

Christ
the
King



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SECURITY

Town Hall Meeting

April 10, 2018

CTK Security Philosophy

To provide safe and secure facilities for our children, parishioners, staff and visitors to our campus – no matter the reason for the visit.

We need your help!

CTK Safety & Security Goal

Safe environment and facilities for all

- Have necessary resources and tools available
- Records of who is using facilities, when and why
- Ability to communicate effectively and timely, as needed

Facility Use & Scheduling

- CHANGE - Change can be difficult, will take some time to get use to new procedures and routines
 - We ask for patience through this change and partner with us
- Take action - Help us address issues as they are identified – This is a partnership
 - Share feedback on your experiences, opportunities and help educate others you encounter\
 - Protect our Parish: Be alert and aware, address concerns, and step up, especially on weekends – be eyes and ears

Our Responsibilities

- Refer to *Guidelines* document - Created to establish ground rules and expectations for everyone who uses CTK facilities
- Best practices should be followed
 - Add us to the notification process for meeting changes/cancellations; we should be first
- We will communicate changes, new information and emergency information as needed
 - Critical data for us is current contact information, being requested tonight
 - Have a back-up person identified

Our Responsibilities

- Tonight is a first of many meetings focused on security and safety/emergency preparedness
 - Future meetings may be focused on specific topics, for specific groups or committees, or an open forum like this town hall
- Have resources and tools available
 - Working on making updates to current information
 - Posted ER notices, evacuation plans, etc.
 - Emergency Resources
 - 3-ring binder
 - First aid
 - Fire Extinguishers
 - Defibrillators
- Most of what is required is to comply with dictated on some level by laws, regulations and/or Archdiocesan policy
 - Insurance liability

Your Responsibilities

- Follow security policies and procedures, and help others do the same
 - Remember to reschedule with/notify us for changes or cancellations
 - Refer to *Guidelines* document
 - Know your surroundings/Situational Awareness
 - Where are the safety materials and equipment
 - Nearest exits / evacuation plan
 - Best practice - Use a team / buddy system
 - Recommendations for leaders
 - Appoint someone to let people in for your meeting: when facility is not open for other activities
 - Provide your contact number or someone who will be on point for late arrivals, text and be let in
 - Have a calling tree for your group
 - Don't let children leave unless you see them leave with parent/adult
 - Complete a safety briefing before your meetings, or once per month/quarter, or any changes

Your Responsibilities

- Communicate
 - Report issues immediately
 - Repairs needed
 - Use best judgement on level of criticality and ACT
 - Report less critical info via incident form; drop in mail slot or email details
 - Do you call or email: Who do you call or email
 - Notify us of your contact information changes and preferences
 - Educate: share what you know
- Give feedback: We appreciate and encourage feedback

Next Steps

- Access changes will take place soon
- Complete and submit **Recurring Access Agreement** to the parish office
- Take action NOW
 - Begin to follow processes and policies immediately
- Communicate to others
 - Members of your organization
 - Parents and Adults
 - Children