CHURCH SAFETY / SECURITY MINISTRY SECURITY ASSESSMENT

SURVEY INFORMATION		
CHURCH NAME	**ADDRESS**	**CITY, STATE, ZIP**

KEY CONTACT PERSON	**TELEPHONE**	**EMAIL ADDRESS**

SAFETY/SECURITY DIRECTOR	**TELEPHONE**	**EMAIL ADDRESS**

CONDUCTED BY		
NAME	**TELEPHONE**	**DATE**

GENERAL CHURCH INFORMATION		
MEMBERS	**AVERAGE ATTENDANCE**	**YOUTH/CHILDREN**

STAFF (FULL-TIME)	**STAFF (PART-TIME)**	**VOLUNTEERS**

Location:

☐ Urban ☐ Suburban ☐ Rural

Does the church have?

☐ Day Care ☐ Gymnasium ☐ School or Classrooms

Electronic Security Alarm System:

☐ Yes ☐ No

Electronic Access Control System:

☐ Yes ☐ No

Video Surveillance System:

☐ Yes ☐ No

Safety/Security Team:

☐ Yes ☐ No

Staff Safety Training Program:

☐ Yes ☐ No

Volunteer Safety Training Program:

☐ Yes ☐ No

CHURCH

A church is a building or location where a group of people come to perform acts of religious study, honor, or devotion. The term "church" may be used for churches, synagogues, mosques, or temples. It is usually a building intended for the performance of religious services and rituals.

NEIGHBORHOOD

☐ YES ☐NO ☐NA   Are there "crime generators" in the immediate neighborhoods of the church? "Crime generators" may include late-night social or retail establishments, low income housing, social services, etc.

> Comment:

☐ YES ☐NO ☐NA   Can the church be observed from surrounding facilities and streets? It is preferable for there to be clear lines of sight between church's and their neighbors.

> Comment:

☐ YES ☐NO ☐NA   Are neighborhood streets and walkways in the immediate vicinity to the church well lite?

> Comment:

☐ YES ☐NO ☐NA   Do nearby residents use church property for recreational purposes? Persons who are not members of the church and use the property for recreation may become a security risk or threat.

> Comment:

☐ YES ☐NO ☐NA   Is the church located in a neighborhood that has an active Neighborhood Watch program? A neighborhood that has an active Neighborhood Watch program is often safer than one that does not.

> Comment:

PROPERTY PERIMETER

It is desirable that the church property perimeter or boundaries be clearly defined and recognizable. This can be accomplished by fencing, landscaping, signage, etc.

☐ YES ☐NO ☐NA   Are property boundaries of the church easily recognizable by visual means?

> Comment:

☐ YES ☐NO ☐NA   Is there a marquee or other sign visible from the adjacent roadway that identifies the presence of the house of worship?

> Comment:

☐ YES ☐NO ☐NA   Are there signs near the property perimeter directing visitors to appropriate locations for building entry?

> Comment:

☐ YES ☐NO ☐NA   Is the church building and grounds visibly accessible to patrolling law enforcement vehicles?

> Comment:

EXTERNAL GROUNDS

External grounds are those property areas that extend from the house of worship property boundaries to the actual perimeter of the building or facility. External grounds may include vehicle parking areas, pedestrian walkways, playgrounds or recreational areas, detached storage facilities, open or landscaped areas, etc.

☐ YES ☐NO ☐NA

Are designated parking lots or parking areas well lighted? Surface parking areas should have at least one foot candle light level during periods of darkness.

Comment:

☐ YES ☐NO ☐NA

Are pedestrian walkways and building entrances particularly well lighted? It is recommended that pedestrian walkways and building entrances have at least five foot candle light level during periods of darkness

Comment:

☐ YES ☐NO ☐NA

Are all sides of the church illuminated by exterior lighting?

Comment:

☐ YES ☐NO ☐NA

Are exterior lights associated with the church controlled by a photoelectric cell? It is preferable to have exterior lighting controlled by light sensitive photoelectric cells rather than manual switches or timers.

Comment:

☐ YES ☐NO ☐NA   Does someone have the responsibility for checking the operation of all exterior lighting at least once a week? It is recommended there be a formal process for inspecting all external lighting on a regular scheduled basis.

> Comment:

☐ YES ☐NO ☐NA   Is there a reliable system or process for the timely repair of inoperative external lighting? Inoperative exterior lighting should be repaired as soon as possible after being identified.

> Comment:

☐ YES ☐NO ☐NA   Is exterior lighting uniform, without pockets of shadow or glare?

> Comment:

☐ YES ☐NO ☐NA   Are switches, breakers or electrical panels that control lighting inaccessible to the public?

> Comment:

☐ YES ☐NO ☐NA   Are exterior playgrounds enclosed by a sturdy fence?

> Comment:

☐ YES ☐NO ☐NA   Do external playgrounds have a restricted entry point?

> Comment:

☐ YES ☐NO ☐NA   Are sight lines from the church to playgrounds unobstructed by landscaping, plant growth or other means?

Comment:

☐ YES ☐NO ☐NA   Does playground equipment have tamper-proof fasteners?

Comment:

☐ YES ☐NO ☐NA   Are bushes, shrubbery or other plant growth trimmed in an appropriate manner so as not to serve as a hiding place or a place of concealment? It is recommended that plant growth within six foot of a parking facility, pedestrian walkway or building entrance be trimmed at a height of no more than two feet (2'). The branches or foliage of trees should be no lower than seven feet (7') above grade.

Comment:

☐ YES ☐NO ☐NA   Are there any informal pathways (not formally designated) that may serve as a security risk, i.e., inadequately lit?

Comment:

☐ YES ☐NO ☐NA   Are exterior or detached storage buildings or facilities well-constructed and secured?

Comment:

☐ YES ☐NO ☐NA   Are dumpster covers locked and is the trash or dumpster area well lit?

> Comment:

☐ YES ☐NO ☐NA   Are there any exterior building recesses or alcoves that can serve as hiding places or places of concealment for intruders? Means to remove or reduce concealment potential may include lighting, screening, blocking, convex mirrors, etc.

> Comment:

BUILDING PERIMETER

☐ YES ☐NO ☐NA   Are visitor entry points clearly identified?

> Comment:

☐ YES ☐NO ☐NA   Is the church designed in such a manner that visitors have to check in at an administrative office or desk before they can access other parts of the building?

> Comment:

☐ YES ☐NO ☐NA   Is the designated visitor entry point under the visual supervision of a receptionist or administrative office?

> Comment:

☐ YES ☐NO ☐NA   Is there a strategy or program to detect and eliminate propped exterior doors at the church?

> Comment:

☐ YES ☐NO ☐NA   Are locations where gas and electric utilities enter the church secured?

> Comment:

☐ YES ☐NO ☐NA   Has the exterior handles and door trim been removed from emergency exit doors?

> Comment:

☐ YES ☐NO ☐NA   Are perimeter pedestrian entryways equipped with full flush metal or solid core doors at least 1 ¾" thick and secured with deadbolt locking devices (where life safety codes do not govern otherwise) and door hinges that do not permit the pins to be removed from the exterior?

> Comment:

☐ YES ☐NO ☐NA   Are exterior doors not used as designated entry points locked to prevent entry from the exterior?

> Comment:

☐ YES ☐NO ☐NA   Are the locks on all building entry points functional and in a good state of repair?

> Comment:

☐ YES ☐NO ☐NA   Is there no more than 1/8" clearance between the exterior doors and their door frames? Exterior doors need to fit tightly in their door frames so a prying device cannot be wedged between the door and the frame.

> Comment:

☐ YES ☐NO ☐NA   Do exterior door frames have reinforced strike plates secured by at least four (4), 3" screws?

> Comment:

☐ YES ☐NO ☐NA   Are exterior doors equipped with high quality cylindrical, tapered locks with a deadbolt at least 1" in length?

> Comment:

☐ YES ☐NO ☐NA   Are exit doors equipped with push-pads rather than push-bars that may be more easily opened with a coat hanger?

> Comment:

☐ YES ☐NO ☐NA   Are operable exterior windows easily locked?

> Comment:

☐ YES ☐NO ☐NA   Are double-hung windows (sashes slide up and down) and horizontal sliding windows equipped with an auxiliary locking device or interlocking sashes to prevent sliding a small flat blade between the sashes to unlock the window?

Comment:

☐ YES ☐NO ☐NA   Are horizontal sliding windows or doors equipped with screws or devices to prevent the sash or door from being lifted out of the track?

Comment:

☐ YES ☐NO ☐NA   Are windows below or partially below grade provided with grills, security screens or burglary resistant glazing material (consistent with Life Safety Codes)?

Comment:

☐ YES ☐NO ☐NA   Are windows in concealed areas provided with grills, security screens or burglary resistant glazing material?

Comment:

☐ YES ☐NO ☐NA   Is there a clear responsibility for unlocking and locking the church each day?

Comment:

☐ YES ☐NO ☐NA   Are horizontal sliding windows or doors equipped with screws or devices to prevent sash or door from being lifted out of the track?

> Comment:

ELECTRONIC INTRUSION DETECTION SYSTEM

☐ YES ☐NO ☐NA   Does the church have an electronic intrusion detection system ("burglar alarm")?

> Comment:

☐ YES ☐NO ☐NA   Does the alarm system cover all exterior entry points?

> Comment:

☐ YES ☐NO ☐NA   Are there clear signs and/or decals posted on the exterior of the building (doors and windows) indicating the facility is equipped with an intrusion detection system? The primary goal of an alarm system should be to deter by its presence and prevent illegal entry attempts.

> Comment:

☐ YES ☐NO ☐NA   Is the intrusion detection system centrally monitored? It is recommended that an electronic intrusion detection system be equipped with both a loud local annunciator and be monitored centrally by an alarm monitoring center.

> Comment:

☐ YES ☐NO ☐NA   Are appropriate church members and staff formally trained on alarm system arming and disarming procedures? Many false alarms are generated because of inappropriate arming and disarming procedures or practices.

> Comment:

☐ YES ☐NO ☐NA   Is there a preventive maintenance program for the intrusion detection alarm system? Intrusion detection systems should be inspected and serviced at least annually by a trained and certified technician.

> Comment:

☐ YES ☐NO ☐NA   Is there a process or procedure for the periodic replacement or upgrading of the intrusion detection system? With extended age, intrusion detection equipment can deteriorate or become technologically obsolete.

> Comment:

☐ YES ☐NO ☐NA   Are the arm/disarm codes for an intrusion detection system changed and reissued at least annually?

> Comment:

☐ YES ☐NO ☐NA   Are the names and call numbers of persons on the central station call list reviewed and updated at least annually?

> Comment:

ELECTRONIC ACCESS CONTROL SYSTEM

☐ YES ☐NO ☐NA   Are primary exterior doors controlled by a functioning electronic access control system (magnetic swipe or proximity device)?

Comment:

☐ YES ☐NO ☐NA   Are building exit doors equipped with an electronic alarm?

Comment:

☐ YES ☐NO ☐NA   Are there interior areas or doors controlled by an electronic access control system?

Comment:

☐ YES ☐NO ☐NA   Is the database of card holders for the electronic access control system periodically audited to deactivate users who no longer need access to the church?

Comment:

VIDEO SURVEILLANCE SYSTEM

☐ YES ☐NO ☐NA   Does the church currently have a video surveillance system (CCTV cameras)?

Comment:

☐ YES ☐NO ☐NA   If the church currently has a video surveillance system, is it used to view vehicle parking areas or playground areas?

> Comment:

☐ YES ☐NO ☐NA   If the church currently has a video surveillance system, is it used to monitor perimeter access control?

> Comment:

☐ YES ☐NO ☐NA   If the church does currently have a video surveillance system, is it used to view internal areas of the building?

> Comment:

☐ YES ☐NO ☐NA   Is there a preventive maintenance program for the video surveillance system?

> Comment:

INTERNAL BUILDING AREAS

☐ YES ☐NO ☐NA   Are all interior hallways and rooms well lighted?

> Comment:

☐ YES ☐NO ☐NA   Are there doors or other means to secure sections of the church when the section is not in use?

Comment:

☐ YES ☐NO ☐NA   Are areas under stairwells enclosed or otherwise inaccessible?

Comment:

☐ YES ☐NO ☐NA   Are building restrooms located to maximize visual surveillance, such as near classrooms or staffed areas?

Comment:

☐ YES ☐NO ☐NA   Are interior lights within restrooms controlled by wall switches? It is recommended that restroom lighting not be controlled by wall switches. Restroom lighting should either be controlled by motion detectors or be on continuously via key switches anytime the church is occupied.

Comment:

☐ YES ☐NO ☐NA   Can restroom entry doors be locked from inside the restroom? It is recommended that restrooms not be capable of being locked from the inside.

Comment:

☐ YES ☐NO ☐NA   Is the lockable door hardware of interior doors routinely tested to ensure doors close and lock properly and that the door hardware is in a good state of repair?

> Comment:

☐ YES ☐NO ☐NA   Are there locks on mechanical room doors? Only designated church staff should have access to building mechanical rooms.

> Comment:

☐ YES ☐NO ☐NA   Are dropped or removable ceilings sealed in some way to indicate when they have been disturbed? Dropped ceilings can provide unauthorized access to rooms when walls do not extend from the floor to the ceiling.

> Comment:

☐ YES ☐NO ☐NA   Is there a reinforced and alarmed storage room or closet for the locked storage of portable church equipment of significant value?

> Comment:

KEY MANAGEMENT AND CONTROL

☐ YES ☐NO ☐NA   Is there a single person responsible for key issuance and record keeping?

> Comment:

☐ YES ☐NO ☐NA   Is there an accurate record of who has been issued church keys?

Comment:

☐ YES ☐NO ☐NA   Is key duplication, prohibited except for authorized personnel?

Comment:

☐ YES ☐NO ☐NA   Are key holders required to sign for keys?

Comment:

☐ YES ☐NO ☐NA   Are keys stored in a locked container with limited access?

Comment:

☐ YES ☐NO ☐NA   Are affected locks replaced or rekeyed whenever a key is lost or stolen?

Comment:

CHURCH PROPERTY INVENTORY

☐ YES ☐NO ☐NA   Is the responsibility for church property inventory assigned to a specific staff member?

Comment:

☐ YES ☐NO ☐NA   Is valuable church property engraved with an owner applied number in a manner that permits easy identification?

> Comment:

☐ YES ☐NO ☐NA   Is there a written (preferably computerized) inventory of all church property and equipment of value?

> Comment:

☐ YES ☐NO ☐NA   Are there written policies for personal use of church equipment or property?

> Comment:

☐ YES ☐NO ☐NA   Are church assets, equipment and items of value inventoried annually?

> Comment:

CHILDREN AND YOUTH SECURITY

☐ YES ☐NO ☐NA   Is there a written, up-to-date Child and Student Safety and Protection Policy?

> Comment:

☐ YES ☐NO ☐NA   Is there a child and youth security training program for church employees and volunteers?

> Comment:

☐ YES ☐NO ☐NA   Is there a church policy that requires a background check of staff and volunteers?

> Comment:

☐ YES ☐NO ☐NA   Are fingerprints taken of all church employees?

> Comment:

☐ YES ☐NO ☐NA   Is there a policy that requires volunteers to be a member of the church or active in church activities for at least six months before they can be directly involved in children and youth activities?

> Comment:

☐ YES ☐NO ☐NA   Are there uncovered windows in classrooms and youth activity areas?

> Comment:

☐ YES ☐NO ☐NA   Is there a policy that requires that two or more adults be present during church sponsored programs involving children and youth?

> Comment:

☐ YES ☐NO ☐NA   Is there a policy that requires an adult to announce to another adult when assisting a child in a bathroom or changing a diaper?

> Comment:

☐ YES ☐NO ☐NA   Is there a child-tag system or other child check in and drop off procedure for the church worship?

> Comment:

FINANCIAL SECURITY

☐ YES ☐NO ☐NA   Is there a written, up-to-date accounting procedure manual that identifies how church money and financial resources are handled, counted, deposited, reported and audited?

> Comment:

☐ YES ☐NO ☐NA   For the counting of church offerings, is there a policy that requires at least three people to be present and that these people are rotated on a regular basis?

> Comment:

☐ YES ☐NO ☐NA   Is there a church policy that no one person has the authority to approve purchases, issue funds and sign checks?

> Comment:

☐ YES ☐NO ☐NA   Are church bank statements reconciled by someone who does not have the authority to issue or sign checks?

> Comment:

☐ YES ☐NO ☐NA   Is there a policy that requires all church-issued checks to have at least two signatures?

> Comment:

☐ YES ☐NO ☐NA   Does a certified public accountant or other qualified outsider conduct an annual audit of house of worship finances?

> Comment:

☐ YES ☐NO ☐NA   Does the house of worship have a UL-approved money safe onsite for the storage of cash funds?

> Comment:

CHURCH SAFETY MINISTRY

A Church Safety Ministry is a select group of volunteers and staff who serve the Lord by maintaining a safe and secure environment for worship, prayer and study. The Safety Ministry supports the Church's primary mission by adding layers of safety to the church's activities and events.

SAFETY MINISTRY BASICS

☐ YES ☐NO ☐NA   Do you have a designated person or team responsible for safety, security, and risk management training and oversight?

> Comment:

☐ YES ☐NO ☐NA Do you have a training program for staff and volunteers to address safety and security risks and mitigations?

Comment:

☐ YES ☐NO ☐NA Do you have a written and followed policy addressing personal protection of staff, members, and visitors to your facility?

Comment:

☐ YES ☐NO ☐NA Do you engage in a regular and documented facility inspection and maintenance program and have written policies for groups using the church facilities?

Comment:

☐ YES ☐NO ☐NA Do you have a written and followed emergency preparation and response plan and the personnel needed to oversee such a ministry or event?

Comment:

GENERAL CONSIDERATIONS

☐ YES ☐NO ☐NA Do you have a safety team that can take charge during any emergency situation?

Comment:

☐ YES ☐NO ☐NA   Have team members undergone a thorough screening, including a
criminal background check?

> Comment:

☐ YES ☐NO ☐NA   Are team members trained to handle communication, evacuation, first aid,
emergency response, and violent intruder?

> Comment:

☐ YES ☐NO ☐NA   Has your team discussed worst-case scenarios and developed responses
to them?

> Comment:

☐ YES ☐NO ☐NA   Has your team consulted area experts, such as police, paramedics, and
firefighters, to determine how your organizations can work best with one
another?

> Comment:

☐ YES ☐NO ☐NA   Is your team trained to help evacuate the church?

> Comment:

☐ YES ☐NO ☐NA   Does your team practice evacuation on a regular basis with staff,
volunteers, and members?

> Comment:

☐ YES ☐NO ☐NA   Is your team trained to verbally deescalate a disruptive person(s)?

> Comment:

☐ YES ☐NO ☐NA   Is your team trained in Use of Force and Control Techniques (Unarmed Self-Defense)?

> Comment:

MEDICAL RESPONSE

☐ YES ☐NO ☐NA   Does your team include medical professionals who are responsible for providing first aid and calling for medical assistance in the event of an emergency?

> Comment:

☐ YES ☐NO ☐NA   Do you train safety team members to look for an emergency medical identification card on the injured or ill person to alert you to any known medical problems or allergies?

> Comment:

☐ YES ☐NO ☐NA   Does your safety team maintain a fully stocked first-aid kit?

> Comment:

☐ YES ☐NO ☐NA   Does the team have gloves readily available to protect them from blood and other potentially harmful bodily fluids?

Comment:

☐ YES ☐NO ☐NA   Are members of your safety team trained in basic first aid, CPR, and AED use (if you have AEDs)?

Comment:

VIOLENCE RESPONSE

☐ YES ☐NO ☐NA   Does your emergency response plan address the possibility of violent attacks?

Comment:

☐ YES ☐NO ☐NA   Has your safety team determined which areas of your ministry are most vulnerable to attack?

Comment:

☐ YES ☐NO ☐NA   Does your team know how to prepare for and respond to a violent attack?

Comment:

☐ YES ☐NO ☐NA   Does your disaster response team regularly participate in drills to review and practice what you intend to do during and after an emergency?

> Comment:

☐ YES ☐NO ☐NA   Can your team implement lockdown procedures in the event of a violent event within the church?

> Comment:

☐ YES ☐NO ☐NA   Do you regularly communicate with your congregation about what to do in the event of an emergency? (Location of emergency exits, lockdown procedures, how you'll protect children in Sunday school, etc.?)

> Comment:

☐ YES ☐NO ☐NA   Has your ministry invested in security equipment that would enable staff and the safety team to limit access to specific areas of the building, such as the children's wing?

> Comment:

☐ YES ☐NO ☐NA   Does your ministry have security cameras, panic buttons, silent alarms, or other types of security equipment to help ensure the safety of your members?

> Comment:

FIREARMS ISSUES

☐ YES ☐NO ☐NA   Are armed security personnel current or former law enforcement agents?

> Comment:

☐ YES ☐NO ☐NA   Are they licensed to carry a weapon in your state?

> Comment:

☐ YES ☐NO ☐NA   Do you require team members who carry firearms to receive regular, formal weapons training?

> Comment:

☐ YES ☐NO ☐NA   How often do they undergo weapons training?

> Comment:

☐ YES ☐NO ☐NA   Do your security team members follow a set of written guidelines as to how much force may be used against a person in a given situation?

> Comment:

☐ YES ☐NO ☐NA   Are your security team members trained to avoid "friendly fire" and striking unintended targets who may be in the line of fire?

> Comment:

☐ YES ☐NO ☐NA   Have team members been trained how to resolve conflict without weapons?

> Comment:

COURTESY OF SHEEPDOG CHURCH SECURITY

This Security Assessment relied heavily on guidelines provided by the American Crime Prevention Institute and the discontinued website Church Safety (dot) com.

If there is anything I can do for you, please do not hesitate to contact me:

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