# Church Zone Checklist Template

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| **Church Name** |  |
| **Date** |  |
| **Time of Drill/Incident** |  |
| **Coordinator Name** |  |
| **Zone Name** |  |
| **Zone Location Description** |  |

## Checklist Items

Carefully **follow each step** to ensure a thorough **search of the zone.** Tasks include monitoring exits, checking all rooms and outdoor areas, confirming communication, and reporting findings to the Drill Leader.

**Secure exits:** Ensure all exits in the zone are monitored and secure.

**Search designated areas:** Include all rooms, closets, bathrooms, and hidden areas.

**Check outdoor spaces:** Inspect playgrounds, parking lots, and nearby surroundings.

**Verify communication:** Ensure searchers can reach the Drill Leader via phone or radio.

**Report to Drill Leader**:  Immediately inform the Drill Leader of search results.

**Recheck missed areas:** Conduct a second sweep of the zone if necessary.

**Log observations:** Document any unusual findings or potential issues.

## Zone-Specific Additions

List any **potential challenges** that may affect the search, such as hidden storage areas, sound booths, or childcare rooms. Anticipating these obstacles helps teams adjust their approach.

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| 2. |
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| 3. |
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## Search Team Information

Document the **names, assigned roles, and contact details** of all team members involved in searching the zone. This ensures clear task delegation and smooth communication during the drill.

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| **Team Member Name** | **Role/Task** | **Contact Number** |
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## Incident Observations

**Note any challenges** encountered during the drill, such as response delays, obstacles, or missing persons. Include any immediate actions taken to address these issues.

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| Any Issues Noted |
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| Resolution Steps Taken |
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## Zone Completion Status

Mark **‘Yes’ or ‘No’** to confirm whether all **tasks in the checklist were completed**. The Drill Leader should review and sign off to ensure the zone was fully assessed.

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| All Tasks Completed (Yes/No): |
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| Zone Lead Signature: |
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| Coordinator Signature: |
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## Instructions for Customization

* Duplicate this template for each zone in the church (e.g., sanctuary, children's area, parking lot).
* Add or remove checklist items based on the specific needs of each zone.
* Adjust team roles or add more details as necessary.
* Use the observation section to record additional information.