES OR BAGS**

 Due to the potential of bombs and bomb threats, unattended packages and bags are a concern that will be investigated by the staff or security team. You see an unattended or suspicious package, notify a staff member or security member immediately. While the potential for such a package to pose a threat is extremely low, prudent caution is always the best approach.

 (YOUR CHURCH NAME) reserves the right to inspect bags and containers, even if this inspection is selective in nature. It will not be the practice to inspect all bags or containers. However, in order to ensure the safety of all persons present, the security team or staff may ask to inspect the contents of bags they deem suspicious.

**CONCEALED CARRY**

 (YOUR CHURCH NAME) respects each individual’s right to legally carry a concealed weapon. However, in order to promote safety, we ask that persons with enhanced concealed carry permits who are armed in Church observe the following:

 Identify yourself to the Security Director and present your permit for verification. You will be given a discrete means for security team members to visually identify you in the event of an emergency situation. This is a long-term, one-time requirement. If you require a replacement, simply contact the Security Director.

 In the event of an active shooter, do not draw or display your weapon unless faced with imminent danger and must protect yourself or others. During an active shooter incident security team members will be conspicuously identifiable and will be focused on stopping the threat as quickly as possible. The presence of unidentified persons with weapons may be seen as hostile. Possessing the visual identification device will aid in separating friend from foe.

**STAFF AND LEADER HANDBOOK**

 The following procedures apply to Church staff and leaders as appropriate:

**EVACUATION PROCEDURES – DURING SERVICES**

 During an evacuation the Church staff, deacons, and ushers will be called upon to assist in the safe and prompt exit of all persons from the Church.

1. Senior Pastor: Initiate the evacuation. During the evacuation the Senior Pastor will provide verbal guidance to follow evacuation routes and to keep people calm. During non-service times, the term “senior pastor” will also apply to the senior pastoral staff member present.

2. Minister of Music: Initiate the evacuation if the senior pastor is not available. And provide verbal guidance to follow evacuation routes and to keep people calm. He will also be responsible for directing the exit of the choir. The Minister of Music will also ensure that the choir is familiar with evacuation procedures to include removing robes before attempting to evacuate.

3. Ministerial Staff: One senior staff member will go to the security team room (Room 100) and coordinate the call to 911 with the security member operating the security system. Remaining staff ministers will lead evacuees to the assembly areas and begin assisting in establishing accountability. A key role will be to calm people and organize the people in the assembly areas to expedite accountability. In the event that there are unaccounted for family members, the Ministers will communicate the name and last known location to the security staff so that a focused search can be conducted. The Minister to Students will ensure that the youth area is evacuated prior to leaving.

4. Children’s Director / Preschool Director: These directors will supervise the evacuation of their respective areas and proceed to the Lodge, initiate accountability of all children, and ensure children are released only to their parents or approved guardians.

5. Deacons: The deacons will provide the key role of managing the flow of people from the Church. Deacons will position themselves along the evacuation routes and provide verbal instructions to keep people moving and calm. Deacons will also monitor the people to observe for potential medical emergencies.

6. Sunday School Teachers: Adult Sunday school teachers will be familiar with the evacuation procedures and provide initial guidance as to which evacuation route(s) to use. Youth and Children’s Sunday School Teachers will be familiar with the evacuation procedures, provide initial guidance as to which egress route(s) to use, and escort their classes from the building. Children’s Sunday School Teachers will escort their classes to the Lodge.

7. Maintenance Staff: The maintenance staff will have two primary tasks. The first task will be to open the Lodge in preparation for the arrival of the Nursery/Daycare children. The second task will be to turn off the gas at the gas meter outside the building (FOR GAS LEAK). In the event of a fire, they will unlock as many exterior doors as safely possible on their way out the building.

8. Security Team. Security members will perform the following tasks:

 a. The member monitoring the video surveillance system (CONTROL) will call 911 and remain on the phone as long as that location is safe. He will coordinate with the pastoral staff member who comes to the office and act as the communications hub. He will use the video system to help verify that areas of the church are clear.

 b. The member posted at the pre-school wing will escort the pre-school children to the lodge, then return to the main building to assist clearance.

 c. One member will meet emergency vehicles at the street to direct them to the most appropriate entrance.

 d. Remaining members with radios will verify the clearance of the building to the extent that it can be done safely. They will report clearance status as they move through the building so that CONTROL can log progress and update the staff. All members will unlock as many doors as possible as they depart.

**EVACUATION PROCEDURES – WEEKDAYS**

 During an evacuation during a weekday, all staff members will:

1. Exit the building through the closest exterior exit.

2. Circle the exterior of the building to the back of the building and assist with eh evacuation of the pre-school children to the Lodge or other location as directed.

3. One staff member will be designated to call 911 and will remain on the line until appropriate help arrives.

4. Day School Director: this person will initiate the evacuation of the day school and maintain accountability of children.

5. Maintenance Staff: The maintenance staff will have two primary tasks. The first task will be to the doors and open the Lodge in preparation for the arrival of the Nursery/Daycare children. The second task will be to turn off the gas at the gas meter outside the building (GAS LEAK). In the event of a fire, they will unlock as many exterior doors as safely possible on their way out the building.

**LOCK DOWN PROCEDURES – MISSING CHILD DURING SERVICES**

 In the event that a lock down is required due to a missing child, it is imperative to understand that time is critical. A lockdown must be initiated as soon as a child is identified as missing or unaccounted for. Due to the urgency of the situation, some of the following procedures may occur concurrently:

1. Senior Pastor: The Senior Pastor will announce an AMBER Alert to notify the security members and deacons in the sanctuary.

2. Ministerial Staff: Staff Ministers will conduct a detailed search starting from the last known location of the missing child.

3. Children’s Director / Day School Director / Preschool Director: The involved director will verify the identity of the missing child and relay this information to the security staff.

4. Deacons: During services, the deacons will provide the key role of securing each exit door and prevent persons from leaving the Church until the child is located or relieved by law enforcement.

5. Sunday School Teachers: In the event that the missing child is from a Sunday school class, the involved teacher will immediately notify the nearest staff member or security member.

6. Childcare Workers: In the event that the missing child is from a childcare room, the involved teacher will immediately notify the nearest staff member, security member, or Preschool Director.

7. Facilities Director: This director will lead and direct search efforts.

8. Security Team. Security members will perform the following tasks:

 a. The member monitoring the video surveillance system (CONTROL) will call 911 (when appropriate) and remain on the phone as long as necessary. He will coordinate with the pastoral staff member who comes to the office and act as the communications hub. He will use the video system to help search the campus to locate the child.

 b. The member posted at the pre-school wing will lock down the rear door.

 c. Two members will block the street entrances to prevent vehicles from leaving.

 d. Remaining members with radios will verify the search and clearance of the building to the extent that it can be done safely. They will report clearance status as they move through the building so that CONTROL can log progress and update the staff.

**LOCK DOWN PROCEDURES – MISSING CHILD WEEKDAYS**

 In the event that a lock down is required due to a missing child, it is imperative to understand that time is critical. A lockdown must be initiated as soon as a child is identified as missing or unaccounted for. Due to the urgency of the situation, some of the following procedures may occur concurrently:

1. Senior Staff Member. The senior staff member present will initiate the AMBER alert and notify all staff members.

2. Ministerial and Office Staff: Staff Ministers will conduct a detailed search starting from the last known location of the missing child.

3. Children’s Director / Day School Director / Preschool Director: The involved director will verify the identity of the missing child and relay this information to the facilities director immediately.

4. Maintenance Staff. The maintenance crew will go to the street exits and block vehicles from departing.

5. Day School Teachers: Teachers will immediately take their children to their classrooms, verify 100% accountability, and report the information to the day school director.

6. Facilities Director: The Facilities Director when available, will serve as the on-scene coordinator. He will direct the maintenance crew to secure exits and organize a search.

**ACTIVE SHOOTER – DURING SERVICES**

 In the event of an active shooter or person brandishing a weapon, the immediate responses will be to stop the shooter, contain the shooter, lock down the pre-school and children’s rooms, evacuate the building and campus, and provide immediate medical aid for the injured of the situation, some of the following procedures may occur concurrently:

1. Senior Pastor: The Senior Pastor will announce that an active shooter event is occurring and will instruct the congregation in which directions to evacuate or whether to remain in place. He will receive information from a radio equipped security member. He will also call for the assistance of all medical professionals in the church.

2. Ministerial Staff: Based on the location of the active shooter, guide the evacuation of congregation.

3. Children’s Director / Day School Director / Preschool Director: Based on the location of the active shooter, they will guide the evacuation of children to the Lodge or perform a lockdown of the pre-school wing or children’s classrooms.

4. Deacons: During services, the deacons will provide the key role ushering the people from the building as directed by the senior pastor.

5. Sunday School Teachers: In the event that an active shooter situation develops during Sunday school and based on the location of the shooter, teachers will either direct class members to evacuate or they will secure the door to their rooms and lock down.

6. Childcare Workers: In the event that an active shooter situation develops during Sunday school and based on the location of the shooter, workers will be directed to either evacuate or secure the door to their rooms and lock down.

7. Facilities Director: The Facilities Director and his crew will assist in the evacuation of the building.

8. Security Team. Security members will perform the following tasks:

 a. The member monitoring the video surveillance system (CONTROL) will call 911 and remain on the phone as long as his position is safe. He will coordinate with the pastoral staff member who comes to the office and act as the communications hub. He will use the video system to help search the campus to track the threat.

 b. The member posted at the pre-school wing will lock down the rear door. If the determination is made to evacuate the children, he will escort the children from the building.

 c. A team member with radio will meet law enforcement at the designated door and serve as an escort. This person will provide the police with the active shooter kit.

d. Remaining members go to the sound of the gunfire and stop the threat. They will report clearance status as they move through the building so that CONTROL can log progress and update the staff. If the security team cannot reach the shooter, they will cordon off the room he is in and wait for law enforcement support.

**ACTIVE SHOOTER – DURING WEEKDAYS**

 In the event of an active shooter or person brandishing a weapon, the immediate responses will be to stop the shooter, contain the shooter, lock down the pre-school and children’s rooms, evacuate the building and campus, and provide immediate medical aid for the injured of the situation, some of the following procedures may occur concurrently:

1. Staff Members: The first staff member to recognize an active shooter situation will announce the situation to remaining staff and call 911.

2. Ministerial and Office Staff: Based on the location of the active shooter, either evacuate when possible, hide in your office with door locked and lights out, and prepare to fight. Remain in your office until the building is cleared by police.

3. Day School Director: Based on the location of the active shooter, direct the evacuation of children to the Lodge or perform a lockdown of the pre-school wing.

4. Childcare Workers: At the direction of their director, workers will either evacuate or secure the door to their rooms and lock down.

7. Facilities Director: Based on the location of the active shooter, direct the evacuation of children to the Lodge or perform a lockdown of the pre-school wing. Direct maintenance crew to assist in the day school evacuation or to perform lockdown.

**CHILD CUSTODY**

 A situation is considered a Child Custody Issue if there is a potential that a non-custodial parent might attempt to remove a child from the Church or Day School. If a parent informs a staff member or teacher that the potential exists for a non-custodial to attempt the removal of a child, the following people will be notified: The involved Director (Preschool, Children’s, or Day School), Senior Pastor, and Security Director. The involved Director will also advise the Security Director if the child is present during Church Services so that the security team can establish a more vigilant security posture.

**GRANTING ACCESS**

 During weekdays the administrative staff will be responsible for granting access of visitors to the Church. If the visitor is not known, the staff member will:

1. Determine identity of visitor and who they are visiting. Have that member meet the visitor at the door.

2. If staff member being visited is not immediately available, ask the visitor to come to the reception area and wait for that staff member.

The appropriate staff member will then direct or escort the visitor to their destination. If the visitor exhibits behavior that the staff member considers suspicious, the staff member will notify the Facilities Director or nearest male staff member.

**MAIL HANDLING**

 Staff members responsible for handling mail will be familiar with proper mail handling procedures in accordance with the mail handling procedures handouts that have been provided. In the event that a suspicious package or letter is identified, the staff will notify the Business Administrator and dial 911.

**BOMB THREAT**

 In the event the Church receives a bomb threat or a known/suspected bomb is detected during normal weekday operations, the following procedures apply:

 A. The Staff member receiving a call will complete as much of Bomb Threat Data Card as possible.

 B. Staff – Notify Law Enforcement

 C. Staff – Initiate Evacuation without casualties

 D. Childcare workers – Evacuate children to the Trail Life Building

 E. Due to low number of persons during normal business hours all occupants will evacuate to the Trail Life Building.

 F. Comply with law enforcement instructions.

**SUSPICIOUS PACKAGES**

 In the event that an unidentified or suspicious package is identified, the steps below will apply. A suspicious package is one in which the origin, ownership, and purpose is considered suspect. Common areas in which a threat package may be found are in the parking lot, adjacent to entry points, critical areas such as day care, business area, and sanctuary. The staff will:

 A. Staff – Person identifying package will notify all staff.

 B. Staff – Notify Law Enforcement

 C. Staff – Initiate Evacuation without casualties. Evacuate the immediate area and maintain visual surveillance from as far away as possible along all avenues of approach.

 D. Childcare workers – Evacuate children to the Lodge

 E. Due to low density of persons during normal business hours all occupants will evacuate to the Lodge.

 F. Comply with law enforcement instructions