



Striving Towards Excellence

Philippians 3:14

Severe Weather Procedures

Planning for the Unexpected

Is your ministry prepared for unexpected emergencies? Do your employees and attendees know what to do when severe weather strikes? Is your leadership prepared to evacuate your buildings safely and effectively in the event of a fire? Regardless of the size of your ministry or buildings, having emergency procedures in place will minimize both the risk of injury to your attendees and damage to your property.

Create or Review – If you don't have a plan already in place, now is the best time to create one. If your ministry already has emergency procedures in place, be sure to review them regularly to make sure they remain effective. At each of your locations, consider what the best plan of action will be in the event of a fire or severe weather, such as a tornado. See "Safe Places" for assistance in determining the best place to go in the event of a fire or tornado.

Communicate – The best emergency procedures will do little good if not properly communicated. Start by posting signs in common locations including bathrooms, classrooms, kitchens, offices, meeting spaces, etc. Posted signs should include maps of where to go and simple, easy to read instructions on what to do in the event of different emergencies.

Train and Practice – All emergency procedures should be well known by employees and other leadership. Establish who will lead people to safety in case of an emergency to provide order in a potentially chaotic situation. Regularly conduct practice runs of emergency procedures during services and meetings. It is better to lose fifteen minutes of ministry today in order to save lives tomorrow.

CHUPP AGENCY UPDATE

What a joy to attend church conferences with some of those I am blessed to serve. In the past few weeks, I have enjoyed attending conferences with both the Assemblies of God Michigan District and with the LINC fellowship of churches. We had wonderful worship, teaching, and business conducted at both. It's such a pleasure to worship with those I serve.

All of us in our church department would greatly enjoy attending additional conferences. If your home church congregation and/or church denomination will be hosting a conference, we would be happy to try and attend. Let us know if there are additional gatherings where we may be able to answer questions and/or assist clients, family, or friends in our community of faith.

No-Fault Insurance Reform: As you likely have heard, the State of Michigan has passed Auto Insurance Reform. This should bring cost savings to most Michigan auto insurance policies. We will be contacting our clients, when appropriate, with needed information.

Rodney Chupp, CIC



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PROTECTING YOUR PEOPLE

E-mail Address Request

Do we have correct e-mail addresses for your ministry contacts? Send them to audra@chuppinsurance.com so we can keep you informed and up to date with news you need to know.

Becoming an Emergency Shelter

Has your church or ministry ever considered becoming an emergency shelter to aid those unable to return home immediately after a natural disaster? This is a good and noble act that requires more planning than one might expect. Take the following steps as you consider serving your community as an emergency shelter.

Establish a Plan

- Check with local officials to find out requirements for becoming an emergency shelter, such as shower facilities.
- Consult with your fire department to determine your facilities maximum occupancy and fire safety precautions.
- Make sure all exits are clearly marked and have unobstructed access in and out.
- Determine guest-accessibility within your building and secure off-limit areas.
- Evaluate your emergency procedures and adjust them accordingly. Communicate procedures to all staff and volunteers.
- If meals will be served, designate a volunteer trained in food safety to supervise the preparation of all food.

Stock Up on Supplies

- Provide enough fully stocked first aid kits to service maximum capacity.
- Have ample amounts of food, water, blankets, personal care products, etc.

Establish Rules

- Clearly display all rules and provide them to all guests at check in.
- Require all guests to complete a Guest Registration Form and to sign in and out.
- Do not allow animals or pets unless they are service animals.
- Establish and enforce shelter hours.

Train Staff and Volunteers

- A supervisor and two volunteers should be awake at all times to monitor activity including entrances and exits.
- Check facilities regularly to prevent slips, falls, and to eliminate other hazards.
- Consider the special needs of your guests, such as elderly, disabled, children, etc.

Safe Places

Designate safe places in your building for members to go in the event of a tornado or exterior locations in case of a fire. Interior safe places should be clearly designated with signage at all times. Make sure your safe places are large enough to hold your attendees. Use the following guidelines for determining your ministry's safest places.

Tornado - The safest places during severe weather are the lowest floor, center of the building, and away from windows.

Best areas include: -basements -rooms constructed of reinforced concrete, brick or block with no windows that have concrete floor or roof system overhead -small interior rooms with no windows, such as locker rooms and restrooms -hallways positioned away from doors and windows and not open to the direction of the tornado -any protected area away from doors and windows.

Avoid the following areas: -gymnasiums and auditoriums -rooms with large windows and doors -hallways exposed to the direction of the tornado -rooms with chimneys or beneath large, heavy roof-mounted equipment.

Fire – Designate a meeting place, or places, outside that are at least 75 feet away from the burning building.

Keep in mind that no place can be completely safe during an emergency situation due to their unpredictable nature. Taking the time to evaluate your location will help you determine what the safest places are for emergency response. You can also call on local law enforcement, fire departments, or first responders to assist in determining your safest places.



In you, Lord, I have taken refuge;
let me never be put to shame;
deliver me in your righteousness.
Turn your ear to me,
come quickly to my rescue;
be my rock of refuge,
a strong fortress to save me.
Since you are my rock and my fortress
for the sake of your name
lead and guide me.

Psalm 31:1-3