

Building Security Supervisor Responsibilities

The role of the Building Security Supervisor is to be responsible for the security of the building and the safety of the people attending a function in a Parish/School building. Whether the event is parish-sponsored or an event for an outside organization or individual(s), the Parish must have someone on site to take necessary precautions to provide a safe environment for our guests as well as to maintain the security of the building from unwanted visitors.

Anyone can take on this role for an event but they must have prior authorization from the Parish Office to make sure proper training and expectations are in place.

Duties include:

- 1) Secure all entrances to the building except for the designated entry to be used for the event/gathering.
- 2) Be familiar enough with the mechanical operations for the building to be able to adjust temperatures, assist with the operation of kitchen equipment, etc...
- 3) Be available to clean up spills and water or melted snow in the entry areas to help prevent the visitors from slipping on a wet floor.
- 4) Be available to put down ice melt on sidewalks to prevent slippery surfaces.
- 5) Serve as the emergency coordinator for the facility in case of a medical, weather or other type of emergency. This includes calling 911 for a medical emergency and knowing where people should go in the building in case of a tornado/storm.
- 6) Conduct periodic walking inspections of the building are to be certain unwanted visitors have not gained access to the building to prevent thefts or vandalism.
- 7) Be certain all unnecessary equipment and/or water systems are turned off at the end of an event.
- 8) Secure all entrances to the building at the end of the event to maintain the building's security.