

HURRICANE SEASON: BE PREPARED



The average life of a hurricane is nine days and is most destructive during its first 12 hours onshore. A typical eye measures 20 miles (32 kilometers) across.

- National Geographic

If your congregation property is damaged - remember to **assess**, **document**, and **report** them to your insurance company as soon as possible.

Step 1: Protect property

- Invest in and install shutters or plywood in order to protect windows and doors from wind borne-debris.
- Have the roof of your building evaluated to ensure it can withstand a storm.
- Remove any branches or trees adjacent to your building that could potentially fall and damage it.
- Sandbag any area that is subject to flooding.
- Anchor and brace any large furniture (bookcases, shelves, filing cabinets) to wall studs.
- Relocate any valuable or fragile possessions.
- Secure all utilities including water heaters, gas tanks, and heaters and if necessary, raise them to higher locations to avoid water damages.
- Secure electronics such as computers and other office equipment with straps or Velcro.; unplug if possible.

Step 2: Protect important documents and information

- Designate important contacts to save that are crucial to church operations, such as employees, banks, lawyers, accountants, suppliers, insurance agent etc.
- Review all member information and update as needed.
- Review current disaster plan and update as needed.
- Back-up documents that are not easily produced such as insurance documents, legal contracts, tax returns, and accounting statements to avoid water damage.
- Seal these documents in waterproof containers onsite.
- Save all your designated contacts and documents in an alternate, accessible off-site location.

For a comprehensive congregation disaster plan and guide, go to http://download.elca.org/ELCA%20Resource%20Repository/Congregational_Disaster_Preparedness_Guide_Lutheran_Disaster_Response.pdf?_ga=2.209745750.279693550.1521809202-293430712.1468948155