

Safeguarding Houses of Worship - NIJ's Safety and Security Planning App for Houses of Worship



House of Worship Name:
Non-denominational Place of Worship
Date of Assessment:
Thu Oct 12 2017
Version:
1.0
Assessment Completed By:
John Smith

Administrative sign off

Signature 1: _____ Date 1: _____

Worship leader sign off

Signature 2: _____ Date 2: _____

This application 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 Section 11). 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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Part 1 - General Information

Section 1 - House of Worship Contact Information

Street Address:

507 MD-355

City:

Gaithersburg

State:

MD

Zip:

20877

County:

Montgomery

Approximate latitude and longitude:

39.152 / -77.21

Administrative point of contact:

Robert Jones

Administrative phone number:

301-234-5678

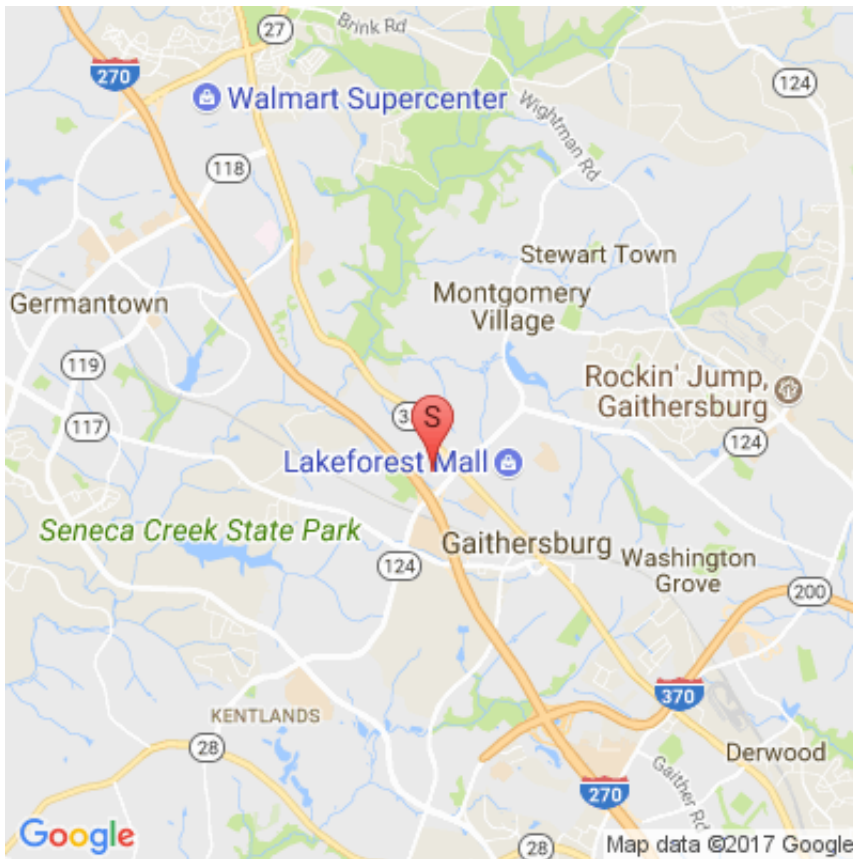
Worship leader point of contact:

S/A

Worship leader phone number:

S/A

GPS Map:



Section 2 - Emergency Contact Information

Emergency law enforcement:

Montgomery County Police

Emergency fire / EMS:

911

Non-emergency law enforcement:

301-279-8000

Non-emergency fire / EMS:

301-279-8000

Poison control center:

800-222-1222

City/county emergency management agency:

240-777-0311

Power company (after hours):

877-737-2662

Water company (after hours):

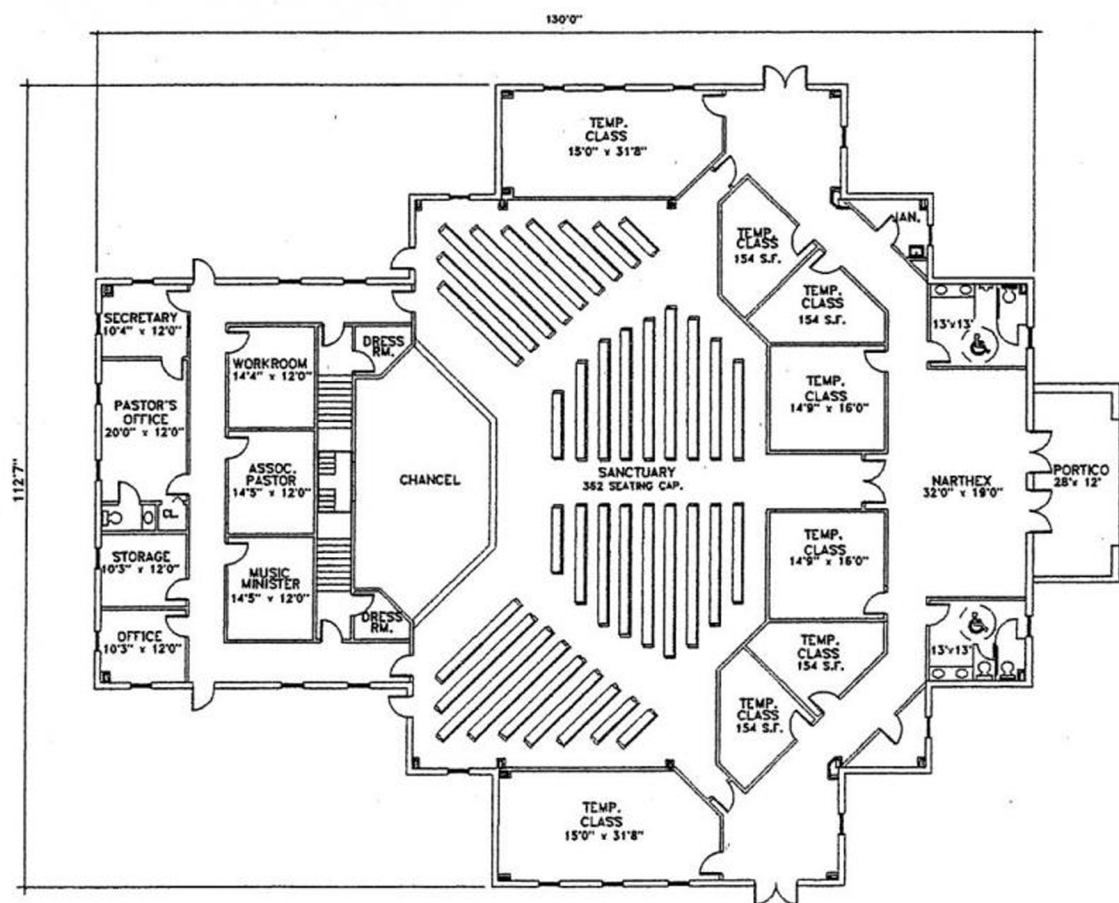
301-206-4002

Gas company (after hours):

703-750-1400

Section 2 - Facility Map

Add facility map to Safety and Security Response Plan:



FLOOR PLAN

Part 2 - Campus Map

Section 1 - Facility Layout

Do you have blueprints and/or a floor plan for your facility?:

Y

Circuit breakers:

N

Water shutoff valves:

Y

Gas shutoff valves:

Y

Public entrances:

Y

Emergency exits:

Y

Evacuation rally points:

N

Shelter-in-place zones:

N

Designated safe rooms:

N

Nursery:

Y

First aid kits/trauma bags:

Y

Automated Emergency Defibrillators (AED):

Y

Wheelchairs:

N

Part 3 - Safety and Security Team

Section 1 - Safety and Security Team Members

Does your HOW currently have an organized Safety and Security Team (SST)?:

N

Sworn law enforcement officers:

NA-Not Applicable

Firefighters:

NA-Not Applicable

Physicians:

NA-Not Applicable

Nurses:

NA-Not Applicable

Paramedics:

NA-Not Applicable

Emergency medical technicians:

NA-Not Applicable

Attorney:

NA-Not Applicable

Professional journalists:

NA-Not Applicable

Public information officers:

NA-Not Applicable

Counselors:

NA-Not Applicable

General Team Membership Qualifications

Are all SST members active in the HOW and in good standing?:

NA-Not Applicable

Have all SST members undergone successful, adjudicated background investigations?:

NA-Not Applicable

Do all SST members have prior training/experience appropriate for the position in which he/she will serve?:

NA-Not Applicable

Recommended Background Investigation Process

SST members will serve in a role of public trust. Therefore, it is recommended that they complete an application process that includes some type of background investigation, review and adjudication, as required by state and local laws. A suggested process is outlined here, and an example application can be found under Attachments.

You are encouraged to learn and follow your state's guidelines and statutes, as well as any other local policies for requesting and handling personally identifiable information.

1. Applicant completes SST application and submits to SST Team Leader.
2. Designated Team Leader reviews application.
3. Designated Team Leader submits information for criminal history check consistent with state laws.
4. Team Leader and/or other team members conduct candidate interview.
5. Team Leader makes recommendation to HOW leadership with regard to application.
6. Applicant is notified of decision.

Note: If necessary, an adjudication review and process may be required to resolve any potentially derogatory information discovered in background review. It is recommended that the SST maintain summary information regarding the decision to accept/deny a new applicant.

Section 2 - Safety and Security Team Roles and Responsibilities

Does each member of the SST have defined roles and responsibilities?:

N

Medical officer:

name and contact number/email

Responsibilities: Respond to all events on campus requiring medical evaluation or treatment. Be knowledgeable about location and contents of pre-positioned medical response kits. Serve as person-in-charge of any event requiring medical emergency treatment. Serve as liaison with responding emergency medical team. Organize, conduct and document training for volunteer medical staff as needed. Advise HOW Operations Officer regarding necessary medical supplies.

Fire/safety officer:

name and contact number/email

Responsibilities: Respond to all events on campus and assist the SST Team Leader. Serve as the Incident Commander for events requiring evacuation or shelter-in-place actions. Develop and maintain evacuation/shelter-in-place plans for campus-specific locations. Organize and conduct evacuation/shelter-in-place drills when appropriate. Serve as the chief communicator to the SST as to the immediate actions for evacuation or shelter-in-place. Organize, conduct and document training for volunteer fire/safety staff as needed. Serve as liaison with the local fire department. Advise the HOW Operations Officer regarding necessary fire detection, fire fighting and public address system communications.

Operations officer:

name and contact number/email

Responsibilities: Respond to all events on campus to assist the SST Leader, as needed. Serve as the principal staff member liaison with the SST. Direct and coordinate all staff support for the SST.

Pastoral representative:

name and contact number/email

Responsibilities: Serve as the representative with any other worship leaders concerning safety and security. Provide counseling and guidance to SST leaders. Ensure the SST members are appropriately informed about matters that may require their awareness or direct attention. Coordinate and conduct any counseling activities needed during or post-event.

Law enforcement liaison:

name and contact number/email

Responsibilities: Respond to all events on campus as needed to assist the SST Team Leader. Serve as the SST point of contact with uniformed law enforcement officers. Advise the operations officer and worship leader regarding physical security equipment enhancements, physical security operations and background investigations adjudication for volunteers, staff, etc. Coordinate the SST on-call schedule.

Legal officer:

name and contact number/email

Responsibilities: Review all policies and practices for liability and consistencies with existing policies. Review all policies and practices for potential inconsistencies with state laws and

local ordinances.

Public information officer:

name and contact number/email

Responsibilities: Presents information approved for public release in conjunction with the legal officer related to any matter involving the HOW response to a safety or security matter.

Section 3 - Safety and Security Team Training

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

Medical incidents:

Y

All members of the SST respond to the scene of the emergency. Medical Officer serves as the incident commander. Members of the SST assist the Medical Officer at his/her direction. These actions may include contacting EMS for transportation, directing arriving EMS to the scene of the incident, retrieving medical supplies, crowd control, etc. In the event of a hostile action or active shooter situation, medical personnel shall not enter until the environment has been cleared by law enforcement. Recommendation: Situations involving heart attack, stroke, fainting and removing the person from high traffic areas should be planned and exercised.

Use of force:

N

A phrase used to describe various levels of contact with the least impact being "Officer Presence" and the most serious being "Deadly Force." There are seven levels of force generally accepted on the continuum, which include, soft hands, hard hands, baton strikes, chemical spray and less lethal. Only trained professionals are typically authorized to use force.

Verbal judo:

N

A phrase used to describe techniques used to de-escalate situations and avoid physical confrontations.

Active shooter:

N

Run if able to safely evacuate, Hide if unsafe to run or evacuate, Fight when there are no other options. Evacuate -Have an exit route and plan in mind. -Leave your belongings behind. -Keep your hands visible. Hide -Hide in an area out of the active threat's view. -Lock doors and block entry to your hiding places. Take Action -As a last resort -Only when your life or another life is in imminent danger -Attempt to incapacitate the active threat in any manner possible. How To Respond When Law Enforcement Arrives: -Try to remain calm. Remember: You will be treated as a suspicious person until law enforcement is able to take control of the situation. -OBEY ALL INSTRUCTIONS FROM THE POLICE. -Put down any items in your hands (such as phones, books, backpacks). -Raise your hands, spread your fingers wide, and keep hands visible to police at all times. -Avoid quick and sudden movements. -Avoid pointing, screaming or yelling. -Do not stop to ask officers for help or directions while evacuating. -Relay active threat position and details if known and you are able to do so from safety.

Missing child:

Y

All members of the SST respond directly to pre-assigned campus perimeter positions or as directed by the Team Leader. Methodical searching begins immediately using available volunteers. Team Leader updates law enforcement and search party of last known position, description and clothing. Pastoral representative implements counseling plan for family and congregation. PIO implements communications plan for media.

Non-violent disruptor:

N

Early detection/security awareness helps prevent major incidents. [Greeters] are to remain alert for visitors whose behavior appears inconsistent with those arriving for the purpose of worship. [Greeters] should exercise caution and engage those who arouse suspicions in friendly conversation to determine the nature of the visit.

Violent disruptor:

N

Early detection/security awareness helps prevent major incidents. [Greeters] are to remain alert for visitors whose behavior appears inconsistent with those arriving for the purpose of worship. [Greeters] should exercise caution and engage those who arouse suspicions in friendly conversation to determine the nature of the visit. Untrained volunteers should never attempt to physically engage a violent individual. Initiate evacuation or shelter-in-place procedures as appropriate and contact the SST Leader and/or law enforcement.

Protesters:

N

Early detection/security awareness helps prevent major incidents. [Greeters] are to remain alert for visitors whose behavior appears inconsistent with those arriving for the purpose of worship. [Greeters] should exercise caution and engage those who arouse suspicions in friendly conversation to determine the nature of the visit. Untrained volunteers should never attempt to physically engage a violent individual. Initiate evacuation or shelter-in-place procedures as appropriate and contact the SST Leader and/or law enforcement.

Entering auto:

N

A phrase used to describe a situation when an unauthorized individual pilfers or enters an automobile without forcefully entering the automobile.

Open doors:

Y

A phrase used to describe the unsecured condition of a door, typically on a place of business or residence, that should be secured.

Reported weapon on campus:

N

Although an individual approaching the church with a gun will be an obvious threat, the majority of the time, it will be necessary to read the "signs," such as mannerisms and body language, individuals talking to themselves, intoxication and belligerent attitudes. Access will be firmly, but respectfully, denied to individuals who exhibit signs of intoxication/hallucinations and display disruptive behaviors.

Firearms (if appropriate):

N

You may want to consult a legal professional on developing an appropriate policy related to carrying of firearms.

Fire evacuation plan:

Y

All members of the SST respond to a safe location as directed by the Team Leader or the Fire Safety Officer. Fire Safety Officer serves as the Incident Commander until the Fire Department arrives on scene. Members of the SST assist the Fire Safety Officer at his/ her direction. These actions may include public address announcements, evacuation of nurseries, sanctuary, directing arriving emergency response units, etc. If a fire occurs during service, evacuation directions will be given from the [pulpit]. [Ushers] are responsible for evacuation of worshippers, ensuring an orderly exit, movement away from the building and an orderly assembly at a designated rally point. If a fire occurs during another event, the person leading the event will give directions and designate individuals responsible for ensuring an orderly evacuation.

Shelter-in-place plan:

Y

In-place sheltering may be a sensible course of action when the risks associated with an evacuation are outweighed by the benefits of in-place sheltering. Follow the guidelines listed: 1) Close all doors to the outside and close and lock all windows. 2) Have all occupants move to rooms or hallways with as few windows and doors as possible. 3) In the event of a hazardous materials incident, set all ventilation systems to 100% recirculation so that no outside air is drawn into the structure. Where this is not possible, ventilation systems should be turned off. 4) In the event of a hazardous materials incident, turn off all heating systems and air conditioners. 5) In the event of a hazardous materials incident, where possible, seal any gaps around window type air conditioners, exhaust fan grills, exhaust fans, range vents, dryer vents, etc. with tape and plastic sheeting, wax paper, or aluminum wrap. 6) Close as many internal doors as possible. 7) If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid windows to prevent potential injury from flying glass. 8) If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth. 9) Use a weather radio and monitor the Emergency Broadcast System or the radio or television for information concerning hazardous materials incidents or weather-related emergencies, as applicable. Responding emergency personnel decide when it is safe for you to leave the building.

Part 4 - Policies

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

Use of force by the professional law enforcement members of the SST:

NA-Not Applicable

To certified peace officers, no specific guidance is provided except that peace officers certified by an agency shall comply with all sworn responsibilities, state, federal and local laws, and their agency directives, policies and standard operating procedures.

Liability for the actions of SST members:

NA-Not Applicable

Consider the potential liability if you train or certify non-professional or non-certified individuals to use force, detain or surveil members or visitors. You should consult with a legal professional for assistance in writing this policy. No template text is provided.

Possession of weapons by non-law enforcement members of the SST:

Y

Consider state laws regarding the possession of weapons in a HOW. Link to the State Attorney General Office and the State Official Code. You should consult with a legal professional for assistance in writing this policy. No template text is provided.

Collection and storage of surveillance video:

N

All video files should be retained for a minimum of six months and stored in a secure location.

Does your HOW conduct background investigations of the following?

SST members:

NA-Not Applicable

HOW officers:

Y

Volunteers:

Y

Paid staff:

Y

Nursery staff:

Y

Youth leaders:

Y

Janitorial staff:

Y

Adjudication of background investigation reports:

N

When potentially derogatory information is reported, adjudication of background information

should be performed by a qualified investigator with the concurrence of the HOW Operations Officer.

Guidance to professional firefighters who serve on SST:

NA-Not Applicable

No specific guidance is given to firefighters with proper training recognized by the National Board on Fire Service Professional Qualifications (NPQ), the International Fire Service Accreditation Congress (IFSAC) or equivalent. These individuals are expected to comply with the standard operating procedures of these agencies and not to assist beyond any training received at the HOW.

Guidance to SST medical professionals:

NA-Not Applicable

Professional medical personnel will be prepared and available to provide emergency/urgent medical care on the HOW campus. Medical personnel will be required to maintain CPR/Basic Life Support certification. Volunteers will provide and assist with basic care and support of persons experiencing minor, non-life-threatening illness or injury requiring immediate attention. The level of care provided will be within the scope of the volunteer's training, certification and work experience. Medical volunteers providing care further understand that their provision of care and any service rendered in this capacity is done in a strictly voluntary manner without expectation of any compensation for the service provided. For any major illness/injury that is considered potentially life threatening, the medical volunteer on duty will coordinate with EMS and 911, will attempt stabilization of the affected person(s) until EMS arrives and will coordinate care with other medical personnel who are willing to assist.

Non-professional law enforcement volunteer members of SST:

NA-Not Applicable

Immediately report any suspicious activity or serious concerns to uniformed law enforcement or 911. Matters or incidents that are a violation of state law may be investigated by law enforcement officials. Members of the HOW SST are expected to cooperate with law enforcement investigators in the conduct of their sworn authority. SST members are expected to transfer control of the response to arriving LE officials and to assist if requested. Any use of force by volunteer non-professional SST members is strictly at their own discretion and the HOW will not be held liable for their actions. Furthermore, non-professional (not sworn LE peace officers) are not directed to put their lives in jeopardy in responding to any safety or security incident. Response to a confrontational situation may require complex training and skills, and personal discretion is urged in dealing with any potentially hazardous situation. SST members are expected to follow U.S. Department of Homeland Security guidelines in dealing with active shooter and/or hostile situations. (See "Active Shooter: How to Respond," October 2008.)

Post-incident protocol/investigations:

NA-Not Applicable

SST members are expected to participate in post-incident investigations. Follow this protocol:

1) I am a victim/complainant, 2) There is the attacker or the last known direction, 3) There is the evidence, 3) There are the witnesses, 4) I will cooperate fully as soon as I have spoken with legal counsel.

Part 5 - Facility Assessment

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

Evacuation plan for your campus:

Y

Defined rally points for groups such as nurseries:

Shelter-in-place plan:

Y

Response plan for a missing child:

Y

Accountability program for children:

Y

Nursery drop-off and pick-up accountability:

NA-Not Applicable

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

N

Do you have the following?

Surveillance cameras in key exterior points (parking lots, main entrance, emergency exits):

Y

Surveillance cameras in key interior points (nurseries, hallways):

Y

Is surveillance video monitored and recorded?:

Y

Lock and key control accountability plan:

Y

Panic alarms in key locations (worship leader's office, worship hall, nurseries, etc.):

N

Wireless individual panic alarms:

N

Well-lighted parking lots and pathways:

Y

Medical first aid kit:

Y

AED:

Y

National Fire Protection Administration (NFPA)-approved nursery evacuation cribs:

N

Wheelchairs and stretchers:

N

Radio communications for SST members:

N

Safe room:

N

General incident response guide and training Plan for SST:

N

Do you have the following forms available for the SST?

Telephone bomb threat checklist*:

Y

Incident report*:

Y

SST special event schedule*:

N

SST special event security plan:

N

SST volunteer schedule*:

Y

SST member application*:

N

Example policy for weapon carry on HOW property:

Y

First aid/trauma bag inventory*:

N

Shelter-in-place plan:

Y

Facility evacuation plan:

Y

Part 6 - Threat Assessment

Section 1 - Geographic Proximity

Would you describe the HOW as being located in::

Suburban

Hospital with emergency room facilities:

1 to 5 miles

Firefighting/rescue operation:

Less than 1 mile

Ambulance station:

Less than 1 mile

Jail or prison:

5 to 20 miles

Railroad:

1 to 5 miles

Chemical or hazardous material manufacturing plant:

Less than 1 mile

Nuclear power/weapon facility:

Greater than 50 miles

Homeless shelter/kitchen:

1 to 5 miles

Earth-filled, levee or concrete dam:

5 to 20 miles

Ocean shoreline or tidal basin:

Greater than 50 miles

Active earthquake prone or fault line:

Greater than 50 miles

U.S. Army Corps of Engineers defined 100-year flood zone:

1 to 5 miles

Avalanche-prone area:

Greater than 50 miles

Section 2 - Threat Assessment Worksheet

Threat Index Color Key:

red = highest priority 30 – 40

orange = medium priority 20-29

yellow = low priority 10-19

blue = lowest priority 0-9

Natural Threats

Avalanche:

Probability: 0

Severity:

Disease outbreak:

Probability: 2

Severity: 5

Threat Index: 10

Earthquake:

Probability:

Severity:

Epidemic:

Probability: 1

Severity:

Flood (flash flood):

Probability: 2

Severity: 4

Threat Index: 8

Hurricane:

Probability: 4

Severity: 2

Threat Index: 8

Tornado:

Probability: 4

Severity: 2

Threat Index: 8

Landslide:

Probability: 0

Severity:

Wildfire:

Probability: 0

Severity:

Winter storm:

Probability: 4

Severity: 8

Threat Index: 32

Severe weather:

Probability: 4

Severity: 8

Threat Index: 32

Fallen tree:

Probability:

Severity:

Technological Threats

Airplane crash:

Probability: 2

Severity: 6

Threat Index: 12

Dam/levee failure:

Probability: 1

Severity:

Hazardous materials release:

Probability: 3

Severity: 10

Threat Index: 30

Power failure:

Probability: 4

Severity: 6

Threat Index: 24

Radiological materials release:

Probability:

Severity: 4

Train derailment:

Probability: 0

Severity:

Urban conflagration:

Probability: 0

Severity:

Electrical hazard:

Probability: 2

Severity: 4

Threat Index: 8

Human Caused

Active threat:

Probability: 1

Severity: 4

Threat Index: 4

Kidnapping:

Probability: 2

Severity: 5

Threat Index: 10

Hostage taking:

Probability: 1

Severity: 3

Threat Index: 3

Insider threat:

Probability: 1

Severity: 2

Threat Index: 2

Improvised explosive device:

Probability: 1

Severity: 5

Threat Index: 5

Arson:

Probability: 1

Severity: 6

Threat Index: 6

Theft:

Probability: 2

Severity: 5

Threat Index: 10

Assault:

Probability: 1

Severity: 3

Threat Index: 3

Cyber attack:

Probability: 2

Severity: 5

Threat Index: 10

Burglary:

Probability: 1

Severity: 6

Threat Index: 6

Vandalism:

Probability: 1

Severity: 3

Threat Index: 3

Criminal trespass:

Probability: 4

Severity: 4

Threat Index: 16

Misconduct:

Probability: 4

Severity: 6

Threat Index: 24

Entering auto:

Probability: 1

Severity: 3

Threat Index: 3

Civil disturbance:

Probability: 0

Severity: 2

Threat Index: 0

Loss of communications:

Probability: 1

Severity: 6

Threat Index: 6

Human Caused**Heart attack:**

Probability: 4

Severity: 3

Threat Index: 12

Stroke:

Probability: 2

Severity: 4

Threat Index: 8

Choking:

Probability: 1

Severity: 3

Threat Index: 3

Fainting:

Probability: 0

Severity: 2

Threat Index: 0

Anaphylactic shock:

Probability: 4

Severity: 4

Threat Index: 16

Hypoglycemic:

Probability: 4

Severity: 2

Threat Index: 8

Seizure:

Probability: 3

Severity: 4

Threat Index: 12

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



NIJ'S SAFETY AND SECURITY PLANNING APP

FOR HOUSES OF WORSHIP

INCIDENT REPORT

NIJ | *National Institute
of Justice*
STRENGTHEN SCIENCE. ADVANCE JUSTICE.



INCIDENT REPORT



Incident Date/Time:

COMPLAINANT

Last Name:

First Name:

Contact Information:

Type of incident:

List all events that apply:

Police called? Y N EMS/Fire called? Y N

First aid given? Y N First aid refused? Y N Property damage? Y N

Location of incident:

Victim(s) information: (Names, Address, Contact Information)

Suspect(s) information: (Names, Address, Contact Information)

Race/Ethnicity	Gender	Age	Hair/Eye Color	Height	Identifying Marks
	M F				

NARRATIVE

(continue on supplemental form as necessary)

REPORTING OFFICER

Name/contact information

Date/time prepared



NIJ'S SAFETY AND SECURITY PLANNING APP

FOR HOUSES OF WORSHIP

SAFETY AND SECURITY TEAM (SST) APPLICATION

NIJ | *National Institute
of Justice*
STRENGTHEN SCIENCE. ADVANCE JUSTICE.



BACKGROUND DATA

Name:

Telephone:

Cell:

Home:

Address:

Age:

M

F

Membership date:

1. Residence history for the past 10 years: (include full address, county, city, state and dates of residence: mm/yy):

2. Employment history for the past 10 years: (include full name of employer, job title, job location, reason for leaving and dates of employment mm/yy):

HOUSE OF WORSHIP HISTORY AND CHILDREN, YOUTH OR OTHER VULNERABLE POPULATION MINISTRY EXPERIENCE

1. House of Worship history for the past 10 years: (list name and address of all Houses of Worship whether you were a member or regular attender):

2. List all previous work involving children, youth or other vulnerable populations: (list each organization's names, address, dates and type of work performed):

3. Briefly describe your reasons for wanting to serve on the SST:

4. Any prior service on a House of Worship security team? Please list details.

5. Please list all relevant law enforcement, fire, safety, security and medical skills: (e.g. MD, CPR certified, sworn law enforcement officer):

6. List three people who know you well. They should be friends, peers, colleagues, associates, etc., who collectively are aware of your character, conduct, activities outside of your workplace, school or neighborhood, and whose combined association with you covers at least the past seven years. Do not list spouses or relatives related by blood or marriage.

List name, full address, contact telephone number and type of association:

- 1.
- 2.
- 3.

POLICE RECORD

Has any of the following ever happened?

1. In the past seven years have you been issued a summons, citation or ticket to appear in court for any criminal proceeding against you? (exclude traffic fines of less than \$300 dollars that did not involve alcohol or drugs) Y N

If yes, list details (if more room is needed, attach a blank piece of paper with details):

2. In the past seven years have you been arrested by any law enforcement official?
Y N

If yes, list details:

3. In the past seven years have you been charged, convicted of or sentenced for a crime in any court? Y N

If yes, list details:

4. In the past seven years have you been or are you currently on probation or parole?

Y N

If yes, list details:

5. Have you EVER been charged with any felony offense? (include those under UCM)

Y N

If yes, list details:

6. Have you EVER been convicted of any offense involving firearms, explosives, alcohol or drugs? Y N

If yes, list details:

ILLEGAL DRUG USE

(In reference to this section, neither your truthful response nor information derived from your response shall be used against you as evidence in any subsequent criminal proceeding)

1. In the past seven years, have you illegally used any drugs or controlled substances?

Use of a drug or controlled substance includes injecting, snorting, inhaling, swallowing, experimenting with or otherwise consuming any drug or controlled substance. Y N

If yes, list details:

2. Have you ever illegally used or otherwise been involved with a drug or controlled substance while employed as a law enforcement officer or while in a position directly and immediately affecting the public safety? Y N

If yes, list details:

3. Have you in the past seven years intentionally engaged in the misuse of prescription drugs, regardless of whether or not the drugs were prescribed for you or someone else? Y N

If yes, list details:

4. Have you been ordered, advised, been asked or voluntarily sought counseling or treatment as a result of your use of drug or controlled substances? Y N

If yes, list details:

ALCOHOL USE

Has your use of alcohol had a negative impact on your work performance, your professional or personal relationships, or resulted in intervention by law enforcement/public safety personnel? Y N

If yes, list details:

MISCELLANEOUS

1. Have any civil lawsuits alleging actual or attempted harassment, exploitation, misconduct or discrimination; child abuse; or financial misconduct been successfully prosecuted against you, settled out of court or dropped because the statute of limitations had expired? Y N

If yes, list details:

2. Is there anything pertinent to the areas covered, or to any other matter, that is relevant to this background investigation and service on the SST that you would want us to know? Y N

If yes, list details:

3. To the best of your knowledge, are there any records that might be reviewed or any persons that might be interviewed that would contradict anything provided on this form? Y N

If yes, list details:

4. Is there anything regarding any aspect of your character, conduct, personal life and past or present actions that is not generally known, and which for that reason, could bring discredit and dishonor to the House of Worship? Y N

If yes, list details:

5. Is there anyone or anything in your background that would raise questions concerning your honesty, integrity, judgment or discretion? Y N

If yes, list details:

APPLICANT STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or Houses of Worship listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for service with children, youth or other vulnerable populations. In consideration of the receipt and evaluation of this application by this House of Worship, I hereby release any individual, House of Worship, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damage of whatever kind compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the policies of the House of Worship. I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement that I have read and understand.

Applicant's Signature:

Date:

Printed Name:

Witness:

Date:

Printed Name:



NIJ'S SAFETY AND SECURITY PLANNING APP

FOR HOUSES OF WORSHIP

MEDICAL KIT/TRAUMA RESPONSE BAG INVENTORY

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NIJ'S SAFETY AND SECURITY PLANNING APP

FOR HOUSES OF WORSHIP

SAFETY AND SECURITY TEAM SPECIAL EVENT SCHEDULE

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SAFETY AND SECURITY TEAM SPECIAL EVENT SCHEDULE

Event name:

Date:

Location:

[illegible]

OUTSIDE RESOURCES

Fire/EMS Contact

Phone

Arrival Time

Radio Channel

Location

Volunteer Contact

Phone

Arrival Time

Radio Channel

Location

Volunteer Contact

Phone

Arrival Time

Radio Channel

Location

Pre-Event Procedures

SST TEAM MEMBERS

Team Leader

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Medical Officer

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Fire/Safety Officer

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Operations Officer

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Pastoral Representative

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Law Enforcement Liason

Phone

Radio Channel

Arrival Time

Location

Responsibilities



NIJ'S SAFETY AND SECURITY PLANNING APP

FOR HOUSES OF WORSHIP

SAFETY AND SECURITY TEAM VOLUNTEER SCHEDULE

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SAFETY AND SECURITY TEAM VOLUNTEER SCHEDULE

CHURCH SERVICE/ ACTIVITY	TEAM LEADER	MEDICAL OFFICER	FIRE/SAFETY OFFICER	OPERATIONS OFFICER	PASTORAL REPRESENTATIVE	LAW ENFORCEMENT LIAISON
Sunday Service 8:30am	Name	Name	Name	Name	Name	Name

Service/Activity Name**Pre-Event Procedures****SST TEAM MEMBERS****Team Leader**

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Medical Officer

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Fire/Safety Officer

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Operations Officer

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Pastoral Representative

Phone

Radio Channel

Arrival Time

Location

Responsibilities

Law Enforcement Liason

Phone

Radio Channel

Arrival Time

Location

Responsibilities



NIJ'S SAFETY AND SECURITY PLANNING APP

FOR HOUSES OF WORSHIP

TELEPHONE BOMB THREAT CHECKLIST

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TELEPHONE BOMB THREAT CHECKLIST



Instructions: Be calm, be courteous, listen. Do not interrupt the caller.

Your Name:

Time:

Date:

Caller: M F

Adult

Juvenile

Approximate Age

Origin of Call: Cell Phone

Local

Long Distance

Telephone Booth

VOICE CHARACTERISTICS

Loud Soft
High Pitch Deep
Raspy Pleasant
Intoxicated Other

ACCENT

Local Not Local
Foreign Region
Race

SPEECH

Fast Slow
Distinct Distorted
Stutter Nasal
Slurred Other

MANNER

Calm Angry
Rational Irrational
Coherent Incoherent
Deliberate Emotional
Righteous Laughing

LANGUAGE

Excellent Poor
Fair Other
Foul
Good

BACKGROUND NOISES

Factory Animals
Machines Quiet
Music Voices
Office Airplanes
Street Party
Traffic Atmosphere
Trains

BOMB FACTS

Pretend difficulty hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain Hour

Time Remaining

Where is it located? Building

Area

What kind of bomb?

What kind of package?

How do you know so much about the bomb?

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line.

Choose same line and dial *57 (if your phone system has capability). Listen for the confirmation announcement and hang up.

Call police at _____ and relay information about call. Did the caller appear familiar with the House of Worship (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this form.