CHECKLIST

Sunday safety checklist

A planning worksheet for local emergency review.

- [ ] Write the street address, emergency number, person who calls, and person who meets responders.
- [ ] Mark exits, accessible evacuation routes, outdoor assembly areas and severe-weather shelter locations on the building plan.
- [ ] Name trained first-aid responders and locate the first-aid kit, AED and fire extinguishers.
- [ ] Set child check-in, authorized pickup and reunification procedures. Keep custody information restricted to approved staff.
- [ ] Agree on clear spoken emergency instructions with local responders. Train every Sunday team and rehearse access needs.
- [ ] Record an incident securely, preserve evidence and arrange pastoral follow-up. Review the plan after a drill or incident.

Church Posting prepared this worksheet for churches to copy and adapt for their own use.
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