**Archdiocese of Baltimore**

**Basic Guidance to Secure Facilities and Staff**

**Civil Commotion and Protests**

As jury deliberations begin in the George Floyd trial, it is important that our locations are prepared in the event of civil unrest when the verdict is rendered. While Baltimore City and the surrounding counties served by the Archdiocese of Baltimore have remained relative calm over the past number of months, it is important that our locations and staff remain informed as to ongoing events and take basic measures to protect themselves, as well as parish and school property. Following is a list of basic steps that are to be taken by all parishes and schools so as to be in a minimal stage of readiness should your community be impacted by any protests or civil unrest.

● Monitor local websites and news reports for changes in event scheduling, travel restrictions or road closures. Social medial tools are used to quickly organize activist or protest events limiting the opportunity to plan.

● Relative to ongoing operations, whether it be parish operations, masses or school operations, be prepared to adjust business operations, on short notice, due to last minute or unexpected event- driven changes.

● for locations with employees on site, instruct them to be alert for signs of unusual activity in or near parish and school facilities. Remind them to report to the authorities if an immediate threat or to otherwise report to location leadership to address.

● Test all fire and burglar protection/detection systems as applicable and review notification procedures with alarm companies.

● Ensure that emergency lighting and emergency exit signs remain powered.

● Remove or secure any potential combustibles that could be used as fuel sources located outside your buildings.

● Ensure adequate lighting on the exterior of the building to deter to vandalism.

● Secure the building perimeter securing doors, windows or any other points of entry.

● Block parking lot entrances to prevent vehicles and pedestrians from entering the property.

● Inspect your facilities regularly. This includes inspections as soon as safe to do so if you have experienced any activity or destruction of property in your area.

● Trim and maintain vegetation to prevent overgrowth that provides hiding places for those wishing to do harm or break into the building. Also, overgrown landscaping is an indication that facilities are being left unattended, making them a target for damage.

● **Most importantly, do not put yourself or allow others to place themselves into harm’s way or a situation of imminent physical harm in an effort to protect property. The property can be replaced. We do not want anyone sustaining any injuries.**

If your location should sustain damages, please undertake efforts to secure the property **only after it is safe to do so**. Please then report the matter by calling Tom Alban, Director of Risk Management, at 410-591-5717.

Thank you