

CREATE A PLAN |



Securing and protecting your church should be treated like one of your ministries. It should have clear goals, dedicated resources and the support of your leadership. Brotherhood Mutual's *The Church Safety & Security Guidebook* offers step-by-step instructions on creating a church safety and security team and plan with a ministry focus. According to the guidebook, ministries should perform a thorough safety and security assessment, looking at property, people, programs, procedures and prevention (crime). **Results from your assessment should then guide a comprehensive plan that can help your ministry prevent, prepare, respond and recover in the face of emergencies, threats or disasters.**

The key to creating a good safety and security plan is to break the work into manageable pieces.

Here are some tips to get started:

ASSESS THREATS

Work with local law enforcement and church security and risk management experts to assess potential threats to your ministry. Be sure to account for all the programs, events and activities of your ministry. You'll need to consider a wide range of threats — natural and man-made. This will help you create a comprehensive plan.

PLAN YOUR WORK

Put together a team to craft your overall plan. This team should include your church's leadership, qualified, screened and skilled volunteers and any security or law enforcement experts you may be able to access. A good place to start is by prioritizing the needs you discovered during your safety and security assessment. Decide who is responsible for doing what, and divvy up the work so it's not too much of a burden on one person. Set deadlines and goals to help keep things moving.

DRAFT YOUR PLAN

Your plan should include policies and procedures that cover your church's operations and responses to a variety of situations. Basic principles and practices — such as an evacuation plan and a shelter-in-place or lockdown plan — can be applied to many different situations, but each should be customized for your ministry.

TRAIN, AND TRAIN AGAIN

An unrehearsed, unused plan is virtually worthless. You must fully implement all the elements of your plan and make sure that key players are trained and put through drills regularly. Make sure the congregation knows their part, too. Otherwise, panic can take over in crisis situations. Review your plan and training annually to make sure they are up-to-date and address new or changing situations.

EVALUATING YOUR SAFETY AND SECURITY PLAN

Whether you're updating an existing plan or building one from scratch, consider these questions:

		YES	NEEDS ATTENTION
1	Do we have a thorough inventory of all our ministry's programs, activities and events?		
2	Have we done a safety and security risk assessment for everything on the list, recruiting professionals such as law enforcement and security management experts to help?		
3	Have we considered a wide range of threats to our ministry?		
4	Have we prioritized those threats and created a plan of action for each?		
5	Do we have documented policies and procedures in place, and are they stored securely both electronically and in hard copy?		
6	Do we review and update our safety and security plan every year or when we add new events or ministries?		
7	Do we regularly communicate with law enforcement, first responders and medical professionals about our plan?		
8	Do we hold regular and mandatory training and drills for our staff and team on policies and procedures?		
9	Do we communicate regularly with the congregation regarding our plan, so they are prepared to respond appropriately in a variety of situations?		
10	Have we fully implemented the recommendations of our safety and security ministry — or do we have a specific timeline laid out to do so?		

List provided by Brotherhood Mutual Insurance Company.

WANT MORE HELP WITH YOUR CHURCH'S SAFETY & SECURITY MINISTRY?

Brotherhood Mutual's *The Church Safety & Security Guidebook* features:

- ▶ A step-by-step instruction manual
- ▶ Over 20 checklists, sample policies and training scenarios
- ▶ A comprehensive sample plan
- ▶ And much more!

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