



Church Event Security Planning Checklist

The following checklists offer suggestions for improving security at special events. The lists are set in chronological order and identify the tasks, recommendations, and action items that should be considered when planning an event. The level of involvement will be based on the size and scope of the event and may need to include additional items.

Establish security protocols

- Set up a Security Committee to coordinate security planning with the event planning committee
- Assign a Security Manager to oversee and manage security at the event. This person will have overall responsibility and authority for event security (may be a security consultant or advisor).
- Determine the level of security required. This can range from a single volunteer to a multi-layered team with volunteers and contract security working in conjunction with local law-enforcement.
- Decide if a security consultant/advisor will be needed or beneficial. This decision should be based on size, scope, topic, or if threats have been received (or expected)
- Recruit volunteer Security, Usher, and Greeter teams. Provide Security Awareness, Emergency Response and Suspicious Activity Awareness Training for team members and staff.
- Establish communication procedures (2-way radio, PA system, etc.) Establish protocols for standard communication, emergency response, evacuation, and lockdown
- Inventory and inspect all physical security equipment. A) Ensure all items operational and in working order. B) Make sure the appropriate people know how to use these items.

Develop an event security plan

- Develop a comprehensive security plan that incorporates all aspects of event security. Conduct a Security Survey of the facility and surrounding area and complete a Threat Assessment Analysis, include the information developed from both in your security plan. The event security plan should include: procedures and protocols, identify security personnel and other strategic personnel, important contact information (phone numbers – email), and maps and plans that graphically communicate important information and details.
- Review, update, or develop Event Security Procedures and provide these, in writing, to the appropriate involved parties (security team, key staff, senior ministers, etc.)
- Determine the need for visitor/guest authentication, and if required establish authentication procedures
- Identify all facility ingress and egress points including walkways, driveways, curbside areas, parking lots, and drop-off/pick-up areas, and delivery points and establish traffic controls.
 - Establish building Entry Control Point (ECP) procedures
 - Perimeter Security: A) Establish parking strategies and procedures, B) Set physical barriers if applicable
- Conduct scenario based training and tabletop exercises covering topics such as medical emergencies, identifying suspicious behavior and threatening situations, verbal de-escalation techniques, attendee, staff/actor, and special guest evacuation, and lockdown situations
- Coordinate the event with local law enforcement and area first responders. Keep these entities “in-the-loop” from inception through the end of the event.



Implementing Event Security

- The day of the event, conduct a final review of the security survey and assessment findings and recommendations. Address any gaps or vulnerabilities noted
- Do a final “check-in” with local law enforcement and first responders prior to the event
- Initiate layered Perimeter Security Procedures; entrance, parking areas, adjacent property
 - Begin Parking Area Controls procedures early to ensure complete control
 - Implement Entry Control Point procedures. Ensure to maintain Fire Code requirements
- Begin *Guests and Visitors Authentication Procedures*. Set up early to ensure complete vetting
- Conduct final security team briefings immediately prior to the start of the event. Include a review of all emergency response procedures and locations of emergency exits and equipment
- Stage and activate security as needed to cover the entire event and all pre-and-post event requirements

Conduct Post Event Debriefing

- Capture critical information and discuss the entire event from a security perspective
- Include all relevant participants (ministers, event planners, security, parking, ushers, greeters, etc)
- Determine and catalog “Lessons Learned”