

**OMG ! So we didn't get the plan done,  
...and there's a storm on the way!!**

## **WHAT NOW....????**

**This is our Foxhole (get us through this *PLEASE* God!) - 11<sup>th</sup> hour check list:**

NOTE: These are not ALL the tasks we may need to complete, but many that may help mitigate the situation at hand.

### **COMMUNICATIONS AND SECURING OUR CHURCH OFFICE (put checkmark on blank line when task is completed)**

- \_\_\_\_\_ Put Cell phones on charge
- \_\_\_\_\_ Notify Vestry that we are closing
- \_\_\_\_\_ Notify Congregation that we are closing, AND the AA group, too.
- \_\_\_\_\_ Back-up all [electronic] church files onto a thumb drive
- \_\_\_\_\_ Secure the file cabinets as best we can - put plastic over them, and secure as best you can
- \_\_\_\_\_ Secure the congregation register - or take it to a safe location
- \_\_\_\_\_ Dig out a and copy the insurance policy - WITH claim phone numbers take offsite, copy to Sr. Warden and/or other church leaders
- \_\_\_\_\_ locate a the congregation roster of members, give copies to lay leaders and clergy
- \_\_\_\_\_ Church Clergy, Sr., Jr. Wardens, exchange phone numbers
- \_\_\_\_\_ Prepare the church PCs to take offsite

*MORE on next page*

\_\_\_\_\_ If there is an emergency manual, take it.

\_\_\_\_\_ Take letters off of the sign out front so they don't blow away.

\_\_\_\_\_ Can someone on ECW call and check on Aunt Sarah, please?

\_\_\_\_\_ Take photographs of the church, inside and out, Altar, organ, piano, sacristy, choir room, vestments, church office, stained glass if any

## **SECURING OUR CHURCH**

\_\_\_\_\_ Unplug the organ and cover with plastic, and secure the plastic. Secure any other instrument that cannot be taken to safety.

\_\_\_\_\_ Put all the altarware in a safe place, same with communion wine, host and incense - maybe Altar guild can help!

\_\_\_\_\_ Is there time to make a church-in-the-box???

\_\_\_\_\_ Put plastic over the vestments and choir robes, and secure it around them

\_\_\_\_\_ Secure the choir music library

\_\_\_\_\_ Secure any church windows, doors.

\_\_\_\_\_ Pick up loose items on the church grounds, lawn furniture, tables, trash cans, etc. items that may blow around and cause unnecessary damage.

\_\_\_\_\_ Arrange for frozen/other perishable food in kitchen to be taken offsite.

\_\_\_\_\_ Notify alarm company (if appropriate) that we are closing up for the storm.

\_\_\_\_\_ Turn OFF the air conditioning units, kitchen appliances

\_\_\_\_\_ Turn OFF water supply at the street

\_\_\_\_\_ Turn OFF electricity.

\_\_\_\_\_ PRAY

*MORE on next page*

## OUR CHURCH AND COMMUNITY AFTERWARD

### First phone calls:

\_\_\_\_\_ Jr and Sr. Wardens check with each other, then our Clergy

\_\_\_\_\_ Other church leaders... are they ok...?

\_\_\_\_\_ How did Aunt Sarah fare? Is she safe? And the others?

### And when the all-clear is given, then.....

\_\_\_\_\_ Check out our church for damage.

\_\_\_\_\_ Is there evidence of flooding or the surge near the buildings...? If so TAKE photos for the insurance claim. Wait... who has the insurance information?

\_\_\_\_\_ Windows and doors OK??

\_\_\_\_\_ The church A/C units... look ok...?

\_\_\_\_\_ Do the kitchen appliances seem OK

\_\_\_\_\_ Is it safe to turn on the power...?

\_\_\_\_\_ Does it look OK to turn on the water...?

\_\_\_\_\_ *Call Bishop's office (to committee member) and report in*

\_\_\_\_\_ Need we set up the Church-in-a-box...? If so, where..?

\_\_\_\_\_ Are we ready to unpack the stuff and take off the shutters?

\_\_\_\_\_ Prayer of THANKSGIVING