



Site Safety & Security Assessment

CONTACT NAME/TITLE

CHURCH NAME

ADDRESS

CITY, STATE

Conducted

DATE, 2024

Lt. Mike Elerick (Ret.)

Site Safety & Security Assessment

Public Safety Training LLC has developed this Risk Assessment to help faith-based organizations identify risk and threat hazards on their property and within their building(s) and programs. Eliminating risk helps to create a Safe Haven for the entire church community to Work, Worship, and Fellowship within.

Focal Points:

- ✓ Security Process and Procedures
- ✓ Facility Security Measures
- ✓ Loss Prevention Measures
- ✓ Civil Liability Risk
- ✓ Operational Risk

Security Risk Assessment Worksheet

Evaluator:

Name:

Reason for Assessment:

Initial Assessment _____

Annual Assessment _____

SECTION 1 - Security Process and Procedures

- Is there an active/organized security team within the church Yes No
- Are incident reports established to document security related incidents Yes No
- Are there established policies and procedures for the operation of a team Yes No
- Are volunteer applications used and retained on file with photo copy of I.D. Yes No
- Do team members go through a criminal background and screening process Yes No
- Does the security program have regular training meetings (min quarterly) Yes No
- Do team leaders/members attend annual workshops or on-site training Yes No
- Are there outlined processes for addressing critical incidents / Action Plans Yes No
- Is there an assigned security team member(s) present during every function Yes No
- Does the security team have direct oversight or integration with leadership Yes No

Notes:

SECTION 2 - Security Measures /Facility

- Are external entries monitored during services function times Yes No
- Is there parking lot surveillance or assigned security team member(s) Yes No
- Are security team members serving as greeters at points of entrance Yes No
- Is there a monitored alarm system / functioning properly and full perimeter Yes No
- Is there video surveillance within service areas, offices, and exterior Yes No
- Are there lock down points or restricted access near classrooms or nurseries Yes No
- Do volunteers complete a criminal background check and screening Yes No
- Is there adequate lighting on the external areas of the facilities Yes No
- Are natural barriers trimmed and removed to avoid concealment Yes No
- Are there sufficient digital network safety measures, anti-virus, firewall Yes No

SECTION 3 - Financial / Loss Prevention

- Are facility keys issued and individually tracked / re-collected Yes No
- Are offerings maintained inside a safe and deposited on first business day Yes No
- Are digital media tools physically secured: monitors, sound equip., etc. Yes No
- Are items inventoried and documented for loss / SN#, pics, labeled. Yes No
- Are all resources and supplies kept in secured areas Yes No
- Are computer access privileges and individual users logged Yes No
- Is there adequate antivirus software programs installed and updated Yes No
- Are computer passwords routinely changed Yes No
- Are monies collected and verified with adequate checks and balances Yes No
- Are there policies in place to outline the financial process and procedures Yes No

Notes:

SECTION 4 - Liability / Civil Protection

- Are applications received and on file for all volunteers and staff members Yes No
- Are criminal background checks completed for volunteers/employees Yes No
- Are children/youth classes staffed with at least two workers at all times Yes No
- Are liability waivers utilized for transportation and events Yes No
- Is there video surveillance on site and in children's and youth service areas Yes No
- Do you have emergency plans in place: exit guides, action plans, etc. Yes No
- Is there an active security team and/or adequate monitoring of service areas Yes No
- Are policies/procedures/job descriptions in place for all ministries Yes No
- Do workers have access to first aid resources, communication devices, CPR Yes No
- Have you adequately addressed known hazards or potential risks Yes No

SECTION 5 - Operational Risk and Counteractive Measure

- Does the facility have an alarm system / monitored and functioning Yes No
- Is there a systematic or outlined process for addressing critical incidents Yes No
- Are there assigned security team member(s) present during functions Yes No
- Is the facility monitored by CCTV / video surveillance Yes No
- Are background checks completed on volunteers and applications retained Yes No
- Is there an oversight board that meets monthly for overall church matters Yes No
- Are there written policies and procedures in place for areas of high liability Yes No
- Are background checks completed on staff and ministry leaders Yes No
- Are children / teen programs staffed with more than 1 worker at all times Yes No
- Are monies collected and counted with 2 or more members Yes No
- Do you have more than 5 full time employees or volunteers Yes No
- Have there been previous incidents of criminal activity (specify in notes) Yes No
- Do you have an active children's/youth ministry Yes No
- Do you have multiple sites or off campus services / non-joined facilities Yes No
- Do you have wooded lots surrounding the parking lot or facility access Yes No
- Do you have ministry owned vehicles Yes No
- Do you have computers or digital media equip. accessible / non-secured Yes No
- Does the ministry offer personal or marriage counseling programs on site Yes No
- Do you have on site food feeding programs, drug recovery, etc. Yes No
- Do you rent or open your facilities for community events or functions Yes No

Notes:
