Emergency and Crisis General Checklist

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

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:



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You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.