

# House of Worship Checklist

(Revised November 4, 2016. Jim McGuffey)

House of Worship Check List	Location	Location	Location	Location	Comments
<b>Employee/Parishioner Awareness</b>					
List Existing Programs					
Other:					
<b>Law Enforcement Relations</b>					
Established relationship?					
Other:					
<b>Surveillance Detection (SD)</b>					
Are Red and Green Zones Established?					
Are key people trained in SD?					
Other:					
<b>Improvised Explosive Devices (IED)</b>					
Are vendors on call for portable Jersey barriers?					
Is staff trained in IED awareness					
Are staff trained in suicide bomb awareness?					
Are staff trained in VBIED security strategies?					
Other:					
<b>Exterior Doors</b>					
Do exterior doors provide notification when left open or accessed?					
Are exterior doors metal or solid material with adequate locks?					
Are hinge-pins on exterior doors protected?					
Are emergency doors equipped with panic hardware?					
If alarmed, does it indicate on alarm panel that door is open?					
If window, is security film or bars needed?					
Do exterior doors have peepholes?					
Is there access control on exterior doors and CCTV?					
Is CCTV video activity recorded with periodic backups?					
Is there a UPS system integrated into the access control system?					
Other:					
<b>Windows</b>					
Are windows able to be secured?					
For those requiring additional protection, consider adding security film to strengthen and an alarm sensor.					

Consider strength of glass; distance from hiding places and locations allowing access into special areas.					
Are any windows alarmed?					
Are hurricane windows needed?					
Other:					
<b>Facility Access via Tunnels, HVAC, etc.</b>					
Are there unusual openings such as manholes, underground tunnels, skylights, ventilator shafts, roof latches protected? How?					
Other:					
<b>Perimeter Security</b>					
Are shrubs and trees trimmed back around facility to prevent hiding places?					
Are parking lots and facility visible from the street?					
Does parking lot have potholes or other unsafe conditions?					
Review for CPTED—graffitti, line of sight, cleanliness, etc.					
Is there adequate protection during night services for those arriving and departing?					
During hours of darkness when parties depart, is there a procedure to ensure elderly and others are escorted to car and people depart in groups?					
Is there a perimeter fence? If yes, is it in good repair with working gates that can be secured?					
Are 'No Trespassing' signs posted?					
Do police routinely patrol the area?					
Will the appearance of the facility and landscape be viewed as being cared for?					
Are all exterior doors locked and alarmed at closing?					
Are exterior facility, pathways and parking lot lamps adequate?					
Are motion sensor lights in place?					
Are lights checked periodically for proper operation?					
Are access points on roof or other parts of facility, such as tunnels, alarmed or otherwise secured?					
Other:					
<b>Interior Lighting</b>					
Adequate for entrances/hallways/exits?					
Is there battery back-up lighting? How many hours?					
Other:					

<b>Alarm System</b>					
If alarmed, do sensors cover required areas for protection?					
How is alarm system monitored?					
Is there an updated contact list and are those on the list trained in alarm response?					
Review incidents, maintenance agreements, and coverage.					
Other:					
<b>Access Control</b>					
How is access controlled?					
Is there a receptionist or control person in place at entrance?					
Are ID badges issued and worn by employees?					
Who controls ID badges if used?					
Are visitors issued badges during week days? (Not referring to those attending church services)					
Other:					
<b>Bomb Threats</b>					
Are procedures in place to deal with a bomb threat?					
Other:					
<b>CCTV</b>					
Review maintenance program					
Are access points, money and sensitive information rooms, and rooms where infants and youth are cared for monitored via CCTV?					
Is system adequate? (clarity, lighting, recognition, storage)					
Does system cover inside and outside area?					
Is system adequately protected from unauthorized access?					
Can video be reviewed off premise?					
Is CCTV system integrated with access control and alarm system?					
Is video reviewed daily to ensure clarity, correct time, and that it is recording?					
Check video storage and backup.					
Are cameras protected with proper housing against vandalism, unauthorized movement, weather elements?					
Is there a review form requiring date and time of daily review and initials?					
Other:					
<b>Trash</b>					
Is sensitive information shredded or properly disposed of?					
Other:					

<b>Emergency Plans</b>					
Are emergency plans in place for all reasonable events?					
Date when plan last rehearsed.					
Other:					
<b>Financial Controls</b>					
Petty Cash: Are adequate controls in place? Receipts/audits/access					
Is a safe used? Is it adequately secured and bolted to floor if less than 750 lbs.?					
Are deposits made with safety in mind?					
Collections: Review dual control and deposit method.					
Is inventory such as laptops, audio equipment and other valuables marked to aid in the recovery process?					
Are assets such as chairs, tables that are not marked counted annually or as needed to ensure that none are missing?					
Does inventory sheet include book value, serial # or other ID marking, and location of item?					
Are there photos of substantial valued items for recovery purposes?					
How often are inventory audits performed?					
Other:					
<b>Payables and Receivables</b>					
Are these functions controlled by different staff?					
Does each function have written policies for controls and audits?					
How often are audits performed?					
Are two signatures required on checks over a certain dollar amount?					
Other:					
<b>Openings and Closings of Facility</b>					
Are opening procedures in place?					
Are closing procedures in place?					
Other:					
<b>Contractors and Vendors</b>					
Review process for vetting vendors to ensure properly licensed and insured. When working around infants and children a more intensive vetting needs to occur.					
Are vendors monitored?					
Other:					

<b>Hiring Policy</b>					
Are background checks to include prior employment done for those involved in child care and youth programs?					
Are background checks done on those involved in financial programs?					
Are interviews conducted by a trained interviewer to avoid illegal questions and to look for, evaluate and respond to responses that may be indicative of deception?					
Are financial checks and background checks done in accordance with the FCRA and State law?					
Do background checks consist of National Criminal Records Checks and past employers? (volunteer and paid)					
Other:					
<b>Safety</b>					
Are there adequate number of fire extinguishers that are marked and inspected annually?					
Are emergency doors equipped with panic hardware?					
Are emergency exits marked and posted as required by AHJ?					
Is there emergency lighting?					
Are emergency evacuation maps posted?					
If required, is MSDA available and properly displayed and maintained, and training conducted and documented?					
Does facility have and practice emergency plans?					
Are emergency exits free of obstructions?					
Is the facility inspected for safety hazards such as loose or unsafe wiring; area safe from slip and falls?					
Is there a safety and security check list that is managed and maintained if needed?					
Is there a back-up generator? How many power failures in past year?					
Are gasoline cans and other flammable items properly stored?					
Are water, electrical, heat, as utilities secured?					
Other:					
<b>Issues that Might Attract Dissidents</b>					
Is church involved with human rights issues such as abortion and gay rights?					
Are there such events occurring in the neighborhood?					
Have there been incidents in the recent years?					
Other:					

<b>Record Storage and Maintenance</b>					
Are sensitive files maintained inside a solid heat resistant fire cabinet which is secured on need to access basis?					
Is access to these room(s) kept to a minimum (need to access basis)?					
Does the room use key or electronic access?					
Is there CCTV coverage?					
Are those handling sensitive information trained in compliance with legal requirements?					
Is office door and cabinet secured when no one is present in room?					
Other:					
<b>Cyber Security</b>					
Are laptops containing sensitive data taken off site?					
Are all computers adequately secured?					
Is information backed up as needed in case of power failure, virus attacks or other issues?					
Are computers password protected?					
Is there adequate virus protection and a firewall in place?					
If using cloud storage, has due diligence been done to ensure reliability and adequate notification and coverage if a breach occurs?					
Others:					
<b>Vehicle Management</b>					
Is there a policy in place regarding violations and accidents for drivers operating church vehicles?					
Are vehicles properly maintained, a record of maintenance reviewed, and conditions requiring action acted upon immediately?					
Are vehicles checked daily by those using them to ensure that lights, brakes, and other safety features are in working order; and if not, a report is made on safety issues and immediately corrected?					
Are MVRs ran on drivers annually?					
Are pre- and post inspection reports used? And are reported safety issues monitored and corrected?					
Are all drivers qualified with a driving test, and is training on-going?					
Is there a policy in place for violations and accidents?					
Other:					
<b>Mailroom</b>					
Is there a mail room policy that describes procedures for handling suspicious mail?					

Are people handling mail trained to recognize, handle and report suspicious mail from USPS, FEDEX, UPS or other services?					
Is there a containment bin to place suspicious mail?					
Other:					
<b>Key Control</b>					
Is there a key control policy in place that requires on-going audits to ensure compliance?					
Are keys assigned to only those personnel with a specific need?					
Are keys stamped with 'Do Not Duplicate'?					
Is a record of assignment maintained?					
Are master keys issued to only those with a specific need?					
Is someone assigned to manage key control?					
Other:					
<b>Contractors and Vendors</b>					
Are contractors issued keys and badges? How are they controlled?					
Are contractors checked for Worker's Comp insurance, and background checks if working around youth or valuables?					
Other:					
<b>Emergency Management and Business Continuity Planning</b>					
Are plans in place to ensure an orderly process during the recovery stage?					
Are evacuation plans practiced annually or as needed?					
Is there an up-to-date vendor emergency contact list and employee list?					
Do you work with local officials in the planning and practice stages to develop a working relationship and ensure adequate planning is done?					
Is there a plan in place to address a lost or missing child?					
Does your business continuity plan provide for leadership succession and a place to meet during the recovery process?					
Are communications in place to notify the public and members regarding updates?					
Is there a copy of facility blue prints identifying water, heating, gas, electrical controls that can be shared with emergency providers?					
Other:					

<b>Youth and Child Care</b>					
Are there policies and procedures to ensure adequate child care and youth protection during on- and offsite activities?					
Are doors and windows adequately protected where child care occurs?					
Are care providers trained in child care as it relates to medical emergencies, release to proper custodian, securing the room in case of a security incident, reporting incidents?					
Are background checks and past employer checks conducted on both paid and volunteer staff?					
Are policies existing and monitored to ensure adequate protection for youth during field trips?					
Is there CCTV coverage for child care rooms?					
Is access controlled for rooms where youth activities occur and are sign out controls in place?					
Are incidents involving child and youth care documented and reported to all those concerned to include law enforcement?					
Other:					
<b>Miscellaneous</b>					
Is there a security program in place? If so, describe it on separate page.					
Are there nearby facilities that can pose a threat such as abandoned buildings, chemical plants?					
Is this area prone to flooding, tornadoes, hurricanes, or other natural disasters?					
If security strategies and emergency plans exist, are they managed and revised as needed to meet changing threats, vulnerabilities and hazards?					
Are playgrounds safe and monitored? Is CPTED in place? (no trespassing signage and areas clearly obvious that public should not wander on to)					
Is there a public address system in place?					
Are security and safety incidents reported to staff and, if appropriate, to police?					
Do employees travel overseas and, if so, is there adequate security training that occurs?					
Other:					