*In an emergency, being able to deliver a*

*message quickly and clearly to your staff*

*and visitors can prevent injuries and save lives.*

*Use the following checklist to evaluate and*

*improve your onsite notification system.*

**Action to Take Before an Emergency:**

* The Emergency Response Team (ERT) has verified that warning and notification alarms can be heard throughout the entire and the immediate neighborhood.
* The ERT has verified that exits and shelter locations are well marked and assessable, including for those who may have a disability?
* Clergy have provided time and resources to train staff to recognize the difference between a notification to evacuate your house of worship and one to take shelter?
* On the relevant days, someone has responsibility for monitoring news or other services that track severe weather in the local area.
* Clergy have verified that the notifications used to announce emergency situations are appropriate for all staff and visitors including those with disabilities.
* The ERT has checked the status of the alarm and warning system in the past month?
* Clergy have reviewed and approved a strategy for using social media tools as a notification tool and to stay in touch with staff members onsite and off premise.
* When an alarm sounds, the ERT has a procedure for responding to managing the operation critical services.
* The Clergy have obtained a contract that ensure fire alarms are centrally monitored by a paid service.
* The ERT has verified that when an alarm sounds, someone from the team will investigate to determine what further steps are necessary.
* The ERT has verified that if an alarm sounds, staff members know to retrieve emergency first aid kits and AED devices as they leave your House of Worship or adjoining facilities.
* Clergy have verified that staff members receive at least annual training on the proper protocol for reporting an emergency.
* Clergy have verified that all staff have received *at least* annual training on the location of the facility’s exit routes (although certain locales may require additional training per annum).
* The ERT includes a team of volunteer safety wardens who, during an emergency are tasked with checking to ensure that everyone has left the hazard area in or around your house of worship and reported to the assigned assembly area.
* If someone needs assistance in evacuating the area, the ERT has verified that staff members know how to call for assistance.
* The ERT has a proven procedure for tracking attendance during an evacuation.
* The ERT has verified that all staff member are familiar with the All-Clear signal and knows not to reenter the facility until directed to do so.