



**RISK CONTROL SERVICES**  
PROTECTING YOUR PEOPLE AND YOUR PROPERTY

PROTECTING  
THE GREATER  
GOOD

**Church  
Mutual**  
INSURANCE

## SEVERE WEATHER PREPAREDNESS: **ASSESSMENT**

Whether it's severe winter storms, lightning, wind, tornadoes or floods, the safety of your organization depends on the steps you've taken before harsh weather strikes. Preparing for severe weather events can help minimize injury and loss to both people and physical property.

As part of your overall Business Continuity Management (BCM) program, use this assessment to help discover how prepared your organization is for severe weather.

### Are you and your facility prepared for severe weather?



Plan Preparedness



Leadership and Staff Preparedness



Facility Preparedness



Communication



Building Evacuation Plan



Community Evacuation Plan



Shelter-in-Place Plan

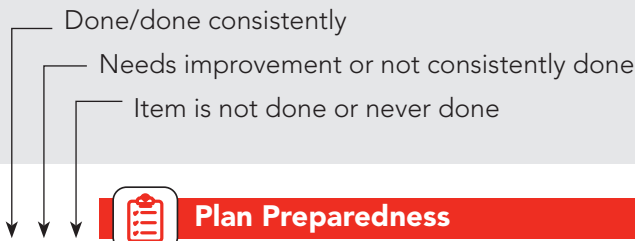


Plan Practice, Evaluation and Updates



# How prepared is your organization for severe weather?

Rate each of these points of preparedness using the following scale:



## Plan Preparedness

- ☐ ☐ ☐ We identified the kinds of weather events and disasters that might happen in our community.
- ☐ ☐ ☐ We identified the resources necessary for our organization to adequately prepare for a severe weather event or disaster.
- ☐ ☐ ☐ Our Severe Weather Preparedness Plan has been reviewed with the local emergency management office and first responder agencies such as the fire and police departments.



## Leadership and Staff Preparedness

- ☐ ☐ ☐ Taking skills, knowledge and ability into account, we determined who will have assigned roles within the Severe Weather Preparedness and Response Plan.
- ☐ ☐ ☐ Our leadership provides ongoing preparedness training to staff and volunteers at least annually and upon hire.
- ☐ ☐ ☐ Training on the Preparedness and Response Plan addresses the types of warnings and alerts used for hurricanes and/or tornadoes and how we manage snow and icy conditions.
- ☐ ☐ ☐ We cross-train staff and volunteers to maintain essential functions.
- ☐ ☐ ☐ We have personnel trained in first aid.



## Facility Preparedness

- ☐ ☐ ☐ We complete a facility assessment regularly that includes a review of electrical, plumbing and water systems and the structural integrity of our building(s).
- ☐ ☐ ☐ Routine facility maintenance is completed on a scheduled basis.
- ☐ ☐ ☐ Gas and water shut-off valves are clearly marked, and appropriate personnel have received instruction on how to shut them off.

- ☐ ☐ ☐ All information technology equipment and furniture has been assessed and inventoried, including noting their condition.
- ☐ ☐ ☐ Records, insurance policies, recent blueprints and other documents are stored in a safe place with backup copies off-site.
- ☐ ☐ ☐ High value items have safe and protected storage.
- ☐ ☐ ☐ Emergency lighting is installed and regularly tested in case of a power outage.
- ☐ ☐ ☐ Keys exist for all doors and buildings and are available to approved personnel.
- ☐ ☐ ☐ A battery-operated radio is available (along with fresh batteries) and is inspected and tested regularly.
- ☐ ☐ ☐ Location of all breaker switches or fuse boxes are known and are clearly identified as to what they control.
- ☐ ☐ ☐ We are prepared to keep walking areas free of ice.
- ☐ ☐ ☐ When necessary, we clear parking areas and walkways of ice and snow on a routine basis.
- ☐ ☐ ☐ We monitor roofs for loose shingles, excessive wear and overhanging branches, and look for areas of potential excess snow weight and ice damming.
- ☐ ☐ ☐ We relocate items around our buildings that have the potential to become projectiles in high winds.
- ☐ ☐ ☐ Regular inspections are performed to identify dead or decaying trees within striking distance of our buildings and professionals are called for removal of the trees/limbs.
- ☐ ☐ ☐ A process is in place to verify that first aid supplies are fully stocked and restocked as needed.
- ☐ ☐ ☐ A supply of water and food is maintained in case of an event.
- ☐ ☐ ☐ Inspections specific to loose siding, missing shingles, clear gutters and drains are performed before each severe weather season.
- ☐ ☐ ☐ Our buildings are secured to prevent them from becoming airborne during severe weather events.

## How prepared is your organization for severe weather? (continued)

Rate each of these points of preparedness using the following scale:

Done/done consistently

Needs improvement or not consistently done

Item is not done or never done



### Communication

- ☐ ☐ ☐ Our Severe Weather Preparedness Plan includes a communication plan.
- ☐ ☐ ☐ A list of critical information that must be communicated to first responders is included in the communication plan.
- ☐ ☐ ☐ We have a method to communicate closure of our building due to weather events to our members and guest.
- ☐ ☐ ☐ Within the communication plan we have identified a spokesperson (and a backup) to be the primary contact for first responder personnel and to address the media and public.
- ☐ ☐ ☐ Our emergency phone number list is up to date and is posted throughout the facility.
- ☐ ☐ ☐ We have a means to communicate with first responders through all types of severe weather events.
- ☐ ☐ ☐ Within our organization we have tools such as a public address system, radios and cell phones to communicate with staff, volunteers and visitors.
- ☐ ☐ ☐ Our organization has a method to account for all personnel and visitors.
- ☐ ☐ ☐ Essential information can be communicated to people who do not speak English.
- ☐ ☐ ☐ Our organization spokesperson has received training in addressing the media.



### Building Evacuation Plan

- ☐ ☐ ☐ An evacuation plan for each building has been developed that includes all areas and floors.
- ☐ ☐ ☐ Our organization has defined communication structures to convey evacuations (e.g. phone chain).

- ☐ ☐ ☐ Our building evacuation plan includes primary and secondary assembly areas where everyone will gather if a weather event requires evacuation during business hours.
- ☐ ☐ ☐ Our building evacuation plan includes procedures for helping persons with disabilities such as elevators, evacuation chairs, buddy systems, areas of refuge, signs, alarms and communication.
- ☐ ☐ ☐ We have established a clear chain of command along with designating those who have the authority to order and direct an evacuation.
- ☐ ☐ ☐ Our organization leadership, staff and volunteers have designated roles and responsibilities during a building evacuation.
- ☐ ☐ ☐ Information such as checklists and evacuation maps have been provided to all personnel.
- ☐ ☐ ☐ Building evacuation maps and routes are posted in strategic locations.
- ☐ ☐ ☐ Evacuation routes and emergency exits are clearly marked, well lit and unobstructed.



### Community-wide Evacuation Plan

- ☐ ☐ ☐ We have a plan for our organization in the event a community-wide evacuation is ordered.
- ☐ ☐ ☐ Our organization has a means to immediately notify all present within the facility of the need to evacuate.
- ☐ ☐ ☐ Our community-wide evacuation plan addresses what to do if an emergency requires evacuation during business hours.
- ☐ ☐ ☐ Our community-wide evacuation plan includes procedures for helping persons with disabilities to a means of transport.
- ☐ ☐ ☐ Designated personnel have the authority to activate the community-wide evacuation plan.
- ☐ ☐ ☐ Organization leadership, staff and volunteers have designated roles and responsibilities during a community-wide evacuation.



## How prepared is your organization for severe weather? (continued)

Rate each of these points of preparedness using the following scale:

- Done/done consistently
- Needs improvement or not consistently done
- Item is not done or never done

- ☐ ☐ ☐ Information such as checklists and community evacuation routes have been provided to all personnel.
- ☐ ☐ ☐ Our plan for community-wide evacuation addresses employees' transportation needs.



### Shelter-in-Place Plan

- ☐ ☐ ☐ Our facility has a plan for sheltering in place.
- ☐ ☐ ☐ Our organization has a means to immediately notify all present within the facility of the need to shelter in place.
- ☐ ☐ ☐ Shelter areas are of adequate size to accommodate everyone should the facility be at capacity.
- ☐ ☐ ☐ A plan exists for moving children, persons with disabilities and others in need of assistance to a shelter area.
- ☐ ☐ ☐ Designated personnel have the authority to activate the shelter-in-place plan.
- ☐ ☐ ☐ Organization leadership, staff and volunteers have designated roles and responsibilities when sheltering in place.
- ☐ ☐ ☐ Information such as checklists and shelter area locations have been provided to all personnel.
- ☐ ☐ ☐ "Safe rooms" or shelter area locations are identified with signs throughout the facility.
- ☐ ☐ ☐ "Safe rooms" or shelter areas are highlighted on the building evacuation maps that are posted.
- ☐ ☐ ☐ Our organization has the means to sustain on its own for at least 72 hours without outside assistance.
- ☐ ☐ ☐ Our shelter-in-place plan includes provisions for facility safety and security, food, water, medications, contact with first responders, public health, transportation, staff, lighting, temperature control, waste disposal and medical supplies.



### Plan Practice, Evaluation and Updates

- ☐ ☐ ☐ The Severe Weather Preparedness Plan training is provided during staff and volunteer orientation.
- ☐ ☐ ☐ The Severe Weather Preparedness Plan is regularly practiced through training, drills, exercises and/or tests.
- ☐ ☐ ☐ Training, drills, exercises and/or tests are evaluated to determine opportunities to improve.
- ☐ ☐ ☐ The Severe Weather Preparedness Plan is evaluated annually as well as after each training class, exercise or drill.
- ☐ ☐ ☐ The Severe Weather Preparedness Plan is evaluated and updated when personnel or facility changes are made.
- ☐ ☐ ☐ Following each evaluation of the Severe Weather Preparedness Plan, noted deficiencies are immediately addressed.
- ☐ ☐ ☐ The Severe Weather Preparedness Plan is updated with current transfer and transportation agreements that may be in place with vendors or other organizations.

## Your results



The number of items rated **Done/Done Consistently**



### 67 OR GREATER

Your organization is well prepared. Continue to fine tune your severe weather preparedness program.

### 66 TO 55

Your organization has some severe weather preparedness elements in place, but there is opportunity to improve. Prioritize and complete items in the other columns.

### 54 OR LESS

Your organization's severe weather preparedness program needs improvement. Action is needed to meet basic requirements.

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Don't wait for a major incident to get your facility prepared for the worst.  
Risk Control Central can help identify your areas of greatest need and provide you with helpful resources.

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## Help is just a call or click away.

Our consultants are available by phone or email to discuss your questions and concerns.

Contact **Risk Control Central** today.

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