



Section: Leadership
 Module: Equipping Others

Emergency and Crisis Checklist

Question	Yes	No
Have we created a written and formalized "Emergency Response Plan?"		
Do we train our leaders and staff on how to respond to emergencies?		
Do we train ushers and greeters on emergency response?		
Do we conduct regular evacuation drills?		
Do we regularly offer first aid, CPR, and other emergency training for staff, volunteers, and members? Are the childcare caregivers trained and certified?		
Are all exit routes in the church clearly marked?		
Do we have first aid kits readily available in all key areas of the facility?		
Have we considered purchasing oxygen and defibrillator equipment?		
Have we identified key medical professionals in our congregation?		
Do we have immediate access to phones at all times?		
Have we identified and appointed a spokesperson for the church for public relations purposes?		
Do we complete proper paperwork to document any emergencies we experience?		
Do we regularly check on our detection devices like smoke & carbon monoxide detectors?		
Do we have working fire extinguishers provided throughout the facility and is access easy?		
Is there a procedure for evacuations and reuniting families?		
Is there a procedure for lockdowns within the facility?		
Do we have a procedure for receiving & dismissing children from spaces?		
Do we have procedures or policies for offsite activities including overnight?		
Do we have procedures for keys? Who has what keys? What areas are locked and when? Who does a facility check to maintain security?		
Have we identified potential security or safety hazards inside and outside of our facility? Who is responsible for identifying and maintaining these?		

Checklist completed by:

Date:

Corrective Action(s) Taken:

