The Episcopal Diocese of Western North Carolina
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Parish Safety Quick Review

A practical starting point for parish safety and preparedness

Purpose. Use this quick review to identify strengths, gaps, and immediate priorities. It is intended as a practical planning aid, not a compliance inspection or professional security assessment.

How to use it. For each item, mark Yes, Partial, or No. Focus first on simple improvements that can be made quickly. At the end, identify your parish's top three priorities and assign a lead person for follow-up.

Response Key: YES = in place | PARTIAL = needs work | NO = needs attention

Area	Quick Review Question	Yes	Partial	No
Leadership	Do clergy, staff, ushers/greeters, and volunteers understand their basic safety roles?	☐	☐	☐
Emergency Information	Are emergency numbers and the church's exact street address readily available?	☐	☐	☐
911 Response	Does someone know who will meet and direct emergency responders?	☐	☐	☐
Shelter	Have we identified appropriate shelter locations for severe weather and outside threats?	☐	☐	☐
Accessibility	Can people with limited mobility reach appropriate shelter locations?	☐	☐	☐
Evacuation	Do we have primary and alternate evacuation routes?	☐	☐	☐
Accountability	Do we have a practical way to account for people after evacuation?	☐	☐	☐
Children & Families	Does our evacuation plan account for children who may be separated from parents or guardians?	☐	☐	☐
Medical	Do staff know where first-aid supplies and the AED, if present, are located?	☐	☐	☐
Medical Skills	Do we know who among staff or regular members has current medical or first-aid training?	☐	☐	☐
Responder Access	Can emergency responders get quickly to someone having a medical emergency?	☐	☐	☐
Disruption	Do ushers/greeters know what to do when someone becomes disruptive during a service or event?	☐	☐	☐

Area	Quick Review Question	Yes	Partial	No
Service Requests	Do we have a consistent policy for requests for money, transportation, or other assistance?	☐	☐	☐
Trespass Authority	Do we know who has authority to tell someone to leave the property?	☐	☐	☐
Escalation	Do staff know when a concern should be escalated immediately to clergy, 911, or law enforcement?	☐	☐	☐
Evidence	Do staff know not to delete, destroy, or discard threatening messages or other evidence?	☐	☐	☐
Children & Vulnerable Persons	Do we have a procedure for a missing child or vulnerable adult?	☐	☐	☐
Technology & Access	Do we know who can access cameras, recordings, keys, codes, and other security systems?	☐	☐	☐
Local Responders	Has someone from the parish established contact with local police, fire, or EMS?	☐	☐	☐
Safety Culture	Are staff and volunteers encouraged to report unusual concerns before they become emergencies?	☐	☐	☐

Our Three Priorities

1. _____
2. _____
3. _____

Lead person: _____ Target review date: _____

Suggested next step. Review the three priorities with clergy and parish leadership. Address immediate low-cost actions first, then develop or update local procedures for the areas that need more work.