

Church Mutual

SAFTEE PLEDGE CHECKLISTS

Self-Administered Formal Technique of Exposure Evaluation

Congratulations! Your congregation has qualified for and has agreed to participate in Church Mutual's SAFTEE PLEDGE program. SAFTEE is an acronym for Self-Administered Formal Technique of Exposure Evaluation.

Contained within this booklet are a Property Protection Checklist, Building Safety and Security Inspection Checklist, and Activities Checklist. These will help you to survey your facilities and operations and identify practices that you are performing well and practices that may need to be improved.

By accepting the SAFTEE PLEDGE, your congregation agrees to evaluate its exposures on a regular basis, using the checklists as a guide. Church Mutual, in turn, will offer a substantial premium credit that will make your extra effort worthwhile and, at the same time, make your facilities and operations safer.

We do not require you to return the completed checklists. The SAFTEE PLEDGE is simply an agreement between you and Church Mutual that you will help yourself reduce hazards that could lead to damage of property or injury to members and guests.

We appreciate your business and willingness to join us in an effort to reduce claims and premiums.



Listening. | Learning. | Leading.®

CHURCH MUTUAL INSURANCE COMPANY
SAFTEE PLEDGE
Self-Administered Formal Technique of Exposure Evaluation

Church Name: _____

Address: _____

Building(s) Description: _____

Property Protection Checklist

SURVEY QUESTIONS	YES	NO	N/A	REMARKS
1. Enough fire extinguishers are provided on each floor so that not over 75 feet of travel is required to reach the nearest extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Extinguishers have been inspected and maintained within a period of one year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. The building, particularly the steeples, spires, and towers, is properly equipped with a system of lightning protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Automatic sprinklers or hand hoses have been inspected within the past year and determined to be in operable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. The automatic heat, smoke, or fire detection system in the building is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
A. Local alarm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Connected to central monitoring station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Connected directly to fire department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. The automatic detection systems are under a service contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. The entire heating/cooling system has been inspected by a qualified serviceperson within the past year and is in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. The boiler or furnace room ceiling, walls, and door are of fire resistive construction or protected with noncombustible material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. A self-closing fire door is provided at the entrance to the boiler or furnace room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. The boiler or furnace room is adequately ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. The boiler or furnace room is free of waste paper, rubbish, gasoline, and other combustible or flammable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. The oil/gas burner has a well identified, remote emergency switch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. The chimney was included in any inspection made within the past year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Any devices generating heat, such as baptistry water heaters, organ, or portable heaters, are turned off when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

SURVEY QUESTIONS	YES	NO	N/A	REMARKS
15. All flue connectors and hot air ducts are properly insulated or there is adequate clearance from surrounding walls and combustible material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. All fuses are of proper size as marked on the fuse panel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. All circuits are clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. The organ is properly wired and has been checked by a licensed electrician.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Extension cords are used only for temporary purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Any modifications or repairs to the electrical system have been made by a qualified electrician, and the electrical system has been inspected by a qualified electrician during the past year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. The kitchen stove is installed away from combustible material and on a noncombustible floor surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. There is a hood above the stove equipped with an exhaust duct to the outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. The stove hood, filter, and duct are kept free of grease accumulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. A properly sized dry chemical extinguisher is provided and in good working order in the kitchen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Refrigeration motors and cooling coils are kept clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26. There is an easy exit from the kitchen to the outside of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. The kitchen exit is located so that anyone using it would not have to pass close to the potential source of fire such as the stove.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
28. All exits are kept in good working order, unlocked during building occupancy, and free of obstruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
29. Fire escapes are easily accessible and in sound condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
30. Exits are well marked with illuminated exit signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
31. All exit doors open in an outward direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
32. All exterior doors are equipped with panic hardware and are regularly tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
33. Metal containers are provided for storage of cleaning and floor polishing supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
34. All combustible and/or flammable materials are kept in a detached building. If not:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
A. Flammable/combustible materials are stored in a separate room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Approved metal containers are provided for these materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

SURVEY QUESTIONS	YES	NO	N/A	REMARKS
35. Paints and other flammables, which are no longer used regularly, are disposed of.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
36. Rags and waste are kept in approved self-closing waste bins and removed from the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
37. Spaces in the attic, loft, basement, and beneath stairs are kept free from accumulations or storage of unused materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
38. Only fire-retardant materials are used in decorating the interior of any building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
39. Rubbish collection and disposal are handled in a manner to avoid hazardous accumulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Building Safety and Security Inspection Checklist

40. The building's exterior is in good repair, including the roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
41. There is adequate exterior lighting, including parking lots and alleyways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
42. Basement window wells and ground level windows are covered with grids and/or protected with fencing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
43. All exterior steps are in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
44. Hand railings are securely anchored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
45. There are well maintained ramps for easy entering and exiting by the elderly and handicapped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
46. Sidewalks and entrance ways are in good repair, not cracked, and/or uneven.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
47. Parking lots are in good repair and free from potholes and obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
48. Trees and shrubbery are properly pruned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
49. All fences are in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
50. Playground equipment is periodically checked to make sure it is safe (e.g., loose or protruding bolts, sharp edges, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
51. All outdoor signs are in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
52. The floor covering is in good condition so as not to cause tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
53. The kitchen floor is kept free of grease to prevent slipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
54. Passage areas are kept free of extension, telephone, and other cords, which could cause tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
55. Stairwells are properly lighted and equipped with nonslip treads and properly anchored handrails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

SURVEY QUESTIONS	YES	NO	N/A	REMARKS
56. Emergency numbers for the fire and police departments and local ambulance service are posted by all telephones or 911 service is available in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. Designs have been etched or applied to glass doors or partitions to alert people so that they will not walk or run into the glass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Broken windows, doors, stairs, and floors are promptly repaired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59. Electrical fuse boxes are locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60. All electrical appliances are properly grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61. Appliances used for social activities are in good working order with no frayed or damaged cords.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62. Someone is assigned the responsibility of assuring that electrical appliances are disconnected after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63. There are adequate first-aid supplies available in the event of any minor accident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A. Personnel are trained in first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64. There is a nursery on the premises, and it is situated so that several adults can move swiftly to carry and evacuate infants and toddlers in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65. Care is taken to make sure no child is locked in the building after nursery or Sunday school or other planned activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66. Electrical outlets in nurseries are provided with safety caps if they are within reach of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67. Poisonous substances are stored away from areas where children congregate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68. Only authorized persons are allowed access to and the use of power and garden tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69. All exterior doors are equipped with deadbolt locks and fire exits with panic hardware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70. Doors are either of solid core construction or covered with sheet metal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71. Hinges, which are exposed on a door's exterior, are equipped with nonremovable hinge pins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72. Doors to adjoining buildings are locked at night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73. All exterior doors are kept locked when the building is unoccupied, including fire exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74. Basement and ground level windows are protected by window locks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75. Stained glass windows are protected by wire mesh or Lexan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76. Interior lights are left on at night, perhaps on a timer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SURVEY QUESTIONS	YES	NO	N/A	REMARKS
77. Security alarm systems are checked regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
78. Security alarm system is connected to a central monitoring station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
79. Security alarm system is connected to an automatic dialing attachment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
80. Security alarm system has at least a local alarm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
81. A written, photographic, or video inventory of all valuables and records on the premises is maintained and stored off premises or in a fireproof container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
82. Personnel are assigned to check exits, entrances, and windows to make sure they are secure before leaving the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
83. Sacred objects, vessels, and other valuables are kept in a safe, vault, or locked cabinet when not being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
84. There is a regular police patrol or a security force check at night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
85. When a section of a building is open for use for 24 hours a day, movement from this section to other sections of the building is restricted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Activities Checklist

86. All sponsored activities are supervised by adult employees or volunteers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
87. Employees and volunteers are screened for any criminal, sexual, or physical abuse accusations or violations in their past.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
88. Employees and volunteers are trained for the jobs they are asked to do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
89. First-aid training is available for employees and volunteers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
90. All participants in athletic activities have an appropriate physical examination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
91. Participants are not allowed to attempt activities beyond their capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
92. All equipment is in good condition and inspected frequently for wear and tear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
93. Proper protective equipment is provided for all sports (i.e., helmets, pads, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
94. Team play and good sportsmanship are emphasized rather than individual "showing off."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
95. Spectators are kept clear of the playing area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Follow-Up Action Plan

General Instructions

Now that you have completed the checklists and defined specific areas of concern, a special meeting should be held and the subject placed on the appropriate committee agenda to determine the course of action to be taken to eliminate any hazardous conditions.

This form is designed to help you concisely state and monitor your plans for risk controls and improvements and should be maintained and reviewed on a regular basis. Complete the form as follows:

1. List the recommendations/conditions in sequence of priority. Classify them as either urgent, necessary, or desirable.
2. Discuss and agree on a course of action and plan of implementation and designate who will be responsible for completion of the work.
3. Establish proposed dates for completion and monitor the progress on a regular basis.
4. Provide notations as to the status of each risk improvement.

Some things to remember when completing this suggested form and determining your course of action are:

1. Remember to list all recommendations/conditions even if they appear not to be financially feasible. What may be impractical today may be practical tomorrow; also there may be a better way to achieve the same results at less cost.
2. If the work to be done requires the use of outside help, try to employ professional help wherever possible and be sure to obtain evidence of insurance from the contractor or individual who is designated to do the work.

Regular Review

Be sure to maintain a constant check on progress, as the action plan should be subject to periodic review. Indicate such status with minor notations such as "work started," "partially complete," "completed," or "not feasible at this time."

RECOMMENDATION/CONDITION	ACTION/WHOM/WHEN
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Begun: _____ Reviewed: _____ Completed: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Begun: _____ Reviewed: _____ Completed: _____