



# Planning Checklist

## Pre-Safety Sabbath

- Register for Safety Sabbath at [SafetySabbath.com](http://SafetySabbath.com). Follow @SafetySabbath on Twitter.
- Present Safety Sabbath to your church board and schedule your Safety Drill on your church calendar.
- Put together your Emergency Response Team.
- Download and review free Safety Sabbath resources from [SafetySabbath.com](http://SafetySabbath.com). Give the Safety Sabbath resources for children to your children's ministries leaders.
- Create your emergency response plan based on your chosen drill.
- Alert local emergency responders about your Safety Sabbath plans.
- Practice the emergency plan with your Emergency Response Team.
- Share the emergency plan with all church leaders.
- Create a post-event survey in advance for your church members to complete so you can gather feedback on how the drill went and suggestions for your church's next safety drill.
- Begin advertising Safety Sabbath in church with video and PowerPoint slides during announcements.
- Share the emergency plan with your church members. Sabbath School teachers discuss the plan with children and parents. Provide parents with talking points to discuss the plan at home with their children.
- Walk through the church a week before Safety Sabbath to ensure everything is in place for the drill.

## Safety Sabbath Event Day

- Review the emergency plan with church members and children again before the drill begins. Explain in detail what will occur that day.
- Execute the drill by following your church emergency plan. You can hold the drill during Sabbath School or the worship service.
- Distribute activity sheets to children and drill-specific info sheets to all church members after holding the drill.
- Receive an official Safety Sabbath 2019 completion certificate by completing the ARM post-event survey at [SafetySabbath.com](http://SafetySabbath.com).
- Share your Safety Sabbath experience on social media (Twitter, Facebook, Instagram) using #SafetySabbath2019. Tag your church and tag Adventist Risk Management, Inc. on Facebook and @SafetySabbath on Twitter.

## Post-Safety Sabbath

- Send out a post-event survey to your church members to gather feedback on how the drill went.
- Have your Emergency Response Team meet with your church board to evaluate the drill and survey responses.
- Have your Emergency Response Team share the evaluation with church members and discuss suggestions on how to improve for the next drill.
- Schedule and begin preparations for your next safety drill later in the year.
- Sign-up for Solutions at [AdventistRisk.org/Solutions](http://AdventistRisk.org/Solutions) to continue receiving safety resources.

## REPORT YOUR CLAIM RIGHT AWAY

1.888.951.4276 • [CLAIMS@ADVENTISTRISK.ORG](mailto:CLAIMS@ADVENTISTRISK.ORG)

## STAY INFORMED

[ADVENTISTRISK.ORG/SOLUTIONS](http://ADVENTISTRISK.ORG/SOLUTIONS)



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