



Small Church Event Security Checklist

It is important to incorporate security into small church events. This can be as simple as discussing different situations and potential problems and addressing the concerns of those involved.

The following is recommended as a starting point for providing security at small events such as: live Nativity scenes, outdoor performances, sings, and other programs at your church.

Determine the appropriate security needs

- The Security Manager (or other person responsible for security) should be responsible for event security. If necessary this position may be a security consultant or advisor.
- Determine what level of security will be required. Usually small venues will use volunteers possibly working in conjunction with local law-enforcement (traffic control etc.).
- Discuss security with Ushers, Greeters, and others involved in the program.
- Make sure that all emergency equipment is in working order.

Have a security plan

- Determine what could possibly happen, and decide how you would respond to emergencies that may arise during the event.
- Identify escape routes and safe areas for everyone involved (participants and audience)
- Look at all driveways, parking lots, and drop-off/pick-up areas to identify any issues that may be present.
- Establish building Entry Control Points and determine what doors are to be locked and which should be open during services.
- Discuss the program with local law-enforcement and first responders before the event to ask their suggestions and recommendations.

Implementing Event Security

- On the day of the event, discuss the potential for violence and emergency response with everyone involved in the program. Discuss what should be done in the event of an emergency.
- Watch for items that are out-of-place and be alert for suspicious activity before, during, and after the program.
- Be ready to respond quickly to any medical emergency, disruption, or act of violence that may arise.
- Stage and activate security as needed to cover the entire event and all pre-and-post event activities.

Post Event Discussion

- Talk with everyone involved with the program to discuss how to improve the security at your next event.