

Developing a Disaster Plan

| | Yes | Needs Attention |
|--|--------------------------|--------------------------|
| 1. Do you have a team in place that can take charge during any emergency situation? Do members of the team fill the roles of communication, evacuation, first aid, and emergency supplies? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does your disaster planning team maintain an inventory of equipment available for fire protection, communications, first aid, and emergency power? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has your disaster planning team identified area hazards and the resources available to help? (Consider whether your ministry is in a flood plain, earthquake zone, tornado-prone area, or near an area where hazardous chemicals are produced, stored, or transported.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has your disaster planning team consulted area experts like fire or emergency personnel about special considerations for your plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does your disaster plan identify a safe place to gather in the event of an exterior threat, like a tornado? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does your disaster plan include an evacuation plan for an interior threat like a fire or bomb threat? Does it include a well-defined escape route? Are the locations of all doors, windows, and stairways clearly mapped out? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the evacuation plan designate outdoor gathering areas that are at least 150 feet away from the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does your disaster plan specify which employees and/or volunteers are in charge of leading groups from different areas of the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are all evacuation routes and procedures outlined in the disaster plan posted in highly visible areas throughout your building? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you practice evacuation drills on a regular basis with staff, volunteers, and members? | <input type="checkbox"/> | <input type="checkbox"/> |

(Continued on back)

Disaster/Emergency Checklist

| | Yes | Needs Attention |
|--|--------------------------|--------------------------|
| 11. Do you maintain and distribute copies of the disaster plan to all people who would respond to an emergency? The plan should include each person's responsibilities and 24-hour phone numbers. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do you maintain and distribute a list of the following phone numbers to all people who would respond to an emergency? <ul style="list-style-type: none">• Police and fire departments• Ambulance service and hospitals• Your church's insurance agent• Telephone, gas, and electric companies• Building maintenance and security• Federal Emergency Management Agency• Newspaper, radio, and television stations | <input type="checkbox"/> | <input type="checkbox"/> |

Notes: _____

Completed by: _____ Date: _____