

Emergency Storm Planning 2011

for Calvary Assembly Facilities Staff Members

Maintenance Department

- Have a supply of extra flashlights and batteries
- If possible, ensure that all appliances (i.e. TVs, microwaves, etc.) are unplugged to protect against power surges
- Ensure that adequate supplies (i.e. lumber and plywood) are on hand for emergency repairs
- Have tools ready for service
- Ensure that all vehicles and generators are fully fueled

Security Department

- Place all traffic cones and portable signs in Traffic Control Office
- Have an extra supply of flashlight batteries on hand
- Assign one security officer to remain on church property
- Have a battery-operated Weather Alert Radio (which will advise when a storm is approaching) and an AM radio

Housekeeping Department

- Place all Wet-Dry vacs and floor squeegees in Room 107
- Ensure golf cart is full of fuel

Information Technology - Data Processing

- Put a back-up tape in the safe and take one off property
- Unplug all desktop PCs from the wall and place in trash bag
- Shut down all servers and unplug copiers
- Place informational message on phone system and on website

Finance Department

- Elevate computers off of floor
- If closure is on a Monday, notify all volunteers to reschedule offering count
- If necessary, call armored car service to reschedule pick up



Dear Calvary Employee:

This "Hurricane Preparedness Guide" has been compiled to assist you in the event the Central Florida area is affected by a hurricane. Many of us know from prior experience that hurricanes can be extremely destructive and to be prepared is to be forearmed. Please read the brochure and place it where it will be readily accessible for future reference, if needed.

The purpose of this guide is to help you protect your family and your home by being informed about what to do and what supplies to have on hand. Secondly, it will enlighten you on what is expected of you as a Calvary employee in relation to your specific area of responsibility.

If you have any questions, please contact the Administration Office.



CALVARY
a s s e m b l y

Family Disaster Plan

- ☑ Discuss the type of hazards that could affect your family. Know your home's vulnerability to storm surge, flooding, and wind.
- ☑ Locate a safe room or the safest area in your home for each hurricane hazard. In certain circumstances, the safest area may not be your home, but within your community.
- ☑ Determine evacuation routes from your home and a location to meet. The predetermined location should be within a small radius of your home.
- ☑ Have an out-of-state friend as a family contact, so all family members have a single point of contact.
- ☑ Make plans now for what to do with your pets if you need to evacuate.
- ☑ Post emergency telephone numbers by your phones and make sure your children know how and when to call 911.
- ☑ Check your insurance coverage-flood damage is not usually covered by regular homeowners insurance.
- ☑ Stock non-perishable emergency supplies and a Disaster Supply Kit.
- ☑ Use a NOAA weather radio. Remember to replace the battery every 6 months, as you do with your smoke detectors.
- ☑ Take Classes for First Aid, CPR and Disaster Preparedness.

Disaster Supply Kit

- ☑ Water
 - » At least 1 gallon daily per person for 3 to 7 days
- ☑ Food
 - » Minimum of 3 to 7 day supply
 - » Non-perishable packaged or canned food/juices
- ☑ Blankets/Pillows, etc.
- ☑ Clothing
 - » Seasonal/Raingear/Sturdy Shoes
- ☑ First Aid Kit/Medicines/Prescription Drugs
- ☑ Special Items For Babies and Elderly
- ☑ Toiletries/Hygienic Items/Moisture Wipes
- ☑ Flashlights/Batteries/Candles/Matches
- ☑ Battery-operated Radio
 - & NOAA Weather Radio
- ☑ Telephones - Fully charged cell phone with extra battery and a traditional (not cordless) telephone set
- ☑ Toys, Books and Games
- ☑ Place important documents in a waterproof container or watertight resealable plastic bag:
 - » Insurance
 - » Medical Records
 - » Bank Account Numbers
 - » Social Security Card
 - » and others
- ☑ Tools - keep a set with you during the storm
- ☑ Vehicle Fuel Tanks Filled (and have extra fuel on hand)
- ☑ Pet Care Items
 - » Proper Identification/Immunization Records/Medications
 - » Ample Supply of Food and Water
 - » Carrier or Cage
 - » Muzzle and Leash

Important To Know

In the event it is necessary to close the Church Office due to severe weather, administration will endeavor to notify local radio stations Z88.3 and/or WTLN 950 AM and will also place a message on Calvary's website and the church's voice messaging system. Employees should check these sources for direction on whether or not to report to work.

If Calvary does not open for business or for church, ALL employees scheduled for work that day will be paid for their scheduled hours.

If Calvary opens and then later closes, employees will be paid for the remaining scheduled hours.

If Calvary is open, and an employee must leave early, he/she will NOT be paid for unworked hours even if Calvary later elects to close for the remainder of the day.

The maximum number of paid days due to an emergency situation will be five.

The decision to close Calvary will be determined by the Church Administrator and/or the Lead Pastor.

Closure of First Steps will be determined by the Orange County Public School System.

Human Resources

- Contact Z88.3 FM and WTLN 950 AM to submit a broadcast communication regarding office closure.