

Instructions for Use:

1. Complete this checklist annually
2. For 'NO' responses note the issues
3. Parish Council to action identified risks
4. Return a copy of completed list to the Diocese

Emergency Preparedness Checklist

PARISH NAME _____

Emergency and Fire Procedures	Yes	No	N/A	Actions Required/Persons Responsible
<i>Management</i>				
Is there an emergency evacuation diagram clearly marking all fire exits, evacuation paths and route to Assembly Area and fire equipment for each building?				
Is there a Diagram displayed at each fire exit with an “you are here” designation?				
Have Fire Wardens been appointed and their names displayed on the Parish Noticeboard? (Fire wardens may delegate this role if not available)				
Has an annual emergency evacuation drill been conducted, reviewed and documented? <i>Complete Fire Drill and Evacuation Assessment</i>				
Is there an alternate assembly area should the primary area be compromised?				
Are emergency procedures and plans communicated to employees, volunteers and all groups who participate in worship, events and activities?				
Is the <i>Emergency Evacuation Plan Poster; Emergency Response Procedure Poster; and Emergency Contact Poster</i> displayed in appropriate areas?				
Is a <i>Personal Evacuation Plan for Group Activities</i> agreed and in place for activities involving mobility impaired persons?				
Is the building fitted with fire extinguishers, fire hose and fire blanket?				
Is the building fitted with a fire detection or sprinkler system?				
Is the Kitchen fitted with a fire blanket?				
Are emergency lights fitted through out each building?				
Are smoke detectors fitted?				
Have all major incidents (fires/bomb threats/nature disasters/personal threats etc) been reported on the Incident Report form?				
Has a debrief occurred for major incidents and recommendations and control/prevention measures provided to the Parish Council for review? Have timeframes been applied and measures completed as soon as reasonably practicable after an emergency?				

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<i>Fire Equipment and Maintenance</i>				
Are certificates of Maintenance, inspection and testing of all fire equipment and fire detection devices kept in the Fire Safety Folder and accessible upon request? (i.e extinguishers, emergency lighting, fire panel, smoke detectors)				
Are fire extinguishers, hose reels and fire blankets checked every 6 months?				
Are fire detection systems tested every 6 months?				
Are fire smoke alarms tested every 12 months? (keep documents in Fire Safety Folder)				
Are fire sprinklers tested regularly? (Only where fitted)				
Are extinguishers and hose reels provided with a 1 metre clear area maintained free of obstructions for access?				
Are fire extinguishers mounted (on purpose-designed supports) no higher than 1.2m with a location sign above?				
Are emergency exit lights tested every 6 months (switch mains power or Isolation panel to OFF and observe if exit lights illuminate?) <i>Emergency lights should stay on for 2 hours without the main power source</i>				
Are emergency exits kept free of obstruction at all times?				
Can emergency exits be opened from the inside without use of keys or bolts? (Installed with push bar or free lever handles)				
Is there an appointed person to ensure all the fire equipment is regularly maintained, inspected, and documented?				
<i>Emergency Response and Recovery</i>				
Is there a plan for assisting and supporting people who are involved in and/or affected by emergencies?				