



## Risk Management Tip Sheet

# Refugee Housing Recommendations

- Gain your diocese's consent to the ministry in writing.
- Obtain municipality approval (city, fire, zoning, etc.) of the residential use of the church building.
- Submit a copy of any agreement between your church and the sponsoring organization, if applicable, to your insurance carrier.
- Obtain a Certificate of Insurance naming your church as an "Additional Insured" under the policy of the sponsoring organization, if applicable. (Please note that your church's policy will not provide coverage to the sponsoring organization.)
- Ensure that residents are situated in a manner that keeps them completely separate and private from other people using the church building.
- Prohibit the use of candles and other flammables in the residence area.
- Supply flashlights or battery-powered lanterns to the residents for use in the event of a loss of power.
- Check all smoke and CO<sub>2</sub> detectors and fire extinguishers to see that they are in good working order and spaced properly in the residence area.
- Make sure that all exits are free of obstructions and accessible to the housed in case of an emergency.