



ST TIMOTHY'S ANGLICAN CHURCH
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Policies and Procedures Manual

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OUR MISSION

We, as Anglican Christians hold as our prime value to openly, eagerly and enthusiastically share the good news of our Lord and Savior Jesus Christ with all who enter our presence. At the same time, we must maintain a safe and secure environment for our parish, so this openness may be allowed to exist. Therefore, concern for the congregation, must be given priority over the privileges of the individual.

To that end, the St. Timothy's Anglican Church Safety Team was created. Its mission is to provide physical and emotional security for clergy, staff, members and guests while attending functions of the church. The Safety Team has been charged by the Rector and Vestry to provide a safe environment for church activities and physical property.

The following policy shall guide us in actively and promptly addressing situations that may threaten the peace, enjoyment and safety of all present.

WHAT TEAM MEMBERS SHOULD KNOW

Your dedication and service to the parish makes it a better place and is greatly appreciated. Unfortunately, due to the nature of our litigious society, it is possible that somebody will attempt to hold you personally responsible for your actions. Therefore, the following guidelines have been established.

While it is not a requirement for team members to carry a weapon, all who do so on church property must be properly licensed by the State of Texas AND must be an active member of a firearms legal defense program. (We recommend Texas Law Shield.)

All team members will be guided by the following “Use of Force” continuum:

Presence – The mere presence of the Safety Team member deters violence, and no force is used.

Verbal De-escalation – The Safety Team member makes statements such as, “We are your family,” or “We can help.” If necessary, they may increase volume and issue commands such as, “STOP.”

Empty Handed Control – The Safety Team member may restrain the individual through grabs, punches and kicks.

Less Than Lethal Methods – The Safety Team member may immobilize an individual with a baton, chemical weapon (e.g. pepper spray) or conducted energy device (e.g. stun gun).

Lethal Force – The Safety Team member may use deadly force (e.g. use of firearm) to stop an individual.

NOTE: Safety Team members must abide by all local, state and federal statutes in place at the time of the incident. It is highly recommended that you speak with a professional at your firearms legal defense program for further guidance. Team members are indemnified while acting within the framework of the bylaws of St. Timothy’s Anglican Church that are in place at the time of the incident.

COMMUNICATION PLAN

Preface

Ensuring the safety and security of our parish is a **team** effort. For that reason, prompt, frequent and effective communication is vital to the mission of the Safety Team. Therefore, the communication policy of the Safety Team will be as follows.

Contact List: A current list of all mission critical people must be kept in the security cabinet and in the church office. The list should be updated frequently and must include all members of the Safety Team (SST), Clergy, Medical Professionals (MED), and Licensed to Carry (LTC). (See: Form 2 – Safety Team Contact List) This list should include name, role(s), phone number and email for each contact.

Incident Reporting: At the conclusion of any incident, regardless of how minor, a report should immediately be completed by all available involved parties – team member(s), witness, volunteer(s), complainant, subject. (See: Form 3 – Incident Report) A post-action review will be performed by leadership and the Safety Team steering members within seven (7) days of the incident. Completed reports should be retained in a binder in the locked security cabinet.

Special Event Security: From time to time, there will be events both on and off campus. When additional security is required, the leader of that event must request coverage by completing the Request for Security form no less than 30 days in advance. (See: Form 4 – Request for Security at Event)

Duty Assignments: The team leader will assign the duties for each team member at the beginning of the shift. It is the duty of each team member to ascertain their responsibilities for the shift from the team leader.

Response Plan

When an incident occurs, it is important to disseminate information to the correct people as quickly as possible. The following guidelines will ensure the best possible outcome.

- ✓ As soon as possible, notify the team captain on duty for proper handling of the situation.
 - Communicate the situation to other team members and ushers, and instruct them of any required action; and
 - Call 9-1-1 if warranted to request appropriate assistance.
- ✓ When awaiting arrival of emergency personnel, delegate a member of the Safety Team to wait at the front of the property to direct first responders.
- ✓ If possible, take detailed notes of the situation. Good notes will answer questions about who, what, when, where and how.

- ✓ If possible, take pictures or video of the situation. This will help supplement notes and help recreate the events for a good incident report.
- ✓ Should the media arrive, DO NOT answer their questions. Media must be directed to the appropriate parish representative on scene.
- ✓ When the event has concluded, take your notes, pictures and videos and immediately retire to a quiet room to complete your incident report.

Team Captain Responsibilities

It is the responsibility of the team captain to evaluate each emergency and delegate responsibilities as (s)he sees fit. In addition, the team captain will be responsible for communicating with emergency services during an incident.

The Captain should assign a member of the team to retrieve and monitor Pager #1 from the nursery. That person should communicate important information to the team as needed.

Prior to each activity, the designated Captain should identify, to the celebrant and all team members, which team members are armed.

NOTE: If an armed Safety Team member becomes incapacitated, the Captain (or another member of the team if the Captain is not available), should secure the weapon of the fallen team member.

Emergencies Requiring Public Safety Response

During such emergencies, the Captain should designate two members of the Safety Team to assist medical personnel, while the other team members are assigned to render other assistance. Such assistance includes:

- ✓ Direct parking lot traffic to ensure first responders have unhindered access.
- ✓ Directing first responders to the correct entrance to handle the emergency.
- ✓ Directing medical personnel to the emergency location.
- ✓ Ensuring adequate crowd control at the scene.
- ✓ Any other assistance as the team captain deems necessary.

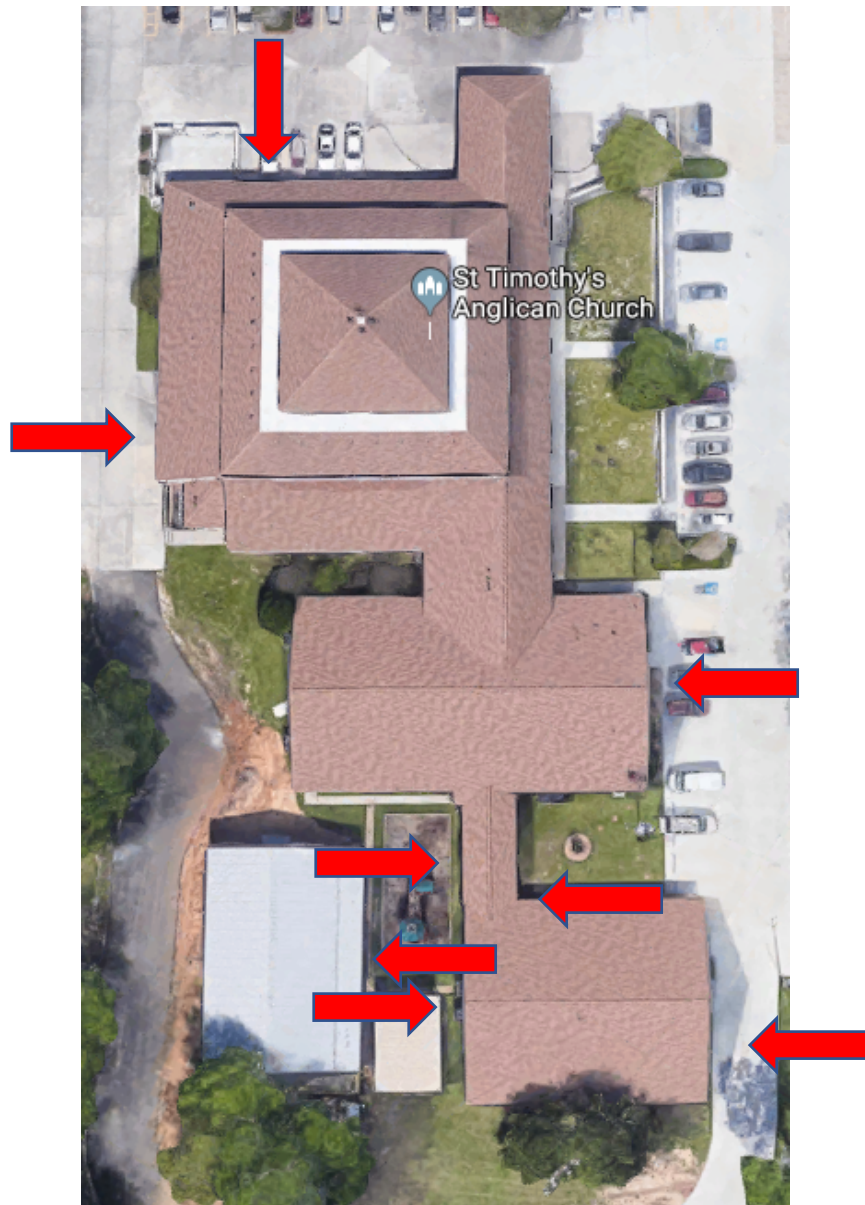
NOTE: A member of the team should assist driver(s) of first response equipment with height restrictions and clearance of obstacles on campus.

ACCESS CONTROL

Ensuring the safety of our parish begins with preparation. For that reason, it is necessary to establish the authorized means for accessing the St Timothy campus during all events and activities.

Worship Services

The doors designated with red arrows (below) should remain locked during Sunday worship.



Special Events

Access plans will be developed as needed for each event based on information from the *Request for Security at Event* form.

POTENTIAL THREATS AND DISRUPTIONS

Menacing or Disorderly Person(s)

Disruption of a church service or event can take many forms, ranging from verbal outburst to physical assault. When this occurs, it shall be the responsibility of the Safety Team to assess the threat and implement an appropriate response.

During the celebration of the Holy Eucharist on Sunday, or at any other time, the St. Timothy's Safety Team and the ushers will monitor the worship service for intentional disruption or other types of disturbance. The Safety Team will respond to person(s) engaged in such behavior. While these procedures are based on disruptions within the church building, they will also apply to other spaces on the campus.

Response Plan

The Rector (or Celebrant or other official, if the Rector is not present) will maintain the appropriate atmosphere of worship during the service. He (or she) may call on the choir or praise and worship band to provide a distraction from the disruptive behavior. In addition, to prevent the incident from escalating, (s)he should ask those present not to provoke or respond to the disruptive behavior.

At the same time, the Safety Team will attempt to suppress the disruption by addressing the perpetrator(s) using the following steps:

1. In a calm and even tone, ask the person(s) to cease being disruptive and return to participating in a manner that allows others to benefit from the service.
2. In a calm and even tone, ask the person(s) to step into the Narthex to discuss their concerns and cause of disruption. (At least two members of the Safety Team should be present.)
3. If the person(s) is unwilling to leave the Sanctuary, inform them that if they continue to be disruptive, law enforcement will be dispatched to escort them off of the church property.
4. If at any time, the person(s) display physical or verbal aggression, displays or implies that they have a weapon, or threatens the safety of others, the Safety Team should immediately contact law enforcement by calling 9-1-1.
5. If the individual(s) brandish a weapon, the Safety Team should take all appropriate measures to disarm the offender(s). They should use such level of force as necessary to neutralize the situation, including deadly force (if allowed by Texas State law.) *The Safety*

Team has adopted the standard Use of Force Continuum that is used by law enforcement personnel.

6. If the person(s) refuse to leave and is posing a threat to the parishioners in attendance, the Rector (or Celebrant or other official if the Rector is not present) at their discretion may stop the service and request the Safety Team and ushers to evacuate the Sanctuary via the appropriate exit(s) not in proximity to the incident. (See evacuation procedures for details.) If possible, the Safety Team will detain the offender(s) until law enforcement arrives.
7. If the person(s) agree to leave the church, they should be escorted by the Safety Team members (minimum of two) to the front parking lot. Once outside, the Safety Team member in charge should continue the discussion about the issue that caused the disruption. Once law enforcement personnel arrive on the scene, the individual should be transferred to their custody for further action.

If the person(s) leave prior to the arrival of law enforcement personnel, the Safety Team should walk to the parking lot (minimum of two) with the person to ensure they have exited the church property. The team members present should each make detailed notes about the individuals (e.g. ethnicity, height, weight, hair and eye color, facial hair, scars, tattoo, clothing, etc.), and about the vehicle they were driving (e.g. make, model, color, license plate). This information should be captured in the Incident Report (Form 4, found in the office and the Appendix of this document), and should be provided to law enforcement personnel upon their arrival.

Medical Emergencies

When an illness or accident occurs on our campus, it may require medical intervention from the Safety Team (or medical professional, if present) until first responders can arrive (if required). The following procedure is a generic response to many foreseeable medical incidents.

Response Plan

Initial Response – When a medical emergency occurs, members of the Safety Team should perform the following steps:

- ✓ Request assistance from other team members.
- ✓ Summon the designated medical professional to the scene.
- ✓ Retrieve the FAT (First Aid Trauma) kit from its designation location.
- ✓ Contact 9-1-1 for assistance (if deemed necessary by the medical professional).

Until the medical professional or other members of the team arrive, the first person on site should (to the best of their abilities) assess the patient's condition as described below.

Patient Assessment – Make note of the patient's symptoms to properly evaluate their condition and treatment options.

Evaluation and Assessment of Patients

- ✓ Check the airway. Is it open and clear?
- ✓ Check breathing. Is it normal or labored?
- ✓ Check blood pressure. Is it normal, low or elevated?
- ✓ Check for bleeding. Are there any open wounds?
- ✓ Ask the patient for their medical history. (If the patient is a child, ask a parent or guardian.)
 - Does the patient have any known illness?
 - Has the patient been injured? If so, how?
 - Is the patient taking any medicine?
 - Is the patient currently undergoing any ongoing treatment?
- ✓ Treat the symptoms that exist and are pertinent to their history or new illness or injury.

Natural Disasters

When harsh weather places the people in danger, the Safety Team and ushers will direct all people present to a safe area. If harsh weather occurs during a service, those in the sanctuary will be instructed to lie on the floor between the pews (if possible). The team will provide additional assistance to children, elderly and disabled persons, and those with wounds. Once the weather has passed and the building is deemed to be safe, the Safety Team will engage on-site medical personnel to render aid until first responders have arrived.

Fire Evacuation

A fire can occur at any time and any place in the church building. A fire that begins as very minor can quickly escalate to a life-threatening situation. Therefore, it is required that all persons present immediately follow all instructions from the Safety Team. For each person's safety, **ALL MUST EVACUATE** when and how instructed to do so.

The Safety Team will be responsible for ensuring that the evacuation of the building is safe and orderly. To that end, it is important for parishioners to understand and heed the following instructions.

Response Plan

When a fire alarm sounds, and a building evacuation is initiated:

- ✓ Remain calm.
- ✓ Orderly proceed as quickly as possible to the nearest building exit.
- ✓ Follow all instructions of the Safety Team.
- ✓ Close the door of the room you are leaving behind you.
- ✓ Take only essential personal items with you.
- ✓ **DO NOT RETURN** for any reason once you have left the building until instructed to do so by a member of the Safety Team. An “all clear” signal will be given when it is safe to return.
- ✓ Once you have exited the building, immediately proceed to the designated assembly area.

NOTE: The primary designated assembly area is the field to the south of the campus loop road, and the secondary area is the grassy area in the northeast portion of the campus. (See: Appendix 1 – Designated Assembly Area)

Special Instructions:

DO NOT attempt to leave the campus by car. The Safety Team needs to account for all people present, so they will be able to pass that information to first responders for potential rescue. Also, first responders will be arriving at our location with large equipment and leaving will hinder their ability to begin working the emergency.

Parents - **DO NOT** search for your children in the church building. Children that are in the nursery or are attending Children’s Chapel or other events in the south wing will be escorted by staff to the assembly area. You may reunite with your children there.

Persons with Disabilities – Safety Team members and ushers will be assigned to assist disabled persons during evacuation.

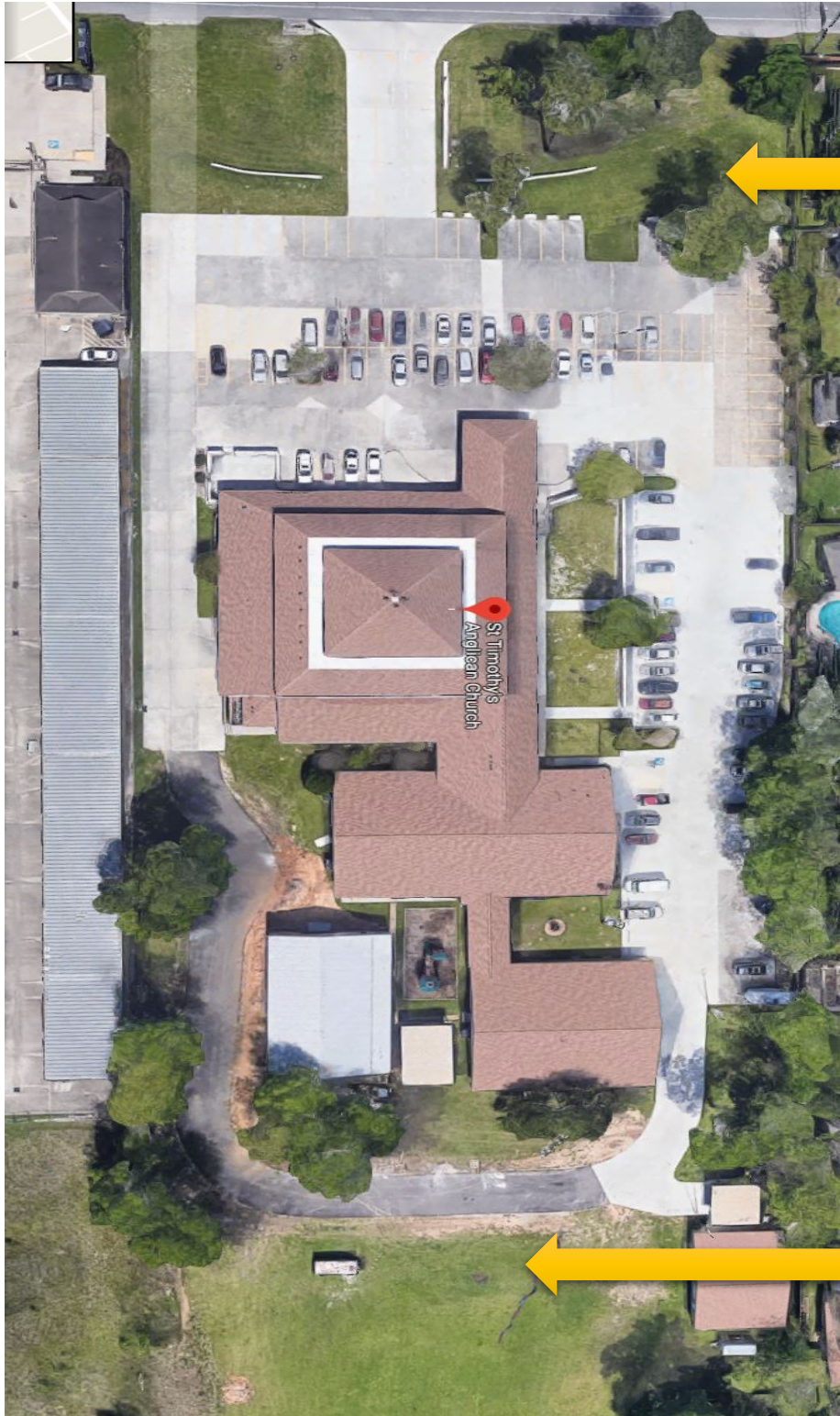
Designated Evacuation Routes:

The following routes have been designated for evacuation of the building. These routes are subject to change if circumstances dictate (e.g. a fire blocks a designated egress point), or other reasons present (e.g. a person with a disability who is unable to access an exit). When these

circumstances occur, a member of the Safety Team, or an usher that has been designated by the Safety Captain, will offer alternate instructions.

- ✓ Those sitting in the far-right section (facing the altar) of the sanctuary will exit through the nearest doors to their right and proceed to the building exit on the west side (next to the choir room). Once clear of the building, persons should immediately proceed to the designated assembly area.
- ✓ Individuals in the choir loft should leave through their dedicated door at the rear and continue through the double doors to exit the church building. Once clear of the building, choir members should immediately proceed to the designated assembly area.
- ✓ People seated in the two center sections of the church should exit through the double doors at the rear of the sanctuary and proceed through the main entrance to the church. In the event the rear doors are congested, people sitting toward the front of the sanctuary may leave through the nearest side door and building exit. Once clear of the building, people should immediately proceed to the designated assembly area.
- ✓ People sitting in the far-left section should leave through the left rear side door of the sanctuary. Performers in the band and altar attendants should leave through the forward side door of the sanctuary. Once clear, all people should exit the building through the side door near the church office and immediately proceed to the designated assembly area.
- ✓ Children attending activities in the South Wing (e.g. Children's Chapel, Nursery) will be escorted by their supervising adult through the rear exit nearest their location and will immediately proceed to the assembly area. Parents will reunite with their children in the assembly area.

Designated Assembly Area



**DESIGNATED
ASSEMBLY
AREA
(SECONDARY)**

**DESIGNATED
ASSEMBLY
AREA
(PRIMARY)**

It is imperative that all present follow these instructions, as members of the Safety Team will attempt to account for all people present. Failure to proceed to the designated assembly area and remain there can cause confusion and could cause first responders to attempt an unnecessary rescue, putting their safety at risk.

To facilitate a safe evacuation, and to assist first responders arriving on scene, a team member should be positioned near the parking lot exit. The designated person will direct first responders to the proper location on campus. Also, this person will keep track of people who leave the campus during the emergency.

NOTE: To ensure that the entrance is clear for incoming first responders, traffic exiting the campus should be instructed to turn right only.

In addition, a team member should be stationed at each of the designated evacuation areas. This person will be responsible for accounting for all people in the area and communicating that information with the Captain.

Bomb Threats

A bomb threat occurs when somebody at the church receives any form of communication (e.g. phone call, email, text) indicating that a bomb or any other type of explosive device has been placed in or near any of the buildings on the church property.

The top priority in the event of a bomb threat is the safety of all building occupants. Most bomb threats are just threats; but, since it is unknown where the danger is, it is important that nobody place themselves in peril while attempting to solve the crime.

Most bomb threats are made by an anonymous caller over the telephone. Obtaining as much information as possible from the caller is vital for the evaluation of the threat and deciding on the proper course of action to be taken.

Response Plan

If safe to do so, the person receiving the threat should do the following:

- ✓ Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- ✓ Listen carefully. Be polite and show interest.
- ✓ Attempt to keep the caller talking to learn more information.

- ✓ If possible, write a note to a colleague to call authorities; or as soon as the caller hangs up, immediately notify them yourself.
- ✓ Copy the number and/or letters on the phone display (if available).
- ✓ Complete the Bomb Threat Checklist immediately. (See: Form 1 – DHS Bomb Threat Checklist) Write down as much detail as you can remember. Try to record actual words.
- ✓ Immediately upon termination of the call, do not hang up. From a different phone, contact law enforcement immediately with information and await instructions.

Important Tips

DO NOT transfer the call to another person. Doing so risks terminating the telephone connection and thus eliminating access to the best source of information about the threat.

DO attempt to keep the person on the phone to obtain and record as much pertinent information as possible. Make note of time, date, unique voice characteristics, background noise, and anything else you may notice regardless of how insignificant it may seem. (See: Form 1 – DHS Bomb Threat Checklist for guidance on what to ask.)

DO call 9-1-1 to report the bomb threat once the call has been terminated. (Use a landline phone if safe to do so, as electronic devices such as wireless phones may trigger the detonation device.)

NOTE: In most cases, law enforcement will not make the decision to evacuate the building. In that case, it will be up to the most senior leader present to decide what is in the best safety interest of all present.

DO look around to see if any unfamiliar or suspicious items or packages are present. If found, **DO NOT TOUCH THE PACKAGE.** Immediately clear the area and notify the police.

Active Shooter / Barricaded Subject / Hostage Situation

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In many cases, there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. The immediate deployment of law enforcement is typically required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within minutes, and normally before law enforcement arrives on the scene, the Safety Team must be prepared (both mentally and physically) to deal with these events. Time is critical in the management of situations of this magnitude.

Response Plan

All members of the Safety Team are required to watch the video, “**RUN. HIDE. FIGHT. – Surviving an Active Shooter Event**” to familiarize themselves with this procedure for handling an active shooter situation. → <https://TinyURL.com/STAC01>

RUN – If an accessible escape path is available, evacuate the building. Be sure to:

- ✓ Have an escape route and plan in mind.
- ✓ Evacuate regardless of whether others agree to follow.
- ✓ Leave your belongings behind.
- ✓ Help others escape, if possible.
- ✓ Prevent others from entering an area where the active shooter may be.
- ✓ Keep your hands visible when law enforcement arrives on scene.
- ✓ Follow the instructions of all police officers.
- ✓ Do not attempt to move wounded people.
- ✓ Call 9-1-1 when it is safe to do so. If possible, give the operator the location of the shooter, number of shooters, physical description, number and type of weapon, and number of potential victims.

HIDE – If evacuation is not possible, find a place to hide where the shooter is less likely to find you. Be sure to:

- ✓ Stay out of the active shooter’s view.
- ✓ Provide protection if shots are fired in your direction.
- ✓ If in a room:
 - Lock the doors.
 - Lock the windows.
 - Close all blinds and curtains.
 - Block all doors with heavy furniture or other obstruction.
 - Stay away from the windows.
 - Turn off all lights and audio equipment.

- Silence cell phones.
- ✓ Stay calm and be as quiet as possible.
- ✓ If possible, call 9-1-1 and leave the line open.
- ✓ Remain in place until found by a uniformed law enforcement officer.

FIGHT – Take action against the shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. Remember, there is (usually) only one actor, but many of you. Working together and fighting the shooter increases your chances of saving lives. Be sure to:

Work as a team to overcome the shooter.

- ✓ Act as aggressively as possible against the shooter.
- ✓ Throw items and improvise weapons.
- ✓ Yell as loudly as possible.
- ✓ Be committed to your actions. Once you engage the subject, do whatever is necessary to win the fight.

NOTE: If armed members of the Safety Team are present, they are authorized to take any action necessary, including use of deadly force, to stop the threat, in accordance with Texas State Law and the Use of Force continuum.

Appendix 1 – Designated Assembly Area

St. Timothy's Anglican Church Aerial View



**DESIGNATED
ASSEMBLY
AREA
(SECONDARY)**

**DESIGNATED
ASSEMBLY
AREA
(PRIMARY)**

Form 1 – DHS Bomb Threat Checklist

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 9-1-1
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 9-1-1
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: **Time:**

Time Caller Hung Up: **Phone Number Where Call Received:**

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____



Form 3 – Incident Report

ST TIMOTHY'S ANGLICAN CHURCH *Safety Team*

INCIDENT REPORT		
Date of Incident:	Time of Day:	Person Reporting:
Who was involved in the incident? List names of all persons involved (if known); Otherwise, describe other person(s):		
Were any vehicles involved in this incident? YES / NO (Circle One) – If YES, please describe the vehicles. (e.g. make, model, color, license plate, state, anything else of note):		
Where did this incident happen?		
What are the details of the incident?		
What do you believe caused the incident?		
Please circle your role: Witness / Volunteer / Leader / Clergy / Staff / Safety Team / Other		
Could this incident have been avoided? YES / NO (Circle One) – Please explain why you believe that is the case:		
Were any children involved in the incident? YES / NO – If YES, do you know their name(s).		
Did you notice any other witnesses to this incident? YES / NO – If YES, please list their names (if known), or a description.		
How may we contact you for follow-up questions? (Phone, Email Address)		

On the back of this form, please tell us anything else we should know.

Incident Lead / Safety Captain _____ Lead Usher _____

Form 4 – Request for Security at Event

ST. TIMOTHY’S ANGLICAN CHURCH Request for Security at Event

NAME OF EVENT: _____

DATES OF EVENT: From _____ To _____

PERSON REQUESTING SERVICE: _____

PHONE #: _____ EMAIL: _____

DESCRIBE THE EVENT:

HOW MANY WILL ATTEND? _____

WHERE WILL THIS EVENT OCCUR? _____

HOW MAY THE SAFETY & SECURITY TEAM ASSIST?

IS THERE ANYTHING ELSE YOU FEEL WE SHOULD KNOW ABOUT THIS EVENT?

Please submit your request at least 30 days before the event.

SUBMIT COPY TO: RECTOR ----- SR. WARDEN ----- SAFETY TEAM