



# Disaster Preparedness Checklist

## Step 3: REDUCE YOUR RISK & PREPARE

Updated \_\_\_\_\_

### EXAMPLE

#### Strengthen your facility

- Check all roofing for loose singles, areas that need repairs
- Check trees around facility possibly needing removal/trimming because of weak areas.

#### Who is responsible?

John Smith, along with Buildings & Grounds will examine the roof and trees. They will be responsible for scheduling of repairs/tree removal.

Threat: **TORNADOES**

Strengthen your facility

Who is responsible?

Warning system and who is responsible to monitor.

Shelters – clearly marked, handicapped accessible, capacity indicated

What supplies are necessary in the shelter and who is responsible for them.

What is the process for assisting those with access or functional needs and who is responsible.

What communication system will be used between the shelters and those directing people where to go?

Step-by-step process of sheltering individuals:

How will the congregation be trained and who is responsible?

For Search & Rescue a map of the facility is located by the following entrances.