Appendix D

Safety & Security Checklist by Layers of Building and Grounds
The Church Safety and Security Guidebook (Brotherhood Mutual Insurance)

Assessing Specific Areas
Look at each "Layer of Security" and the types of security questions that should be considered for each area. The provided questions apply principles of Crime Prevention Through Environmental Design (CPTED) and focus on issues pertinent to potential mass casualty incidents.

Assessing Layer 1: Surrounding Neighborhood and Site Location
Your facility exists in relation to the community around it. As you assess this first layer of security, consider:
- Security threats and resources that exist within the neighborhood.
- Marking and security of property lines.
- Traffic patterns.
- Potential hiding places along pedestrian routes. (As an example, in one incident, assailants set off a school fire alarm, then hid in an adjacent wooded area and fired on teachers and students as they evacuated the building.)

Assessing Layer 2: Outdoor Property
As you approach the building, assess outdoor spaces that may affect security. Include:
- Parking and traffic areas.
- Outdoor activity areas such as playgrounds, athletic areas, campus quads, walkways, and other areas where students or members could be at risk.
- Landscaping and lighting.
- Facility surroundings.

Is there anything that would help an assailant with either concealment or building access, or that would put people in greater danger?

Assessing Layer 3a: Building Exterior
Look carefully at the exterior of each building at your facility. Walk around the buildings checking for any means of access, including doors, windows, garage bays, and rooftop access.
- Can the building be accessed from multiple entrances or only one main entrance?
- When are doors kept open, and when are they locked? Are they monitored?
- Are windows accessible from the outside? Can they be used to gain access to the building? Are they protected?
- Is there a roof access?

Assessing Layer 3b: Building Interior
Vulnerability factors vary according to the type of interior space and its typical use. Typical types of areas to assess include:

Entrance Areas:
- Do signs spell out access and check-in requirements?
- Can doors be electronically locked to block an intruder's entry into the building?
- If security screening is used, is there enough space for queuing, equipment, and pulling people aside for more thorough investigation?
- Can internal doors be secured until visitors confer with the receptionist to gain entry?
- Can those in the reception area see the main entry, the drop-off and visitor parking areas, the adjoining halls and stairwells, and, preferably, the closest bathroom entries?
- Does the reception area include protective features and a panic button to call for help?

Open Areas (Auditoriums, Cafeterias, Conference Rooms, Social Areas, Sanctuaries):
- Do open areas have separate, secure, controllable entrances? Can they be locked from either or both sides?
- Are there emergency exits?
- Is there two-way communication between the open area and the main office?
- Do seating and circulation layouts reduce or eliminate traffic flow conflicts?
- Is there a clear view of the entire area from a controlled entry point?
- Are usher/greeters or staff trained in helping people evacuate or seek cover?
- Are there designated helpers for children and those with access and functional needs?

Individual Rooms (Classrooms, Offices, Work Rooms, Childcare Areas):
- Do classroom and office windows provide a view of the site grounds?
- Are there provisions for two-way verbal communication between all classrooms or offices and the administrative or security offices?
- Can each room be quickly locked down from the inside without having to step into the hallway?
- Is there a way (e.g., using master keys or cards) for staff to gain quick entry to any room where individuals have secured themselves?
- Can doors be opened from the inside for emergency exit?
- Are portable classrooms situated for security (e.g., visible from the main building or monitored by closed circuit television cameras, gathered within security fencing, peepholes in doors, included in the public address/intercom system, fitted with doors lockable from inside)?

Passageways:
- Can corridors be monitored by natural or electronic surveillance?
- Is surveillance of stairwells and elevators possible?
- Can interior doors be electronically locked to close off sections of the building?
- Is door hardware on corridor doors resistant to being locked or chained by assailants as a way of significantly slowing down security officers in pursuit?

- Are lockers secured with facility-owned padlocks or electronic pass cards? If locks are used, does the facility retain ownership?

Support Areas:
- Are support areas kept locked when not in use, including, for example:
  - Custodial and equipment rooms and maintenance areas?
  - Kitchens?
  - Staff lounges?
  - Choir rooms?
- Are all rooms containing mechanical, electrical, communications, water, fire, security, and other critical equipment identified by number or simply as "Equipment Room" to provide less information to intruders?
- Are support areas included in surveillance system coverage?

Looking at Operations

The assessment should look beyond the physical attributes of the facility and consider how protective measures are being implemented. For example, it is one thing for doors to be lockable; are they, in fact, kept locked?

Through observation and interviews, assess how access control and visitor management measures are being put into practice.

Operations Questions
- Is the number of entrance doors that are kept unlocked kept to a minimum?
- Is it feasible to control and screen people entering the facility? If not, are people assigned to observe who is entering the facility?
- Are all keys stored securely?
- Are logs kept for issuing and controlling keys?
- Do local police and fire departments have access to master keys?
- Are windows kept locked and secured?
- Are doors and hallways leading into private areas kept locked, or closed if they must remain unlocked?
- Is there a formal visitor check-in and identification procedure, and is it clear for first-time visitors, including service personnel and vendors?
- If there is a visitor check-in procedure, does staff check the identification of any visitor they do not know on sight and issue temporary visitor identifications? Does the identification indicate the destination of each visitor, as well as time and date of visit?
- Is there an identification system? Are the systems used consistently?
- Are designated security personnel (e.g., safety officer, security guard, school resource officer) provided to monitor and attend to issues of security?

Sample Checklists
Layer 1 Surrounding Neighborhood & Site Location Security Checklist

	Question	Comments

☐	Do perimeter fences, walls, or "hostile vegetation" provide sufficient access control?	
☐	Are entry points to the site kept to a minimum?	
☐	Are property lines and site entry points clearly marked by fences, landscaping, signs, or other means?	
☐	Can site entry points be seen and monitored in the course of normal activities?	
☐	Can unsupervised site entrances be secured during low-use times for access control purposes?	
☐	Have relationships been established with community watch or other neighborhood-based organizations to foster reporting of suspicious activities?	
☐	Are hiding places minimized or eliminated along pedestrian routes?	
☐	Can traffic patterns be altered to restrict, slow, or monitor cars, buses, and trucks near buildings?	

Layer 2 Outdoor Property Security Checklist

		Question	Comments
Parking and Traffic Areas	☐	Are parking areas within view of the main office, other staffed areas, or surveillance cameras?	
	☐	Is visitor parking located near the main entrance, with clear signs directing visitors to the main office?	
	☐	Is parking for visitors and part-time personnel separated from long-term parking, making it easier to monitor incoming cars?	

	☐	Is there a designated loading/unloading zone for buses and vans that can be seen and monitored?	
	☐	Are parking areas patrolled?	
Outdoor Activity Areas	☐	Can play areas and athletic facilities be observed and monitored from the building?	
	☐	Are play areas protected by clearly defined boundaries, protective barriers, adequate setback from public areas, and emergency escape gates?	
	☐	Are field houses and other outbuildings securable to prevent intruders from gaining entry?	
	☐	Is there an external public address system to notify people in outside areas of an emergency situation?	
Landscaping and Lighting	☐	Consider whether landscaping and exterior lighting contribute to or detract from security. For example:	
	☐	Is the exterior lighting scheme effective for enhancing natural surveillance? (Exterior lighting is best evaluated at night.)	
	☐	Can exterior lighting controls be centrally accessed from the main office?	
	☐	Do the landscaping and lighting allow community members and passing patrol cars to observe and serve as guardians?	
	☐	Do the landscaping and other exterior features prevent climbing onto the roof or through windows?	
	☐	Is the landscaping maintained to minimize hiding places?	
	☐	Is the exterior lighting scheme effective for discouraging trespassing?	

		Question	Comments
	☐	Are most parking spaces reasonably illuminated at night?	
Facility Surroundings	☐	Are separate wings, separate buildings, and modular classrooms readily identified from a distance by colors, icons, or signage?	
	☐	Are unintended access points (e.g., manholes, utility tunnels, culverts) to the property secured?	
	☐	Do bomb threat evacuation sites remain confidential to administrators, staff, and law enforcement?	

Layer 3a: Building Exterior Checklist

		Question	Comments
	☐	Is access into the building(s) 100 percent controllable through designated, supervised, or locked entry points, including windows and service entries?	
General	☐	Is entry granted by supervising staff or through the use of proximity cards, keys, coded entries, or other devices?	
	☐	Are there signs, in all relevant languages, directing visitors to designated entrances?	
	☐	Are all exterior doors designed to prevent unauthorized access and properly maintained?	
	☐	Are all exit doors and gates equipped with emergency exit hardware and not locked or secured by any other means?	
Exterior Doors and Walls	☐	Do exterior doors have features that permit seeing who is on the exterior side (e.g., narrow windows, sidelights, fish-eye viewers, or cameras)?	
	☐	Are windows and sidelights sized and located so that if they are broken, intruders cannot reach through and open a door from the inside?	

		Question	Comments
	☐	Are exterior walls designed to minimize hiding places?	
	☐	Do alarms or other systems exist for notifying when doorways are unintentionally left unlocked?	
Windows	☐	Do windows allow observation of courtyards, grounds, and parking lots, especially from administration areas and classrooms?	
	☐	Do all windows lock securely? If used for ventilation, can they be locked half-open?	
	☐	Are windows that serve as a secondary means of escape free of blockage and readily opened from the inside?	
	☐	In high-risk areas, are windows designed and located to resist the effects of explosive blasts, gunfire, and forced entry (e.g., with laminate or security glazing)?	
Roofs	☐	Is the roof accessed only from inside the building?	
	☐	Is access through skylights blocked by security grilles or other devices?	
Court-yards	☐	Are lines of sight across courtyards unobstructed so one person can supervise the entire area?	
	☐	Are entries into courtyards from the exterior of the building controlled and lockable?	

Layer 3b: Building Interior Checklist

		Question	Comments
	☐	Do signs spell out access and check-in requirements?	
	☐	Can doors be electronically locked to block an intruder's entry into the building?	
	☐	If security screening is used, is there enough space for queuing, equipment, and pulling people aside for more thorough investigation?	

Entrance Areas	☐	Can internal doors be secured until visitors confer with the receptionist to gain entry?	
	☐	Can those in the reception area see the main entry, the drop-off and visitor parking areas, the adjoining halls and stairwells, and, preferably, the closest bathroom entries?	
	☐	Does the reception area include protective features and a panic button to call for help?	
Open Areas	☐	Do open areas have separate, secure, controllable entrances? Can they be locked from either or both sides?	
	☐	Are there emergency exits?	
	☐	Is there two-way communication between the open area and the main office?	
	☐	Do seating and circulation layouts reduce or eliminate traffic flow conflicts?	
	☐	Is there a clear view of the entire area from a controlled entry point?	
	☐	Are usher/greeters or staff trained in helping people evacuate or seek cover?	
	☐	Are there designated helpers for children and those with access and functional needs?	
	☐	Do classroom and office windows provide a view of the site grounds?	
	☐	Are there provisions for two-way verbal communication between all classrooms or offices and the administrative or security offices?	
	☐	Can each room be quickly locked down from the inside without having to step into the hallway?	

Individual Rooms	☐ Is there a way (e.g., using master keys or cards) to gain quick entry to any room where individuals have secured themselves?	
	☐ Can doors be opened from the inside for emergency exit?	
	☐ Are portable classrooms situated for security (e.g., visible from the main building or monitored by CCTV cameras, gathered within security fencing, peepholes in doors, included in the PA system, fitted with doors lockable from inside)?	
Passageways	☐ Can corridors be monitored by natural or electronic surveillance?	
	☐ Is surveillance of stairwells and elevators possible?	
	☐ Can interior doors be electronically locked to close off sections of the building?	
	☐ Is door hardware on corridor doors resistant to being locked or chained by assailants as a way of significantly slowing down security officers in pursuit?	
	☐ Are lockers secured with facility-owned padlocks or electronic pass cards? If locks are used, does the facility retain ownership?	
Support Areas	☐ Are support areas kept locked when not in use, including, for example: Custodial and equipment rooms and maintenance areas? Kitchens? Staff lounges? Choir rooms?	
	☐ Are all rooms containing mechanical, electrical, communications, water, fire, security, and other critical equipment identified by number or simply as "Equipment Room" to provide less information to intruders?	

	☐	Are support areas included in surveillance system coverage?	

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