

## **Congregational Disaster Checklist**

- Post emergency numbers by each phone
- Review insurance policies
- Data/Document recovery plan
- Identify and mark storm shelters
- Practice tornado drill
- Weather Radio
- Know who and how to cut off utilities and secure building.
- Maintain disaster kit
- Maintain Phone Tree – have back up plan
- Have Disaster Financial Plan
- Mutual Aid Agreement
- Know local disaster plan and planners
- Discuss facility use
- Help members prepare
- Check exits: make sure they are marked and/or lit, free of obstruction, locked doors have crash bars; establish evacuation routes on upper floors; have a plan to evacuate handicapped persons
- Check electrical equipment; mark circuit breakers, cover switches and outlet boxes, ground electrical units; do not overload circuits
- Check fire-fighting equipment; extinguishers should be fully charged, inspect and tagged; they should be appropriate type for electrical, grease and ordinary fires. Maintain smoke detectors.
- Store chemicals properly – including paints solvents, cleaning fluids, thinners, toner, propane, toxic or corrosive materials.