

# EMERGENCY & SAFETY PLAN

Church Name, Address and Contact Information:

Name and Contact Information of Person Serving at Primary Contact:

Name and Contact Information of Person Serving as Secondary Contact:

## EMERGENCY SERVICES CONTACT

### - Dial 911 in an Emergency -

Non-Emergency Fire/Police:

Insurance Provider:

Utility Services:

Phone/Internet Services:

Other:

## EVACUATION PLAN

In the event of an evacuation, please exit the building and gather at this assembly site:

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- Exits are clearly marked with reflective or illuminated signs
- Exit doors can be unlocked from the inside or via crash-bar to allow for evacuation
- Paths to exit doors are free from obstructions
- Exterior footpaths are free from obstructions
- Emergency lighting will activate in the event of a power outage

## SHELTER-IN-PLACE PLAN

In the event of a weather-related emergency, our Storm Shelter Location is:

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In the event of a threat of violence, our 'Seal the Room' Shelter is:

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- Shelter-In-Place locations are clearly marked within the facility
- Shelter-In-Place locations contain emergency supplies

**EMERGENCY SERVICES MAP:** *draw or insert a diagram of the facility, noting locations of exits, alarms & extinguishers, first aid equipment, communication equipment, evacuation & shelter-in-place locations.*

**TRAINING & FOLLOW-UP:**

- This Emergency & Safety Plan is reviewed annually by Vestry
- Emergency equipment is checked annually or as appropriate
- This Emergency & Safety Plan is posted in an accessible location
- Wardens & Ministry Leaders have a copy of this plan
- Essential records are backed-up online
- Local Police & Fire Departments have a copy of this plan