ChurchGuard Solutions – Emergency Action Plan Template

This editable template is designed to help churches establish a basic but effective Emergency Action Plan (EAP). It can be customized to fit your church’s building layout, size, and team structure.

## 1. Church Information

Church name

Address

Phone Number

Major Cross Streets

## 2. Emergency Contact List

List the church emergency contacts or anyone who should be notified of an emergency. You can insert columns here to save space. List should also include:

Non-emergency police

Fire marshal

Utility company

Electric company

Pastor

Safety Director

## 3. Fire Evacuation Procedures

This needs to include who calls the fire department, rally points, and establishing a point of contact for the fire department

## 4. Severe Weather Shelter Plan

Ensure to identify what rooms would be shelter areas and what criteria would be followed at the church

## 5. Medical Emergency Response

This should include the locations of any medical kits, AED’s or other supplies, who is responsible for medical response. Rely on your local 9-1-1

## 6. Disruptive Person or Threat Protocol

This will be an in depth response plan and include the options that your church decides to have at the safety team’s disposal. Pastor should not be consulted for every incident. Provide solid guidelines that the safety team can follow.

## 7. Child Safety Procedures

This is an in depth walkthrough of procedures to keep the kid’s area safe. This needs to cover multiple scenarios such as unauthorized pickup attempt, child injury, notifying a parent of an incident, sexual predation situations, etc.

## 8. Lockdown / Evacuation Decision Guidelines

This is not to only outline how lockdown is to be done, but also what guidelines are used to determine if it is needed, how to notify all departments, etc.

## 9. Roles and Responsibilities

Here you should have all roles identified that will be in place any given day and what roles they play in the operation of the service.

## 10. Communication Tree (Internal and External)

This details how information moves up and down within the church as well as externally. This should include the congregation, who communicates to the media, who can post on social media, etc.

## 11. Post-Incident Debrief and Documentation

This is where you need to have in writing how long after an incident is the report to be done, who will be involved in the debrief, etc.

## 12. Floor Plan with Marked Exits, Rally Points, and Lockdown Zones

Attach a floor plan with all applicable markings. A good practice is to include a layout large enough to have rally points outside of the church included as well.