

Emergency and Violence Response Plan

Prepared with Crex Insurance

This plan documents how your church will prepare for, respond to, and recover from an emergency, including a violent or threatening person. Complete each field with details specific to your church. Mark anything that does not apply as N/A. Keep a copy at the church and an off-site copy, and review at least once a year.

Church and Plan Information

Legal Name of Church

Physical Address

Plan Prepared By / Title

Date Prepared

Date of Last Review

1. Safety Team and Emergency Roles

List the people who lead the church's emergency response and the role each fills. Name a backup for each.

Role	Primary (Name / Phone)	Backup (Name / Phone)
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Suggested roles: who calls 911 and meets responders, who speaks with police and fire, who speaks with media (one spokesperson), who leads evacuation and headcount, who provides first aid, who leads the security response.

2. Communication Plan

How an alert is signaled inside the building (PA, radios, text, runner)

Media spokesperson / phone

Who decides and announces a closing or cancellation

How members are notified of a closing (phone tree, text, email, social)

3. Emergency Contact Directory

In a medical or safety emergency, call 911 first, then the contacts below as needed.

Contact (police non-emergency, fire, ambulance, poison, gas, electric, agent)	Phone Number
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Trained first aid / CPR personnel

Name	First Aid (Y/N)	CPR (Y/N)	Phone
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4. Medical Emergency

1. Call 911. Give the church address, building, and exact location of the person.
2. Describe what happened, the injuries, and the help needed.
3. Provide first aid from trained personnel until responders arrive.
4. Send someone to the entrance to direct the emergency team in.
5. Notify the person's family through the designated contact.

Location of first aid kit(s)

Location of AED (if any)

5. Fire and Evacuation

Planning

- Know where people gather and when the building is most full.
- Mark all exits, alarm pulls, extinguishers, and emergency lighting on a building diagram, and post it.
- Set evacuation routes, an outside assembly area, and a way to account for everyone.
- Hold periodic fire drills.

If fire or smoke is detected

1. Pull the nearest alarm and begin evacuation. Do not use elevators.
2. If safe, use the nearest extinguisher; otherwise exit by the closest route.
3. Call 911 with the address, location, and status of the fire.
4. Assemble at the designated area and account for everyone.
5. Do not re-enter until the fire department gives the all clear.

Outside assembly area

6. Severe Weather

A watch means conditions are favorable. A warning means it is happening or imminent; move people to shelter.

- Best shelter: basement, or interior hallways and windowless rooms on the lowest floor.
- Avoid: rooms with large glass, atriums, wide-span rooms, and exterior walkways.
- Keep a flashlight and battery radio in or near shelter areas.
- Stay sheltered until an all clear is given, then account for everyone.

Designated shelter area(s)

7. Violent or Threatening Person

Preventive practices

- Staff and volunteers report suspicious activity, packages, or threats to leadership and the security team right away.
- Before services and events, a team member walks the interior and exterior for suspicious items, blocked or chained exits, or unfamiliar persons.
- Doors are monitored or locked once a service begins, with exits kept clear.

If a threatening or armed person is present

1. Alert the security team and others using the signal in Section 2.
2. Move people away from the threat; evacuate if a safe route exists, otherwise lock down away from doors and windows.
3. Call 911 as soon as it is safe. Give the address and a description of the person and situation.
4. Do not pursue or confront beyond defending people from imminent harm. Observe and report.
5. Account for everyone once safe and meet responders to brief them.

If the church has an authorized armed security team, that team operates under its own written Armed Security Team Plan, which sits alongside this document.

8. Suspicious Item or Bomb Threat

- Do not touch, move, or disturb a suspicious item. Keep people away from the area.
- Call 911 immediately and follow their direction on evacuating.
- On a threatening call, stay calm, listen, note the exact wording, caller ID, and background sounds, and notify leadership and 911.

9. Drills and Training

Record drills and training so the church can show the plan is practiced, not just written.

Date	Type of Drill / Training	Led By	Notes
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10. Coordination With Local Responders

Invite local police and fire to walk the building, identify risks, and review this plan. Provide them a copy.

Local police agency / non-emergency number

Fire department / number

Date plan last shared with responders

11. Recovery After an Incident

Alternate location for worship / offices

Where vital records and this plan are stored off-site

Insurance agent / carrier and policy number

Key vendors and contacts for rebuilding

Vendor / Service	Contact	Phone
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12. Review and Approval

This plan has been reviewed and approved by church leadership and is in effect as of the date below. It will be reviewed at least annually.

Name	Title	Date
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Disclaimer

This template is provided by Crex Insurance to help a church document an emergency and violence response plan. It is not legal advice and is not a substitute for review by the church's own attorney. The church is responsible for compliance with applicable state and local law. Coverage for any incident depends on the terms of each carrier's policy and is not guaranteed by completing this plan.

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