



OFFICE OF THE VICAR GENERAL
ARCHDIOCESE OF NEW YORK

MEMORANDUM

To: Pastors/Administrators
From: Joseph P. LaMorte
Date: July 5, 2022
Subject: Parish Safety and Security Plan Assessment

Grace to you and peace as we pray for a new birth of freedom in our beloved country.

We have all become too familiar with the seemingly endless acts of violence, in particular, the recent active shootings as reflected by the incidents in Buffalo and Uvalde, Texas. While acts of violence in our church communities are rare, they are a reminder of how important it is that parishes and schools are prepared and have a robust safety and security plan in place to meet all threats.

Prior to the onset of the COVID-19 pandemic, our office of risk management and insurance organized parish safety trainings and distributed a copy of the *Parish Safety and Security Guide* to all parishes. If you need one, contact Ms. Lauren Krauss at lauren.krauss@archny.org. This guide was created to assist parishes and schools with the formation of a safety committee and the development of a complete safety plan.

The expectation is that every parish is working on the framework laid out in the *Parish Safety and Security Guide* to create a safety committee, perform a security assessment, create a safety plan, and train staff on safety protocols.

Included is a brief assessment which you are asked to complete for the office of risk management and insurance to understand where you are in the safety planning process and provide assistance, where needed. May I ask that you complete this assessment (5-10 minutes) and return it to Lauren by Tuesday, July 26, 2022 at lauren.krauss@archny.org or by mail at

Archdiocese of New York
Risk Management and Insurance Department
1011 First Avenue • 19th Floor
New York, NY 10022

Because we do not know when, if, and where a threat may materialize, parish safety and security is an ongoing process that requires continuous vigilance.

ADNY – Parish Safety & Security Planning- Follow-up Assessment

In early 2019 your parish should have received a copy of the Parish Safety and Security Guide (attached). This guide was issued to assist your parish in assessing your current security protocols and to establish a Parish Safety Plan as laid out in the safety guide.

There are four (4) key steps to developing a parish safety plan:

1. Establish a Safety Committee
2. Conduct security assessments of your premises
3. Develop and document your safety plan
4. Train staff and volunteers

Please complete the below assessment regarding the status of your parish safety plan.

Parish Safety Plan Assessment

1. Did you establish a “Safety Committee”? **YES**___ **or NO**___
 - a. **If YES** – Please list your committee members and their affiliation to the parish below:
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____
 - vi. _____
 - vii. _____
 - viii. _____
 - ix. _____
 - x. _____
 - b. **If NO** – Please provide an estimated date for your safety committee to be established
 - i. Safety Committee Established: _____
2. Did you conduct a security assessment of your premise/s? **YES**___ **or NO**___
 - a. **If YES** - Did you assess the following key areas as laid out in the safety guidelines:
 - i. Communication System (i.e., Phone, Alarms, intercoms)? **YES**___ **or NO** ___
 - ii. Coordination with outside agencies (i.e., local police, fire department, mental health providers)? **YES**___ **or NO**___
 1. Do you have a local police contact? **YES**___ **or NO**___
 2. Do you have a local fire contact? **YES**___ **or NO**___
 - iii. Did you conduct walk-throughs during various times of the day or week to assess the safety needs at different times of the day or week? **YES**___ **or NO**___

- b. **If NO** – Please complete the below.
 - i. When do you expect to complete your security assessment:

 - ii. Approximately how complete is your assessment currently (estimated %): _____
- 3. Did you document and finalize a safety plan? **YES**___ or **NO**___
 - a. **If YES** – Please attach a copy of your safety plan
 - i. Did you review the safety plan with your safety committee? **YES**___ or **NO**___
 - ii. Did you review the safety plan with your staff and volunteers? **YES**___ or **NO**___
 - iii. Is your safety plan posted in a place where staff can easily reference it? **YES**___ or **NO**___
 - b. **If NO** – Please complete the below:
 - i. When do you expect to have your security plan completed?

 - ii. Approximately how complete is it currently (estimated %)?

- 4. Did you train your staff and any volunteers on the updated safety plan and guideline? **YES**___ or **NO**___
 - a. **If YES** – When did the trainings take place?
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____
 - b. **If NO** – Please complete the below:
 - i. When do you plan to hold trainings?
:_____
 - ii. Approximately how complete is your training process (estimated %)?
:_____
- 5. Please provide any additional comments or questions you would like to share with the Office of Risk Management and Insurance Services.
