

## *Memo*

**To: Pastors, Parochial Administrators, and Parish Stewards**  
**From: Rev. Michael Vaughan, Vicar General**  
**Date: January 11, 2019**  
**Re: Security Posture Assessment**

**As recommended by the Security Task Force of the Diocese of Sacramento, Bishop Soto recently asked all parishes to complete the attached Security Posture Assessment instrument and return it to the Diocesan Finance Office no later than January 31, 2019.**

If you have not already done so, please have several persons (3-5) complete the Security Posture Assessment for your parish and then have one person combine the completed instruments into a single instrument for the parish. The combined instrument can then be faxed, mailed, or e-mailed to the Finance Office. Individuals completing the instrument should be those who you believe to knowledgeable about the parish premises and operations.

It is the intent of the Security Task Force that the completed instruments will be evaluated and used to prioritize the order in which parishes in the diocese will be scheduled for a free inspection by the Regional Threat Assessment Center ("RTAC") of the Central California Intelligence Center. The efforts of RTAC are sponsored as a free service by Homeland Security. Following the on-site inspection of your parish, you will receive a formal Vulnerability Assessment Report that will identify opportunities for improving parish security and recommendations for how to do so.

It is the goal of the Security Task Force that each parish in the diocese will obtain a formal Vulnerability Assessment Report which will form the basis for the parish's ongoing security awareness and efforts.

Subsequent goals identified by the Security Task Force include the following:

- That each parish will ultimately develop and implement a formal Emergency Action Plan that addresses both man-made and also natural disasters
- Establishment of a coordinated effort for parishes in the diocese to identify grant opportunities, make application for, and receive grants for security upgrades and equipment
- To provide a diocesan resource person who could operate in coordination with the security task force to provide ongoing support to parishes for security and emergency preparedness and to identify and coordinate access to other training resources.

Thank you for your cooperation with this very important initiative.

**PLANNING FOR A CHURCH CRISIS**

# **SECURITY POSTURE ASSESSMENT**



**Parish Name and City:** \_\_\_\_\_

**Parish contact for purposes of this assessment:**

**Name:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### Conducting a Security Posture Assessment

This security posture self-assessment is intended to help church security response planners determine its vulnerability to criminal or violent acts and to assist local law enforcement in assessing the overall vulnerability of the community.

It provides a checklist that can be customized to the church-specific organization. The checklist is intended to be a general guide. It may not include all issues that would be considered in every church organization.

Therefore, it is imperative to consider the unique character of the church organization, its functions, its general public image and its overall public visibility.

Consider also who may work in or attend the church and what the church does within the community.

The security posture assessment is ranked on a 100-point scale. Answering this self-assessment is a somewhat subjective process. The people who best know the physical security, operations and community climate of the church should complete the assessment.

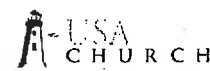
It is important to remember that the most important threat reduction measure is vigilance on the part of the church staff and its members, their awareness of anything out of the ordinary and their prompt communication of that information to the church's pastoral or security response leaders.

Based on the results of both the security posture assessment and the vulnerability assessment, the church may wish to share a copy with law enforcement, or to include a representative in the assessment process, to support their understanding of church vulnerabilities and its role in the community.

This assessment should be conducted at least annually, and within the year if there is an increased threat of a terrorist or criminal activity or whenever there is a significant change to the church's facilities or activities.

To rank your church's current security posture, complete the following checklist by answering 'Yes' or 'No' to each question. For questions that do not apply, answer 'Yes' and annotate in the comment section 'N/A'. For questions to which you do not know the response, answer 'No' and annotate in the comment section 'unknown'.

## SECURITY POSTURE ASSESSMENT



### Scoring the Security Posture Assessment

Upon completion of the checklist, count the number of 'Yes' responses and assign a point value of four (4) for each.

Total 'Yes' responses \_\_\_\_\_ x 4 = \_\_\_\_\_.

Plot your score on the scale below:

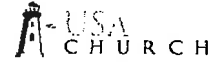
LOW VULNERABILITY						MODERATE VULNERABILITY						HIGH VULNERABILITY										
100	96	92	88	80	76	72	68	64	60	56	48	44	40	36	32	28	24	20	16	12	8	4

### Remarks and Unusual or Significant Issues

List any important comments that should be made concerning the self- assessment. Also, list any unusual or significant findings that developed during your self-assessment.

Notes:

## SECURITY POSTURE ASSESSMENT



ASSESSMENT AREAS	YES	NO	COMMENTS
Do pastoral leaders and church staff view safety and security issues as a priority?			
Is your church aware of crime trends within the community?			
Has a site assessment of the church and grounds been conducted within the last two years?			
Have procedures been developed for handling security/crisis when conducting activities away from church property?			
Have threats unique to your church been identified?			
Do pastoral leaders and staff know what to do in the event of a crisis?			
Do church members know what to do in the event of a crisis?			
Does the church have a reliable means of communication during a crisis?			
Have procedures been developed for dealing with disruptive or threatening people?			
Does your church plan for a crisis response in the budget?			
Does your church have evacuation procedures in the event of a crisis (including for fire/tornado)?			
Does your church have lockdown procedures?			
Has your church practiced an evacuation or lockdown within the last year?			
Have security/crisis response planners coordinated with local law enforcement?			
Is your church located in an area where police can respond in ten minutes or less?			

## SECURITY POSTURE ASSESSMENT



ASSESSMENT AREAS	YES	NO	COMMENTS
Has your church considered force options for responding to a violent intruder?			
Does your church have existing security hardware such as intrusion alarms, duress alarms, audio/visual surveillance or parabolic mirrors?			
Does your church have a plan for protecting children, physically challenged and elderly church members during a crisis?			
Does your church have a method for accountability of staff and church members during a crisis?			
Does your church store critical information, spare keys, access codes and utility information off-site for use during an emergency?			
Does your church have a plan for communicating with the media during a crisis?			
Have crisis response leaders been trained to plan for and respond to a crisis?			
Does the church have a plan for dealing with injuries resulting from a crisis?			
Has the church developed a separate plan for affiliated schools and daycare or off-site facilities?			
Has church staff been trained on risk awareness?			

Church Name: \_\_\_\_\_

Church Contact Person: \_\_\_\_\_

Church Contact Number: \_\_\_\_\_

Assessment completed with Consultant? Yes No \_\_\_\_\_