

# Emergency Checklist

## **PEOPLE & COMMUNICATION:**

\_\_\_ **Establish a system to notify staff and or members** in the event of an evacuation of weather event.

\_\_\_ Prepare **records concerning where church staff and members plan to evacuate.**

\_\_\_ **Develop communication plan** via phones or text messages or third party facilitator.

\_\_\_ **Identify and assist** those members who will need help in an evacuation; i.e., **elderly, homebound**, etc. Assign pastoral care responsibilities to members during and after the evacuation.

\_\_\_ Insure staff and church members have a **primary and secondary evacuation route** that has been communicated to their family and church contact persons.

\_\_\_ Co-ordinate a church- wide evacuation point-Plan to regroup at agreed upon destination.

## **FILES & DATA:**

\_\_\_ **All files stored and information backed up and secured at an off-site location.**

\_\_\_ Assign **someone to handle vital records.**

\_\_\_ Locate **paperwork that must be brought** during an evacuation. **Mark with a red dot.**

\_\_\_ **Cash-in-hand for one/three months secured and documented** (for continuation of service in case banks are unable to reopen after the storm.)

## **BUILDING & FIXED ASSETS:**

\_\_\_ **Building secured**; i.e., boarded up, locked up, alarm set, police notified (if necessary), etc. and **keys secured for reentry.**

\_\_\_ **Equipment** (computers, sound, musical equipment, etc.) **removed** or in some way protected in the event of water or other weather intrusion.

Info available on web: [www.prccompassion.net](http://www.prccompassion.net)