
Hurricane Preparedness Plan



Trinity Lutheran Church

2018 REVISION

Trinity Lutheran Church
12391 Mercy Blvd.
Savannah, GA 31419
Church Phone Numbers:
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1.0 PREFACE

Damage from hurricanes may result from high winds, high tides, inland floods and heavy rains both individually and in combination. Fortunately, advanced warning of the approach of a hurricane is available. This permits the implementation of pre-arranged hurricane plans and precautions **and affords the opportunity to formally meet, pre-plan and take precautions to reduce the undesirable results of such an emergency.** The impact of a hurricane in terms of danger to personnel, damage to property and equipment and disruption of church operations can be minimized by advanced planning, training and preparation. A well coordinated plan of action is essential.

1.1 PURPOSE

The purpose of this plan is to establish the minimum pre-planning guidelines to meet the threat of a hurricane.

The intent of this Plan is to promote the protection of church employees and members, to protect church property and critical records, and to facilitate the return to normal operations in minimum time.

1.2 SCOPE

This plan establishes guidelines to be followed prior to the hurricane season as well as the period before, during, and after a hurricane or severe storm winds threaten or strike the Savannah area.

2.0 INDIVIDUAL RESPONSIBILITIES

2.1 Hurricane Leader (HL) - Trinity Congregation President

- Initiate hurricane alert to Trinity staff, congregation, and Church Council members.
- Call alert meetings and issue directions.
- Inform and coordinate major decisions with staff and Church Council as soon as possible.
- Coordinate with a weather service to obtain the most accurate and updated weather information available.
- Review weather information and formulate decisions relating to preparation.
- Review needs for worst case possibilities and arrange for the necessary provisions.

2.2 Hurricane Preparedness Coordinator (HPC) – Trinity Property Management Chairperson

- Coordinate activities to ensure minimal risk to church assets and equipment during hurricane alert.
- Report status as actions are taken and decision points are reached.

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- Address operations and take action to secure the facility.
- If necessary, shut down facility and utilities.
- Coordinate related activities with *Hurricane Leader (HL)*.
- Consider worst case possibilities and ensure support in case of extended hurricane duration.

2.3 *Hurricane Emergency Team (HET) - Hurricane Leader, Hurricane Preparedness Coordinator, Trinity Pastor, and church secretary, Stewardship Chairperson, Trinity Council Secretary, and at large members designated prior to the hurricane season.*

- Ensure that Church Council and Trinity staff are trained and organized to perform pre-hurricane preparations as well as standby activities.

2.4 *Scribe – Trinity Council Secretary*

- Ensure proper documentation of events and related incidents.
- Assist in Stage preparations as indicated on Attachment III.
- Handle Stage 5 debriefing.
- Annual update of this procedure on website.

2.5 *Church Council*

- Act as a part of the Hurricane Emergency Team into Stage 2.
- Perform specific duties as assigned.
- Provide feedback and participate in decisions prior to Stage 2 preparations.
- Approve annual plan updates.

3.0 HURRICANE STAGES AND CONDITIONS

Hurricane Watch is issued by the U.S. Weather Bureau whenever hurricane force winds 74+ MPH are expected to reach the Savannah area with 36 – 48 hours. The Hurricane Watch indicates that a hurricane is near enough that everyone in the area covered by the Watch should be alert for subsequent announcements and be ready to take precautionary action in the event a Hurricane Warning is issued. Hurricane Watch announcements are given the widest possible distribution to the public by press, radio and television.

Hurricane Warning is issued by the U.S. Weather Bureau for the area where winds in excess of 74 miles an hour (64 knots) and a tidal surge are expected within 24 hours.

Hurricane Intensity Scale & Description as categorized by the National Weather Service on a scale of 1 to 5 as described on Attachment 1.

Hurricane Stages & Conditions

Pre-planning tasks for a hurricane is divided into Stages and Conditions to enable more flexible response to changing conditions and smoother flow of preparations. The stages are determined by the leading edge (gale force winds of 55 mph or more) of the hurricane and *not* the eye of the hurricane.

STAGE 0 - CONDITION GREEN

Normal operations and Pre-season preparations.

STAGE 1 - CONDITION YELLOW

Hurricane Watch (Hurricane force winds 74+MPH expected to hit in Savannah area in 36 – 48 hours.)

STAGE 2 - CONDITION ORANGE

Hurricane Warning (Hurricane force winds 74+ MPH expected to hit Savannah area within 24 hours.)

STAGE 3 - CONDITION RED

Hurricane Warning (gale force winds and/or flooding is anticipated to reach the church within 12 hours or is considered imminent for the Savannah Area).

STAGE 4 – CONDITION BLACK

Gale force winds arrive at the church.

STAGE 5 - CONDITION GREY

Post Hurricane Conditions (Stage 5 applies after a hurricane has passed the church, the winds have receded to below 35 mph and severe flooding has subsided.

4.0 HURRICANE STAGE GENERAL ACTIVITIES

4.1 **STAGE 0 – CONDITION GREEN**

PRE-SEASON PREPARATIONS AND NORMAL OPERATIONS

- This stage applies when there is no hurricane or tropical storm threatening the southeastern or east coasts of the United States and Trinity Lutheran Church is in “Normal” operation mode.
- Pre-season Hurricane Emergency Team (**HET**) preparations begin in January with review and revision of the hurricane plan. The Hurricane Emergency Team shall meet as determined by the Hurricane Leader to review and revise the plan as necessary. It shall be the responsibility of the **HET** to prepare the text of the needed changes, additions or deletions to the plan and distribute the updated plan prior to June 1 of each year.
- Submit amended plan to Church Council for review and adoption by June 1.
- **As part of the annual hurricane plan revision, the HET will inventory supply boxes and emergency equipment by July 1, and re-stock as needed by September 1 or if a storm is deemed**

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imminent.

4.2 STAGE 1 – CONDITION YELLOW

HURRICANE WATCH PREPARATIONS

- Verify availability of emergency equipment.
- Assign specific responsibilities to accomplish check list items.
- Proceed with check list items for Stage 1.

4.3 STAGE 2 – CONDITION ORANGE

HURRICANE WARNING PREPARATIONS – 24 – 48 HOURS

Hurricane force winds 74+ MPH expected to hit Savannah area within 24 hours.

- Assemble Hurricane Emergency Team, **timing may be advanced if deemed necessary by the HL.**
- Prepare for possible shutdown and evacuation of facility. This should be done **at least** 24 hours ahead of the possible arrival of gale force winds.
- Maintain periodic contact with weather authorities or by weather radio for weather forecast.
- Inventory emergency supplies, fuel, batteries and equipment.
- Begin preparation items that take more than 24 hours to complete.
- Release all non-essential personnel.
- Proceed with check list items for Stage 2.

4.4 STAGE 3 – CONDITION RED

HURRICANE WARNING PREPARATIONS – 12 HOURS

- Proceed with check list items for Stage 3.
- Shut down all non-essential church operations.
- Use purchased power as long as possible.
- Relocate, protect, store, prepare for transport, or otherwise secure sensitive, legally significant, or intellectual files, computers and computer files, and materials per plan.
- Totally secure church after completion of all tasks and evacuate of Hurricane Emergency Team in accordance with Attachment III based on estimated or anticipated sustained wind velocity and tidal surge.

4.5 STAGE 4 – CONDITION BLACK

HURRICANE CONDITIONS

Stage 4 applies when gale force winds (55 mph or greater) arrive.

- All persons are evacuated, and church is secure.

4.6 STAGE 5 – CONDITION GREY

DAMAGE ASSESSMENT AND CLEAN UP STAGE

Stage 5 applies after a hurricane has passed, the winds have receded to below 35 mph and severe flooding has subsided. During Stage 5, the Hurricane Leader or designee will determine that it is safe for persons to return to the church.

After hurricane conditions or flooding that impacted the church an assessment will be performed under the direction of the Hurricane Emergency Team to determine that conditions are safe to re-enter the facility.

The Hurricane Emergency Team will ascertain directly or through communication with local authorities that it is safe to re-initiate operation of the facilities. Once this has been done, the team will proceed with a planned start up as outlined below.

CITY WATER SYSTEMS SHOULD NOT BE TURNED ON UNTIL A THOROUGH INSPECTION OF THE FACILITY HAS BEEN MADE AND DETERMINED THAT THE SYSTEMS CAN BE RE-ACTIVATED IN STAGES IN A SAFE MANNER. WATER SHOULD NOT BE CONSIDERED POTABLE WITHOUT A RELEASE FROM C.E.M.A. OR CIVIL AUTHORITIES.

ELECTRICAL BREAKERS SHOULD NOT BE TURNED ON UNTIL A THOROUGH INSPECTION OF THE FACILITY HAS BEEN MADE AND DETERMINED THAT THE SYSTEMS CAN BE RE-ACTIVATED IN STAGES IN A SAFE MANNER. THE AVAILABILITY OF PURCHASED POWER SHOULD BE VERIFIED.

NATURAL GAS SYSTEMS SHOULD NOT BE TURNED ON UNTIL A THOROUGH INSPECTION OF THE FACILITY HAS BEEN MADE AND DETERMINED THAT THE SYSTEMS CAN BE RE-ACTIVATED IN STAGES IN A SAFE MANNER. IF DAMAGE HAS OCCURRED AND GAS OR OTHER HAZARDOUS LEAKS MAY EXIST, DO NOT TURN ON UNTIL APPROVAL HAS BEEN OBTAINED FROM A QUALIFIED TECHNICIAN.

5.0 PLANNING & PREPARATION RESPONSIBILITIES

5.1 *Hurricane Emergency Team* will coordinate responsibilities based on Attachment III.

Attachment I

HURRICANE CLASSIFICATION

The National Weather Service categorizes hurricanes by intensity on a scale of 1 to 5 based on the Saffir-Simpson Hurricane Wind Scale as follows:

NOTE: The wave heights above the storm surge may reach an additional 50% higher than the figures shown.

*** Chatham County maximum surge height in feet, from CEMA Hurricane Plan.**

| | | STORM SURGE* | | DAMAGE |
|----------|---|--------------|-----------|--------------|
| CATEGORY | WIND VELOCITY | Mean Tide | High Tide | |
| One | 33–42 m/s, 64–82 knots, 74–95 mph, 119–153 km/h | 5.3' | 9.5' | Minimal |
| Two | 43–49 m/s, 83–95 knots, 96–110 mph, 154–177 km/h | 11.3' | 15.4' | Significant |
| Three | 50–58 m/s, 96–112 knots, 111–129 mph, 178–208 km/h | 15.7' | 18.0' | Severe |
| Four | 58–70 m/s, 113–136 knots, 130–156 mph, 209–251 km/h | 18.4' | 21.4' | Extreme |
| Five | ≥70 m/s, ≥137 knots, ≥157 mph, ≥252 km/h | 22+' | | Catastrophic |

| Saffir–Simpson scale | |
|--------------------------------|--|
| Category | Wind speeds |
| Related classifications | |
| Tropical storm | 18–32 m/s, 34–63 knots, 39–73 mph, 63–118 km/h |
| Tropical depression | ≤17 m/s, ≤33 knots, ≤38 mph, ≤62 km/h |

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Attachment II
EMERGENCY EQUIPMENT AND SUPPLIES AND CRITICAL FILE LIST

| ITEM | QUANTITY | EXPIRATION | COMMENTS |
|--|--------------------|------------|------------------------------------|
| OFFICE & BUILDING EQUIPMENT/ SUPPLIES | | | |
| Basic 1 st Aid Kit | 1 | None | By Sunday School Desk |
| Defibulator | 1 | None | In Narthex |
| Portable radio | 1 | None | By Secretary's Desk |
| Dinnerware | As needed | None | Kitchen Stock |
| DEDICATED EQUIPMENT/SUPPLIES | | | |
| Drinking Water | 5 gallons | None | In Storage Area * |
| Rope | 50 Ft. 3/8" | None | In Storage Area * |
| Visqueen polyfilm | 12'x48' sheet/roll | None | In Storage Area * |
| Duct tape | 2 rolls | None | In Storage Area * |
| Masking tape | 2 rolls | None | In Storage Area * |
| File Storage Boxes | 24 | None | In Storage Area * |
| Batteries - D | 12 | 2014 | In Storage Area * |
| Stained Glass Covers | 1 set | None | In Storage Area * |
| Stained Glass Hardware | 1 set | None | In Storage Area * |
| Flashlight | 1 unit | None | In Storage Area * |
| | | | *Located In/Near Hurricane Box |
| GENERAL EQUIPMENT/SUPPLIES | | | |
| Silicone Sealant Caulk | 5 tubes | None | On/Near Shelves |
| Silicone Sealant Caulk | 5 tubes | None | On/Near Shelves |
| Extension cords | 2 – 50 Ft. | None | On/Near Shelves |
| Heavy Duty/Large Trash Bags | 1 roll or box | None | On/Near Shelves |
| Tarps or plastic sheets | 2 | None | On/Near Shelves |
| Portable lights | 1 unit | None | On/Near Shelves |
| Leather gloves | 1 Pair | None | On/Near Shelves |
| Gasoline | 12 gallons | None | Fill both large containers and van |
| Mixed gasoline | 3 gallons | None | Fill existing containers |
| Hand tools-axe, shovel | 1 Each | None | On/Near Shelves |
| Chainsaw | 1 | None | On/Near Shelves |
| Toolbox W/ tools | 1 Set | None | On/Near Shelves/Van |
| CRITICAL FILE LIST | | | |
| Member personnel files | Credenza drawers | | Office Area |
| External Hard Drive | Office | | Office Area |
| Equipment files | Lateral files | | Office Area |
| Contracts and agreements files | Lateral files | | Office Area |

Attachment III
Hurricane Preparedness Checklist
 Date: _____

| Task | Stage | Sequence | Responsible Party | Status |
|--|-------|----------|--------------------------|--------|
| Review insurance coverage related to flood or hurricane related damage. Video, photo & document all church property. | 1 | 1 | Stewardship | |
| Inventory/procure emergency supplies. | 1 | 2 | HPC | |
| Update Hurricane Emergency Team phone numbers and individual evacuation plans after June Council meeting. This information is to be distributed as a separate document to the HET and others as determined by the HET. | 2 | 1 | HET | |
| Hurricane Emergency Team (category I or greater hurricane) - Complete family emergency preparations then return to the church before Stage III conditions are attained and perform shutdown and evacuation procedures. | 2 | 2 | HET | |
| Update weather information to Team and monitor hurricane location, speed, vector and severity. | 2 | 3 | HL | |
| Project effect of tidal surge and normal tides. | 2 | 4 | HL | |
| Establish a Stage 5 communication plan to re-form the Hurricane Emergency Team after May voters meeting. | 2 | 5 | HET | |
| Back up all computers to disk and secure for transport. | 2 | 6 | Scribe/ Treasurer | |
| Shut down and unplug all office equipment. | 2 | 7 | Church Secy. | |
| Cover computers / file cabinets with plastic, relocate electronics to second floor interior room if time permits | 2 | 8 | Scribe & Church Secy. | |
| Start procedures that require longer than 24 hours to complete. | 2 | 9 | HET | |
| Install Hurricane Shutters for big stained glass and other windows above grade per plan. | 2 | 10 | HPC | |
| Secure organ, unplug, and cover with plastic. Secure piano, cover with plastic; | 2 | 11 | Pastor/ Church Secy. | |
| Remove drawers within 12 inches of floor and stack on other furniture. | 2 | 12 | Pastor/ Church Secy. | |

| | Stage | Sequ | Responsible | Status |
|--|-------|------|-------------|--------|
|--|-------|------|-------------|--------|

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| Task | | ence | Party | |
|---|---|-------------|-----------------------------|--|
| Cover all office furniture with plastic. | 2 | 13 | Pastor/ Church Secy. | |
| Cover all altar furniture with plastic. | 2 | 14 | Pastor/ Church Secy. | |
| Evacuate valuable items if possible, or move into Sacristy or Safe room storage and lock same. Store high if possible. | 2 | 15 | Stewardship | |
| Move any money off premise and deposit same. | 2 | 16 | Treasurer | |
| Secure the safe with a plastic bag. | 2 | 17 | Treasurer | |
| Box up paper records related to members. Secure with water tight plastic bag or evacuate if possible. | 2 | 18 | Pastor | |
| Box up church equipment records. Secure with water tight plastic bag or evacuate if possible | 2 | 19 | HPC | |
| Box up legal and intellectual critical records. Secure with water tight plastic bag or evacuate if possible | 2 | 20 | Scribe | |
| Release non-essential personnel. | 2 | 21 | HL | |
| Secure gasoline supplies for equipment and van | 2 | 23 | HPC | |
| Secure mix gasoline supplies. | 2 | 24 | HPC | |
| Inspect and clean gutters and downspouts and verify operability. | 2 | 27 | HPC | |
| Verify that all light switches are in the off position. | 2 | 28 | Pastor/ Church Secy. | |
| Shut off all other appliances. Empty refrigerators of perishables and seal with tape. | 2 | 29 | Pastor/ Church Secy. | |
| Shut off all HVAC in Sanctuary (4 items) | 2 | 30 | HPC | |
| Shut off all HVAC in Ed Building (5 items) | 2 | 31 | HPC | |

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| Task | Stage | Sequ ence | Responsible Party | Status |
|--|--------------|----------------------|------------------------------|---------------|
| Block in natural gas supply, both buildings. | 3 | 1 | HPC | |
| Block in water at main meter when no longer needed. | 3 | 2 | HPC | |
| De-energize all electrical equipment at the breaker box. Disconnect main breakers before evacuation. | 3 | 3 | HPC | |
| Secure all external doors, internal doors, and fire doors in the Sanctuary, Ed Building, and shed. | 3 | 4 | HET | |
| Pray and evacuate | 4 | 1 | HET | |
| Hurricane Emergency Team - Check for structural, roof, & window damage. | 5 | 1 | HET | |
| Hurricane Emergency Team - Check for other damage to the facilities, equipment or furniture. | 5 | 2 | HET | |
| Inspect and re-commission water, determine pot ability prior to turning on system. | 5 | 3 | HPC | |
| Inspect and re-commission natural gas service with the assistance of with our gas supplier. | 5 | 4 | HPC | |
| Inspect and re-commission electric service after confirmation of restoration of power only after the area is deemed to be free of natural gas. | 5 | 5 | HPC | |
| Return files and computers to original locations and restart same | 5 | 6 | Scribe/ Treasurer | |
| Return organ and piano to original service | 5 | 7 | Pastor/ Church Secy. | |
| Return other materials to pre-storm location | 5 | 8 | Pastor/ Church Secy. | |
| Verify phone service | 5 | 9 | Pastor/ Church Secy. | |
| Check for other damage to building and property. | 5 | 10 | HET | |
| Ensure proper documentation of the event. | 5 | 11 | Scribe | |
| De-brief after completion of Stage 5 | 5 | 12 | HET | |
| Notify Senate and District of status and damages | 5 | 13 | HET | |
| Notify insurer of status and damages, photo document all areas needing repairs. | 5 | 14 | HET | |
| Initiate emergency repairs after approval of our insurance provider. | 5 | 15 | HET | |