

## Developing a Disaster Plan

	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 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 members?	<input type="checkbox"/>	<input type="checkbox"/>

*(Continued on back)*

- |  | Yes                      | Needs Attention          |
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| 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 to an emergency? <ul style="list-style-type: none"><li>▪ Police and fire departments</li><li>▪ Ambulance service and hospitals</li><li>▪ Your church's insurance agent</li><li>▪ Telephone, gas, and electric companies</li><li>▪ Building maintenance and security</li><li>▪ Federal Emergency Management Agency</li><li>▪ Newspaper, radio, and television stations</li></ul> | <input type="checkbox"/> | <input type="checkbox"/> |

Notes:

Completed by:

Date: