

Hurricane Preparation Plan

Hodges Boulevard Presbyterian Church
Jacksonville, Florida

August 2017

The purpose of this hurricane plan is to educate the staff members, Session and Deacon members, Pre-School Program and others in the congregation in disaster management both before and after a hurricane. This plan will enable all persons associated with Hodges Boulevard Presbyterian Church (HBPC) to be prepared for a hurricane, to know what to do during the hurricane and, finally, what processes to follow after a hurricane in order to speed up the return to normalcy for the church and others.

Hurricanes fall into five categories on the Saffir-Simpson scale. These categories provide an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall.

Category 1 74-95 miles per hour sustained winds. Damage is estimated primarily to involve trees and unanchored mobile homes with some coastal flooding. City of Jacksonville officials will announce mandatory evacuation as they deem necessary for the safety of the public.

Category 2 96-110 miles per hour sustained winds. Damage is estimated to involve roofs, doors, windows, trees and shrubs with flooding damage to coastal piers. City of Jacksonville officials will announce mandatory evacuation as they deem necessary for the safety of the public.

Category 3 111-130 miles per hour sustained winds. Damage will be incurred in the structural areas of architectural buildings; large trees may be blown down with flooding on the shoreline and potentially even inland in low lying areas. Mobile homes are destroyed by Category 3 hurricanes. City of Jacksonville officials will announce mandatory evacuation as they deem necessary for the safety of the public.

Category 4 131-155 miles per hour sustained winds. Extensive damage will occur to doors and windows; major damage to lower floors near shorelines with terrain floods well inland. City of Jacksonville officials will announce some mandatory evacuation as they deem necessary for the safety of the public.

Category 5 More than 155 miles per hour sustained winds. Expect complete roof failure and some building failures; with massive mandatory evacuation. Flooding will cause major damage to lower floors of all shoreline buildings and lower areas inland.

HBPC is located in the City of Jacksonville EVACUATION ZONE E

Hurricane season starts June 1 and ends October 31 every year. During this time period, the staff at HBPC will monitor all storm warnings and posture themselves to begin preparations if and when a storm threatens our area. Hurricanes are extremely unpredictable; therefore, we will treat all storms predicted to hit our area the same regardless of the category.

Before June 1 of Each Year

- ❑ Property Committee Chairperson, Office Professional and Senior Pastor review this Hurricane Preparation Plan, update if necessary and share with staff, Session, Deacons and the Pre-School Center.
- ❑ Property Committee Chairperson and Office Professional will prepare video of all interior and exterior areas and make three electronic copies. One copy will be kept in the Church Safe, one will be kept at the home of the Property Committee Chairperson and one at the home of the Administrator.

72 Hours Prior to Hurricane Making Landfall

- ❑ Moderator will have a called meeting of the Session.
- ❑ Custodial staff will ensure that all gas cans have been filled and church vehicles are gassed up.
- ❑ Staff will prepare new directories, including cell phone numbers, for all Session and Deacon members and staff.
- ❑ Elders and Deacons will be asked to contact the church members for whom they have responsibility and ask for the following information:
 - Are you leaving or staying for the hurricane?
 - Location and phone numbers where they can be reached during and after the storm.
 - When do you plan to return?
 - Will someone be checking your home after the hurricane or do you need a church member to check on it for you?
 - If member is staying, ask that they come to the church Sanctuary at 5:00 p.m., 24 hours after the hurricane.

If an Elder or Deacon will be leaving for the storm, they will be asked to either (1) take the directory with them and make calls to their members, or, (2) request another Elder or Deacon to take their call list too.

48 Hours Prior to Hurricane Making Landfall

Staff will make sure they have all directories, contact names and numbers of all Key Church Staff and Committee Chairs (See Appendix I of this Plan) and Utility and Service providers (See Appendix II of this Plan), and that the Administrator and Senior Pastor are aware of everyone's hurricane plans. In addition, staff will:

- ❑ Obtained several cases or gallon bottles of water and store in the Office Professional's office and kitchen.
- ❑ Office Professional and Church Treasurer will ensure there is additional petty cash on hand to meet benevolent needs after the storm.
- ❑ Pre-School Director will notify all parents that the school will be closed following the storm until it has been affirmed that the HBPC facilities are safe, all utilities are operational and roadways are officially open to access the church. Parents will be requested to monitor local media and listen to radio stations for further information. They should not call the church directly to keep the phone lines open for church emergency communication.
- ❑ Have the canopies in the front and rear of the Church taken down and stored

Just Prior to Leaving the Church Before Storm Makes Landfall

Staff members will insure the buildings are as prepared as possible by taking care of the following:

- ❑ Empty all refrigerators and freezers in the kitchen. Pre-School Staff will remove all toys from the outside playground and place on tarps in Fellowship Hall.
- ❑ Remove all parking signs and stack inside building.
- ❑ Bring in all trash cans.
- ❑ Pick up any loose debris on the grounds.
- ❑ Close all windows and blinds and shut all interior doors. Lock all doors.
- ❑ Ensure all church information systems have been backed up.
- ❑ Ensure all computers are unplugged, covered with a plastic bag and off the floor.
- ❑ Gather up all church coolers and place in kitchen for use after the storm.
- ❑ Cover the piano, organ, musical instruments and the A-V room consoles in the sanctuary with tarps.
- ❑ Round up all flip charts and marking pens for designating needs after the storm and place in Fellowship Hall.

12 Hours After the Storm or 8:00 am

- ❑ Staff members will report to work if at all possible. Those unable to report to work are required to make every effort to contact another member of the staff to let them know their status.

- ❑ Staff members who have needs at home requiring immediate attention will be excused to take care of those needs but asked to maintain phone contact with either the Office Professional or the Senior Pastor.
- ❑ Staff members and Facilities Chairperson will assess immediate needs of the church structure and grounds and whether or not the building is secure for the children attending the Pre-School. (This will include all power and air conditioning is up and running.) The Pre-School will not resume regular schedule until the Property Committee Chairperson, the Office Professional, Pre-School Director, and the Senior Pastor have affirmed the building is safe and all utilities are functioning. At that point, the Pre-School Director will notify the parents. Parents must be notified as to when the school will re-open as soon as possible either by telephone or through media notification. A list of television and radio stations is listed in the back of this Plan for use in notifying the public and HBPC membership of Church Services and the status of the Pre-School.
- ❑ If the power is out, the telephones and computers at the church will not be operational. The power utility, JEA, should be notified that the church is without power, unless the power outage is widespread. Staff will use their personal cell phones if necessary to handle church matters during this time and reimbursed appropriately until power is restored.
- ❑ Staff will take pictures of any damage sustained to the interior or exterior of the buildings and property for insurance purposes. A camera is kept in the Hurricane Kit in the Office Professional's office. All windows, doors, roofs, and ceilings must be checked.
- ❑ Outside toys can be cleaned and returned to the playground.
- ❑ All remaining perishable food in the kitchen, refrigerators and freezers are to be discarded.
- ❑ If power is on, turn all thermostats throughout both buildings back on and to a comfortable temperature.

24 Hours After the Storm

- ❑ Everyone who is able is asked to come to the Church Sanctuary at 5:00 p.m. This information should have been communicated to every member when Elders, Deacons and staff made their initial contact with the assigned members.
- ❑ Elders, Deacons and staff will use cell phones and church phones to contact members who have not yet been contacted since the storm to ascertain their needs.
- ❑ Flip Charts will be set up identifying those with needs and what tools will be required to take care of the problem. Another flip chart will be set up to identify volunteers who can meet individual needs and matched with needs based on their skill levels and tools. A flip chart will be set up identifying immediate needs of the church facilities and grounds and then matched with volunteers who can meet those needs as well.
- ❑ A current directory will be placed on the information desk in the Narthex. Elders, Deacons, members, and staff are asked to sign the directory when they come in and indicate: I/we are (1) okay; and/or (2) need help. If help is needed, members are asked to indicate their help request on the appropriate flip chart.
- ❑ A member of the Service Committee/Team will be designated as the Coordinator to match needs and volunteers and ensure that all needs are assessed and taken care of if possible.
- ❑ Call the Presbytery of St. Augustine and advise of any Church facility damage and urgent and general needs of the Congregation.

48 Hours After the Storm

Everyone who is able will meet at the church at 9:00 a.m. to break into teams and be assigned a task by the designated Service Team Coordinator. All work teams are asked to come to the church prepared to clean/repair. Volunteers are asked to bring shovels, hammers, roofing nails, plastic sheeting, tarps, chainsaws, gasoline, extension ladders, step ladders, rope, wood strips to secure tarps, flashlights, rakes, gloves and wheelbarrows. Additionally, volunteers should bring water and/or Gatorade, sunscreen, a hat and a lunch.

If we find some of our members or neighbors have become displaced and in need of emergency housing, every effort will be made to place them either in member's homes or at the church.

72 Hours After the Storm (Depending on Severity of the Storm)

- ❑ Volunteers will be recruited to provide meals for the neighborhood and/or community.
- ❑ Volunteers will be recruited to gather towels and shower toiletries to enable those in need to shower in the Activities Building.
- ❑ Volunteers will be recruited to provide child care for church or neighborhood families.
- ❑ The church building will be available to provide space for initial community gatherings as needed.
- ❑ Those in need will be encouraged to gather in the sanctuary for prayers and spiritual care.

Sunday after the Storm

We will gather at 10:00 a.m. for services and fellowship regardless of the circumstances.

One Week after the Storm

- ❑ Pastors, Elders, Deacons and others will make door-to-door visits to church members. This will be coordinated by the Congregational Care Committee/Team.
- ❑ Pastors and staff will assess current status of needs and also critique the hurricane plan and make necessary changes.

Storm Related Information Sources

Web Sites:

Northeast Florida Coverage
www.jacksonville.com/

National Hurricane Center
www.nhc.noaa.gov

National Weather Service-Jacksonville
www.weather.gov/jax

Hurricane Information
www.hurricanealley.net

Weather Underground
www.wunderground.com

Phone Numbers and Web Addresses of Local Governmental Agencies:

City of Jacksonville Emergency Management Information Line 904-255-3110
www.coj.net/departments/fire-and-rescue/emergency-preparedness.aspx

Florida Division of Emergency Management (850) 815-4000
www.floridadisaster.org

American Red Cross Northeast Florida Chapter 904-358-8091 or 888-843-5748
<http://www.floridaredcross.org/>

Salvation Army Northeast Florida 904-356-8641
www.salvationarmyflorida.org/jacksonville/

Jacksonville Area Radio and Media Stations

Radio

WOKV AM 690

WZNZ AM 1600

WJCT FM 89.9 (Public Radio)

WKTZ FM 90.9

WJXR FM 92.1

WEJZ FM 96.1

WOKV FM 104.5

WEZI FM 106.5

TV Stations

WJCT-PBS 904-353-7770

www.wjct.org

WJXT-NBC 904-393-9844 (news room) 399-4000 (main number)

www.news4jax.com

WJXX-ABC 904-633-8808 (news room) 633-8816 (weather)

www.firstcoastnews.com

WFOX- FOX 904-564-1599 (news room) 997-7737 (weather)

www.fox30jax.com

WJAX- CBS 904-564-1599 (news room) 997-7737 (weather)

www.actionnewsjax.com