



Philadelphia Insurance Companies PIC Loss Control Services



“Safeguard Your Religious Organization Security



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Religious communities face a number of risk exposures as part of their mission.

Unfortunately, in the last few decades there has been an increased level of physical danger to the facilities often due to some bias or racial differences.

Your security protection must keep up with societal changes allowing your facility to be a place of Peace.



Get Organized!!

Yes! Another Committee! Well Maybe not.....

“Who and How Many” people to include in your security committee really depends on the size and structure of your Church, but any security plan must include:

- 1.The physical building
- 2.The people in the building

Who is responsible for Security??



First, Physical Security- Build it Right

Make sure that “Security” is at the top of the list when designing your building.

Architects are not typically security specialists. A few choices:

1. Work with a security specialist to develop security criteria, (\$\$)
2. Or put together a security steering team who will do the groundwork and will then work with the Architect. (Less \$\$)



Secure the Perimeter and Entry Points



Historically, place of worship were built as fortresses as a place of refuge and security and built to last!

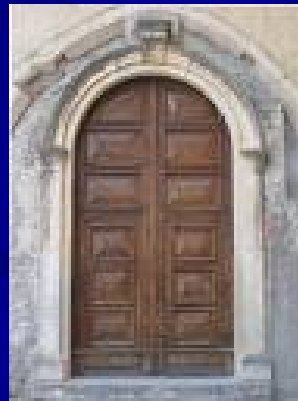
Modern Day buildings have been built with more open access design, thus not always well secured.

90% of the perpetrators enter through the designated entry points.



Entry Doors

- Doors -Metal Clad or Solid core for all exterior doors. If doors have windows, make sure they are wired glass, tempered glass, laminated glass or Plexiglass.
- Use molded hinges, pins can't be removed.
- Use deadbolts on doors that do not need panic hardware.
- For Fire Exit doors, use surface mounted, vertical dead-bolts systems that are thumb latched operated of key entry from the exterior only.
- Provide magnetic or electronic sensors on all doors.
- Never dead bolt an fire egress door!



Windows

- Consider less windows, or more small windows in lieu of large. Windows are for light and ventilation. Bad guys can also see inside more easily.
- Metal or metal clad on all ground floor windows
- Best to have multi-paned windows over single large windows- creates a security grid.
- Thermo paned windows are thicker.
- Ground Floor windows must all have locking devices.
- Lock all non primary windows, such as to crawl spaces, mechanical rooms, etc.
- Provide magnetic or electronic sensors on all ground level windows



Building Lighting

- All primary entry points must have excellent lighting.
- If entry is into a foyer, then foyer should also be well lit.
- Redundancy – provide 2 fixtures in case 1 burns out.
- Must be on from dusk to dawn, or motion activated.
- Build in exterior down-lighting in soffits



Other Considerations

- Parking lots- should be elevated lighting. Post signage that the parking lot is private property. Consider fencing, gates, a chain across the driveway when the facility is not in use.



- Walkways – provide well illuminated pathways



- Playgrounds – Light at night to keep out trespassers, locate away from streets and passerby views. Good idea to plant hedges, etc and always provide clear view for those who are watching the children.

- In general, landscape with low, slow growing plants around the building, and taller plants a distance away.



Ways to Upgrade Security in an Existing Building- Start with an Inventory of your Property and Equipment

- Inventory all building equipment and property. Be careful and knowledgeable about these items, or they will walk away! (Easy to create excel spreadsheets for this)
- Inventory by room or area
- Conduct inventory at least once a year.
- Consider photographing or video taping items, keep with inventory. (Youth Project??)
- Mark the items with property labels, bar codes, etc.
- Keep several copies of your inventory and at least one off-site. Make sure someone audits the inventory (double check system)



Establish Key Control

- Establish a policy for who is allowed to have keys.
- For people other than clergy and Administrators, have them sign the keys in and out.
- Have Master Keys that state “Do not copy”.
- Consider creating “Zones” for keys, so that only specific areas may be opened by specific keys.
- Consider “electronic key system” , either keypads or magnetic cards. Can be pricey, but can be easily “re-keyed” if you have a control problem. You can also find out who is coming and going in off hours.
- **LOCK THOSE DOORS AND WINDOWS!**



Install CCTV Cameras



- These have come a long way recently, very clear pictures.
- At exterior entrances and around the buildings. Cameras make an excellent deterrent.
- In internal hallways
- In child care areas
- Connect to a video recorder





Intrusion Alarm systems and Panic Alarms

- Provide a UL approved central station (CSSS) intrusion alarm system for the building.
- Include door and window alarms, motion and sound detection and also beam detection. If an alarm is activated, police notification is automatic
- The CSSS can also monitor fire sprinklers, smoke detectors, cooking suppression systems, low building temperature, etc.
- A Panic Alarm is a button type switch that will send a signal to the CSSS, who will then roll the police. Usually located in sensitive areas, front entry offices, etc.





People make the best detectors!!

- Train your ushers / greeters to be aware. Provide training and some sort of badge / vest / flower/ identification so that visitors know who they may go to for assistance. Make them stand out.
- Listen for possible problems. If an unknown visitor seems agitated or upset, you may have a situation.
- Develop an alert system, use code words, radios, etc to alert the team.
- Ushers should be alert throughout the service.
- Ushers should patrol the perimeter during the service.
- If you have a high profile Church / Clergy, some teams use small metal detectors to “wand” unknown people who may approach.
- Invite your local police department over to discuss intruder response. How long will it take them to show up?



Create an “Emergency Response Team (ERT)”

- Many organizations already have first aid responders, firemen, law enforcement and other trained individuals in their membership. Use these folks to develop ERTs
- Develop a team leader (s)
- Train on possible emergencies (intruder, heart attack, etc)
- Devise a method of signaling the team to action. Buzzers, pagers, cell phones with instant text messaging, etc.
- Keep emergency supplies on hand.
- Have a plan in place on notification to emergency personnel. Who calls the fire department or the EMT??



Security -Protect the Children

Large Loss Lessons Learned Example: Abuse and Molestation of Several Children in a church school.

- \$400,000 Claim against Church
- 4 boys alleged that a male Teacher molested them.
- Teacher was well thought of in the community, was a scout leader and volunteered in the Church. Held a position of trust.
- Was given keys to the Church buildings.
- Children were abused during tutoring time, when Teacher was alone with the boys.



What Controls *should* have been in place.

1. **Background Checks of all employees that have access to children. Philadelphia Insurance Companies provides very low cost background checks thru Intellicorp. For more information visit www.losscontrol.com**
2. **Conduct thorough previous employment checks. Try to call at least 3 previous employers, references. In this case the Perp had allegations in a prior setting that went back 10 years.**
3. **We suggest that teachers / Sunday school teachers / Caregivers work in teams and are not alone one on one with the children if possible.**
4. **Have a restroom policy that only one child access restroom at a time. No adults in restroom with child.**
5. **Key Control- Do not give keys out lightly. Only a few trusted people should have keys.**
6. **Train other adults to be aware. Unfortunately, we cant be so trusting. People are not always what they seem to be.**



Recommended Screening Guide

TABLE #1

Recommended Screening Requirements for Paid, Primary, and Secondary Workers

	PAID	PRIMARY	SECONDARY
Employee / Volunteer Application Form	Yes	Yes	Yes
Employee / Volunteer Release and Consent Waiver Form	Yes	Yes	Yes
Interview	In Depth	In Depth	Brief
References	3	3	2 or more
Employment History	Yes (Last 5 Yrs)	Yes (Last 5 Yrs)	Optional
IntelliCorp Criminal/Court Records Check (Federal and State Levels)	Yes	Yes	Optional
Child Abuse Registry Records	Yes	Yes	Optional
Driving Record *unless no driving duties	Yes*	Yes*	Yes*
Drug Screen Test (Note 1)	Yes*	Yes*	Optional

