



# NIJ'S SAFETY AND SECURITY PLANNING APP FOR HOUSES OF WORSHIP

## HOUSE OF WORSHIP SAFETY AND SECURITY ASSESSMENT

**NIJ** | National Institute of Justice

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### Disclaimer

This document was developed by the Justice Technology Information Center (JTIC) and funded through a grant from the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice (Award 2014-IJ-CX-K004) with assistance from representatives of various House of Worship (HOW) security team leaders and administrators (see About Section). The Justice Technology Information Center, part of the National Law Enforcement and Corrections Technology Center (NLECTC) System, is funded through a grant from the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. Use of this app by itself to create a draft Safety and Security Plan will not replace a full risk/security assessment done by personnel trained in doing risk/security assessments specifically for HOW.

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## **GENERAL STATEMENT**

The purpose of this document is to assist HOW in producing a draft Safety and Security Plan for a specific campus. The document will guide you through a series of questions designed to assist in the evaluation of the current safety and security posture of your campus, as well as evaluating and prioritizing unique threats and making recommendations for improvement.

## **NEW PLAN INTRODUCTION**

This document will help you with producing a Safety and Security Plan. The document will lead you through a series of questions about your HOW designed to draw out information that will become the basis of the plan. These facts will be the basis for:

- Identifying strengths and weaknesses.
- Identifying specifics about your HOW that will be helpful to your law enforcement, public safety, emergency medical services and other first responders.
- Assisting you with formulating your own Safety and Security Team (SST).
- Assisting you with identifying threats and the vulnerabilities to those threats on your campus.
- Guiding you through a process to prioritize your own action plan on what to address first.

The plan is intended to be a working document and will periodically need to be updated as your HOW changes its operations, facilities, staff or demographics.

# **Safeguarding houses of worship NIJ's Safety and Security Planning App for Houses of Worship**



**1.1 Please place your House of Worship Photo here.**

(Convert all images into PDF format for upload)

1.2	House of Worship Name	
1.3	Date of Assessment	
1.4	Version	
1.5	Assessment Completed By	

Administrative sign off:		Date:	
Worship leader sign off:		Date:	

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## PART 1 – SAFETY PLAN ASSESSMENT

This section focuses on basic information about your campus such as its location and emergency contact information.

### **Section 1 - House of Worship Contact Information**

1.6	Street Address	
1.7	City	
1.8	State	
1.9	Zip	
1.10	County	
1.11	Approximate latitude and longitude	
1.12	Administrative point of contact	
1.13	Administrative phone number	
1.14	Worship leader point of contact	
1.15	Worship leader phone number	

### **Section 2 – Emergency Contact Information**

You may want to keep printouts of the Emergency Contact Information section posted in the HOW office and/or near all telephones.

Enter local contact numbers.

1.12	Emergency law enforcement	
1.13	Emergency fire/EMS	
1.14	Non-emergency law enforcement	
1.15	Non-emergency fire /EMS	
1.16	Poison control center	
1.17	City/county emergency management agency	
1.18	Power company (after hours)	
1.19	Water company (after hours)	
1.20	Gas company (after hours)	

## PART 2 – CAMPUS MAP

Maps and drawings of your campus and buildings can be helpful to you and to your local law enforcement, public safety and emergency medical service first responders. They give you a relative perspective of proximity to important items, and will be especially helpful to the responder who is unfamiliar with your campus or building. You may want to keep printouts of this section in the HOW office, and in designated locations in any additional buildings that are part of the campus.

### Section 1 - Facility Layout

2.1	Do you have blueprints and/or a floor plan for your facility?	Yes	No	N/A
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If blueprints and/or floor plan are available, insert in Section 2.14.  
If not available, you may wish to consult with a professional drafter to have them created.

Be sure to clearly locate and identify the following, if applicable.

2.2	Circuit breakers	Yes	No	N/A
2.3	Water shutoff valves	Yes	No	N/A
2.4	Gas shutoff valves	Yes	No	N/A
2.5	Public entrances	Yes	No	N/A
2.6	Emergency exits	Yes	No	N/A
2.7	Evacuation rally points*	Yes	No	N/A
2.8	Shelter-in-place zones*	Yes	No	N/A
2.9	Designated safe rooms*	Yes	No	N/A
2.10	Nursery	Yes	No	N/A
2.11	First aid kits*	Yes	No	N/A
2.12	Automated Emergency Defibrillators (AED)*	Yes	No	N/A
2.13	Wheelchairs*	Yes	No	N/A

\* You may want to consult with professionals to determine the safest location for these items.

## **Section 2 - Facility Map**

It is recommended that you insert a high-quality printout of your blueprints and/or floor plan into the final report. You can place a temporary picture of your facility map using your device camera or gallery.

### **2.14 Add facility map to Safety and Security Response Plan**

**(Convert all images into PDF format for upload)**

## PART 3 - SAFETY AND SECURITY TEAM

This section is designed to assist you in the evaluation of your current SST or to assist you in recruiting team members from your HOW membership, as well as providing job and responsibility descriptions for each of the positions.

The next three sections are designed to assist you in:

- Identifying the talented individuals who would be helpful to have as members of your own SST.
- Understanding the roles and responsibilities of an SST.
- Defining the training and qualification needs for each category of team member.

### Section 1 - Safety and Security Team Members

3.1	Does your HOW currently have an organized Safety and Security Team (SST)	Yes	No	N/A
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Does your HOW have members who are willing to be part of the SST and are current active duty professionals: If yes, begin filling out member information below. If no, you should consider forming one at your earliest opportunity. Having an organized team with well-defined roles ready to step in in the event of an emergency can protect and save lives. Even if you do not create a formal team, recording information on members' capabilities could be helpful in the event of an emergency.

3.2	Sworn law enforcement officers	Yes No N/A	
3.3	Firefighters	Yes No N/A	
3.4	Physicians	Yes No N/A	
3.5	Nurses	Yes No N/A	
3.6	Paramedics	Yes No N/A	
3.7	Emergency medical technicians	Yes No N/A	
3.8	Attorney	Yes No N/A	
3.9	Professional journalists	Yes No N/A	
3.10	Public officers	Yes No N/A	
3.11	Counselors	Yes No N/A	

## General team membership qualifications:

3.12	Are all SST members active in the HOW and in good standing?	Yes No N/A	
3.13	Have all SST members undergone successful, adjudicated background investigations?	Yes No N/A	
3.14	Do all SST members have prior training/experience appropriate for the position in which he/she will serve?	Yes No N/A	

## Section 2 - Safety and Security Team Roles and Responsibilities

Once members have completed the SST application and Background Investigation Process, they should be assigned to a role below.

3.15	Does each member of the SST have defined roles and responsibilities?	Yes	No
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If yes, review and revise the job descriptions that appear below as appropriate. Or, you may delete the entire job description for any position and write your own description. If no, you should consider forming SST roles and return to this section at a later point in time.

3.16	Medical officer		
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3.17	Fire/safety officer		
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3.18	Operations officer		
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3.19	Pastoral representative		
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3.20	Law enforcement liaison		
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3.21	Legal officer		
3.22	Public information officer		

### **Section 3 - Safety and Security Team Training**

Skills, training qualifications and core competencies will all be evaluated. HOW administrators should consult their leadership and legal counsel regarding developing policies for the training of non-professionals to respond to critical incidents when use of force, advanced tactics or advanced skills may be needed. Dealing with situations that require immediate action should be trained and exercised in accordance with HOW policies.

**Note:** Some individuals (due to special needs) may require assistance with evacuating or sheltering in place. For example, a person who requires the use of a wheelchair may be unable to evacuate via the normal or best route if it is blocked due to a fire or collapsed structure. Key members of the SST may need to be identified to be available to assist members with special needs, infants or toddlers.

Do your HOW have a documented training, exercise and drilling plan for the following?

3.23	Medical incident	Yes No	
3.24	Use of force	Yes No	
3.25	Verbal judo	Yes No	
3.26	Active shooter	Yes No	

3.27	Missing child	Yes No	
3.28	Non-violent disruptor	Yes No	
3.29	Violent disruptor	Yes No	
3.30	Protesters	Yes No	
3.31	Entering auto	Yes No	
3.32	Open doors	Yes No	
3.33	Reported weapon on campus	Yes No	
3.34	Firearms (if appropriate)	Yes No	
3.35	Fire evacuation plan	Yes No	
3.36	Shelter-in-place plan	Yes No	

## PART 4 - POLICIES

The policy section is designed to help you ensure that appropriate policies and procedures are developed, approved and trained/exercised for your HOW. It addresses areas such as use of force, the actions of sworn peace officers, concealed weapons/weapon carry policies, state laws, individual and institutional liability, Good Samaritan laws, dealing with the non-violent disruptor and the violent disruptor.

Does your HOW currently have a policy that addresses the following?

If yes, review and revise the policy descriptions that appear below as appropriate. Or, you may delete the entire text for any policy and write your own description. If no, you should consider developing policies and return to this section at a later point in time.

4.1	Use of force by the professional law enforcement members of the SST	Yes No N/A	
4.2	Liability for the actions of SST members	Yes No N/A	
4.3	Possession of weapons by non-law enforcement members of the SST	Yes No N/A	
4.4	Collection and storage of surveillance video	Yes No N/A	

Does your HOW conduct background investigations of the following?

4.5	SST members	Yes	No	N/A
4.6	HOW officers	Yes	No	N/A
4.7	Volunteers	Yes	No	N/A
4.8	Paid staff	Yes	No	N/A
4.9	Nursery staff	Yes	No	N/A
4.10	Youth leaders	Yes	No	N/A
4.11	Janitorial staff	Yes	No	N/A
4.12	Adjudication of background investigation reports	Yes No N/A		

4.13	Guidance to professional firefighters who serve on SST	Yes No N/A	
4.14	Guidance to SST medical professionals	Yes No N/A	
4.15	Location of AED/first aid/trauma bag	Yes No N/A	
4.16	Non-professional law enforcement volunteer members of SST	Yes No N/A	
4.17	Post-incident protocol/investigations	Yes No N/A	

## PART 5 - FACILITY ASSESSMENT

This section will question you about your infrastructure to support your safety and security posture. It includes questions about electronic surveillance (cameras), digital recording records, lock and key control, team radio communications, evacuation/shelter-in-place plans, medical/first aid kit inventory and an accountability plan for children and nurseries.

Does your HOW have the following procedures and equipment in place?

(You can add pdf copies of the following to the end of this assessment by selecting .)

5.1	Evacuation plan for your campus		Yes	No	N/A
5.2	Defined rally points for groups such as nurseries		Yes	No	N/A
5.3	Shelter-in-place plan		Yes	No	N/A
5.4	Response plan for a missing child		Yes	No	N/A
5.5	Accountability program for children		Yes	No	N/A
5.6	Nursery drop-off and pick-up accountability		Yes	No	N/A
5.7	Security plan for special events (weddings, celebrations, after hours group gatherings, etc.)		Yes	No	N/A
5.8	General incident response guide and training for non-violent disruptor, medical emergencies, fire emergencies, suspicious person, etc.,		Yes	No	N/A
5.9	Report form for incidents, bomb threats, requests for assistance		Yes	No	N/A

Do you have the following?

5.10	Surveillance cameras in key exterior points (parking lots, main entrance, emergency exits)		Yes	No	N/A
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An assessment should be conducted for the most likely routes of entry and exit from Houses of Worship, including parking lot exits.

5.11	Surveillance cameras in key interior points (nurseries, hallways)		Yes	No	N/A
5.12	Is surveillance video monitored and recorded?		Yes	No	N/A
5.13	Lock and key control accountability plan		Yes	No	N/A

5.14	Panic alarms in key locations (worship leader's office, worship hall, nurseries, etc.)	Yes	No	N/A
5.15	Wireless individual panic alarms	Yes	No	N/A
5.16	Well-lighted parking lots and pathways	Yes	No	N/A
5.17	Medical first aid kit	Yes	No	N/A
5.18	AED	Yes	No	N/A
5.19	NFPA-approved nursery evacuation cribs	Yes	No	N/A
5.20	Wheelchair sand stretcher	Yes	No	N/A
5.21	Radio communications for SST members	Yes	No	N/A
5.22	Safe room	Yes	No	N/A

**Do you have the following forms available for the SST?**

**Forms should be attached at the end of the plan. Some sample forms (marked with an asterisk) are available in Part 7 - Forms.**

5.23	Telephone bomb threat checklist*		Yes	No	N/A
5.24	Incident report*		Yes	No	N/A
5.25	SST Special Event Schedule*		Yes	No	N/A
5.26	SST Special Event Security Plan		Yes	No	N/A
5.27	SST Volunteer Schedule*		Yes	No	N/A
5.28	SST member application*		Yes	No	N/A
5.29	Example policy for weapon carry on HOW property		Yes	No	N/A
5.30	First aid/trauma bag inventory*		Yes	No	N/A
5.31	Shelter-in-place plan		Yes	No	N/A
5.32	Facility evacuation plan		Yes	No	N/A

## PART 6 - THREAT ASSESSMENT

The next sections are designed to assist you with identifying specific threats that are unique to your HOW due to its geographic location and proximity to other hazards, man-made threats or technological threats. In some cases, the questions are designed to be obviously thought-provoking to increase your situational awareness. Other questions will ask you to assign a relative numerical factor based on your experiences.

### Section 1 - Geographic Proximity

Although there is no definitive way to determine additional risks due to proximity to individual high risk facilities such as a correctional facility, nuclear power plant, man-made dam, etc., you may want to evaluate additional needs based on proximity to these hazards. For example, estimated emergency response time can help determine your immediate care plan and plans for dealing with persons in need of serious medical attention, and proximity helps determine the need for situational awareness plans for dealing with potential fugitives from justice, dealing with derailment of hazardous cargo and creating shelter-in-place and evacuation plans.

6.1	Would you describe the HOW as being located in:
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What is the approximate distance (in miles) to the nearest\_\_\_\_\_?

6.2	Hospital with emergency room facilities	
6.3	Firefighting/rescue operation	
6.4	Ambulance station	
6.5	Jail or prison	
6.6	Railroad	
6.7	Chemical or hazardous material manufacturing plant	
6.8	Nuclear power/weapon facility	
6.9	Homeless shelter/kitchen	
6.10	Earth-filled, levee or concrete dam	
6.11	Ocean shoreline or tidal basin	
6.12	Active earthquake prone or fault line	
6.13	U.S. Army Corps of Engineers defined 100-year flood zone	
6.14	Avalanche-prone area	

## Section 2 - Threat Assessment Worksheet

This section will determine the most likely hazards with the most serious consequences.

Threats are divided into several categories. You will be asked to rank the threats from zero to four according to the following scale:

### Probability of Occurrence

0= no chance of occurrence, 1=not likely, 2=possible, 3=very likely, 4=has occurred

Once you have assessed the potential threats to your campus, you will be asked to assign a value as to the potential consequences IF that event occurred. Ratings will be assigned from 0 (minor, if any, consequences to 10, loss of life). Suggested definitions of ranges are as follows:

- 0-4      No or minor consequences
- 5-8      Moderate consequences or recovery time
- 9-10     Loss of life or serious bodily injury

### Natural Threats

6.15	Avalanche	Probability	Severity	T/V Score
6.16	Disease outbreak	Probability	Severity	T/V Score
6.17	Earthquake	Probability	Severity	T/V Score
6.18	Epidemic	Probability	Severity	T/V Score
6.19	Flood (flash flood)	Probability	Severity	T/V Score
6.20	Hurricane	Probability	Severity	T/V Score
6.21	Tornado	Probability	Severity	T/V Score
6.22	Landslide	Probability	Severity	T/V Score
6.23	Wildfire	Probability	Severity	T/V Score
6.24	Winter storm	Probability	Severity	T/V Score
6.25	Severe weather	Probability	Severity	T/V Score
6.26	Fallen tree	Probability	Severity	T/V Score

### Technological Threats

6.27	Airplane crash	Probability	Severity	T/V Score
6.28	Dam/levee failure	Probability	Severity	T/V Score
6.29	Hazardous materials release	Probability	Severity	T/V Score
6.30	Power failure	Probability	Severity	T/V Score
6.31	Radiological materials release	Probability	Severity	T/V Score
6.32	Train derailment	Probability	Severity	T/V Score
6.33	Urban conflagration	Probability	Severity	T/V Score
6.34	Electrical hazard	Probability	Severity	T/V Score

## Human Caused

6.35	Active shooter	Probability	Severity	T/V Score
6.36	Kidnapping	Probability	Severity	T/V Score
6.37	Hostage taking	Probability	Severity	T/V Score
6.38	Insider threat	Probability	Severity	T/V Score
6.39	Improvised explosive device	Probability	Severity	T/V Score
6.40	Arson	Probability	Severity	T/V Score
6.41	Theft	Probability	Severity	T/V Score
6.42	Assault	Probability	Severity	T/V Score
6.43	Cyber attack	Probability	Severity	T/V Score
6.44	Burglary	Probability	Severity	T/V Score
6.45	Vandalism	Probability	Severity	T/V Score
6.46	Criminal trespass	Probability	Severity	T/V Score
6.47	Misconduct	Probability	Severity	T/V Score
6.48	Entering auto	Probability	Severity	T/V Score
6.49	Civil disturbance	Probability	Severity	T/V Score
6.50	Loss of communications	Probability	Severity	T/V Score

## Medical

6.51	Heart attack	Probability	Severity	T/V Score
6.52	Stroke	Probability	Severity	T/V Score
6.53	Choking	Probability	Severity	T/V Score
6.54	Fainting	Probability	Severity	T/V Score
6.55	Anaphylactic shock	Probability	Severity	T/V Score
6.56	Hypoglycemic	Probability	Severity	T/V Score
6.57	Seizure	Probability	Severity	T/V Score

## Threat/Vulnerability Score Evaluation Process

The Threat/Vulnerability score is measured by multiplying probability by severity. Threats and vulnerabilities should be prioritized and the most serious should be addressed first.

Most Serious= Should be addressed first and continually assessed 30-40

Serious= Should be addressed as soon as possible 20-29

Low=Can be deferred until a later time 10-19

Lowest=May not need to be addressed 0-9

## PART 7 - FORMS

Your HOW should also have a shelter-in-place plan and a facility evacuation plan. These plans are highly individualized and should vary greatly depending on the actual event. For example, sheltering in place due to a tornado may be very different from sheltering due to a hazardous gas leak (outdoors). The first requires a strong structural location; the second needs to be away from the air intake system. Plans provided in the Forms tab are for example purposes only.

Forms available on this page are in PDF form, and are intended to be printed and filled out, or filled out in Acrobat. Click link to open resource.

### **7.1 Telephone Bomb Threat Checklist**

[https://justnet.org/HOW\\_safe/forms/Telephone\\_Bomb\\_Threat\\_Checklist.pdf](https://justnet.org/HOW_safe/forms/Telephone_Bomb_Threat_Checklist.pdf)

### **7.2 Incident Report**

[https://justnet.org/HOW\\_safe/forms/Incident\\_Report.pdf](https://justnet.org/HOW_safe/forms/Incident_Report.pdf)

### **7.3 SST Special Event Schedule**

[https://justnet.org/HOW\\_safe/forms/SST\\_Special\\_Event\\_Schedule.pdf](https://justnet.org/HOW_safe/forms/SST_Special_Event_Schedule.pdf)

### **7.4 SST Volunteer Schedule**

[https://justnet.org/HOW\\_safe/forms/SST\\_Volunteer\\_Schedule.pdf](https://justnet.org/HOW_safe/forms/SST_Volunteer_Schedule.pdf)

### **7.5 SST Member Application**

[https://justnet.org/HOW\\_safe/forms/SST\\_Application.pdf](https://justnet.org/HOW_safe/forms/SST_Application.pdf)

### **7.6 Medical Kit/Trauma Bag Inventory**

[https://justnet.org/HOW\\_safe/forms/SST\\_Medical\\_Trauma\\_Bag\\_Inventory.pdf](https://justnet.org/HOW_safe/forms/SST_Medical_Trauma_Bag_Inventory.pdf)

## PART 8 – NOTES / ACTION ITEMS

## PART 9 – GLOSSARY OF TERMS

### Glossary

#### **Active Threat**

An individual who is in the real-time process of taking, or threatening to take, human life, often with a firearm but also with a knife or other weapons. An active threat may suspend, and then resume, killing victims.

#### **AED (Automated Emergency Defibrillator)**

A battery-powered portable device designed to determine if a human heart is in ventricular fibrillation, and deliver an electrical current to create a normal rhythm if needed.

#### **Barricaded Subject**

An individual who has removed himself/herself from the general public, usually in a location where others are denied entry. Subject is usually armed and may have hostages, make demands or threaten harm to themselves or others. These complex situations usually require trained negotiation teams to peacefully resolve the situation.

#### **Bomb**

A device, usually constructed with explosive materials, designed to destroy property and possibly take human lives. Bombs may include flammable liquids, gases and shrapnel in order to increase their effective killing power. See IED.

#### **FEMA (Federal Emergency Management Agency)**

A component of the U.S. Department of Homeland Security whose functions include providing guidance to the U.S. public on the protection of Houses of Worship.

#### **IED (Improvised Explosive Device)**

A homemade or makeshift bomb. See Bomb.

#### **Hazardous Materials**

Generally refers to chemical, biological, radiological or nuclear materials as defined by the U.S. Department of Transportation for the purpose of commercial transportation.

#### **NIJ (National Institute of Justice)**

Agency within the U.S. Department of Justice whose primary function is the development of science and technology for U.S. state and local law enforcement agencies.

## **Safe Room**

A location, usually located inside a facility or building, that is used to take refuge. The room can be used in emergency situations to provide protection for an individual(s) when threats occur, or it can be used to relocate and secure a threatening person. The room should be free from objects that could be used as weapons and have limited access and no windows.

## **Shelter-In-Place**

Taking refuge, for safety purposes, in your current location; specifically not relocating to an outdoor location if you are currently located indoors, or vice versa.

## **SST (Safety and Security Team)**

A group of volunteers with specific skills and training in the following capacities:

- Medical (Physician, Nurse, Paramedic, Emergency Medical Technician).
- Law Enforcement Officer (Police, Sheriff's Deputy, State Trooper, Investigator).
- Fire/Safety (Firefighter, Fire Safety Engineer).
- Legal (Attorney, Paralegal)
- Public Affairs (News or Broadcast Media)
- Facility Operations (facility staff member familiar with buildings and support/infrastructure services)
- House of Worship Liaison (staff member who serves as a liaison with the primary worship leadership staff)

## **Threat Assessment**

The process of identifying potentially harmful actions or activities to a person, place or facility. For example, although a potentially harmful action may exist, a person, place or facility may not be threatened due to mitigating steps that have been taken.

## **Vulnerability Assessment**

The process of evaluating a person, place or facility's true risk of a particular threat. For example, although a threat may exist, risk mitigation steps that have been taken may have reduced or eliminated vulnerability.

## PART 10 – RESOURCES

The following resources may prove useful in locating additional information to assist you in securing and providing for enhanced safety on your campus. Click link to open resource.

Active Shooter in a House of Worship. New York, NY: National Disaster Interfaiths Network. [http://www.n-din.org/ndin\\_resources/tipsheets\\_v1208/07\\_NDIN\\_TS\\_ActiveShooter.pdf](http://www.n-din.org/ndin_resources/tipsheets_v1208/07_NDIN_TS_ActiveShooter.pdf)

Building Security in Churches. Boston, MA: Unitarian Universalist Association. <http://www.uua.org/safe/117545.shtml>

Checklist for a Church Emergency Management Plan. Roanoke, VA: Virlina District Church of the Brethren. [http://www.brethren.org/bdm/files/checklist\\_for\\_a\\_church\\_emergency\\_management\\_plan.pdf](http://www.brethren.org/bdm/files/checklist_for_a_church_emergency_management_plan.pdf)

Christian Emergency Network: Aware-Ready-There. Private group, Anthem, Arizona. <http://www.christianemergencynetwork.org/>

Facilities Management Guidelines for Meetinghouses and Other Church Property. 2011. Salt Lake City, UT: Church of Jesus Christ of Latter-Day Saints. [https://www.lds.org/bc/content/shared/content/english/pdf/language-materials/08636\\_eng.pdf?lang=eng](https://www.lds.org/bc/content/shared/content/english/pdf/language-materials/08636_eng.pdf?lang=eng)

Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship. June 2013. Washington, DC: U.S. Department of Homeland Security, Federal Emergency Management Agency. [https://www.fema.gov/media-library-data/20130726-1919-25045-2833/developing\\_eops\\_for\\_houses\\_of\\_worship\\_final.pdf](https://www.fema.gov/media-library-data/20130726-1919-25045-2833/developing_eops_for_houses_of_worship_final.pdf)

Recommended Best Practices for Securing Houses of Worship for People of All Faiths. Alexandria, VA: ASIS International. <http://sacramentointerfaith.org/wp-content/uploads/2015/06/ASIS-best-practices.pdf>

Safety and Security Guidelines for Parishes and Religious Education Programs. Boston, MA: Archdiocese of Boston. [http://www.pilotbulletins.net/weeklymailing/RiskMgmt\\_SafetySecurityGuidelines.pdf](http://www.pilotbulletins.net/weeklymailing/RiskMgmt_SafetySecurityGuidelines.pdf)

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## PART 11 – ABOUT

This document was developed by the Justice Technology Information Center (JTIC) and funded through a grant from the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice (Award 2014-IJ-CX-K004) with assistance from representatives of various House of Worship (HOW) security team leaders and administrators (see About Section). The Justice Technology Information Center, part of the National Law Enforcement and Corrections Technology Center (NLECTC) System, is funded through a grant from the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. Use of this app by itself to create a draft Safety and Security Plan will not replace a full risk/security assessment done by personnel trained in doing risk/security assessments specifically for HOW.

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### General Statement

The purpose of this document is to assist HOW in producing a draft Safety and Security Plan for a specific campus. This document will guide you through a series of questions designed to assist in the evaluation of the current safety and security posture of your campus, as well as evaluating and prioritizing unique threats and making recommendations for improvement. In some sections, template text is provided to assist you with developing job descriptions, as well as policies and procedures for specific situations; you may revise the template text to meet the needs of your HOW or write your own text.

## PROJECT COLLABORATORS

First Presbyterian Church of Augusta,  
Augusta, GA 30909

Bellevue Baptist Church, Memphis, Tenn.

The Church of Jesus Christ Latter Day Saints  
North American Division Church  
Security Department  
Salt Lake City, UT 84150-0202

The Potter's House of Dallas  
T.D. Jakes Ministries, Inc.  
Dallas, TX 75208

Liberty Lutheran Services  
Ambler, PA 19002

Muslim Public Affairs Council  
Los Angeles, CA 90042

Columbia County Sheriff's Office  
Community Services Division  
Appling, GA 30802

City of Takoma Park  
Takoma Park, MD 29012

Alexandria Police Department  
Alexandria, VA 22304

Aventura Police Department  
Aventura, FL 33180

School Safety Advocacy Council

Office of Faith-Based Initiatives and  
Community Partnerships, Federal Emergency  
Management Agency, U.S Department of  
Homeland Security, Washington, D.C.

National Law Enforcement and  
Corrections Technology  
Center-National Center, Gaithersburg, MD

Office of Intelligence and Analysis,  
U.S. Department of Homeland Security

## PART 5 - FACILITY ASSESSMENT FORMS

### **5.1 Evacuation plan for your campus**

### **5.2 Defined rally points for groups such as nurseries**

### **5.3 Shelter-in-place plan**

### **5.4 Response plan for a missing child**

## **5.5 Accountability program for children**

## **5.6 Nursery drop-off and pick-up accountability**

**5.7 Security plan for special events (weddings, celebrations, after hours group gatherings, etc.)**

**5.8 General incident response guide and training for non-violent disruptor, medical emergencies, fire emergencies, suspicious person, etc.,**

## **5.9 Report form for incidents, bomb threats, requests for assistance**

### **5.23 Telephone bomb threat checklist**

## **5.24 Incident report**

## **5.25 SST Special Event Schedule**

## **5.26 SST Special Event Security Plan**

## **5.27 SST Volunteer Schedule**

## **5.28 SST member application**

## **5.29 Example policy for weapon carry on HOW property**

### **5.30 First aid/trauma bag inventory**

### **5.31 Shelter-in-place plan**

## **5.32 Facility evacuation plan**