

Attachment VI
SECTION 1
Documentation and Protection of Church Property

PHASE I - Documentation of Property

Make sure that your church completes a Facilities inventory of church property. Document the inventory with a complete written description listing the item, cost and the date purchased. Also, take digital pictures or movies. Store this inventory in a safe place off campus.

Update your inventory annually about one month before hurricane season.

Records:

Determine what records need to be protected and copied. List those records below. Store the copied records in a secure location off campus.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Back-up Electronic Records on a routine basis and store off campus.
2. If you have warning, your records should be backed-up before the event and stored off campus.
3. Place hardcopy files that are not replaceable in a waterproof container and store off the floor above expected flooding.

Protection of Church Property

Upon Notification of a Emergency Event

Equipment:

Purchase plastic bags, plastic sheeting, tarps, duct tape and twine to cover equipment and special pieces of furniture. These supplies should be purchased and stored ready for use. Each area/ rooms of all buildings should be secured if time allows. Items that will need protection should be listed in an inventory book. You should also have instructions on turning on and off all electrical equipment. Any other equipment that requires special procedures should also have instructions included with this checklist.

1. Place plastic bags or sheet plastic over electronic equipment
2. Make sure you disconnect electric to all electronic equipment.
3. Cover all large furniture, pianos and organs with tarps.
4. Position equipment in hallways if feasible or move away from windows.
5. Observe each room after it is secured to insure that all items are properly secured.

OUTSIDE FACILITY:

List any items that need special attention in this checklist.

_____	_____	_____
_____	_____	_____

1. Secure all special attention items.
2. Do an outside walk around paying close attention to items that might become airborne during high winds.
3. Install hurricane shutters as required.
4. Secure lawn equipment.
5. Secure pumps and electrical equipment. Turn off any electrical equipment affected by power surges and or floodwater.