

Appendix C

Site Assessment Questions for Building and Grounds

The Church Safety and Security Guidebook (Brotherhood Mutual Insurance)

General Security Questions and Precautions

1. Name of building or property?
2. How many people normally gather here?
3. When do people commonly use this building or property?
4. Have we asked outside organizations (police, fire department, ambulance service, utility company) to visit our building and recommend safety or security improvements?
5. Do we invite law enforcement to patrol our property or complete reports in our parking lot?
6. Do we monitor all activities and discourage inappropriate ones on church grounds?
7. Do we participate in a neighborhood watch program to reduce the threat of crime?
8. Do we keep the building in good repair, free of graffiti or signs of vandalism?

Landscaping

9. Do we keep shrubs and trees trimmed, minimizing hiding places?
10. Are windows and doors unobstructed by landscaping and visible from a distance?
11. Do we restrict second-story access by pruning large trees?

Interior Lighting

12. Do we leave certain lights on at night so that a passing officer could detect after-hours activity?
13. Do emergency lights throughout the building have working back-up batteries?

Exterior Lighting

14. Do we have adequate lighting around the building exterior, doors, and areas of potential concealment?
15. Are most parking spaces reasonably illuminated at night?

Parking Lot(s)

16. Do we regularly repair and maintain our parking lot?
17. Do we adequately manage any hazards related to traffic flow, vehicles, or pedestrians?

Sheds, Equipment, Other Outside Items

18. Do we lock storage sheds and garages when maintenance staff and others aren't present?
19. Do all maintenance items, liquids, seasonal chemicals, etc., have safety labels? Do we post appropriate safety signs?

20. Have we placed identifying information on all items we store outside or in outbuildings?
21. Are trash receptacles fire resistant and stored away from the building?

Entrances

22. Do easily visible signs direct people to preferred entrances?
23. Do we leave as few entrance doors as possible unlocked at any time?
24. Do we ensure that all entrances and windows are locked after every activity and that doors are never propped open?

Security Systems

25. Do we control who has access to the church (key, security code, magnetic card)?
26. Do we maintain a current list of those who have access to the building?
27. If we secure entrances with electronic keypads, do we change the code regularly?
28. Do we ask a church representative to open the church building for guests and secure it when they leave, rather than give guests full access to our building?
29. Do we have a security alarm system? If so, do we test it regularly and maintain a testing log?
30. Do we have security cameras? If so, do we test them regularly to make sure they're mounted properly and working correctly?
31. Do we use a remote lock on the front door and provide a way for visitors to be identified before they're allowed into the church or into church offices during the week?
32. Have we installed a panic button in the church office so our administrative staff can swiftly call police without picking up the phone?
33. Do we have a wireless or portable panic button our pastor can carry?

Valuable Items

34. Do we keep a detailed property inventory of all items that belong to the church but aren't attached to the building (computers, sound and video equipment, camcorders, etc.)?
35. If not, do we have a plan for conducting this inventory in the next three months?
36. Do we mark all valuables and keep them secured when not in use?
37. Do we restrict access to parts of the building that aren't being used at a particular time?
38. Do we lock the doors of interior offices, classrooms, and other rooms needing restricted access when they are not in use?

General Safety Precautions

39. Do we minimize potential tripping hazards (cords, loose rugs, steep steps, etc.)?
40. Have we examined all steps or stairs and addressed all hazards related to them (loose handrails, torn carpeting, poor illumination, etc.)?
41. Do we have an emergency phone in a public area that people can use to call 911?

42. Do we have a first aid kit? Is it checked regularly and stocked with appropriate items?
43. Do all occupied rooms have emergency lighting or flashlights with spare batteries, in case of power outages?
44. Do we have a method that allows volunteers to summon emergency assistance quickly?

Stairs and Sidewalks

45. Do we keep all stairs and sidewalks in good repair, including hand railings?
46. Are stairwells well-lighted, clean, and safe?
47. Are all wheelchair ramps properly constructed and lighted?

Emergency Exits

48. Are all exits clearly marked?
49. Are all paths leading to and from emergency exits clear of obstructions that could be hazardous during an emergency (musical instruments, people standing or sitting in aisles, etc.)?
50. Are emergency exit doors maintained and accessible? Do they trigger an alarm?

Fire Prevention

51. Do we properly store all hazardous or flammable materials?
52. Do we use candles sparingly and extinguish them immediately after use?
53. Do we have an appropriate smoke and fire detection system? Does it automatically contact the fire department?
54. Are fire extinguishers inspected annually?

Emergency Preparedness

55. Have we created a clear, easy-to-use emergency plan? Does it address such issues as fire, medical emergencies, accidents, violence and other crimes, weather emergencies, mechanical and utility emergencies?
56. Are copies of the emergency plan located in places where volunteers can quickly find and use it?
57. Have we created evacuation maps and posted them in high-visibility locations throughout the building?
58. Do we conduct annual tests of our emergency plan to ensure that everyone knows how to implement the plan, if necessary?

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