

SPLC Crisis Management Plan Checklist

Reference	Action	Status
Section 6.2	May: Associate Pastor creates list of standby volunteers for post-storm aid	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 6.1	June: Business Manager confirms 10 plywood sheets and 6 tarps are stored on campus	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 3.1	September: core staff, ushers, lay ministers train on CPR, AED use & location, 1 st aid kit location	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 4.2	September: ushers and lay ministers train on building evacuation procedures	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 5.1	September: ushers and lay ministers train on shelter-in-place procedures	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 7.1	September: ushers train on active shooter procedures	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 1.4	October: core staff certify currency of plan, and submit to Board of Trustees in November	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 3.1 4.2 5.1 7.1	First congregational info session at conclusion of each service, covering medical emergency, building evacuation procedures (fire), shelter-in-place procedures (tornado), active shooter prevention actions already being practiced and active shooter procedures. First fire drill after each service. Recommend separate Sunday for Hmong fire drill.	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 3.1 4.2 5.1 7.1	Second congregational info session at conclusion of each service, covering medical emergency, building evacuation procedures (fire), shelter-in-place procedures (tornado), active shooter prevention actions already being practiced and active shooter procedures. First fire drill after each service. Recommend separate Sunday for Hmong fire drill.	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 4.2 5.1 7.1	Annually, check graphics and emergency instructions are current and in all specified locations. Includes evacuation routes for sanctuary, Fellowship Hall, Athletic Center as depicted in Appendix D; instructions for emergencies using templates in Appendix C	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 3.1	Business Manager annually inspect 1 st aid kits as complete and current, AEDs working	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 7.1	Watch list current, discuss quarterly with core staff	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 7.1	Law enforcement has suite of emergency response information, confirmed for currency	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 7.1	On-site law enforcement contact info is known to core staff and ushers	<input type="checkbox"/> Done <input type="checkbox"/> Not done
Section 7.1	Limited access (gates, children's church) for Sundays and Wednesday services is ongoing	<input type="checkbox"/> Done <input type="checkbox"/> Not done

Submitted to Board of Trustees on: _____

Signature: _____

Senior Pastor