



Storm Proofing Your Property

General maintenance

Protection against wind

1. Make sure the roof, walls, doors and windows are sound.
 - a. The roof covering is in good condition and secured properly (check for rusting nails or fastenings)
 - b. The roof is securely attached to the walls
 - c. Repair any termite damaged structure timber
 - d. Any wall cladding is securely attached to the structure
 - e. Doors fit solidly into frames
 - f. Windows shut properly and any gaps are closed.
2. Secure any permanent outdoor items that you will not be able to move indoors when a storm threatens – sheds, play equipment, signs
3. Have a dedicated place for other outdoor equipment to be stored in case of strong winds – bins, outdoor furniture, temporary signs
4. Remove overhanging tree branches, or trees if necessary (with council permission)

Protection against water damage

5. Deal with any leaks promptly (a small leak can turn into a waterfall in a storm)
6. Gutters are clear and securely attached to the building, check how they perform during heavy rain – are they large enough?
7. Keep stormwater drainage pits clear – check their capacity to manage run-off in heavy rain

Upgrading property

8. A windbreak can be created by planting trees at a safe distance from your buildings
9. Consider fitting storm shutters or security mesh on windows and doors
10. Reinforce roller doors
11. Consider the role of soft surfaces in your landscaping to manage excessive water (lawn, garden beds)
12. Consider replacing floor coverings on lower levels with waterproof options
13. Install a pump to deal with regularly flooded basements
14. Consider the need to have an emergency back up power supply (ie diesel generator). This may be particularly useful if your property becomes a community evacuation centre.
15. Look at the ACPT document *Flood Proofing your Property* for additional suggestions

Plan for Storm Management

Preparation

Have an emergency kit available in an easily accessible place. Include contact numbers (staff, wardens, emergency plan volunteers, SES etc); portable radio; torch; spare batteries; first aid kit; plastic bags; rainwear; and your storm management plan.

Have supplies for emergency repairs ie tarpaulins, rope, nails, hammer, timber, sandbags, in an easily accessible place



Make a Storm Management Plan

Who will take action?

1. Survey your congregation to see who could be included on an emergency plan list. If you don't have people with the capacity to help, reach out to your neighbouring community (perhaps via a service organisation like Rotary, or the Scouts) to see if you can recruit volunteers.
2. Make different plans for different times depending on who is likely to be on the property, or available to help.
3. Give all volunteers the opportunity to become familiar with the property before an emergency.
4. Ensure that keys to the property/ies are available in case of emergency.
5. Give clear, measurable triggers for action – don't leave it to the opinion of volunteers
6. Plan for the breakdown of mobile phone and internet services
7. Plan for the safety of your volunteers ie decide what actions can be taken by a single person, and what can only be attempted if there are two adults present

What needs to be done?

8. Make a list of the actions to take in the threat of a major storm, for example
 - i. Putting outdoor equipment into its dedicated storage
 - ii. Check doors and windows are closed
 - iii. Log out of and turn off electrical equipment to protect against surges
 - iv. Isolate water, gas and electrical supplies
 - v. Monitor property in case of damage – take appropriate action to attend to damage (including evacuation and calling emergency services)

What's to be done after the storm

9. Check roof, walls, doors and windows for any damage.
10. Assess whether the storm has caused any potential further risks – ie broken tree branches, items blown onto the site.
11. Assess whether you will be able to use the property for the next scheduled event. Communicate alternative plans if necessary.
12. Contact the Diocesan Insurance Manager if a claim will be necessary

Document it all

Your storm management documentation should include

- a copy of the storm management plan
- checklists for all the actions that are to be taken
- plans of your buildings and property showing significant locations – outdoor equipment, electrical equipment; water, gas, electrical supply points; doors and windows

Make your documentation waterproof by laminating it, and keep it in a folder that is easily accessible.