

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

Notes: _____

Completed by: _____ Date: _____