
 Organization Name

Demonstration Response Checklist

BEFORE THE EVENT

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| <input type="checkbox"/> Have we notified law enforcement of a possible demonstration? | <p>Officers will need pertinent information, such as the name of the protesting group, the date, time, and place of a planned demonstration, and other details. Create a report to share with law enforcement and ministry leaders.</p> |
| <input type="checkbox"/> Are all of our top leaders aware of the situation? | <p>Organization leaders need to be briefed on relevant information and understand the action plan.</p> |
| <input type="checkbox"/> Have we designated a qualified person to handle all communications with law enforcement and the media? | <p>Having a designated contact person reduces confusion and allows your ministry to communicate a consistent message - before, during, and after an event.</p> |
| <input type="checkbox"/> Have security team members, parking lot attendants, ushers, greeters, and other workers been told how to handle the demonstration? | <p>Each worker should understand his or her role in responding to the event, along with any responsibilities or restrictions. Tell workers how to interact with law enforcement, demonstrators, and the media.</p> |
| <input type="checkbox"/> Do staff and volunteers know to refer all requests for comment to a designated spokesperson? | <p>Prepare a referral statement that all workers can use when sending media inquiries to the spokesperson.</p> |
| <input type="checkbox"/> Has the general membership been told what to expect and how to handle demonstrators and the media? | <p>Provide clear and concise information about what to expect and how the church is responding. Encourage the congregation to avoid interaction with protesters or making any comments to news media.</p> |
| <input type="checkbox"/> Do we have a message board, phone tree, or another method of informing members of current information? | <p>Designate someone to communicate with members about the incident. This person or team would handle incoming queries and outgoing messages.</p> |
| <input type="checkbox"/> Has the general membership been told what to expect and how to handle demonstrators and the media? | <p>Provide clear and concise information about what to expect and how the church is responding. Encourage the congregation to avoid interaction with protesters or making any comments to news media.</p> |

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DURING THE EVENT

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| <input type="checkbox"/> Have we told law enforcement officers on site who their church contact person is? | Keep lines of communication clear. Tell law enforcement promptly about any changes or developments that occur. |
| <input type="checkbox"/> Have we given law enforcement a schedule of church activities and an overview of traffic flow? | This information can help officers determine the best way to limit member or guest contact with demonstrators. |
| <input type="checkbox"/> Does each worker have a designated contact person for reporting or receiving information? | Each contact person should be able to communicate immediately with the church's overall coordinator. |
| <input type="checkbox"/> Are workers following the established procedure for contact with law enforcement, demonstrators, or the media? | Some may need to be reminded how they're to interact with officers, demonstrators, or the media. |
| <input type="checkbox"/> Are we taking steps to reassure all workers, members, and guests that the incident is being addressed properly? | Focus members and guests on the spiritual event taking place inside the sanctuary rather than on the demonstration outside. |

AFTER THE EVENT

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| <input type="checkbox"/> Have we documented everything that happened? | It's a good idea to finalize your initial report by documenting what happened. Keep a copy on file. |
| <input type="checkbox"/> Have we asked our attorney whether to issue a press release after the event? | If a press release will be issued, it's best to work with a public relations specialist in drafting the statement and then have it reviewed by your attorney. |
| <input type="checkbox"/> Have we conveyed our message without making disparaging comments about the demonstration or its organizers? | Avoid live, in-person interviews related to the incident, as much as possible. |
| <input type="checkbox"/> Have we reassured members that the incident has been resolved successfully? | Thank members for cooperating with law enforcement and complying with the response plan. |

Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.