

Question	Yes	No
Have we created a written and formalized "Emergency Response Plan?"	<input type="checkbox"/>	<input type="checkbox"/>
Do we train our leaders and staff on how to respond to emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
Do we train ushers and greeters on emergency response?	<input type="checkbox"/>	<input type="checkbox"/>
Do we conduct regular evacuation drills?	<input type="checkbox"/>	<input type="checkbox"/>
Do we regularly offer first aid, CPR, and other emergency training for staff, volunteers, and members?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit routes in the church clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
Do we have first aid kits readily available in all key areas of the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Have we considered purchasing oxygen and defibrillator equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Have we identified key medical professionals in our congregation?	<input type="checkbox"/>	<input type="checkbox"/>
Have we formed a Medical Team?	<input type="checkbox"/>	<input type="checkbox"/>
Do we have immediate access to phones at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Have we identified and appointed a spokesperson for the church?	<input type="checkbox"/>	<input type="checkbox"/>
Do we have directors and officers insurance coverage in place?	<input type="checkbox"/>	<input type="checkbox"/>
Do we complete proper paperwork to document any emergencies we experience?	<input type="checkbox"/>	<input type="checkbox"/>
Have we identified legal counsel for our church?	<input type="checkbox"/>	<input type="checkbox"/>
Have we set aside funds to pay for legal counsel?	<input type="checkbox"/>	<input type="checkbox"/>
Have our hiring, personnel and other policies been reviewed by legal counsel?	<input type="checkbox"/>	<input type="checkbox"/>
Do our leaders understand the terms and conditions of our church's insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>
Have we set aside funds to pay insurance deductibles and expenses related to insurance claims?	<input type="checkbox"/>	<input type="checkbox"/>
Do we have good relationship with our insurance agent to receive advice and risk management consultation?	<input type="checkbox"/>	<input type="checkbox"/>

If your church 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: