

# Terrorism Checklist



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This checklist is intended to be used in conjunction with the All Hazards Checklist in Appendix 1.

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
Ensure members of the congregation have family disaster plans and keep them up-to-date with emergency contacts and emergency meeting places (Appendix 1, Attachment 4, Disaster Preparedness Training Materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review the church building evacuation plan with members, ensuring everyone knows all available escape routes (Appendix 1, Attachment 10, Developing a Building Evacuation Plan).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure your Disaster Supplies Kits has filter masks, duct tape and heavyweight plastic sheeting which can be used to create a barrier between people and potential air contamination outside the building (Appendix 1, Attachment 4, Disaster Supplies Kit Checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate a room in the building, preferably on a second floor, to serve as a place for individuals to shelter-in-place, if necessary. (Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be prepared to do without services such as electricity, telephone, natural gas, gasoline pumps, cash registers, ATM machines, and the Internet in the event of a cyber attack.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 2 – IMPACT	Not Started	In Progress	Complete
<b>Suspicious Packages:</b>			
Do not handle suspicious mail packages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave the room and close the door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash your hands with soap and water and do not touch your face.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact local law enforcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Explosions:</b>			
In the event of an explosion, leave the premises as quickly and calmly as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If items are falling from above, seek shelter under a sturdy table or desk and exit as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bomb Threats:</b>			
Get as much information from the caller as possible, recording everything that is said.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call 911 and ask for police.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuate the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Chemical or Biological Attack:</b>			
Close all doors and windows, air vents and fire place dampers in the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off all air conditioning, forced air heating systems, exhaust fans and clothes dryers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take Disaster Supplies Kit to the pre-designated room and seal all windows, doors, and vents with plastic sheeting and duct tape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 3 – IMMEDIATE RESPONSE</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
<b>Explosions:</b>			
Do not light a match.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trapped individuals should cover their mouth and nose with a piece of cloth and tap on metal or wood to bring rescuers to the location.			
<b>Chemical or Biological Attack:</b>			
Do not leave the safety of shelter to go outdoors until authorities announce it is safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide individuals exposed to chemicals agents with immediate professional medical attention, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decontaminate anyone who has been exposed to chemical agents or come in contact with someone exposed to chemical agents. (Appendix 1, Attachment 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you notice symptoms of a disease caused by a biological agent, seek immediate medical attention for treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 4 – RELIEF</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 5 – RECOVERY</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>