

Emergency Readiness and Incident Response Checklist

How to Use This Checklist

This checklist helps a church prepare for emergency situations before they happen. It is designed to be practical for staff, ministry leaders, safety teams, ushers, greeters, teachers, and event coordinators.

1. Emergency Contact Sheet

Role or Agency	Name or Contact	Phone	Notes
Emergency Services	911		
Senior Pastor			
Executive Pastor or Administrator			
Facilities Contact			
Safety or Security Lead			
Insurance Agent			
Utility Provider			
Local Law Enforcement Non Emergency			
Fire Department Non Emergency			

2. Emergency Equipment Checklist

Item	Location	Inspected Date	Action Needed
AED			
First Aid Kit			
Fire Extinguishers			
Flashlights or Emergency Lights			

Weather Radio or Alert System			
Radios or Communication Devices			
Evacuation Maps			
Incident Report Forms			

3. Response Planning by Scenario

Scenario	Preparedness Questions	Complete
Medical Emergency	Who calls 911? Who retrieves AED? Who directs responders to the location?	[]
Fire or Evacuation	Where are exits, assembly points, and accountability procedures?	[]
Severe Weather	Where are shelter areas? Who monitors weather? Who communicates closures?	[]
Lost Child or Custody Concern	Who alerts children ministry leaders? Who maintains visual observation?	[]
Disruptive Person	Who engages? Who calls for assistance? When is law enforcement contacted?	[]
Active Threat	Have leaders been trained in current emergency action guidance and communication?	[]
Power or Utility Failure	Who contacts utilities? What ministries or events are affected?	[]

4. Communication Checklist

- Maintain current contact information for staff and key leaders.
- Prepare templates for closure, evacuation, shelter in place, and reopening messages.
- Identify who can send churchwide email, text, app, website, and social media updates.
- Clarify who speaks to media if needed.
- Keep communication factual, calm, concise, and pastoral.

5. Training and Drill Schedule

Training or Drill	Audience	Frequency	Scheduled Date
CPR, AED, and First Aid	Staff and key volunteers	Every 1 to 2 years	
Child Protection	Children and youth volunteers	Before serving and annually	
Evacuation Review	Staff and ministry leaders	Annually	
Severe Weather Review	Staff and ministry leaders	Before storm season	
Radio or Communication Practice	Safety team and event leaders	Annually	
Incident Reporting Training	Staff and ministry leaders	Annually	

6. Post Incident Review

- What happened?
- What went well?
- What did not work?
- Who needs follow up care?
- What documentation is needed?
- What policy, training, equipment, or communication should change?