

	<b>Ingleside Baptist Church - Staff Handbook Procedure</b>	
	POLICY REFERENCE: N/A	
	Original Date: 01/07/2002	Revised Date: N/A
SUBJECT: <b>SECURITY - LOCK DOWN PROCEDURE</b>		PROCEDURE NO. <b>SHP - 302</b>

The Business Administrator and Plant & Properties Manager are responsible for the development of a comprehensive security plan with respect to the property and buildings of Ingleside Baptist Church in order to help ensure an adequate level of safeguards to church members, visitors, staff, facilities, books & records, and other church assets. An important part of this overall security plan is the security - lock down of the facility during times when some or all of the buildings are not in use. A schedule indicating our current security schedule for the different areas of the building is attached hereto. Of course, this schedule is general in nature and all appropriate doors will also be unlocked (or locked) whenever appropriate to accommodate various special events. **Please be certain to turn in Facility Request Forms for all facility usage so that the appropriate areas can be unlocked in advance of the event.**

**SEE CURRENT IBC SECURITY SCHEDULE (ATTACHED)**

**OPERATION OF LOCKS:**

**Exterior doors** - All exterior (entrance) doors operate with the standard A2 key.

**B Building** - The interior doors that separate the C building stairwell from the B building hallways all operate on the standard A2 key. These are located at the stairway landing on the B1, B2, and B3 floors.

**C Building** - The interior double doors that separate the elevator foyer from the C building hallways all operate with a magnetic keypad activated lock. A code must be entered to access these areas when the facility is in “lock-down” mode. These are located on the wall directly to the right of the double doors on the C1, C2, and C3 floors.

These magnetic locks work as follows:

- When facilities are open, the green turnkey indicator is on.
- In “lock-down” mode, the turnkey indicator is off.
- To access one of the C floor hallways when they are locked, you must enter the appropriate 4-digit code followed by \*. When the code is entered, the door will unlock, as indicated by the green keypad light. The door will remain unlocked for 5 seconds and will then revert back to locked mode.

# **IBC SECURITY SCHEDULE**

## **FACILITIES WILL BE OPEN, AS INDICATED BELOW:**

### **Preschool Entrance\*, Playground door, & interior Preschool/Children's hallway doors**

Monday, Tuesday, Thursday, Friday	8:00am - 3:00pm
Wednesday	8:00am - 3:00pm, 5:00pm - 9:00pm
Saturday	Only as needed for special events
Sunday	7:30am - 1:00pm, 3:30pm - 9:00pm

\* - Note that the preschool entrance at the east end of the C building always remains locked.

### **Family Life Center entrance (by the cooling tower) and interior FLC hallway doors**

Monday - Friday	As designated by the FLC schedule that changes throughout the year
Wednesday	5:00pm - 9:00pm* (and other designated FLC scheduled times)
Saturday	Only as needed for Upward Basketball or other special events
Sunday	7:30am - 1:00pm (and as needed for MIC or other special events)

\* - FLC reserved for AWANA only, after 6:00pm.

### **Fellowship Hall entrance doors**

Monday, Tuesday, Thursday, Friday	Only as needed for special events
Wednesday	4:00pm - 9:00pm
Saturday	Only as needed for special events
Sunday	7:30am - 1:00pm, 3:30pm - 9:00pm

### **All other church entrances**

Monday - Saturday	Only as needed for special events
Wednesday	4:00pm - 9:00pm
Saturday	Only as needed for special events
Sunday	7:30am - 1:00pm, 3:30pm - 9:00pm

### **Stairwell & Elevator doors to the 1st, 2nd, and 3rd floors of the B building**

Monday, Tuesday, Thursday, Friday*	9:00am - 5:00pm (and as needed for special events)
Wednesday	8:00am - 9:00pm
Saturday	Only as needed for special events
Sunday	7:30am - 9:00pm

\* - Note that the B1 floor hallway door will remain locked at all times, except as needed for special events.

### **"Across the Street" facility**

Monday, Tuesday, Thursday, Friday	Only as needed for special events
Wednesday	3:00pm - 8:30pm
Saturday	Only as needed for special events
Sunday	8:00am - 12:30pm, 3:00pm - 8:30pm

SUBJECT: **XXXXXXXXXXXX**

PROCEDURE NO. **SHP - XXX**