

CATHOLIC DIOCESE OF MEMPHIS

Safety and Security Team Checklist

**"Be Prepared to Help When Every
Second Counts."**

Matthew 25:40

***"Whatever you did for one of
the least of these My brethren,
you did for Me."***



Church Safety & Security Team Pre-Deployment Checklist

- ☐ Arrive at least 30 minutes before services or events.
- ☐ Sign in or check in with the Safety Team Leader.
- ☐ Wear approved identification (badge, vest, name tag, or other designated attire).
- ☐ Dress appropriately for the assignment and weather.
- ☐ Carry assigned equipment (radio, flashlight, notebook, keys, etc.).
- ☐ Ensure your cell phone is charged and on silent or vibrate.
- ☐ Review the day's schedule and special events.
- ☐ Confirm assigned post or patrol area.



Equipment Checklist



- ☐ Radio is fully charged and operational (if applicable).
- ☐ Test radio communications with the team. Add all team member's names cell phone numbers to a group chat.
- ☐ Flashlight functions properly.
- ☐ Spare batteries available (if applicable).
- ☐ First aid kit is stocked.
- ☐ Trauma/Stop the Bleed kit is accessible.
- ☐ AED is present and shows a "ready" status.
- ☐ Emergency contact list is available.
- ☐ Incident report forms are available.





Exterior Security Check

- ☐ Parking lot inspected.
- ☐ Exterior lighting operational.
- ☐ Entrances free of hazards.
- ☐ Doors secure until scheduled opening.
- ☐ Cameras appear operational.
- ☐ Suspicious vehicles or persons noted.
- ☐ Playground and outdoor gathering areas inspected.





Interior Security Check

- ☐ Hallways clear.
- ☐ Emergency exits unobstructed.
- ☐ Fire extinguishers visible.
- ☐ AED location confirmed.
- ☐ First aid kits confirmed.
- ☐ Restrooms checked.
- ☐ Children's ministry area secured.
- ☐ Classrooms prepared.
- ☐ Utility rooms locked.
- ☐ Mechanical rooms secured.





Emergency Preparedness

- ☐ Review evacuation procedures.
- ☐ Review severe weather shelter locations.
- ☐ Review lockdown procedures.
- ☐ Review medical emergency procedures.
- ☐ Review fire response procedures.
- ☐ Confirm who will call 911 if needed.
- ☐ Confirm who will meet responding emergency personnel.





During Service Expectations

- ☐ Maintain a welcoming presence.
- ☐ Practice "The Power of Hello."
- ☐ Observe without appearing intimidating.
- ☐ Conduct periodic patrols.
- ☐ Monitor entrances and exits.
- ☐ Watch for suspicious behavior—not appearances.
- ☐ Assist visitors as needed.
- ☐ Keep radio traffic professional.
- ☐ Report concerns immediately.





Children's Ministry

- ☐ Check-in procedures operational.
- ☐ Authorized pickup procedures followed.
- ☐ Hallways monitored.
- ☐ Nursery staff supported.
- ☐ Classroom doors secure.





End of Mass Checklist

- ☐ Conduct final building walkthrough.
- ☐ Ensure classrooms are empty.
- ☐ Secure all exterior doors.
- ☐ Check parking lots.
- ☐ Assist members leaving the property.
- ☐ Document incidents or unusual activity.
- ☐ Return radios and equipment.
- ☐ Sign out.
- ☐ Participate in a brief team debrief.

