**Church Security and Safety Assessment**

**Outside**

**\_\_\_\_\_Trees and Shrubbery:** All shrubs and trees are trimmed to reduce hiding places for persons and easy access to roof or upper floors.

**\_\_\_\_\_Signage**: Signs are present showing locations for entry; to include worship locations and office location for visitors during week.

**\_\_\_\_\_Signage:** Signs are present to direct visitors to proper location to ensure they are welcomed properly.

**\_\_\_\_\_Fire escapes**: Exits are properly labeled AND access is open and easy to reach.

**\_\_\_\_\_Equipment**: Equipment is secured if left in the open.

**\_\_\_\_\_Equipment**: All equipment stored outside or in storage facilities is secured properly and inventoried with serial number and photos.

**\_\_\_\_\_HVAC:** Serial numbers recorded and additional markings are in place if copper present.

**\_\_\_\_\_HVAC:** Equipment is secured by fence or cage to prevent theft.

**\_\_\_\_\_Lighting**: Sufficient lighting is present at all entrances, parking areas and walkways.

**\_\_\_\_\_Lighting**: Exterior lighting is vandal proof.

**\_\_\_\_\_Lighting**: Motion sensitive at appropriate locations

**\_\_\_\_\_Doors/Windows:** Doors and windows are up to date with latest available security updates in place.

**\_\_\_\_\_Outside Check System**: Documented weekly check off inspection system in place to ensure the safety of those attending events. This should include: no graffiti or controversial items are present, no suspicious items, trash removed, and playground equipment safe and free from items that are health hazards. Checks should be completed prior to day’s planned activities.

**\_\_\_\_\_Line of sight**: Views are free of obstruction from inside to parking lots, play grounds, walkways are all visible from entry doors.

**\_\_\_\_\_Staff parking**: If parking for staff is identified ensure it is easily observable from entry doors. (if not designated ensure safety team is aware of vehicles driven by staff members)

**\_\_\_\_\_Law Enforcement:** Familiar with property, included in safety/security planning.

**\_\_\_\_\_Law Enforcement**: Has up to date emergency contact information.

**\_\_\_\_\_Neighbor watch:** Ensure neighbors have emergency contact information for key personnel in case of an emergency or observance of suspicious activity.

**\_\_\_\_\_Security Cameras:** If cameras present ensure they are working properly weekly and signage is present if warranted to discourage crime or other unwanted activities.

**\_\_\_\_\_Chemical Storage:** Ensure cleaning chemicals, gasoline, oil etc. are stored in secure areas.

**Inside**

**\_\_\_\_\_Lighting:** Entryways are well lite along with all hallways.

**\_\_\_\_\_Lighting:** Lighting has been updated-auto on off in key areas to prevent unwanted activities.

**\_\_\_\_\_Lighting:** Key locations lighted during overnight.

**\_\_\_\_\_Access:** Hallways are clear and not used for storage.

**\_\_\_\_\_Classrooms:** Easy entry and viewing from outside of room.

**\_\_\_\_\_Classrooms**: Lockable from inside in case of trouble.

**\_\_\_\_\_Child care areas:** locked down.

**\_\_\_\_\_Worship Center**: Ensure walk through is completed prior to each service looking for unwanted items.

**\_\_\_\_\_Alarm system:** If alarmed ensure equipment updates and functioning.

**\_\_\_\_\_Entry doors:** Locks changed or rekeyed to ensure limited access.

**\_\_\_\_\_Key control:**  Master keys are numbered and limited to key personnel.

**\_\_\_\_\_Inventory:**  Set monetary amount to count to include: kitchen, worship center, classrooms, sound equipment, files, sporting equipment, maintenance equipment, vehicles, etc. etc.

**\_\_\_\_\_Inventory:** Record serial numbers and/or photos of equipment and store information both on and off site. Consider some type of engraving on some items.

**\_\_\_\_\_Fraud prevention:** System of checks and balances in place to detect any suspicious fraud activities.

**\_\_\_\_\_Password protection:** System in place to ensure frequent changes are made in passwords to prevent outside/inside security breaches.

**\_\_\_\_\_Wireless network:** Network is secure to prevent outside access and potential viruses are avoided by unauthorized use.

**\_\_\_\_\_Child/Adult online protection:** preventive measures are in place to prevent access to all sites that are questionable both morally and legally.

**\_\_\_\_\_Facility Map:** Diagram of building and locations of classrooms posted for easy viewing for those assisting visitors and for emergency responders.

**\_\_\_\_\_Medical:** Equipment up to date with items needed and easily accessible with adequate signage on location.

**\_\_\_\_\_Medical:** Up to date list of available medical personnel who are members easily accessible for safety/security team.

\_\_\_\_\_Law Enforcement: Local law enforcement and fire department have a blueprint/floor plan/classroom locations of facility.

**Additional Questions to ask**

\_\_\_\_\_Do our members feel safe?

\_\_\_\_\_Do our visitors feel welcome?

\_\_\_\_\_Does Staff feel confident that any issues will be handled properly by team members?

\_\_\_\_\_Do we have a crisis management plan in place and does everyone understand their role?

\_\_\_\_\_What needs were found in the assessment and where do we start?

**Safety/Security Survey**

Our Safety/Security Team is currently seeking assistance as we move forward in our goal of protecting those who attend our church and providing a welcoming atmosphere to those who are visiting. Please take a minute to complete this questionnaire and return to a team member or staff member as soon as possible. We would like to know of any medical skills or law enforcement experience that you may have as well.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number (s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be willing to help provide a presence on our parking lots and greet members and visitors providing assistance as needed? \_\_\_\_\_

Would you be willing to help provide a presence inside assisting members and visitors as needed? \_\_\_\_\_

When would be available to assist?

Sunday morning \_\_\_\_\_

Sunday evening \_\_\_\_\_

Other services \_\_\_\_\_

Weekly \_\_\_\_\_

Monthly \_\_\_\_

Medical Experience:

Doctor/Nurse\_\_\_\_\_

CPR Certified\_\_\_\_\_

AED(Automated External Defibrillator)\_\_\_\_\_

Basic Medical training\_\_\_\_\_

Other\_\_\_\_\_\_

Law Enforcement Experience\_\_\_\_\_

Questions/Comments

**STAFF FACT SHEET**

\*\*Staff Protection includes both at Church and away. During the course of a “routine” day you may encounter something that “just doesn’t seem right”. If you think it, it probably is. Contact should be made with another member of the security team or another Staff person advising them of the situation. If you are concerned for your or your family’s safety contact a member of the Security team or call 911 immediately if conditions exist. The information that you are completing is for security reasons only and will not be shared with anyone else. It simply allows us to have quick access to valuable information in case of emergency.

**Name:**

Address:

Home Phone:

Cell Phone:

Vehicle information (make, model, year, color, LPN):

**Spouse Information**

Name:

Cell Phone:

Employment:

Work Supervisor:

Work number:

Vehicle information:

**Children Information**

Names-age/cell numbers if applicable:

Place of employment if local:

Vehicle information: