

TRINITY EVANGELICAL LUTHERAN CHURCH

Security Team Minutes

DATE: May 21, 2024

TIME: 6:00 p.m. room 239

- **Policy page and procedures need to be setup for our team.**
 - Steve to work on the policy page.
 - Chad discussion with Rick From INA
 - We will move forward with INA for security policy and procedures.
 - 30 day turn around for the initial report. (Will try to get them to commit to a better date).
 - Next the security team will review and craft the document to fit with Trinity Security recommendations.
 - Rick from agreed to meet with the security team, or a subgroup to craft the final document.
 - Final document date not set.

- **Review items on INA list and suggest top priorities for trinity.**
 - Reviewed Entire List (50+ items)
 - Chad to get with Steve to update existing projects.
 - Nine items that were Priority.
 - Discussed and Chad to follow up and email team on update.

- **Action Items:**
 - Chad to get INA started on procedure report.
 - Steve work on Policy page. INA?
 - Follow up with synod on what other churches are doing for Policy/Procedures. Steve.
 - Ushers, greeters, and front desk personnel will need training as this will be a change in how we communicate and operate. Security Team
 - Print out and distribute layout/schematic of each floor so team can be familiar with the church. Chad and Steve
 - Do we have the emergency exit plan in all the necessary locations? Chad Steve
 - Where are the panic buttons on the church. Chad Steve
 - Need to set up training for AED/First Aid/CPR/Evacuation Plan. Chad Steve

- Steve to share report of what other policy. Steve
 - Suggest identifying all health care professionals in our congregation (nurses, doctors, EMT, paramedics, etc.)
 - Possible mass cell phone communication for staff if there is an issue – Need to look into. Group Alert text? Chad Steve
 - Intercom to communicate to the masses. Are the phones efficient. Need to test. Chad Steve
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- **Next meeting Date**
 - Once we receive a commitment on the completion date on the INA report we will set a meeting for the week followin. We will review and finalize. I should know before the end of the week on the date.