

## House of Worship Security Survey Checklist

*Use this as a guide when completing the security survey.*

### House of Worship Information

Contact Name:	
Name of Church:	
Physical Address:	
Street name/number:	
City/Town/Zip:	

How many full-time staff are employed?	
How many part-time/volunteer staff are employed?	
What year was the building built?	
What year(s) were structural additions made to the building?	
What is the approximate acreage of the property?	

What are the operating hours of the church?		
Weekdays	Saturday	Sunday

### RECENT INCIDENTS OF CONCERN

*Check out past police activity. Anytime you can 'localize' and make the presentation 'personal' it tends to strike home. It gets rid of the 'it doesn't happen here' mentality.*

## EMERGENCY OPERATION PLAN

Does the church have an emergency operation plan?						
What year was the emergency response plan last update?						
Does the Emergency Response Plan include						
Section	Yes	No		Section	Yes	No
Lockdown Procedure				Communication		
Lockout Procedure				Reunification		
Shelter in Place Procedure				Behavioral Health		
Avoid, Deny, Defend Procedure				Security		
Evacuation Procedure				Workplace Violence		
Active Shooter				Natural Emergencies		
Fire Emergencies				Medical Emergencies		

Does the facility have an emergency response team?	
Does the business provide training for the emergency planning team that includes workshops and refreshers?	
Have floor plans of the business been supplied to local emergency responders?	
Are the emergency contacts up to date?	
Does the business have any type of security staff?	
Do emergency response organizations (police, fire, emergency medical, emergency management) tour the building on an annual basis other than annual fire department inspections?	
Is there a plan for reunification in the event of an emergency?	

Does the business have personnel who are familiar with the lifesaving procedures to stop massive bleeding, applying tourniquets and/or to open a closed airway?			
Number CPR Trained		Number First Aid Trained	

## RISK ASSESSMENT CHECKLIST

### CHURCH NEIGHBORHOOD

Are there any concerns in the area?	
Can the church be observed from the surrounding area? Clear sight lines, no trees, fences, etc.	
Is the neighborhood well lit?	
Do neighbors use the church property? Parking, recreation, etc.	
Is there an active Neighborhood Watch or Business Watch in the area?	

### PROPERTY PERIMETER

Can you distinguish what is church property and what is not?	
Is there a church sign with name of church?	
Are there signs directing visitors to locations? Office, school, etc.	
Is the address displayed?	
If the building is large, are there exterior numbers on the entrances?	

### EXTERIOR

Is the perimeter lit?	
Is the perimeter lighting adequate for the task?	
Is there an emergency lighting system?	
Are all doorways sufficiently illuminated?	
What hours is lighting in use?	
Is the parking lot are illuminated?	
How often is the lighting checked?	
Is the interior lighting suitable for nighttime surveillance?	

## ACCESS CONTROL - PROCEDURES

How many unlocked access control points are there? Worship and non-worship times	
Are those access points monitored by greeters and ushers during worship times?	
Are there signs directing visitors?	
Is there a reception area?	
Does that reception area allow uncontrolled access to rest of building?	
Does the receptionist have the ability to notify others in the event of an emergency?	
Are public restroom entrances able to be observed by staff?	

## ACCESS CONTROL - PHYSICAL

Are interior doors secured after hours?	
Do the exterior doors have security hinges?	
Do spring latches have exterior latch guards?	
What types of locks are in use?	
Are keys centrally held?	
Is a record of keys, key changes, and faults maintained?	
How are keys secured when not in use?	
Is there a master key system?	
How many master keys are issued?	
How frequently are key inventories conducted?	
Are locks changed when there are lost keys?	
How many combination/cipher locks?	
Is a record kept as to who has access to those combinations?	
How frequently are the combinations changed?	
Is there a record kept of those changes?	
Are combinations changed when an employee leaves or is terminated?	

## ALARM SYSTEMS

Does the facility have an alarm system?	
Is the alarm audible, silent or both?	
Is the alarm system monitored?	
How are the alarms activated?	
Are all external doors covered by the alarms?	
Are all ground floor windows covered by the alarms?	
Are any internal doors covered by alarms?	
What is the procedure for reacting to alarms?	
Is the alarm system connected to emergency power backup?	
Are the employees trained in alarm procedures?	

## SURVEILLANCE CAMERAS

Does the facility use surveillance cameras?	
Are they inside/outside or both?	
Are the access control points covered?	
Do the cameras have infrared capability for nighttime and low light situations?	
What is the megapixel of the cameras?	
Is the recording system closed circuit or an IP based?	
Is the recording continuous or motion activated?	
How long is the footage archived?	
Are the cameras positioned properly? Do they capture what is intended?	

## MONEY HANDLING ISSUES

Is there a policy on how the offering is handled, counted, and deposited?	
Does the policy require 3 or more people to be present and that those people are rotated?	
Is there a policy that no single person has the authority to sign checks, issue funds or make purchases?	
Are the bank statements reconciled by someone other than those that can sign checks and make purchases?	
Is the money and offering secured in a safe that is difficult to remove? Recommended to be bolted to wall and in a secure room.	

#### CHURCH SAFETY AND SECURITY TEAM

Is there a designated person or team responsible for safety, security, risk management and oversight?	
Is there a training program in place for safety and security?	
Does the church have a written policy addressing personal protection of staff, volunteer, parishioners and visitors?	
Have the team members undergone a screening and background check?	
Are the team members trained to handle communication, evacuation, first aid, emergency response and an active threat?	
Do you have a relationship with your local law enforcement, fire and EMS?	
Do you have first aid kits and an AED onsite?	

#### CONCEALED CARRY

Are your armed security members current or former law enforcement?	
Are they CCW permit holders?	
Do you require armed team members to receive regular formal weapons training?	
Are the team members trained to resolve conflict without weapons?	

#### YOUTH SAFETY AND SECURITY

Is there an up to date policy on children and student safety?	
Is there a training program on youth safety for staff and volunteers?	
Is there a policy that requires a background check of staff and volunteers?	
Are volunteers and staff members of the church?	
Is there a policy requiring more than one adult to be present when working with youth?	
Is there a check in/check out procedure in place for daycare during services?	

## Acknowledgements

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## Sources

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