



SECURITY AND SAFETY ON-SITE CHECKLIST

Please use this checklist to assure that your event uses our best practices for safety. If you notice any safety concerns, please complete the Safety Planning form for the office.

Class Organization, or Committee	Location
Responsible Leader	Date

Yes No n/a

Have you read the:		
<input type="checkbox"/>	<input type="checkbox"/>	Summary of the church's safety program?
<input type="checkbox"/>	<input type="checkbox"/>	St. Sanctuary Church Safe Church Policy?"
Did the leaders complete :		
<input type="checkbox"/>	<input type="checkbox"/>	St. Sanctuary Church's screening process on volunteers?
<input type="checkbox"/>	<input type="checkbox"/>	First Aid training?
<input type="checkbox"/>	<input type="checkbox"/>	CPR training?
Do the leaders have in their possession:		
<input type="checkbox"/>	<input type="checkbox"/>	Up-to-date Medical Release forms from all participants?
<input type="checkbox"/>	<input type="checkbox"/>	An Activity Permission form from all participants?
<input type="checkbox"/>	<input type="checkbox"/>	An emergency evacuation plan for the room(s) you are using?
<input type="checkbox"/>	<input type="checkbox"/>	A fire extinguisher with current inspection?
Do you know:		
<input type="checkbox"/>	<input type="checkbox"/>	What telephone numbers to call in an emergency?
<input type="checkbox"/>	<input type="checkbox"/>	Who to report security and safety incidents to?
<input type="checkbox"/>	<input type="checkbox"/>	How concerns or allegations of abuse are reported?
<input type="checkbox"/>	<input type="checkbox"/>	Who to call for a facilities problem or concern?
Did you:		
<input type="checkbox"/>	<input type="checkbox"/>	Remind participants of safety practices and proper locking up?
<input type="checkbox"/>	<input type="checkbox"/>	Emphasize safety awareness at your meeting or activity?
<input type="checkbox"/>	<input type="checkbox"/>	Make sure all participants' valuables are out of plain sight (in their cars or the room)?
<input type="checkbox"/>	<input type="checkbox"/>	Make sure no one leaves and walks to their car alone (i.e., the last ones to leave an activity should be two or more adults.)?
<input type="checkbox"/>	<input type="checkbox"/>	Check that windows and doors are locked when you leave?
<input type="checkbox"/>	<input type="checkbox"/>	Call 311, 911 or notify the church office if a stranger is on site?
Did the youth leaders:		
<input type="checkbox"/>	<input type="checkbox"/>	Formalize check-in/check-out procedures (e.g. sign-in/sign-out list)?
<input type="checkbox"/>	<input type="checkbox"/>	Make sure youth are in line of sight or escorted to their transportation home?
<input type="checkbox"/>	<input type="checkbox"/>	Have the appropriate number of chaperones present? (see policy)? Of each gender, if the activity has both genders in attendance?

This document was developed by
Wesley United Methodist Church In San Jose, CA,
as a checklist
for anyone responsible for a gathering at the church.