



# Protect Your Church - Safety Checklist

## ARSON

<b>1. Restrict Entry:</b>	<ul style="list-style-type: none"> <li>• When the church is open, have a professional or volunteer caretaker on site</li> <li>• Keep church locked at night</li> <li>• Never hide or leave keys on the premises</li> </ul>
<b>2. Report any suspicious activity:</b>	<ul style="list-style-type: none"> <li>• Encourage parishioners to visit regularly, especially mid week</li> <li>• Report anything unusual to the police, for example: groups of youth loitering around building, broken windows, small garbage fires, graffiti</li> </ul>
<b>3. Remove obstructions/garbage around the church perimeter:</b>	<ul style="list-style-type: none"> <li>• Trim shrubs, trees and remove anything that can conceal criminals</li> <li>• Keep garbage bins away from buildings; use metal containers with lids that lock</li> <li>• Remove beer/liquor bottles and other signs of loitering</li> </ul>
<b>4. Install security lighting:</b>	<ul style="list-style-type: none"> <li>• Use perimeter floodlights outside and motion activated lights at doors/windows</li> <li>• Make sure that some interior lights are visible from the outside</li> <li>• Vary the location of interior lights by using timers</li> </ul>
<b>5. Install fire and intrusion alarms:</b>	<ul style="list-style-type: none"> <li>• Have alarms linked to a central monitoring service</li> </ul>
<b>6. Secure church windows:</b>	<ul style="list-style-type: none"> <li>• Make sure that locks are sturdy and designed to resist damage</li> <li>• Keep windows closed and locked when buildings are unoccupied</li> </ul>
<b>7. Lock up outbuildings and/or sheds:</b>	<ul style="list-style-type: none"> <li>• Remove or lock up ladders and tools and other items that allow intruders to access the church</li> </ul>
<b>8. Remove combustible materials:</b>	<ul style="list-style-type: none"> <li>• Do not store acylide or enamel paints, cleaning fluids and other flammable liquids</li> <li>• Remove old newspapers, candles, etc.</li> <li>• Keep matches and/or lighters locked away</li> <li>• Install a sheet metal security container inside the door under the mail slot</li> </ul>

## GENERAL FIRE

<b>1. Maintain candle safety:</b>	<ul style="list-style-type: none"> <li>• Keep candles 3 feet away from combustibles, place votive candles in a metal tray</li> <li>• Never leave candles burning unattended</li> </ul>
<b>2. Inspect electrical equipment on a regular basis:</b>	<ul style="list-style-type: none"> <li>• The law requires that you hire qualified Electricians to repair wiring or fittings, and to install or remove electrical equipment</li> </ul>

## SLIPS AND FALLS

<b>1. Implement regular outdoor maintenance:</b>	<ul style="list-style-type: none"> <li>• Clear and salt steps, walkways, and other paths around church property during the winter and keep a log of when, and how often, these tasks are done</li> <li>• Remove leaves and other plant material in the fall, or after heavy rains</li> <li>• Install secure railings for all stairs</li> </ul>
<b>2. Provide adequate lighting throughout church premises:</b>	<ul style="list-style-type: none"> <li>• Light indoor stairwells and halls; outdoor stairs and walkways</li> </ul>
<b>3. Ensure indoor safety:</b>	<ul style="list-style-type: none"> <li>• Install secure railings for all stairs</li> <li>• Cover exposed wires and extension cords</li> <li>• Clean up spills immediately</li> <li>• Inspect premises regularly for damage</li> </ul>