

DIOCESE OF CHEYENNE INSTRUCTIONS ON SAFETY AND SECURITY

Introduction

Our places of worship, parish centers, schools, and other facilities are to be safe and secure so that people feel welcome, safe, and comfortable. There are multiple concerns such as medical emergencies, weather related issues, fire, someone causing a disturbance, domestic/family conflicts on church property, or individuals seeking to perform violent acts. Pastors and their equivalent, in canon law, are responsible for making sure all parish facilities are safe and secure. Principals are responsible for making sure that their schools are safe and secure.

These instructions are meant to offer guidance to Pastors and Principals in making their facilities safe and secure. These are strongly encouraged, but not norms. New construction and major renovation are to have safety and security in mind, beginning with conceptual planning so that facilities have limited entry points and multiple secured exit points for emergency use. This may not be possible in current facilities, short of a major renovation. Nevertheless, as much as can be done is to be implemented in order to make facilities safe and secure.

Safety and Security Planning

1. Establish a "safety team" of trained people in the parish.
2. Each parish should coordinate with local Emergency Management Coordinator, Fire/EMS and police to set up walk through of the church facility/campus to review and offer new suggestions to the Safety Team.
3. It is important to train staff and volunteers on safety and security issues.
4. Policy and Procedures from Catholic Mutual Insurance and instructions from the Diocese of Cheyenne should be followed.
5. Procedures should be developed on a parish basis but should also address the following: medical emergencies, emergency evacuations, domestic/family conflicts, disturbances and violent actions. Training attendees would be determined by specific training being held.
6. Safety performance indicators for each standard procedure should be set and evaluated on a yearly basis. Safety/Security team should monitor and oversee the success of these measurable outcomes.
7. The Diocese of Cheyenne does not allow carry/conceal weapons. If necessary, active law enforcement or a professional and qualified security company may be contracted to provide security. Contracted personnel must carry their own insurance. According to Wyoming State Statues, law enforcement officers are permitted to carry fire arms in all public places.
8. These *Instructions on Security and Safety* should be published in all Catholic facilities.

Recommended Security Measures:

- 1) Safety and security training should be held on a regular basis at a minimum of once per year.
- 2) Security cameras may be used in appropriate places, and the safety team can help identify those areas.
- 3) The location of medical aid packages, including AEDs (where applicable) should be put in appropriate places.
- 4) If Church property and/or a person is victimized, it should be reported to law enforcement as soon as possible.
- 5) When dealing with a safety situation, when in doubt, call local law enforcement.

Specific to Churches:

- 1) All ushers and greeters should have cell phones in case of any emergency.
- 2) There may be limitations with the current structure of a church in restricting points of entry; nonetheless, churches ideally should have a single entry point, with multiple secured exit points which allow for use in emergencies. Any doors not regularly used should be secured.
- 3) A person (volunteer trained in security) should watch doors, and be trained in de-escalation to assist in a difficult situation during liturgies. The celebrations in the church pose the highest risk.

Specific to School or other Church Property:

- 1) Catholic schools and faith formation centers should ideally have a single controlled entry point. All other exit points should be secured, but allow for use in emergencies.
- 2) Doors should be locked where money is counted.
- 3) It is recommended that all playgrounds have security cameras and the appropriate number of adults on the playground.

Issues around safety and security issues are fluid. These Instructions may be amended or additional Instructions may be issued.