

CHURCH REACTION TEAM ASSESSMENT CHECKLIST



CHURCH INFORMATION

CHURCH NAME	ADDRESS	CITY, STATE, ZIP

KEY CONTACT PERSON	TELEPHONE	EMAIL ADDRESS

REACTION TEAM POC	TELEPHONE	EMAIL ADDRESS

CONDUCTED BY

NAME	TELEPHONE	DATE

GENERAL CHURCH INFORMATION

MEMBERSHIP	AVERAGE ATTENDANCE	YOUTH/CHILDREN

STAFF (FULL-TIME)	STAFF (PART-TIME)	VOLUNTEERS

Location:

- Urban
 Suburban
 Rural

Does the church have?

- Day Care
 Gymnasium
 School or Classrooms

Electronic Security Alarm System:

- Yes
 No

Safety/Security Team:

- Yes
 No

Electronic Access Control System:

- Yes
 No

Staff Safety Training Program:

- Yes
 No

Video Surveillance System:

- Yes
 No

Volunteer Safety Training Program:

- Yes
 No

NEIGHBORHOOD

YES NO NA

Is there a Neighborhood Watch program in the Area?

Comment:

YES NO NA

Can the church be observed from surrounding facilities and streets? It is preferable for there to be clear lines of sight between churches and their neighbors.

Comment:

YES NO NA

Are neighborhood streets and walkways in the immediate vicinity to the church well lit?

Comment:

YES NO NA

Do nearby residents use church property for recreational purposes? Persons who are not members of the church and use the property for recreation may become a security risk or threat.

Comment:

PROPERTY PERIMETER

It is desirable that the church property perimeter or boundaries be clearly defined and recognizable. This can be accomplished by fencing, landscaping, signage, etc.

YES NO NA

Are property boundaries of the church easily recognizable by visual means?

Comment:

YES NO NA

Is there a marquee or other sign visible from the adjacent roadway that identifies the presence of the church for First Responders?

Comment:

YES NO NA

Are there signs near the property perimeter directing First Responders to appropriate locations for building entry?

Comment:

YES NO NA

Is the church building and grounds visibly accessible to patrolling law enforcement vehicles?

Comment:

EXTERNAL GROUNDS

External grounds are those property areas that extend from the church property boundaries to the actual perimeter of the building or facility. External grounds may include vehicle parking areas, pedestrian walkways, playgrounds or recreational areas, detached storage facilities, open or landscaped areas, etc.

YES NO NA

Are designated parking lots or parking areas well lit?

Comment:

YES NO NA

Are pedestrian walkways and building entrances particularly well lit?

Comment:

YES NO NA

Are all sides of the church illuminated by exterior lighting?

Comment:

YES NO NA

Are exterior lights associated with the church controlled by a photoelectric cell? It is preferable to have exterior lighting controlled by light sensitive photoelectric cells rather than manual switches or timers.

Comment:

YES NO NA

Does someone have the responsibility for checking the operation of all exterior lighting at least once a week? It is recommended there be a formal process for inspecting all external lighting on a regular scheduled basis.

Comment:

YES NO NA

Are switches, breakers or electrical panels that control lighting inaccessible to the public?

Comment:

YES NO NA

Are exterior playgrounds enclosed by a sturdy fence?

Comment:

YES NO NA

Do external playgrounds have a restricted entry point?

Comment:

YES NO NA

Are sight lines from the church to playgrounds unobstructed by landscaping, plant growth or other means?

Comment:

YES NO NA

Does playground equipment have tamper-proof fasteners?

Comment:

YES NO NA

Are dumpster covers locked and is the trash or dumpster area well lit?

Comment:

BUILDING PERIMETER

YES NO NA

Are visitor entry points clearly identified?

Comment:

YES NO NA

Is the church designed in such a manner that visitors have to check in at an administrative office or desk before they can access other parts of the building?

Comment:

YES NO NA

Is the designated visitor entry point under the visual supervision of a receptionist or administrative office?

Comment:

YES NO NA

Are locations where gas and electric utilities enter the church secured?

Comment:

YES NO NA

Are exterior doors not used as designated entry points locked to prevent entry from the exterior?

Comment:

YES NO NA

Are the locks on all building entry points functional and in a good state of repair?

Comment:

YES NO NA

Are exit doors equipped with emergency push-bars panel exit device?

Comment:

YES NO NA

Are operable exterior windows easily locked?

Comment:

YES NO NA

Is there a clear responsibility for unlocking and locking the church each day?

Comment:

ELECTRONIC INTRUSION DETECTION SYSTEM

YES NO NA

Does the church have an electronic intrusion detection system (“burglar alarm”)?

Comment:

YES NO NA

Is there a preventive maintenance program for the intrusion detection alarm system? Intrusion detection systems should be inspected and serviced at least annually by a trained and certified technician.

Comment:

YES NO NA

Are the arm/disarm codes for an intrusion detection system changed and reissued at least annually?

Comment:

YES NO NA

Are the names and call numbers of persons on the central station call list reviewed and updated at least annually?

Comment:

ELECTRONIC ACCESS CONTROL SYSTEM

YES NO NA

Are primary exterior doors controlled by a functioning electronic access control system (magnetic swipe or proximity device)?

Comment:

YES NO NA

Is the database of card holders for the electronic access control system periodically audited to deactivate users who no longer need access to the church?

Comment:

VIDEO SURVEILLANCE SYSTEM

YES NO NA

Does the church currently have a video surveillance system (CCTV cameras)?

YES NO NA

If the church currently has a video surveillance system, is it used to view vehicle parking areas or playground areas?

Comment:

YES NO NA

If the church currently has a video surveillance system, is it used to monitor perimeter access control?

Comment:

INTERIOR OF FACILITY

YES NO NA

Are hallways and rooms well lit?

Comment:

YES NO NA

Can restroom entry doors be locked from inside the restroom? It is recommended that restrooms not be capable of being locked from the inside.

Comment:

YES NO NA

All doors close and lock properly and that the door hardware is in a good state of repair?

Comment:

YES NO NA

Are there locks on mechanical room doors? Only designated church staff should have access to building mechanical rooms.

Comment:

YES NO NA

Is there a single person responsible for key issuance and record keeping?

Comment:

YES NO NA

Is there a written (preferably computerized) inventory of all church property and equipment of value?

Comment:

YES NO NA

Are church assets, equipment and items of value inventoried annually?

Comment:

CHILDREN AND YOUTH SECURITY

YES NO NA

Is there a written, up-to-date Child and Student Safety and Protection Policy?

Comment:

YES NO NA

Is there a church policy that requires a background check of staff and volunteers?

Comment:

YES NO NA

Are those working with Children required to complete Child Sexual Awareness Training?

Comment:

YES NO NA

Is there a policy that requires volunteers to be a member of the church or active in church activities for at least six months before they can be directly involved in children and youth activities?

Comment:

YES NO NA

Is there a child-tag system or other child check in and drop off procedure for the church worship?

Comment:

CHURCH REACTION TEAM MINISTRY

A Church Safety Ministry is a select group of volunteers and staff who serve the Lord by maintaining a safe and secure environment for worship, prayer and study. The Reaction Team Ministry supports the Church's primary mission by adding layers of safety to the church's activities and events. The Reaction Team would include: Trained LTC Person(s) and CPR/First Aid Trained Person(s))

YES NO NA

Do you have a designated person or team responsible for safety, security, and risk management training and oversight?

Comment:

YES NO NA

Do you have a written and followed emergency preparation and response plan and the personnel needed to oversee such a ministry or event?

Comment:

YES NO NA

Are team members trained to handle communication, evacuation, first aid, emergency response, and violent intruder?

Comment:

YES NO NA

Has your team discussed worst-case scenarios and developed responses to them?

Comment:

YES NO NA

Has your team consulted area experts, such as police, paramedics, and firefighters, to determine how your organizations can work best with one another?

Comment:

YES NO NA

Does your team practice evacuation on a regular basis with staff, volunteers, and members?

Comment:

YES NO NA

Is your team trained in Use of Force and Control Techniques (Unarmed Self-Defense)?

Comment:

YES NO NA

Does your team include medical professionals who are responsible for providing first aid and calling for medical assistance in the event of an emergency?

Comment:

YES NO NA

Does your safety team maintain a fully stocked first-aid/trauma kit?

Comment:

YES NO NA

Does the church maintain a AED Defibrillator?

Comment:

YES NO NA

Are members of your safety team trained in basic first aid, CPR, and AED use (if you have AEDs)?

Comment:

YES NO NA

Does your Reaction Team address the possibility of violent attacks?

Comment:

YES NO NA

Has your safety team determined which areas of your ministry are most vulnerable to attack?

Comment:

YES NO NA

Does your disaster response team regularly participate in drills to review and practice what you intend to do during and after an emergency?

Comment:

YES NO NA

Can your team implement lockdown procedures in the event of a violent event within the church?

Comment:

YES NO NA

Do you regularly communicate with your congregation about what to do in the event of an emergency? (Location of emergency exits, lockdown procedures, how you'll protect children in Sunday school, etc.?)

Comment:

FIREARMS ISSUES

YES NO NA

Are armed security personnel current or former law enforcement agents?

Comment:

YES NO NA

Are they licensed to carry a weapon in your state?

Comment:

YES NO NA

Do you require team members who carry firearms to receive regular, formal weapons training?

Comment:

YES NO NA

Have team members been trained how to resolve conflict without weapons?

Comment:

COURTESY OF TRI-RIVERS BAPTIST AREA

This Church Reaction Team Assessment relied heavily on guidelines provided by the American Crime Prevention Institute and Sheep Dog Church Security.

TRI-RIVERS BAPTIST AREA ADDITIONAL TRAINING RESOURCES

- **Tri-Rivers Baptist Area Church Safety Consultant:**
 - Onsight Evaluation of Church Safety Needs
- **Protecting The Flock – Church Safety Kit:**
 - What do we do and How do we get starting in Church Security?
- **Active Shooter Neutralization and Lock Down Drills:**
 - To help you understand the nature of an active shooter event
 - To teach you how to instruct and lead civilians during an active shooter event
 - To help you develop a response plan for handling an active shooter event
- **License To Carry Instruction Class**
- **Child Sexual Awareness Training**
- **Background Checks**

TRI-RIVERS BAPTIST AREA CONTACT INFORMATION

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