

REFERENCE

Hurricane Preparation

The actions required by this document should be able to be accomplished by the staff and a limited number of designated volunteers in a 30 to 45 min time frame.

Pre-Season

Property Co-conveners will assign persons to assist office staff with transportation of computer hardware and act for staff members who are out of the area.

Property Committee or designee will check supplies stored in left side of storage cabinets next to women's restroom in new wing, purchase needed items and put in tote or store in closet. Tarps will be labeled for location.

4 rolls duct tape	Tarp – organ
Tarp- piano sanctuary	Tarp- fellowship hall
Tarp – piano choir room	Tarp – drum set sanctuary
Drum Liners – or equivalent	

All Choir/Music directors are encouraged to make a scan copy of music and store it on computer media (Floppy, cd, or DVD), so that they may take material with them or store the computer media in a place that may be gathered by a volunteer. (The location of the material will be listed on the building preparation checklist)?

Storage of communion material should be at a minimum height of 36".

Any paper documents that can be scanned and stored on sever, tower, floppy discs, cd, or DVD should be labeled and stored for easy access in case of evacuation.

Communications

When deemed appropriate, the church secretary or designee will email all officers and volunteers notifying them that precautions and preparations are starting.

A checklist of onsite jobs will be posted by the calendar bulletin board.

REFERENCE

Preparations

Upon notification:

- Hand Bells will be moved from the Narthex closet and stored in the Sanctuary balcony for the duration of a storm. Keys for the closet will be available to those assisting with the building preparations. Large drum liner style bags will be available in the bell closet or the supply box. Use these to cover the total bell case prior to storage in the balcony.
- Sunday School personnel are encouraged to move materials to a level higher than 36” above the floor or checkout equipment with the Sunday School Superintendents for the duration of the named hurricane.

(Reminder: things are replaceable; our church family is not.)

When a Hurricane Warning is issued by the National Weather service for the Brazosport Area the following persons are responsible for the items listed.

Church Administrator

CPU
Emergency information notebook, appropriate financial documents
Post information on church web site
Put appropriate credit cards and related material in the church safe
Post checklist on bulletin board

Church Secretary

CPU

Financial Secretary or designee

Deliver all monies to appropriate location (bank, safe)
Secure financial paper documents (including blank checks), discs, etc.

Pastor

CPU
Membership Record Book
Personal office books and material
Specific information sensitive documents in their care

REFERENCE

C.E. & Youth Directors

Laptop/CPU
Personal office books and material
Specific information sensitive documents in their care (S. S. rolls)

Property designee 1

Server Tower
Sanctuary Bible

Property designee 2

Will fill in for any staff person needing assistance or who is out of town
--

Volunteers

Materials are in the cabinet to the left side of the women's restroom in the new wing.

Action
Put tarp over organ and secure
Put tarp over sanctuary piano and secure
Put tarp over drum set in sanctuary and secure
Put tarp over piano in fellowship hall and secure
Put tarp over piano in choir room and secure
Remove all ice from freezer in fellowship all kitchen to outside
Moving items in breezeway to an interior room
Confirm exterior doors and windows are shut and locked for main facility.
Confirm exterior doors and windows are shut and locked for sewing garage.
Confirm exterior doors and windows are shut and locked for storage garage.
Gather materials from choir room, bells, other offices, as requested (This location must be pre-designated by the director/pastor.)

Note:

1. The CPUs/laptops are sent with different people to distribute the risk of loss.
2. Most recent "back -up tapes" may be sent with a staff member or designee (not the person with the server), since the server is traveling with a congregation member.

REFERENCE

CHECK LIST FOR HURRICANE EVACUATION OF CHURCH PROPERTY

Church Administrator

<i>Action/Item</i>	<i>Completed</i>
Tower	
Emergency information notebook	
Put appropriate credit cards and related material in the church safe	

Church Secretary

<i>Action/Item</i>	<i>Completed</i>
Tower	

Financial Secretary

<i>Action/Item</i>	<i>Completed</i>
Tower	
Deliver all monies to appropriate location	
Secure financial paper documents (including blank checks), discs, etc.	

Pastor

<i>Action/Item</i>	<i>Completed</i>
Tower	
Membership Record Book	
Personal office books and material	
Specific information sensitive documents in their care	

C.E. & Youth Directors

<i>Action/Item</i>	<i>Completed</i>
Laptop/Tower	
Personal office books and material	
Specific information sensitive documents in their care (S.S. rolls)	

Property designee 1

<i>Action/Item</i>	<i>Completed</i>
Server Tower	
Sanctuary Bible	

Property designee 2

<i>Action/Item</i>	<i>Completed</i>
Will fill in for any staff person needing assistance or who is out of town	

REFERENCE

Volunteers

Materials are in the education hall closet between the Nursery and the Crib room.

<i>Action/Item</i>	<i>Completed</i>
Put tarp over organ and secure	
Put tarp over sanctuary piano and secure	
Put tarp over drum set in sanctuary and secure	
Put tarp over piano in fellowship hall and secure	
Put tarp over piano in choir room and secure	
Remove all ice from freezer in fellowship all kitchen to outside	
Moving items in breezeway to an interior room	
Confirm exterior doors and windows are shut and locked for main facility.	
Confirm exterior doors and windows are shut and locked for sewing garage.	
Confirm exterior doors and windows are shut and locked for storage garage.	
Move bells to balcony	