



The Episcopal Diocese of Georgia

11th Hour Hurricane Preparedness

We didn't get the plan done, ...and there's a storm on the way!!

A Critical Step - Documentation

- Lay out your valuables - vestments, silver, artwork, historical items, etc.
- Take photos of each or pan slowly across each taking smart phone or other video camera. Continue the visual record by walking through buildings/properties, stopping at specific points for more detail as needed.
- Upload the photos or video to an online service such as Dropbox.com or Google Drive where they will be safe in a time of disaster.

Communications and securing the church office

- Make sure that the Bishop's staff has current cell numbers for clergy and wardens. If in doubt, email this information to mlyons@gaepiscopal.org and llasch@gaepiscopal.org
- Fully charge Cell phone and laptop computer
- 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 USB drive
- Secure the file cabinets as best we can – such as putting plastic over them.
- Take the congregation register and service books with you.
- Dig out a and copy the insurance policy – WITH claim phone numbers take offsite
- Locate a congregation roster of parishioners with contact information and share copies among leaders
- Make sure that clergy, Wardens, and Vestry, have current cell phone numbers for each other.
- Prepare the church computers to take offsite.
- Take photographs of the church, inside and out, Altar, organ, piano, sacristy, choir room, vestments, church office, stained glass if any.

Securing the Buildings

- If there is there time, make a church-in-the-box, taking what you need for a Eucharist.
- Unplug the organ and cover with plastic, and secure the plastic. Secure any other instrument that cannot be taken to safety.
- Put all the altar ware in a safe place, same with communion wine, hosts, incense, etc.
- 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.
- 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 in the church before leaving.