
 Organization Name

Developing a Disaster Plan Checklist

	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 police, 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 attendees?	<input type="checkbox"/>	<input type="checkbox"/>

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	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 in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
• Police and fire departments	<input type="checkbox"/>	<input type="checkbox"/>
• Ambulance service and hospitals	<input type="checkbox"/>	<input type="checkbox"/>
• Federal Emergency Management Agency	<input type="checkbox"/>	<input type="checkbox"/>
• Prevention Hotline or nearby center	<input type="checkbox"/>	<input type="checkbox"/>
• Your ministry's insurance agent	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone, gas, and electric companies	<input type="checkbox"/>	<input type="checkbox"/>
• Building maintenance and security	<input type="checkbox"/>	<input type="checkbox"/>
• Newspaper, radio, and television stations	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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