

# Hurricane Action Checklist



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This checklist is designed to be used in conjunction with the All Hazards Checklist in Appendix 1.

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
Prior to hurricane season, collect, compile and review the needs of the church’s surrounding community using the Voluntary Disaster Registration Form and the Evacuation Plan Compilation Form (Appendix 1, Attachment 1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Personal Needs Assessment Ministry Team should contact all ministry team members 72 hours prior to the hurricanes predicted impact and double-check their disaster registration form information, determine their current evacuation plans, and reconfirm the telephone tree.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forty-eight hours before the hurricanes predicted impact, activate volunteers to drive registered individuals requiring transportation to shelters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for congregation members living in evacuation zones to be housed with volunteer members not in evacuation zones, if they prefer not to stay in a shelter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decide on a date and time to shut down activities and office operations at the church prior to impact (giving everyone time to prepare the families and homes) and communicate that information with employees and members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the Flooding and Tornado Action Checklists, Appendix 3 & 5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all rafters/trusses are strapped to walls with hurricane straps/clips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brace all gable end framing with horizontal and vertical beams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harness any free standing fixtures on the grounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make sure all doors and windows are properly caulked and weather-stripped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anchor down any trees that do not have an established root system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reinforce any garage-like doors and tracks with center supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bolt all doors with foot and head bolts with a minimum one-inch bolt throw length.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move anything from the grounds that could become wind-borne debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trim dead branches that could break off in high winds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover all windows and doors with impact resistant shutters, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move (if necessary) post-hurricane supplies and ministry team equipment, needed immediately following the hurricane’s impact, to a “safe” location based on storm predictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Consult the Flooding and Tornado Action Checklists, Appendix 3 & 5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 2 – IMPACT</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Unless church facilities are certified as a shelter or there is no other feasible alternative, evacuate all personnel to a non-evacuation zone until the “All-Clear” is given.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listen continuously to a NOAA Weather Radio, or a portable, battery-powered radio (or television) for updated emergency information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take no actions to protect property while the hurricane is impacting the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 3 – IMMEDIATE RESPONSE</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Continue listening to local radio or television stations or a NOAA Weather Radio for information and instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stay alert for extended rainfall and subsequent flooding, even after the hurricane or tropical storm has weakened. Hurricanes may stall or change direction when they make landfall, or they may bring a lot of rain upriver, causing additional flood hazards for hours or days after the storm (see Appendix 3, Flooding Action Checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help injured or trapped persons within your immediate vicinity. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If individuals have sheltered in church buildings, encourage them to remain there until local officials say it is safe. Access may be limited to some parts of the community, or roads may be blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately report loose or dangling power lines to the power company, police, or fire department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the telephone only for emergency calls. Telephone lines are frequently overwhelmed in disaster situations. They need to be clear for emergency calls to get through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment should be checked and dried before being returned to service.			
Stay out of any building if flood waters remain around the building. Flood waters often undermine foundations, causing sinking, floors can crack or break and buildings can collapse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replant all salvageable plants, shrubs & trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover all roofing damage until it can be repaired to prevent further damage to the interior of the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover all roofing damage until it can be repaired to prevent further damage to the interior of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Clean and disinfect anything in the interior of the building that is wet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove storm debris from the grounds to the county pick-up point on the church property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the Flooding and Tornado Action Checklists, Appendix 3 & 5 for additional actions to be accomplished during this phase that may apply following a hurricane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 4 – RELIEF</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Remind anyone conducting relief efforts to wear sturdy shoes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use battery-powered lanterns or flashlights when examining buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watch out for animals, especially poisonous snakes that may have come into buildings with the flood waters. Use a stick to poke through debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine walls, floors, doors, staircases, and windows of all church buildings to make sure that the buildings are not in danger of collapsing. Inspect foundations for cracks or other damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine church buildings for fire hazards, gas leaks, electrical system damage, sewage and waterline damage, loose plaster, drywall or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take pictures of all damage for insurance claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Throw away food that has come in contact with flood waters. Food contaminated by flood waters can cause severe infections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If water is of questionable purity, boil or add bleach, and distill drinking water before using.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the church’s insurance agent concerning filing a claim for damages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open windows and doors to ventilate and dry out any church buildings with water damage. Call a contractor for assistance with large amounts of water damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the Flooding, Thunderstorm and Lightning, and Tornado, Appendix 3, 4, and 5 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>PHASE 5 – RECOVERY</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>