

# Conducting A Security Assessment

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A FREE RESOURCE BY  
KINGSWOOD SECURITY





## About Kingswood Security



Simon Osamoh

FOUNDER AND DIRECTOR

Kingswood Security is a risk management consulting company that uses its expertise to support churches and nonprofits with security audits, safety training and program implementation. They have been providing churches with services since 2014. Founder Simon Osamoh received a prompting to help houses of religious worship in matters of safety and security when he oversaw counter terrorism at Mall of America, Minnesota and was asked to speak at a local church. Since his organization have helped hundreds of churches across the country.

He is the author of the 7 Steps to Protect your Faith Community, former Vice President for the FBI Minneapolis Citizens Academy Alumni Association, former program chair of InfraGard Minnesota. He holds an Individualized B.A focused on British American criminal justice and is a member of Westwood Community Church in Excelsior Minnesota, where he also serves as security advisor.

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# "The prudent see danger and take refuge, but the simple keep going and pay the penalty"

## PROVERBS 22:3

When starting a security program there is a desire to jump straight towards implementing a safety team, but this can cause most people to overlook what perhaps is one of the most crucial things that can determine the success of your program; conducting an assessment of your current security practices. You will hear many terms for a security assessment such as risk assessment, threat assessment, vulnerability assessment, or security audit. Although different words, they all have the same meaning; assessing your threat environment and current state of security practices. The assessment most often focuses on physical security, people within the congregation, technology, and program administration. It's a way to identify ineffective safety measures, assess controls, and allows growth within your security program.

## Why do I need one?

An assessment of your security operations will help you create a road map from point A to point B, but having the audit completed is only the beginning as you need to find the best person to execute the plan. Faith communities hold a great depth of responsibility through both the law and the moral social obligation to keep those in our congregations safe.

## How does the process work?

The assessment starts with identifying and ranking your assets which will later help prioritize security recommendations. The information gathered through on-site assessments and interviews with key staff and volunteers will help identify gaps that expose assets to threats within your church. After identifying and quantifying the potential threats (violence, natural hazards, theft, domestic disputes



# How does the process work? (Cont)

and other incidents) you will have identified the greatest risks to your facility. At Kingswood Security, we then rank each protective measure using the following factors: fiscal cost, resource cost, risk reduction, and implementation timeframe within our reports. There are numerous documents, overviews and helpful guides online that you can find. One of the first questions you need to establish is who will undertake this process? Will you tackle this process yourself, be guided by a consultant or local crime prevention specialist? There are pros and cons to each of these but ultimately it comes down to your timeframe, experience and the stewardship of your budget.

## Start by interviewing key people

The process should start with understanding your security culture, known issues, past problems, views of leadership committees, and opinions of those at the church. This is a strong way to start as the more rounded your conversation can be, the more focus you can place on what areas you need to assess. In your assessment you will not be able to cover every aspect, nor should you want to as the report will become too lengthy. The goal is to be able to act on a plan. You must be able to execute your findings. Those that end up with a 200-page report find this too cumbersome and overwhelming.

Here are some of the people you might want to interview. There is no set number, but it's fair to say you will get out of it what you put into it. If you're doing this yourself, talk with everyone. If your hiring a consultant, discuss with them a fair number of people to interview and agree on this before the process starts.

- Facilities leaders
- Business administrators and church finance
- Youth leaders, children's directors, preschool staff
- Church leadership (trustee/executive board)
- Church staff
- Tenants and third parties that use the building
- Volunteers

## What should the assessment cover?

Once the interviews are complete, the next step is to start a comprehensive assessment of the building. At Kingswood we deploy a methodology that most commonly covers these four principal areas:



The audit process should be a slow, methodical walk through of each area identified within the previous interviews. A basic checklist is contained at the end of this document.

# Some areas to think about

Examples areas you might want to cover when you conduct your security assessment are:

**Worship services:** Entrances, emergency exits, evacuation plans, active shooter

**Technology:** Card Access, alarms (panic/burglary), CCTV etc.

**Security procedures:** Working with youth, background check, response procedures, lockdown, fire, etc.

**Special Events:** Outdoor Baptisms, vocational bible school (VBS), high profile speakers, private events, conferences, social functions

**Physical Security:** Doors, locks, lighting, alarms, protection of visual equipment, valuables, protection of human asset

**Preschool Security:** Building layout, sign in sign out procedures, staff training, background checks

**Staff/Volunteer Training:** Situational awareness, scenario training, policy procedures, Emergency Action Plan, lockdown, medical etc. (Include all hazards)

**Cash handling:** The modern use of technology and cash money movement

**Vehicle operations:** Insurance coverage, fair use, driver policies

**Foreign ministry travel:** Security assessments, insurance, K&R policy (kidnap and ransom), medical coverage, business continuity planning. Executive Protection (EP), contract security

**Building Tenants:** Assess risk of programs such as Alcoholic anonymous (AA), counselling services, domestic violence groups, mental health and chemical dependency groups

## Presenting the Findings

At this point you should have an idea of how many pages the report will be. If you have hired a consultant will this be 50 or 200? If you go at it alone, how will you present the findings to your church board or leadership? Don't take on a bigger report than you can handle but understand what it will look like before it is written. Once you have the report, meet with your safety committee and church leadership. Discuss the contents and work out what you can do to take immediate action and what items need further discussion due to budget or culture of the church.

Some may worry about having all of the vulnerabilities laid out in a report. One key task is to meet with authority figures and document a formal plan

Your assessment is to evoke change, make enhancements to your program and make church safer. There is a long road ahead but also exciting times!

# Key Points!

- A security assessment is an inspection that covers risks, vulnerabilities, and provides mitigating controls in the areas of physical security, technology, human vulnerabilities, and emergency preparedness. Make sure you guide the assessment in the areas to what will best serve you.
- A security assessment is vital to your success. You can do it yourself or hire a professional. Consider your objectives and determine what the best course of action is for you based on the budget you have available.
- Remember, if you conduct the assessment yourself, there is advice, cheat sheets and templates online. Use some caution with those though. Perhaps someone in your congregation has experience in risk mitigation that can help?
- What you are looking to achieve? Is it a 140-page document with 60 recommendations or 30-50-page document with more manageable recommendations? You're the customer, you drive what the product should look like based on your ability to execute a plan.
- Talk with people from all over the church to obtain their buy-in. All departments should be interviewed during this process to get the most rounded results possible.
- Who can support you with the recommendations? Where will the budget come from and when is the best time of year to complete this process?
- The report is just the beginning. If using a consultant, find someone who knows your faith community well and has heart of a teacher to support you.
- Remember a security assessment is not a one-off budget expense. You should see the value and expect to do this at a high level every couple of years going forward. Your safety committee can help execute the recommendations.
- A holistic security assessment is an investment not an expenditure. Failure to act could result in financial liability against your church.

## Building Assessment Checklist

CHECK

1	Do you hold a detailed inventory (including pictures for insurance and police reports) of your building's assets?	
2	Do you mark your valuable assets by writing your church name on them with a non-removable marker pen?	
3	Do you have the appropriate lighting in and around the doors, windows, parking lots and entrances to your church?	
4	It's often a simple security measure to have the internal lighting on timers so they come on even when your building is not in use. Do you have any lights on timers?	

5	Do you have outdoor lights on timers?	
6	Do you ensure that shrubbery and trees around your lighting, doors, and windows are regularly trimmed back to ensure visibility to the widest areas?	
7	Are the lighting controls protected so only those with permission can have access to them?	
8	Are all of your external doors physically secure?	
9	Do you have locking hardware on the internal doors of the youth ministry and infant care areas so they can lock themselves in when needed?	
10	Have you conducted an assessment to test the locks and hardware of the internal doors to make sure they are suitable to prevent a human threat from entering?	
11	Do you keep records of everyone who has keys to your church including access control?	
12	Do you audit your records to ensure that the people who have key/card access to the doors use rooms for a business reason?	
13	Do you have an escalation process for missing, lost, or stolen keys/card access?	
14	Do you have a sign in/out process for keys provided to tenants or for those that are used during special events?	
15	Do you have a process in place that restricts access for tenants or renters of your building from other church rooms or areas?	
16	Do you have a culture around locking internal doors (offices/classrooms) when they are not in use?	
17	Do you protect high risk and sensitive areas that are home to your safe, petty cash, TVs, server rooms, and confidential information?	
18	Do you have a process in place to walk around the church checking for vulnerabilities before the last person leaves the building?	
19	Do you check all windows on the ground floor are locked before people leave the building?	



20	Would you consider your windows to be in good repair and are able to keep people with harmful intentions out?	
21	Are all valuables secured on church property (cameras/audio visual equipment)?	
22	Do you have a good culture around health and safety laws checking that corridors are clear of obstructions and emergency exits are identified?	
23	Do staff and volunteers know where fire extinguishers are kept, and do you test them regularly?	
24	Are you in compliance with all local rules and regulations, if yes, how do you know?	
25	Do you have a strong culture around reporting torn or broken slip mats on concrete or non-carpeted floors, reporting loose or damaged handrails, and other hazards that could cause injury?	
26	Do you check that all staff offices and church rooms are clear of hazards? What can be done to mitigate risk?	
27	Could a member of staff or church volunteer (outside of facilities) shut off mechanical equipment such as gas and electric in an emergency?	
28	Do you have maps of the church displayed in prominent areas to help staff find evacuation plans and emergency exits?	
29	Is the building protected by an automatic sprinkler system? If yes, how often is this checked, and do you have a maintenance service contract?	
30	Does your building have a fire alarm? Is this covered by a maintenance and service contract?	

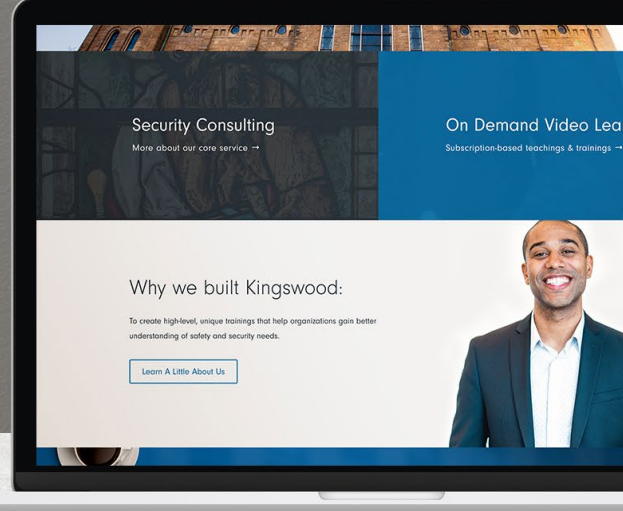
## Take the Next Step

Kingswood Security's assessments can be used to drive change across your organization and strengthen your internal controls to alleviate problems. The primary function of our security assessment is to examine how your organization and security policies are being implemented and identify the vulnerabilities that exist within the current process. Email [info@kingswoodsc.com](mailto:info@kingswoodsc.com) or call **612-389-2244** to discuss how we can support your ministry.



## SECURITY ASSESSMENT

Our team of **nationally & internationally** known subject matter experts are ready to come alongside your organization to **Plan, Prepare and Protect!**



**Most people tend to overlook what perhaps is one of the most crucial things** that can determine the success of your program, conducting an assessment of your current security practices.

Kingswood offers proactive security solutions & innovative security training for churches & nonprofits.

### AT KINGSWOOD WE BREAK OUR RECOMMENDATIONS DOWN INTO THREE AREAS

- **Priority I** - Low or No Cost / High Benefit
- **Priority II** - Low-Medium Cost / Medium-High Benefit
- **Priority III** - Long-Term Recommendations



Our process,  
continued support.

Onsite Interviews

Onsite Assessment

Executive Summary

Debrief Summary

Consultative Support

"Kingswood supported us through the security audit process, they really helped us identify areas of improvement and building a detailed list of recommendations to help us improve."

*DEAN DALZELL, CHIEF FINANCIAL OFFICER, COMMUNITY ACTION PARTNERSHIP OF RAMSEY & WASHINGTON COUNTIES*



**KINGSWOOD**<sup>TM</sup>  
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