Safety Checklist for Church

PHYSICAL SPACE

\_\_\_  Evacuation routes posted with location of Automated External Defibrillator noted.

\_\_\_  No chemicals under sink or within student reach.

\_\_\_  Emergency exit (window or door) is appropriately marked and accessible; 36 inch access path.

\_\_\_  Refrigerators, microwaves, toaster ovens, etc are plugged directly into the

wall.

\_\_\_  Space heaters have a tip-over cut-off switch, be UL listed (Underwriters

Laboratory) and are plugged directly into the wall, and located a minimum of 3 feet from combustibles.

\_\_\_  Extension cords are three pronged, heavy-duty, in good condition, and not

used as a permanent power supply. All permanent power supply is by power strips or by plugging directly into the wall. No electric cords in the ceiling. No two prong extension cords.

\_\_\_\_\_ All wall outlets have covers (no wires showing) and plastic outlet plugs.

\_\_\_  Carpet mats at doors, sinks, etc have a non-slip rubber backing.

\_\_\_  Ceiling tiles in place.

\_\_\_  Storage areas are neat and orderly with minimal overhead storage and

shelves accessible without the need to reach around or over other storage.

\_\_\_  Vision panels on doors are not covered except for lockdowns drills.

\_\_\_  Door closers at top of doors are connected and operable. Use of door stops is

prohibited.

\_\_\_  Plug-in or desk top air fresheners, candles, or other odor masking substances are not allowed.

\_\_\_  Combustibles (posters, art work, etc) do not exceed 20% of wall space. This

is 50% in buildings with sprinklers. Exit doors and emergency windows free of combustible material.

\_\_\_  Combustibles hanging from ceilings are very few and spaced a minimum of

three tiles apart.

\_\_\_  Fabric used for curtains/valances/shelf cover is flame retardant.

\_\_\_  Wall/trim paint, paint thinner, aerosol paint, and other flammables are in a

secured flammable cabinet or removed from the building. (Acrylic and

tempera paints are allowed in the rooms.)

\_\_\_  Fire extinguishers and pull stations, if present, are accessible; 36 inch access

path.

\_\_\_  Electric panel boxes, if present, are secured and accessible; 36 inch access

path.

\_\_\_  Restroom, if present, is clean, functioning, has a visual fire alarm, and is not

used for storage.

\_\_\_  Classroom eyewash station, if present, is tested and inspected monthly.

\_\_\_ Toys cleaned regularly (once a month for deep cleaning).

\_\_\_ All surfaces cleaned after each use (teachers and leaders can do this).

CPR/First Aid

\_\_\_\_\_\_ I suggest that at least one teacher per class area (and you) is CPR/first aid

certified.

\_\_\_\_\_\_ Each area needs a good first aid kit including CPR masks and bodily fluid clean

up kits.

\_\_\_\_\_\_ Make sure each area has an emergency plan for:

Fire

Medical emergency

Exits and meeting place for parents if children ever have to be evacuated.

\_\_\_\_\_\_ Address of church and suggested entrance for emergency personnel to use

posted in each room in case a 9-1-1 call is made.

\_\_\_\_\_\_ Make sure you collect a data form for each person in your care if

possible… allergies, emergency phone number and anything that mean the difference between life and death such as a known ailment. Keep these in a notebook and handy in case 9-1-1 is needed.

\_\_\_\_\_\_ Field trips, retreats and outings need a signed consent form from

parents of all teens, tweens and children (you probably have this already)?

Safe Sanctuaries

\_\_\_\_\_ Make sure all volunteers and paid staff have completed the training

(offered by Annual Conference… many on line) and follow it as closely as possible.

\_\_\_\_\_\_ Make sure you have a protocol policy for complaints and calling

protective services.

Safety Check Personnel Volunteers

\_\_\_\_\_ Monthly Medical Check person (Nurses make great volunteers for this).

\_\_\_\_\_ Monthly Safety Check person (Firemen, police and retired military do

this so well)!

\_\_\_\_\_ Your best people will be your teaching staff and volunteers awareness.

They should try and check safety each time they enter and leave a space…easier said than done!