Local Pastor, Trustee, Security and Building Managers key points!

Ensure the following items are available at all times:

Portable radio, batteries, Hand Crank Radio, Flashlights, Toilet Paper, box of Trash Can liners, Handi-Wipes, Paper Towels, Heavy Duty Tape, Plastic, Tarps, First Aid Kits, Fire extinguishers (inspected annually and training), Personnel Trained in First Aid and CPR, Active Health Commission that includes Nursing Units, AED, Female Supplies, Blankets, Water, Orange Cones and Bleach.

Ensure important documents are in waterproof containers. All keys and codes are available to key staff.

Recommend all Pastors and Key Staff carry in your car or store in your office:

Comfortable clothes, sturdy shoes, socks, first aid kit, prescription medicine, healthy snacks, water and reading material.

Contact the Connectional Health Commission at www.AMEHealth.org with questions and additional resources.
Local Church Emergency Guidelines and Preparation for Disasters and National State of Emergency

1. Episcopal Districts recommend churches conduct Fire Drills, First Aid/CPR Training and Evacuation Drills annually during Preparedness month in September. In addition, establish a District Plan that includes physical and financial resources.

2. Communication - ensure two or more of the following are in place - telephone tree, twitter, Facebook, email, text messages or social media in place for officers, ministerial staff, class leaders and members.

3. Recommend church staff in and out board or have another method in place to know who is on site in case of emergency. This is essential information for the police/fire department if you have to evacuate the building.

4. Head Count – Ushers or Trustee or Steward or Class Leader or Security should be assigned to take an “at time of service/program or bible study” head count. Assign someone to conduct a walk thru to ensure everyone safe.

5. Stewards and Trustees should review and explain the location of exits in bulletins, at conferences and with new members.

6. Designate a safe location outside of the building for members and for church members to meet for debriefing and next steps during an emergency.

7. Assign Trustee and/or Security to provide crowd control in the church and in parking lots.

8. Assign Trustee, Ushers and/or Security to assist persons with wheel chairs, etc. and chair lift during an emergency. Inform emergency personnel of anyone stuck in the building or stairwells.

9. Ensure the elevators are NOT used during emergencies and drills. Ensure a map of the church with exits is clearly marked and posted on all floors, near stairs and near elevators. Ensure all exits are clear and free of clutter. Post signs on permanently closed doors.

10. Ensure that all exiting lighting is operational. Check batteries and light bulbs every 4 months.

11. Notify the police or fire department if someone is missing during an emergency.

12. Tornado or Earthquake – keep members away from windows, chandeliers and balconies.

13. Pastor and key staff should know the location of main circuit breaker, main water valve and other major building equipment.

14. Recommend every 4 months – churches formally review, practice and discuss emergency procedures.

15. Recommend every 4 months – Pastor and key staff conduct church, day care and Senior Care center fire and evacuation drills to keep membership informed and ready.

16. Meet with Local Emergency Management team in your city or community to obtain basic city plans and sign up for email/contact list.

17. Intruder in the Building or Active Shooter – Pastor and key staff should establish a CODE word or word(s) for intruder in the building and to address someone threatening harm in the church.

18. Designate safe rooms and/or areas in the church where doors lock in case of an intruder in the church.

19. Shelter in Place or Lock Down – 72-hour non-perishable food and water is stored. (* Nuts/Peanut Butter is a Food Allergy Alert.) One (1) gallon of water for each person or store enough for emergencies.