

# Facility Security Best Practices

# Diocese of Houma-Thibodaux

## Facility Security Best Practices

*Q – Why is it important to have a security policy in place?*

A – Having unsecured schools, churches, parish halls, and offices provides free and unrestricted access to your buildings and their contents and could expose your facilities to theft, vandalism and expose those visiting or working there to possible injury.

*Q – Is it expensive to provide for a safe and secure environment in our schools, churches and offices?*

A – No. By developing a simple written policy for each of your buildings, you can make them safe and secure.

Catholic Mutual Group offers a variety of maintenance and security information under the Risk Management/Property Section of the website, [www.catholicmutual.org](http://www.catholicmutual.org), Login: 0352hou Password: service, and selecting Risk Management Info.

By following the items in the below checklist, you can easily, and with little expense, provide sound security measures for the protection of property and people.

### **CHECKLIST**

- **Schools**

- The written security policy is in place and the staff and parents have been educated on the policy.
- Visitor reporting procedures are in place.
- All secondary doors are secured against entry and all visitors are directed to a single, monitored, entrance. (Monitoring of the school entrance must be by visual means, electronic or video monitor, or with remote buzzer to unlock the door.)
- All offices, storage rooms, janitor closets, and unoccupied rooms are kept locked.

- **Church**

- Operational hours for when the church is unlocked are set. At the end of the day, all church doors are locked against entry until the next day.
- All doors inside the church are locked to restrict access to authorized staff only.

- **Office**

- All parish records are kept in a secure location.
- Parish Office hours of operation are posted and followed.

- **General Measures**

- All landscaping is trimmed to eliminate hiding places for potential intruders.
- The key control policy is in place and strictly followed.
- All interior and exterior doors are checked daily for security.
- Emergency procedures are in place and all staff and volunteers are provided an orientation on the policy.