



Health and Safety for congregations

Emergency Plan Checklist

Item	Yes	No	N/A
Is there an emergency plan for the church?			
Was the emergency plan developed consulting others in the church?			
Does the emergency plan clearly identify emergency types?			
Does the emergency plan include an evacuation procedure?			
Are members familiar with their roles and evacuation procedures?			
Does the emergency plan detail methods for identifying persons on site?			
Is there an awareness of the emergency response within the church?			
Does the emergency plan discuss liaising with other services?			
Does the emergency plan include key contacts and numbers?			
Does the emergency plan outline the re-entry process?			
Is the emergency plan revised and updated annually?			

Every workplace needs to have an emergency plan that outlines the steps taken for emergency evacuation and also incorporates testing of these steps to ensure its effectiveness.

Hazards to add to site risk register	Completion Date	Review Date	Corrective Actions Needed

