*In an emergency, being able to deliver a message quickly and clearly to your personnel 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 building and the immediate neighborhood.
* The ERT has verified that exits and shelter locations are well-marked and accessible, including for those who may have a disability.
* Time and resources have been allocated to ensure personnel are adequately trained to recognize the difference between a notification to evacuate and a notification to take shelter.
* When relevant, someone is tasked with monitoring the news or other services that track severe weather in your local area.
* A representative has verified that the notifications used to announce emergencies are appropriate for all personnel and visitors, including those with disabilities.
* The ERT has checked the status of the alarm and warning systems in the past month.
* Clergy or other staff have reviewed and approved a strategy for using social media as a notification tool and to stay in touch with personnel on and off-site.
* When an alarm sounds, the ERT has a procedure in place to manage the centre’s critical services.
* Clergy or other staff have obtained a contract that ensures 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, personnel know to retrieve emergency first aid kits and automated external defibrillators (AED) devices as they leave the religious centre or adjoining facilities.
* Clergy or other staff have verified that personnel receive at least annual training on the proper protocol for reporting an emergency.
* Clergy or other staff have verified that all personnel receive, at a minimum, annual training on the location of the facility’s exit routes.
* The ERT includes a team of volunteer safety wardens who, during an emergency, are tasked with ensuring that everyone has left the hazard area in or around the religious centre and reported to the assigned assembly area.
* If someone needs assistance in evacuating, the ERT has verified that personnel know how to call for assistance.
* The ERT has a proven procedure for tracking attendance during an evacuation.
* The ERT has verified that all personnel are familiar with the all-clear signal and know not to re-enter the facility until directed to do so.