

## HURRICANE PLAN: SHELL

What follows is a shell or template that can be used to begin your preparation for this year's hurricane season. It includes a list of valuables to be identified, protected or evacuated, as well as a suggested recall list of vestry or bishop's committee members and an action list to implement at each stage of hurricane alert. This shell is most effective if used in conjunction with the **Interim Checklist for Emergency Preparedness** published by Episcopal Emergency Relief and Development and found on the internet at [http://www.goodsamaritancommunityservices.org/images/Interim\\_Checklist\\_for\\_Emergency\\_Preparedness.pdf](http://www.goodsamaritancommunityservices.org/images/Interim_Checklist_for_Emergency_Preparedness.pdf)

The plan/lists are suggestions and will need to be tailored to each church community. It will be helpful to share the plan with the leaders of the church for input, modification and implementation. There are myriads of resources on the internet as well. FEMA's website has good planning courses and plans as do the Red Cross and many local and state agencies. Our purpose here is simply to provide a quick resource and starting point. You may always contact the Diocesan Disaster Response Network or any member of it for help in putting your plan together. We are available to come to your church, meet with your leaders or consult over the phone or email. Contact The Rev. Kevin Johnson at (210) 696-0834 or email to [kevin@sfcsa.org](mailto:kevin@sfcsa.org) for further information.

The success of such a plan lies in the seriousness with which we take the threat of a hurricane. As a result of the impact of hurricanes Katrina and Rita on the Gulf Coast last season all of us are much more receptive to taking the initiative to prepare rather than having to pick up the pieces in the aftermath. The goal of any plan is to protect our people, safeguard our records and valuables, and return to resume our ministries as soon as appropriate. Being good stewards of all of the gifts God has given us is at the heart of our preparation.

### PREPARATION

- Confirm Hurricane Vulnerability via media, local emergency office, National Weather Service, NOAA at <http://www.noaa.gov/>
- Develop a *Preparation, Evacuation, and Reconstitution Plan*
- Identify Key People
- Establish a Contact Alert List including Evacuation destinations and contact numbers
- Educate Leadership on the Hurricane Alert System
- Familiarize Leadership with local, state, and federal emergency resource organizations; eg. VOAD, FEMA, Regional Council of Governments etc.
- Develop an Alert Plan with specific actions to be taken at specific Alert Stages
- Identify Members of the Congregation that will need assistance to evacuate

- Assign Key People to insure no one is left behind
- Protect Records and Property to be left in place
- Develop a plan to secure church grounds
- Identify Sacred Items and Irreplaceable Records to be evacuated
- Assign Key People to evacuate those items
- Designate a time prior to actual evacuation for key people to check in after evacuation
- Establish a reconstitution kit to aid in returning to establish initial worship services upon return

## **LIST OF VALUABLES TO BE EVACUATED**

- Chalices and cruet sets – (enough wine for first service after return)
- Home communion kits, churches and priest's
- Altar Service Book and Lectionary
- Parish directory, Diocesan directory
- Reserved Sacrament
- Office equipment, computers, etc.
- Keys (door keys to office and church – labeled copy to police)
- One telephone
- Vestments
- Fabric art and pictures
- CPU's, key programs, monitor and backup disks
- Computer equipment: if the parish has one good quality laptop computer as part of its office computer system, then a copy of the applications software can be kept on it, along with a backup copy of critical data. This allows the Rector and key personnel to continue the information-based emergency operations of the parish during actual evacuation and return even if there is no loaner CPU or electric power available. It's also quicker to evacuate, not as heavy as conventional office equipment, and takes up less space in an automobile.
- Other items as deemed appropriate by Priest or Vestry/Bishop's Committee
- One Telephone: - a conventional telephone set, not one that requires plug in or batteries for operation.
- A second cell phone with several extra sets of rechargeable batteries, a charger, and the capability to connect a laptop "in the field" to access the Internet for information and e-mail communication would be a good idea.

## **IMPORTANT DOCUMENTS AND FILES TO BE EVACUATED**

- Service Registers
- Parish Registers
- Parish Directory
- Diocesan Directory
- Financial, Insurance & current payables

- Address books, telephone books, rolodex
- Bank books: include a checkbook with pre-printed checks. There may be emergency expenses “in the field.”
- Audit Reports Bank Statements, Cancelled Checks  
Construction Records (Contracts, Correspondence, Specifications, Drawings, etc.)  
Contribution Records  
Correspondence Files  
Deeds, Decree of Erection, Blueprints Permanent  
General Ledger  
Marriage Packets  
Minutes of Councils, Organizations, and Groups Permanent  
Paid Bills and Receipts  
Parish Bulletins  
Parish Census Personnel Files  
Receptionist Logs/ Visitor Sign-in Sheets  
Calendar Years  
Sacramental Registers (Baptism, First Communion, Confirmation, Marriage, Burials)  
State and Federal Tax-Related Documents  
Tax Exemption Records (Certificates and Correspondence)  
Telephone Message Books/Pads Time Cards/Sheets

### **KEY CONTACT PEOPLE**

Note: Include the name, telephone number, and e-mail address of a close relative or friend outside of the emergency area whom the evacuee can contact to pass on location and contact information (e.g. name and telephone number of emergency shelter where staying).

<b>NAME</b>	<b>HOME/CELL PHONE</b>	<b>EVACUATION DESTINATION</b>
1. Rector		
2. Bishop		
3. Senior Warden (use actual name)		
4. Junior Warden (use actual name)		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

### **ACTION**

## 1. PRECAUTION PREPAREDNESS

- a. Inventory all equipment and files and records to be evacuated
- b. Inventory all emergency supplies and equipment
- c. Contact police to notify of evacuation and give them a copy of key personnel list

## 2. WATCH is issued:

- a. Key personnel contacted
- b. Church protection initiated: secure all windows, loose items outside secured
- c. All computer systems backed up, disks and back-ups with programs secured for evacuation along with CPU's, a monitor, power cords, key programs
- d. Pack and waterproof all items to be evacuated
- e. Waterproof selected items to stay behind: books, files, electronics, pictures

## 3. WARNING is issued:

- a. Available key personnel meet at office
- b. Unplug and shut off all remaining electrical equipment, isolation switches, cut-off valves and HVAC systems; shut off phones (and remove all backup batteries from phones).
- c. Elevate all items to remain as high as possible and move away from windows
- d. Leave a list of contact numbers in a glassine cover sheet taped on secretary's desk.
- e. Ensure all outside loose items are stored or secure
- f. Lock all doors including front door. Set alarm system if present
- g. Load vehicles and depart

## 4. RECONSTITUTION

- a. Key People reestablish contact
- b. Notify Bishop's office of intent to return and date of first service
- c. Assess conditions in home community before returning
- d. Set date for first service, publicize, and return for recovery operations
- e. Conduct first service
- f. Notify police or civil authorities when key people have returned and how to contact them.

### **RECONSTITUTION EQUIPMENT LIST: TO BE EVACUATED UNLESS SECURE STORAGE AVAILABLE**

- Hammer and nails (8d common nails – 500 ct.)
- Waterproof trunks – **ice chest** (the number of 25 quart chests needed depends on the numbers of items to secure)
- Rolls of Mylar plastic for roof

**RECONSTITUTION EQUIPMENT LIST: CON'T**

- Staple gun and staples
- 1 – case of duct tape
- Waterproof matches
- Flashlights and batteries
- Roofer nails and discs
- Candles and holders
- 12 tubes of silicon caulk
- Insecticide, Off, Raid, ant spray
- First Aid Kit
- 100 commercial grade garbage bags
- Pad locks and cable or chain
- Card table for altar
- BCP service handouts for Eucharist
- First aid kit should be industrial sized with plenty of basic supplies for workers who may be injured during reconstitution: tape, Topper sponges, air splints, triangular bandaging material.
  
- Consider: shovels, hand pruning saws, large push brooms, two-day supply of canned or bottled emergency drinking water.