Question	Yes	No
Have we conducted a vulnerability assessment in conjunction with law enforcement or a consultant?	☐	☐
Have we put together a safety team that includes members of the organization that have been selected based on their maturity and useful skills?	☐	☐
Have we created a written and formalized "Emergency Response Plan" that includes threat assessment and response procedures?	☐	☐
Have we trained members of our safety team, staff and other key leaders on response procedures to a variety of situations including medical emergency, lost child, disruptive individual and hostile intruder?	☐	☐
Have we trained members of our organization in personal response procedures to a hostile intruder such as "Run, Hide, Fight"?	☐	☐
Are members of our safety team conducting regular sweeps of our facilities before services and events on our campus looking for suspicious vehicles, packages and people?	☐	☐
Have we developed an evacuation procedure from all areas of our building, including designated assembly points and maps showing primary and secondary escape routes?	☐	☐
Do we conduct drills with our safety team members as well as staff members, volunteers and other leaders in the organization that exercise evacuation and other aspects of our response plan?	☐	☐
Have we identified the means and methods for individuals to notify the staff, volunteers and safety team of perceived threats of violent acts in a confidential manner?	☐	☐
Have we instituted a campus-wide communication system to notify all persons on campus of a dangerous situation and what actions they should immediately undertake? Do we routinely test the system?	☐	☐
Have we put together a media and public relations plan for use in case of a serious incident on your campus?	☐	☐
Have we formed a Medical Team?	☐	☐
Have we identified key medical professionals in our organization?	☐	☐
Do we have first aid kits readily available in all key areas of the facility?	☐	☐
Do we regularly offer first aid, CPR, and other emergency training for staff, volunteers, and members?	☐	☐

If your organization is anything like thousands of others across the country, you probably had to answer "no" to quite a few of the checklist questions. If that is the case, the checklist will help you identify many of the elements needed to prepare for an emergency or crisis. We strongly recommend addressing each issue within the checklist as you develop a comprehensive emergency response plan. If you answered "no" to any of the checklist questions, corrective action should be taken as soon as possible.

Checklist completed by: Date:
Corrective Action(s) Taken: