

St Nicholas Parish Church, Lanark.

Church Security Procedure

Responsibility to comply with this procedure are key holders.

Responsibility to maintain an up to date register of key holders is the Session Clerk.

Method:

The main door and side door will normally remain closed, but not locked, during Church services and other significant gatherings. The choir door (which has a Chubb lock) should be secured during such services and gatherings.

The main door, side door and choir door should be secured for small gatherings (particularly lone working), but available for immediate use in an emergency. Responsibility to answer the door is the church user.

To minimise fire risk, all relevant fire escape routes and exits must be kept clear of storage, particularly the vestibule at the church front door. Rubbish must not be deposited immediately adjacent to the exterior of the building, particularly outside the Choir door.

Prior to finally locking the church the key holder must check that:

- the ground floor, gallery, rooms, toilets etc. are vacated;
- all candles have been extinguished.
- all windows and doors are secured;
- all lights, and electrical appliances have been switched off;
- all water taps are switched off;
- there are no sources of ignition.

In the event of there being a problem in securing the church the key holder should telephone:

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| • The Church Officer | 01555 663723 |
| • The Session Clerk | 01555 661454 |
| • The Minister | 01555 661936 |