

SAFETY & SECURITY CHECKLIST

CULTURE

- Does your organization have a shared definition of safety & security?
- Is safety & security ingrained in everyday activities and decision making processes?
- Have you discussed and normalized actions that prioritize community safety?

THREATS

- Are threats systematically documented?
- Is there a clear chain of communication for reporting threats?
- Is there a process for analyzing patterns or trends in threats?
- Is there a standardized timeframe for responding to threats?

PROTOCOLS & TOOLS

- Are safety & security protocols documented and easily accessible?
- Have you identified individuals responsible for responding to threats?
- Are proactive measures (audits, drills etc) in place?

PHYSICAL SPACE

- Do you know exactly who has access to your physical space?
- Are there clear policies for granting and revoking access?
- Are physical barriers or controls (e.g. locks, access codes) effective and up to date?
- Is there a log book of who visits or is in your space?

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DIGITAL

- Are all data storage systems secure and regularly updated?
- Are privacy measures (e.g., encryption, limited access) in place?
- Are staff trained in digital security best practices?

EMOTIONAL & SPIRITUAL

- Are emotional and spiritual safety discussed within the organization?
- Are there resources or practices for tending to emotional and spiritual wellbeing after incidents?
- Are there specific responses or rituals in place to address emotional and spiritual needs during crisis?

PEOPLE

- Is there a clear vetting process for new members?
- Are new members trained on safety & Security ?
- Is there a defined process for insuring security of information and access when someone exists the organization?

RESOURCES

- Is there a dedicated budget for safety & security ?
- Do team members have access to necessary tools and materials?
- Are safety & security trainings conducted regularly?
- Have specific training needs been identified and addressed ?