

### Emergency & Evacuation Procedures:

- ✓ If all records are on a computer, back up all files and take the discs to a safe place.
- ✓ The Pastor takes care of his/her computer discs.
- ✓ Records should be organized for quick identification or removal. Church property contracts, tax forms, utility and equipment records, insurance papers, personnel records, all other legal documents should be kept in a secure place, such as a safe or other fire and disaster proof container. Copies of the documents should be available for removal if necessary. Assign one or two people to be responsible for securing or taking the records.
- ✓ The treasurer should be responsible for all financial records
- ✓ The Clerk of the Session should be responsible for membership list and session minutes, **including a church directory**.
- ✓ Secretary should secure or remove vital records that could not be replaced, or the Clerk if there is not a secretary.
- ✓ If there is no time or no one to remove records, then documents should be covered with heavy plastic and placed in the highest shelf in a closet or some windowless storage area. If time is a factor place covered records in a refrigerator or freezer.
- ✓ It is impossible to secure everything in an emergency situation: so it helps if one is prepared before an emergency arises.
- ✓ The session should decide who will be responsible for securing records, where they will be stored or the final destination of person(s) and how to contact them.