



## Disaster Preparedness

Ongoing / annual steps we will take to ensure we are as prepared as possible for disasters and emergencies that could occur at St. Hugh.

### Annual activities

- Annual review of Safety Plan documentation by vestry, staff, Sunday School teachers
- Annual emergency egress drill

### Ongoing / as needed

- Vestry meeting minutes are archived to a jump drive that is kept at the residence of the Vestry Clerk.
- Financial data is archived to a jump drive that is kept at the residence of the Vestry Treasurer.
- Records of weddings, baptisms and funerals will be archived off-site. Paper copies of these records will be kept at the rector's residence.