

Kingdom Hall Security Plan

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GENERAL SECURITY MEASURES

1. The Kingdom Hall entrance doors will remain locked prior to the start of a congregation meeting. The 2 Entrance Attendant's will be responsible for monitoring the entrance to the Kingdom Hall.
2. When the Kingdom Hall is used by a small group, such as for a meeting for field service, a Bible study, or an elders' meeting or during cleaning, the doors will remain locked at all times. All those who are assigned keys will be informed of these instructions.
3. The body of elders determines who qualifies to have a Kingdom Hall key. Those who no longer qualify to have a key will be asked to return it to the secretary immediately. If an individual refuses to return the key, steps will be taken to make sure that the Kingdom Hall is properly secured. Every six months, the secretary will review the list of those who are assigned keys to ensure that all on the list still qualify.
4. The Amherst Brothers (since they live in the territory), will contact the local police department once a year to maintain good relations, expressing appreciation for their assistance if called upon.
5. Our Kingdom Hall is equipped with 2 security monitors, one at the entrance of the Kingdom Hall and the other is in the kitchen area. The Entrance Attendant's will observe the monitor located by door along with his other duties.

ATTENDANT ROLES

6. For each congregation meeting, at least one entrance attendant and one auditorium attendant will be assigned. However, all who are trained as attendants should be alert and willing to respond to an incident.
7. **Entrance Attendant:** The assignment will start 30 minutes before each meeting and conclude after all of the attendees have left the building. The entrance attendant's will care for the following responsibilities:
 - (1) Monitoring the entrance before, during, and after the meeting. At all times, he will remain alert to those wishing to enter, kindly ascertaining their intentions if they are unknown. If an individual does not appear to pose a threat, the entrance attendant may grant him access. If it is determined that an individual requires special attention, the entrance attendant will follow the instructions under the headings "[Handling Disruptions](#)" and "[Handling Serious Security Concerns](#)."

- (2) Keeps the doors locked after the meeting starts.
- (3) Inspecting the parking lot 30 minutes after the start of the meeting. He will be accompanied by another trained attendant. A flashlight will be provided for their use. During these inspections, they will verify that exterior Kingdom Hall doors are locked. The auditorium attendant will monitor the Kingdom Hall entrance door during these inspections.
- (4) Keeps the doors locked after the concluding prayer.
- (5) Making sure door is locked and alarm on once all attendees have left the building.
- (6) Monitoring the security cameras, and maintaining good communication with the auditorium attendant, informing him of any incidents or concerns.
- (7) Assisting as needed in areas such as the coatroom, foyer, and elevators.
- (8) Assisting the auditorium attendant if an evacuation is needed, such as during a fire alarm.—See the heading “[Fire Alarms](#).”
- (9) Verifying that the sidewalk is free of ice during winter weather. He will report any concerns regarding icing or slip hazards to the auditorium attendant.

8. Auditorium Attendant: The assignment will start 30 minutes before each meeting and conclude after all of the attendees have left the building. The auditorium attendant will care for the following responsibilities:

- (1) Providing direction during emergencies (such as evacuations, fire alarms, and bomb threats) and confirming that emergency services are contacted as needed.
- (2) Monitoring the auditorium, stage, and heating/ventilation.—*od chap. 11 par. 14.*
- (3) Handling disruptions and serious security concerns as outlined in this document.

HANDLING DISRUPTIONS

9. Disruptive Individuals: It is best to ignore trivial or minor disturbances created by individuals. If an individual is agitated, an effort will be made to calm him. If he is willing to talk and stop causing a disturbance, at least two attendants will attempt to speak with him outside of the auditorium and away from others. They will try to ascertain if there is any assistance that can be given. However, if someone persists in being disruptive, he will be asked to leave. If the disruptive individual refuses to leave, he will be informed that if he does not leave and continues to distract others, the police will be contacted. If the individual does not cooperate, the police will be called. Generally, attendants would not use force to remove a disruptive individual from the Kingdom Hall. (If an individual becomes violent, follow the instructions under the heading “[Violent Individuals](#).”) When the police arrive, inform them that the individual is causing a disturbance and that he is no longer welcome at the facility. The police may also be informed that we are willing to file charges if it seems prudent and necessary under the circumstances.

10. Fire Alarms: If the fire alarm sounds, the auditorium attendant will investigate the situation. If it is confirmed that a danger exists, he will direct everyone to evacuate using the nearest exit. The auditorium attendant and the entrance attendant will follow the instructions under the heading “[Evacuation Plan](#).”

11. Medical Emergencies: If a medical emergency is reported to an attendant, he will immediately inform another individual and both will go to the scene of the incident. If there are any medical professionals present, their assistance may be requested. The auditorium attendant will ensure that emergency services are contacted as needed. If the medical

emergency occurs during the program, the auditorium attendant may advise the speaker to stop the program for a time. The entrance attendant will take the lead in confirming that the path for emergency responders is clear.

HANDLING SERIOUS SECURITY CONCERNS

12. Violent Individuals: Attendants will respond immediately to individuals who are intent on doing harm to others or who physically attack others. The auditorium attendant will take the lead in providing direction. In this situation, the attendants will do the following:

- (1) Call the police as quickly as possible. There is no need to warn the individual. The sooner the police arrive, the less harm a violent person can do. The auditorium attendant will call the police or confirm that they have been called.
- (2) Try to prevent the individual from entering the building. This may include locking and barricading doors, even if others are still outside. This will protect the largest number of attendees. The entrance attendant or anyone assisting him will immediately alert all in attendance to the presence of the individual.—See further information regarding sheltering in place under the heading “[Civil Disturbances, Severe Weather, or Environmental Emergencies](#).”
- (3) Remain calm and instruct all in attendance to remain calm and quiet. Encourage all to silence their cell phones and other electronic devices.
- (4) If the individual enters the building, make use of multiple brothers to subdue him until the police arrive.
 - If those who are being physically attacked are unable to flee from the individual, several working together can strike out defensively by using any available object. Of course, any such action would solely be to protect themselves or others from the attacker.
 - Those serving as attendants are not permitted to carry weapons in preparation for an active shooter.
- (5) Direct attendees to an escape route away from the violence. All will be encouraged to help others escape and leave belongings behind. Wounded individuals will not be moved unless there is an imminent risk to life. Exit in the direction that police are entering or as directed by them, since this is usually the safest route.
- (6) If evacuation is not possible, encourage attendees to hide. If possible, the hiding place should be in a locked room or in some other place out of the violent individual's view. Block the door with large items if it is possible to do so quietly. Provide protection if shots are fired.

13. Bomb Threats: If a bomb threat is received during the meeting, the auditorium attendant will go on stage and ask all to evacuate the building quickly and in an orderly manner, taking their belongings with them. He or someone he designates will contact the police. He and the entrance attendant will then follow the instructions under the heading “[Evacuation Plan](#).” The building will not be entered until the police confirm it is safe.

14. Civil Disturbances, Severe Weather, or Environmental Emergencies: If it is not safe to exit the Kingdom Hall, the elders will determine whether it is necessary to shelter in place. If it is necessary to shelter in place, all entrances and windows will be secured. Individuals will be directed to move away from all windows. In some instances, it may be necessary to instruct those in attendance to go into smaller rooms or get under the auditorium chairs for protection. The elders will monitor reports from authorities to know when the need to shelter in place has ended.

EVACUATION PLAN

15. Attendants should be familiar with all evacuation routes. Unless circumstances dictate otherwise, they will direct everyone to the exits. Assistance will be provided to those with special needs. A final check of the auditorium, restrooms, and lobby will be performed to confirm that everyone is out of the building. Attendants will confirm that everyone is assembled in a safe location and that no one reenters the building. If anyone is trapped inside, emergency responders will be provided with any needed information. The auditorium attendant will be the primary point of contact to communicate with emergency responders.

TRAINING

16. All those serving as attendants will be given this security plan and should be familiar with their assignments. Once a year, a security training meeting will be held with all elders and others who serve as attendants using the S-289 outlines.

RISK EVALUATION

17. Once a year, the body of elders (or the Kingdom Hall Operating Committee) will select two elders to review this security plan and recommend adjustments as needed. These elders will consider if there have been any changes to the security situation in the local community that would merit an adjustment to the security plan, such as increased crime or threats toward the congregation. They will physically walk around the Kingdom Hall property, both at night and during daylight hours, with a view to confirming that the current security plan and security features of the building are meeting the needs of the congregation(s). If adjustments are needed, recommendations will be made on how to adjust security to an appropriate level. This could include adjusting the security plan, increasing training, or adding additional security equipment based on guidelines from the Local Design/Construction Department.

18. Each time a security incident occurs at the Kingdom Hall, the coordinator of the body of elders will arrange for a review of how the situation was handled. The *Risk Incident Report* (TO-5) will be used to record details and to review if any additional measures can be put in place to prevent future incidents. Current direction should be followed on when to submit the *Risk Incident Report* to the branch office.

[ADDITIONAL SUBJECT]

19. N/A