



Diocese of Altoona-Johnstown

Office of Child and Youth Protection

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Safe Environment website: <https://youthprotection.dioceseaj.org/>

Parish Safety Preparedness Resource Toolkit

Houses of worship and religious facilities are classic soft targets, which makes them susceptible to intimidation and potential acts of violence. These locations are often where people gather at regular specified times in spaces with minimal security, providing access to anyone who wishes to enter. This resource guide contains information to help parishes prepare and bring awareness to their faith community. Provided are resources to assist parish safety committees/teams with developing an emergency operations plan, security practices, and safety guidelines.



St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.



General Building Information

Parish Property Layout

Number of buildings on parish property _____

Name of Building	Purpose of building	Occupancy	Hours of Use

Do you have a map with a location of each building on property? _____

Location of first aid kits:

Location of AEDs:

Fire Protection Systems – fire detection, alarm and communications

Type of fire protection system used	
Frequency of inspections	
Location of control panels	

Security Systems

Point of access doors	
Motion detection devices	
Surveillance cameras location, field of view, monitoring positions and remote access capabilities	

Specific Building Information
(To be filled out for each building – one sheet per building)

Building Name : _____

Building Location: _____

Building Structure – indicate quantity; i.e. three entrances, two exits

Entrances and exits	
Stairways, elevators	
Windows (operable or inoperable?)	
Walls (solid masonry or framed drywall?)	
Fire doors	
Roof access, including skylights (indicate if operable or inoperable)	
Basement, attic or crawlspace access	

Utilities

Natural gas <ul style="list-style-type: none"> • Location • Types of appliances used • Location of appliances used • Location of main gas shutoff 	
Electrical service <ul style="list-style-type: none"> • Location of main building disconnect • Location of major subpanels 	
Cable television access/shutoff	
HVAC System <ul style="list-style-type: none"> • Location and accessibility of air intakes • Location of controls for shutdown, including remote shutdown capability • Shutdown procedures 	

Telephone System

Does phone system have caller ID?

Does phone system have intercom capability?

Location of calling tree

Security

Location of key log	
Point of Egress Doors	
Point of Ingress Doors	