

#4.3

SECURITY OF PREMISES AND PROPERTY

PURPOSE: To maintain and secure premises and contents, as feasible, within set procedures.

APPLICATION: All Staff and individuals responsible for any event must be aware and familiar with these procedures relating to security.

PROCEDURES:

1. Locks protect exterior doors in the Chapel and Office building with keys, which cannot be copied.
2. Side doors to Chapel's sanctuary and the Pastor's Office door are only opened from the inside. The locks have been plugged. A security system is in place and will be activated.
3. Hurricane film covers windows in the offices.
4. No person possessing a key to the building shall lend this key to any other individual.
5. Every person using Chapel facilities at night, or on weekends, shall check every door to ensure they are closed and locked properly.

Key Security –

1. The Office Administrator and the Facilities Manager control all exterior door keys. A card file for all Chapel/Office keys is maintained by the Office Administrator. Staff and all on the security company's emergency call list will have keys. Additional requests for keys to the Chapel/Office building must be made to the Office Administrator.
2. Key requests shall be approved by the Chairperson of the Facilities & Property Management Committee. Each individual requiring a key must sign for that key, and is responsible for its safekeeping. Lost or misplaced keys may require that all doors be re-keyed – an expensive undertaking.
3. Persons holding a building key are prohibited from loaning the key to another person.
4. When a Staff member leaves Chapel's employ, the Office Administrator is responsible for the return of the key, prior to the employee's departure date.
5. Koons Locksmith (Fowler Street) has on file the names of persons authorized to request additional keys (Office Administrator and Chairperson of the Facilities & Property Management Committee). Only Koon's Fowler Street location is authorized to make additional keys. Approved persons must show identification when requesting keys.

Security System –

1. All persons possessing exterior door keys to the Chapel/Office building will have a code to enter and deactivate the security system. The Office Administrator will maintain the codes, and make deletions, additions, and changes as required, e.g. when a staff person terminates employment.

2. Each person with access shall know the password to give the security company if the alarm is activated. The security service will call when the alarm is activated, request the password, and ask if the caller is o.k. or, if help is needed. If no one answers the phone, or the person answers but does not know the password, the police are immediately notified. The Office Administrator will change the password periodically, and advise each authorized user.
3. The Security Company will have on file the names to be called if the alarm is activated when no Staff is in the building. The names listed on the "to call" order should include the Chairperson of Facilities & Property Management Committee, the Office Administrator and the Facilities Manager. These individuals must have keys to the exterior doors.
4. All persons using the building are responsible for checking doors when leaving and making certain they are locked and closed properly. A door ajar must be close tightly. The alarm is not triggered unless the building is entered and the motion sensor is activated.
5. The last individual leaving the building is responsible for activating the alarm before exiting.
6. Anyone with access to the building must always be certain the alarm is deactivated upon re-entry. If accidentally triggered, wait for the phone call from the security company, give the password, and reset the alarm.

Chapel Property –

1. All property of value, which is portable, should be secured in the Chapel/Office building, as there is no security system in the education building. Smaller items, such as Memorial Silver, should be kept in the safe. The safe is burglar proof, and is bolted to the concrete floor.
2. If other security issues arise, the Facilities & Property Management Committee will determine solution(s).

Computer Data Backup Data–

Backup disks for all Financial and People data (ACS) are to be kept in the burglar proof safe. Backups of these two databases should be done weekly. These backups may also be managed via online systems through ACS, if available.

RESPONSIBILITY: Security of the premises is the responsibility of the Sexton, the Facilities Manager, the Chairperson of the Facilities & Property Management Committee, the Office Administrator, and all persons with keys.