



**The Western District  
of The Alliance Canada**

# **Church Emergency Preparedness Outline**

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WCD Operations: Safe Church Ministry



[CHURCH LOGO]

[NAME OF CHURCH]

Church Emergency Preparedness Outline

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### 1. Evacuation and Fire Plans

- Identify primary and secondary exits from all areas (sanctuary, classrooms, offices).
- Post clear exit maps and emergency exit signs.
- Assign evacuation leaders for each area. (High-Visibility Vests)
- Designate a safe assembly area outside the building (Muster Point signage)
- Conduct regular fire drills and review procedures with volunteers and staff.

### 2. Medical Emergencies and First Aid

- Maintain a first aid kit in accessible locations (include Incident Form)
- Identify staff/volunteers trained in CPR and first aid.
- Develop a process for contacting emergency medical services quickly.
- Keep records of known medical conditions for regular attendees (confidentially).
- Review response procedures periodically.

### 3. Lockdown Guidelines

- Define situations requiring lockdown (e.g., intruder, threat on property).
- Identify safe rooms or areas that can be secured quickly. Use Lockdown symbols (🔒).  
Contract District Office for additional guidelines
- Train staff/volunteers on lockdown procedures: locking doors, turning off lights, maintaining silence.
- Assign a communication plan for notifying authorities and parents.
- Conduct periodic lockdown drills.
- Contact District Office for more detailed guidelines

### 4. Lost Child Procedures

- Immediately alert staff and activate a search team.
- Keep parents informed while searching.
- Check all entrances/exits and secure areas where a child could be.
- Have staff/volunteers stationed to prevent the child from leaving the property.
- Document the incident (Incident Form) and review procedures to improve safety.