EVALUATION OF CHURCH EMERGENCY COMMUNICATIONS

Instructions: *Use this checklist to help record issues with your current emergency communication procedures. Circle YES or NO and write perceived recommendations about any items that need to be addressed. Attach additional pages of comments as necessary.*

Communication Procedures

1) Do we have a communication plan in place for when an emergency situation develops?
   YES   NO   Recommendation: _____

   _____

2) Have we shared this plan with the congregation?
   YES   NO   Recommendation: _____

   _____

3) Do we have a public address system that reaches all rooms within our facility and outdoor areas?
   YES   NO   Recommendation: _____

   _____

4) Do we have a backup method in case power is cut off?
   YES   NO   Recommendation: _____

   _____

5) Have we determined who will make announcements to evacuate the building, declare a lockdown/lockout, as well as who will give an all clear signal?
   YES   NO   Recommendation: _____

   _____

6) Has a pre-written script been placed in accessible locations, which will give clear instructions without escalating anxiety?
   YES   NO   Recommendation: _____

   _____

7) Have we determined who will contact law enforcement when a threat is identified?
   YES   NO   Recommendation: _____

   _____

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8) Do we have trained secondary callers, in the event the primary is unable or unavailable?
   YES   NO   Recommendation: _____

   _____

9) In the event of a crisis, have we considered and planned how to communicate to all of the audiences that have access to our facility and participate in our programs (directly or indirectly)?
   a) Church leadership?   YES   NO   Recommendation: _____

   _____

   b) Crisis Action Team?   YES   NO   Recommendation: _____

   _____

   c) Administrative and volunteer staff?   YES   NO   Recommendation: _____

   _____

   d) Children's and youth ministers?   YES   NO   Recommendation: _____

   _____

   e) Parents and guardians?   YES   NO   Recommendation: _____

   _____

   f) Regularly attending members?   YES   NO   Recommendation: _____

   _____

   g) Media?   YES   NO   Recommendation: _____

   _____

10) Have we consulted our attorney and insurance company while developing our emergency communication plan?
    YES   NO   Recommendation: _____

    _____

Comments:_____

_____

_____

_____

Prepared by: _____   **Date**: _____