

Self Evaluation Guide For Churches

Fire Protection

| Heating Systems | Yes | No |
|--|--------------------------|--------------------------|
| Is all equipment (boilers, furnaces, chimneys, flue connector) safety installed, properly insulated, and separated from all combustible materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is all equipment maintained in good condition with at least annual inspections by a qualified service contractor? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the boiler or furnace in a separate fire resistive room with adequate ventilation and a self-closing fire door to the room? | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical | Yes | No |
| Are all electrical wiring and fixtures installed in accordance with the National Electric Code and are any alterations performed by qualified electricians? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the electrical system maintained in good condition with at least annual inspections by a qualified electrician? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the use of temporary electrical extension cords properly controlled? | <input type="checkbox"/> | <input type="checkbox"/> |
| Kitchen Equipment | Yes | No |
| Is cooking equipment installed in accordance with NFPA 96, ie: covered by a grease hood, exhausted to the exterior, with adequate clearance (at least 18 inches, unless protected by heat shields) from cooking equipment, hood and ductwork to any combustible materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is all cooking equipment, hood, and ductwork cleaned frequently to prevent grease accumulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is cooking equipment, hood, and ductwork protected by an automatic, fixed extinguishing system, equipped with automatic fuel shut-offs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a UL listed, portable fire extinguisher, with at least a 40 B.C. rating, hung in an accessible location in the cooking area? | <input type="checkbox"/> | <input type="checkbox"/> |
| Housekeeping | Yes | No |
| Is good housekeeping maintained throughout the premises - no accumulations of combustible trash or debris - adequate metal waste containers with self-closing metal covers provided? | <input type="checkbox"/> | <input type="checkbox"/> |

Corrective Action Should Be Taken On All Items Checked "No". Contact your local Great American Loss Prevention Specialist for additional information.

| Smoking | Yes | No |
|--|--------------------------|--------------------------|
| Is smoking safely controlled - no smoking signs posted - safe smoking areas designated? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are adequate and safely designed ash trays provided - are individuals designated to assure they are promptly emptied and safely disposed of, after each gathering? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is cooking equipment, hood, and ductwork protected by an automatic, fixed extinguishing system, equipped with automatic fuel shut-offs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a UL listed, portable fire extinguisher, with at least a 40 B.C. rating, hung in an accessible location in the cooking area? | <input type="checkbox"/> | <input type="checkbox"/> |

| Candles | Yes | No |
|--|--------------------------|--------------------------|
| Is use of candles controlled - proper receptacles provided - safe distance to combustible materials? | <input type="checkbox"/> | <input type="checkbox"/> |

| Draperies and Decorations | Yes | No |
|---|--------------------------|--------------------------|
| Are draperies and decorations of flameproof materials, or have they been treated to make them flameproof? NOTE: Flameproof treating must be done at least annually (this can be done by many commercial laundry and dry cleaning firms) | <input type="checkbox"/> | <input type="checkbox"/> |

| Flammable Liquids | Yes | No |
|---|--------------------------|--------------------------|
| Are paints, varnishes, cleaning solvents, etc. stored in closed metal cabinets? | <input type="checkbox"/> | <input type="checkbox"/> |

| Fire Protection | Yes | No |
|---|--------------------------|--------------------------|
| Is there a sufficient number of UL listed, portable Class A, B, and C fire extinguishers, properly hung in accessible locations, requiring no more than 75 feet of travel to reach an extinguisher? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all fire extinguishers been inspected and/or recharged within the past year, and are they properly tagged to indicate the date of inspection/service? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there an automatic fire detection/alarm system installed, and is it serviced and tested on a regular basis? | <input type="checkbox"/> | <input type="checkbox"/> |

| Lightning Protection | Yes | No |
|--|--------------------------|--------------------------|
| Are buildings, particularly steeples, spires, and towers, equipped with a properly installed and grounded lightning rod system, bearing an Underwriters Laboratories "Master Label"? | <input type="checkbox"/> | <input type="checkbox"/> |

| Closing Time Inspections | Yes | No |
|--|--------------------------|--------------------------|
| are closing time inspections completed on a daily basis to assure that the premises is fire safe and secure before locking up for the night? | <input type="checkbox"/> | <input type="checkbox"/> |

Life Safety

| Exits | Yes | No |
|---|--------------------------|--------------------------|
| Are there adequate exits, with doors opening outward, and equipped with panic hardware? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all exits marked with operational illuminated exit signs and are all exit doors unlocked during periods of occupancy? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all exits, and exitways checked regularly and maintained in safe usable condition and free of obstructions? | <input type="checkbox"/> | <input type="checkbox"/> |



Emergency Lighting**Yes****No**

Is there an emergency lighting system, properly installed and designed to operate during a power failure - it is checked regularly?

Evacuation Plan**Yes****No**

Is there an emergency evacuation plan posted? Are ushers properly instructed and trained to handle emergency situations?

Premises Conditions**Seating****Yes****No**

Are all pews securely fastened to the floor?

Are all seating arrangements periodically inspected for sharp edges, splinters, pinch points, etc. - are necessary repairs made promptly?

Aisles**Yes****No**

Are all aisles kept open and free of obstructions, at all times?

Floors**Yes****No**

Are floors well maintained and kept clean at all times to prevent slip, trip, and fall hazards?

Are nonslip finishes applied to floors?

Are runners used in entry areas during inclement weather?

Steps and Stairs**Yes****No**

Are all steps and stairs in good repair - provided with suitable handrails - and adequately lighted?

Exterior Conditions**Yes****No**

Are all exterior sidewalks and walkways well maintained and adequately lighted at night?

Are parking areas in good condition and adequately lighted?

Is vehicle traffic flow adequately controlled?

Is there a formal ice and snow removal program?

Is playground equipment in good condition, well maintained and properly supervised during use?

Security**Premises Security****Yes****No**

Are buildings well secured when unoccupied - adequate locking devices on doors and windows?

Is exterior lighting adequate?

Have arrangements been made with police (or private guard service) to make periodic security checks of the premises during nighttime hours?

If there have been burglary or vandalism losses, has consideration been given to the installation of a burglar alarm system?



| | | |
|--|--------------------------|--------------------------|
| Are church valuables well secured and locked when the premises is unoccupied? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are church offering boxes of substantial construction - with sturdy locks - secured to the building to prevent removal - emptied frequently? | <input type="checkbox"/> | <input type="checkbox"/> |
| Money Handling | Yes | No |
| Are monies from collection and fund raising activities kept in a locked safe until deposited? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is money counted and prepared for deposit behind locked doors? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are bank deposits made frequently - bank messengers accompanied? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are checks stamped "For Deposit Only" as soon as received? | <input type="checkbox"/> | <input type="checkbox"/> |

Vehicle Safety

| | | |
|--|--------------------------|--------------------------|
| Vehicle Conditions | Yes | No |
| Are all owned vehicles well maintained and serviced regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| If buses are owned or operated, do they meet requirements of State and local authorities? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are vehicles parked in a safe area (fenced - locked gate - adequate lighting) when not in use? | <input type="checkbox"/> | <input type="checkbox"/> |
| Drivers | Yes | No |
| Are Motor Vehicle Records (MVR's) of all drivers checked through the State, before they are permitted to drive an owned vehicle? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has a criteria for an acceptable driving record been established and is it adhered to for all drivers? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all persons who operate their own vehicles on church business required to furnish proof of automobile liability insurance, (minimum limits of \$300,000 BI and \$25,000 PD)? | <input type="checkbox"/> | <input type="checkbox"/> |
| General | Yes | No |
| Are emergency telephone numbers posted, (fire, medical, police)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there an adequate first aid kit on the premises - is it checked periodically to assure that it is properly stocked? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all church activities (nurseries, schools, athletics, social events, etc.) adequately staffed and properly supervised? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all contractors or others who perform services for the church required to furnish certificates of coverage for Workers' Compensation and General Liability Insurance? | <input type="checkbox"/> | <input type="checkbox"/> |

The information presented in this publication is intended to provide guidance and is not intended as a legal interpretation of any federal, state or local laws, rules or regulations applicable to your business. The loss prevention information provided is intended only to assist policyholders in the management of potential loss producing conditions involving their premises and/or operations based on generally accepted safe practices. In providing such information, Great American does not warrant that all potential hazards or conditions have been evaluated or can be controlled. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Great American Insurance Company and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them.

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