

# Greater New Jersey Annual Conference of the UMC Hurricane/Windstorm Emergency Checklist

Church: \_\_\_\_\_ Location: \_\_\_\_\_  
 Survey by: \_\_\_\_\_

## Be Prepared!

When preparing for a possible windstorm/hurricane, don't be lulled into a false sense of security. Use this checklist to minimize your churches exposures. Instituting the following precaution, before, during, and after a severe windstorm, tornado, or hurricane, can help mitigate the severity of the loss as well as enhance overall safety of the facility.

Windstorm Pre-Storm Precautions	Check List
<b>Miscellaneous</b>	
Establish a Storm Emergency Team and action Plan. Employee should understand their duties for facility protection, coordination of clean-up, salvage, and restoration operations after the storm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Establish an emergency repair program with utility contractors after loss of electric or gas power, telephone service, or public water supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Develop a list of emergency phone number of weather forecasters and contractors, and appoint someone to monitor daily weather reports	<input type="checkbox"/> Yes <input type="checkbox"/> No
Update action plan annually	<input type="checkbox"/> Yes <input type="checkbox"/> No
Be aware that excessive damage can also be done by hail and flooding (please note that flooding is NOT covered under the Insurance Program)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Buildings</b>	
Close unnecessary Openings and making windows and doors weather-tight	<input type="checkbox"/> Yes <input type="checkbox"/> No
Check windows for broken panes and nail down loose window framing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide wind shutters or board up all windows and doors at first sign of advancing storm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Close all windows on the windward side of a hurricane. During a hurricane, strong winds blowing from a single direction can enter window opening and pressurize the inside of a building. Closings these windows will help hold the roof down	<input type="checkbox"/> Yes <input type="checkbox"/> No
Open all windows on the side of the building away from a tornado's approach (during a tornado the air pressure within the funnel cloud is extremely low while the air pressure within nearby buildings is high. Closing these windows will help reduce the dangerous pressure differential)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inspect roof coverings. All loose coverings should be nailed own or covered with sandbags without blocking roof drains	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inspection roof's perimeter flashing. Nail down loose flashing sections. Replace rusted nails or anchor bolts where needed. Install perimeter flashing on roof coverings if not all ready provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Secure work in progress, temporary storage, temporary office buildings, trailers, and scaffolding	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Stock, Inventory, Miscellaneous Storage or Equipment</b>	
Review inside storage arrangement and relocate all susceptible material to safe areas away from windows	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anchor loose yard storage or furniture that could be moved by excessive winds. If possible, relocate outside equipment or materials inside	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anchor, brace, or lash down combustible/flammable liquid tanks susceptible to excessive winds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cover computers and stock with tarpaulins and water proof covers	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Utilities</b>	
Shut off all gas supplies before a windstorm strikes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shut off electrical equipment in areas that might be flooded. If the entire facility is exposed, shut off building power at the main building disconnect switch	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shut off all flammable and combustible liquid and gas lines at their source to prevent the discharge of such materials from piping being broken by wind blow debris. In addition support exposed piping if possible	<input type="checkbox"/> Yes <input type="checkbox"/> No

The information and suggestions presented in this loss control resource are for your consideration in your loss prevention and risk control efforts. They are not intended to be complete in identifying every possible or significant hazard at your premises, or complying with all of the local, state or federal health & safety related laws or regulations. The material enclosed is intended and encouraged to be altered or redesigned by you to specifically address your hazards

## Greater New Jersey Annual Conference of the UMC Hurricane/Windstorm Emergency Checklist

Windstorm Pre-Storm Precautions	Check List
Establish a reserve fuel supply equal to the normal supply, or provide a safe alternative fuel source	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fill emergency generator or other back up power source's fuel tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fire Protection Equipment/Domestic Plumbing</b>	
Keep all fire protection systems operational during a windstorm. Install batteries around sprinkler risers and control valves to protect them from floating debris that could occur from flood waters	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inspect and repair all fire protection equipment. Activate all systems as soon as possible.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Following Precautions are need in the event of flooding which occurred during a windstorm (again flooding is NOT covered under the Insurance Program)</b>	
Lubricate all sprinkler control valves and locks to reduce future rusting and ensure ease of operation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Label location of outside sprinkler control valves and hydrants for easy visibility. Also continue routine inspections all sprinkler control valves	<input type="checkbox"/> Yes <input type="checkbox"/> No
Protect fire pump equipment or boilers in a flood prone area with sandbags	<input type="checkbox"/> Yes <input type="checkbox"/> No
Review the location, and check the condition of hand operated domestic valves that have been installed to prevent the back flow through plumbing fixtures or drain sewers. Install valving if necessary	<input type="checkbox"/> Yes <input type="checkbox"/> No
If water is expected to enter the facility despite all physical barriers, apply a coating of rust preventative compound to all equipment such as pumps, blowers and compressors that can't be physically relocated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Develop an emergency contingency plan if the surrounding area is impassible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact manufactures and contractor of a critical machinery to establish a contract for priory support with backups	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure data processing software, files, records, etc have been properly backed up and transported off-site	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Post-Storm Precautions</b>	
<b>Initiate salvage activities immediately, including:</b>	
Secure site and assess the damage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Implement the action plan for the Storm Emergency Team	<input type="checkbox"/> Yes <input type="checkbox"/> No
Institute the emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Return all fire protection systems to service as soon as possible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look for live down power lines	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look for leaking flammable liquid or gas transfer lines	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look for structures in danger of collapse	<input type="checkbox"/> Yes <input type="checkbox"/> No
Separating damaged materials from undamaged materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Covering equipment and stock from further exposures	<input type="checkbox"/> Yes <input type="checkbox"/> No
Developing plans to secure facility against looters and trespassers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eliminating ignition sources as much as possible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Instituting a fire watch until normal operations are resumed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Greater New Jersey Annual Conference of the UMC Rainstorm Emergency Checklist

Church: \_\_\_\_\_ Location: \_\_\_\_\_  
 Survey by: \_\_\_\_\_

## Be Prepared!

When preparing for a severe rainstorm, don't be lulled into a false sense of security. Use this rainstorm checklist to minimize your churches exposures. Instituting the following precaution, before, during, and after a severe rainstorm can help mitigate the severity of the loss as well as enhance overall safety of the facility.

Rainstorm Pre-Storm Precautions	Check List
<b>Miscellaneous</b>	
Establish a Storm Emergency Team and action Plan. Employee should understand their duties for facility protection, coordination of clean-up, salvage, and restoration operations after the storm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Establish an emergency repair program with utility contractors after loss of electric or gas power, telephone service, or public water supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evaluate if the site's placement is near official flood zones, streams, creeks, tributaries, rivers, lakes, ocean retention basins, storm drain outlets, dams, levees and other bodies of water. Use a surveyor to determine site evaluations and low points, and act on the findings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Develop a list of emergency phone number of weather forecasters and contractors, and appoint someone to monitor daily weather reports	<input type="checkbox"/> Yes <input type="checkbox"/> No
Update action plan annually	<input type="checkbox"/> Yes <input type="checkbox"/> No
Be aware that excessive damage can also be done by wind	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Buildings</b>	
Inspect and clean all roof drains	<input type="checkbox"/> Yes <input type="checkbox"/> No
Create suitable permanent levees or flood walls where possible. Plan the placement of sand bags to divert water away from critical buildings. Estimate the number of sand bags needed and the time needed to fill and place them	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide barriers or eliminate low lying doors and other openings in exterior walls. Waterproof basements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide shut-off valves on sewer and drainage lines to stop reverse flow	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Stock, Inventory, Miscellaneous Storage or Equipment</b>	
Review inside storage arrangement and relocate all susceptible material off of floors and away from windows	<input type="checkbox"/> Yes <input type="checkbox"/> No
Establish contractors with restoration companies	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cover computers and stock with tarpaulins and water proof covers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remove all valuable equipment or papers from basement areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Utilities</b>	
Shut off all gas supplies before a windstorm strikes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shut off electrical equipment in areas that might be flooded. If the entire facility is exposed, shut off building power at the main building disconnect switch	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shut off all sensitive electrical equipment, such as computers, before a storm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide sump pumps for basement areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fill emergency generator or other back up power source's fuel tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fire Protection Equipment/Domestic Plumbing</b>	
Keep all fire protection systems operational during a windstorm. Install batteries around sprinkler risers and control valves to protect them from floating debris that could occur from flood waters	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lubricate all sprinkler control valves and locks to reduce future rusting and ensure ease of operation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Label location of outside sprinkler control valves and hydrants for easy visibility. Also continue routine inspections all sprinkler control valves	<input type="checkbox"/> Yes <input type="checkbox"/> No
Protect fire pump equipment or boilers in a flood prone area, with sandbags	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Greater New Jersey Annual Conference of the UMC Rainstorm Emergency Checklist

Rainstorm Pre-Storm Precautions	Check List
Review the location, and check the condition of hand operated domestic valves that have been installed to prevent the back flow through plumbing fixtures or drain sewers. Install valving if necessary	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clear all floor and yard drains. Monitor these drains during the storm to make sure they remain clear	<input type="checkbox"/> Yes <input type="checkbox"/> No
If water is expected to enter the facility despite all physical barriers move all valuable equipment to a safe locations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Develop an emergency contingency plan if the surrounding area is impassible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact manufactures and contractor of a critical machinery to establish a contract for priory support with backups	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure data processing software, files, records, etc have been properly backed up and transported off-site	<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-Storm Precautions	
<b>Initiate salvage activities immediately, including:</b>	
Secure site and assess the damage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Implement the action plan for the Storm Emergency Team	<input type="checkbox"/> Yes <input type="checkbox"/> No
Institute the emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Return all fire protection systems to service as soon as possible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look for live down power lines	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look for leaking flammable liquid or gas transfer lines	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look for structures in danger of collapse	<input type="checkbox"/> Yes <input type="checkbox"/> No
Separating damaged materials from undamaged materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Covering equipment and stock from further exposures	<input type="checkbox"/> Yes <input type="checkbox"/> No
Developing plans to secure facility against looters and trespassers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eliminating ignition sources as much as possible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Instituting a fire watch until normal operations are resumed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that flood, tidal water surges, water seepage, surface water overflow, etc. are not covered under the Conference's Insurance Program**

**If your church does experience a loss contact Sovereign Insurance IMMEDIATELY at**

**Toll Free: 800.222.4478**

**E-mail: [TiffanyL@sovinsurance.com](mailto:TiffanyL@sovinsurance.com) or [Info@sovinsurance.com](mailto:Info@sovinsurance.com)**

**Fax: 610.535.6810**

**Hours of Operation: Monday – Friday 9:00AM to 5:00PM EST**

**If this is an emergency or after hours please call Mercer Insurance at 800.235.8784**

**To report a claim please provide the name and address of your church, your name, address, and contact phone numbers (cell/home), your current policy number, and a brief description of the nature of damage you have sustained.**

**Policy Numbers: NJ – REL3000003, PA – REL3702286, NY – REL0003000**