

CROSSPOINT CHURCH

Hurricane Preparedness Timeline

From annual readiness through recovery — who does what, and when.

Operations Team

Campus Response Teams

Communications

Leadership / DLT

MARCH - APRIL

Before Hurricane Season

Objective: Complete annual campus readiness.

CAMPUS READINESS

> Campus Pastor assigns Hurricane Response Team with primary + backup contacts; send to Director of Operations

> Identify who returns first after a storm and who is second priority

> Know all electrical, gas, and water shutoff locations

> Identify safest on-campus shelter (emergency use only)

> Inspect trees for hazards; verify sewer backflow protection

> Stock first aid kits; locate sandbags, tarps, plywood, lumber

> Photograph building exteriors, interiors, equipment, and major assets for insurance

COMMUNICATIONS

> Prepare member communication plan; ready email and text templates

> Recruit volunteers to contact families who don't respond after a storm

14 - 10 DAYS OUT

Phase 1 · Tropical System Identified

Objective: Begin monitoring and early planning.

OPERATIONS

> Send weekly leadership weather briefing

> Monitor National Hurricane Center forecasts and models

> Notify Campus Hurricane Response Teams

> Verify staff emergency contacts and travel plans

> Instruct campuses to verify supplies and equipment

> Conversation with Missions Pastor

> Inspect sandbags

COMMUNICATIONS

> Notify staff to monitor church social media

> Draft email, text, website, and social messages for potential activation

10 - 5 DAYS OUT

Phase 2 · Increased Threat

Objective: Begin operational readiness.

OPERATIONS

> Evaluate potential impact to each campus

> Identify essential personnel who remain available

> Confirm staff who may evacuate early

> Review recovery and communication plans

CAMPUS TEAMS

> Conduct full exterior campus inspection

> Record interior/exterior video and photos; send to Director of Operations

> Secure nonessential equipment and materials

> Fuel church vehicles and equipment

> Verify tools accessible; prepare sandbags

> Trim limbs threatening buildings

> Clean gutters, roof drains, and storm drains

96 - 72 HOURS OUT

Phase 3 · High Confidence of Impact

Objective: Complete major preparations.

OPERATIONS

> Notify the church's insurance carrier

> Ensure adequate cash and financial resources post-storm

> Verify all campuses completed required prep

> Confirm leadership assignments and comms methods

DIRECTIONAL LEADERSHIP

> Staff and families with extended travel prepare to evacuate within 48 hours

> Confirm location and comms plan for all key leaders

CAMPUS TEAMS

> Remove or secure outdoor furniture and shade structures

> Shut down irrigation; secure exterior signage

> Protect windows when appropriate

> Raise equipment, electronics, and documents 24 in. above floor where flooding is possible

COMMUNICATIONS

> Notify congregation of potential schedule changes; update website and social

48 HOURS OUT

Phase 4 · Hurricane Warning

Objective: Complete shutdown and suspend operations.

OPERATIONS

> Cancel all meetings, events, and nonessential activities

> Verify all campuses completed storm prep

> Direct utility shutoff: electricity, water, natural gas, propane

CAMPUS TEAMS

> Final walkthrough of all buildings

> Pray together before departing

> Lock and secure all doors

> Post closure notice with emergency contact number at main entrance

> Relocate vehicles and trailers if needed

> Notify Director of Operations campus is secured

STAFF EVACUATION

> Strongly consider evacuating: medical needs, young children, long travel, evacuation zones, caregiving duties

> Goal: leave before routes become congested and hazardous

AFTER THE STORM

Recovery · Safe to Enter

Return only after local authorities declare it safe.

OPERATIONS

> DLT notifies Campus Pastors, who notify staff when it is safe to return

> Coordinate damage assessments and recovery efforts

> Establish primary recovery operations location if needed

CAMPUS TEAMS

> Life safety assessment before entering any building

> Check for downed power lines, gas leaks, flooding, structural damage, glass and debris

> Photograph and document all damage before cleanup

> Submit photos and damage reports to Director of Operations immediately

MEMBER CARE

> Begin wellness checks by email, text, and phone; follow up with non-responders

> Identify outages, property damage, medical needs, or displacement

> Coordinate assistance through the Missions Team

COMMUNICATIONS

> Notify the congregation; update website and social platforms

HURRICANE CATEGORIES · LEADERSHIP · LIFE SAFETY

CATEGORY	WINDS	TYPICAL DAMAGE	LEADERSHIP	LIFE SAFETY
<div>Cat 1</div>	74-95 mph	Roof, siding, gutter, tree, and power line damage. Scattered outages.	DLT Members & Campus Pastors	Use caution around downed trees and power lines.
<div>Cat 2</div>	96-110 mph	Extensive tree damage, longer outages, roof damage, blocked roads.	DLT Members	Avoid travel until roads are declared safe.
<div>Cat 3 · Major</div>	111-129 mph	Major structural damage, widespread outages, numerous fallen trees.	Director of Ops. & Lead Pastor, Niceville	Evacuation strongly recommended when ordered.
<div>Cat 4 · Major</div>	130-156 mph	Catastrophic damage to buildings, infrastructure, and utilities.	Director of Ops., Crestview	Life safety is highest priority. Evacuate if instructed.
<div>Cat 5 · Major</div>	157+ mph	Catastrophic destruction, widespread structural failure, prolonged outages.	Everyone is expected to evacuate.	Follow all evacuation orders immediately.

COMMUNICATIONS BASE

Category 1-3 → Central Offices

Primary Communications Base for direct or indirect impact, provided the facility remains safe and operational.

Category 4-5 → North Crestview Campus

Relocate when conditions indicate Central Offices may be significantly impacted. If models show North Crestview is also at risk, move farther inland — Pensacola or Panama City — based on projected track.

Book lodging early

Hotel availability disappears fast before major storms. Secure accommodations as soon as relocation appears likely.

Crosspoint Church, Inc. · Operations Manual Section 6.2 — Hurricane Preparedness. Compiled from 6.2.1 Before Hurricane Season, 6.2.2 Hurricane Preparedness Timeline, 6.2.3 After the Hurricane, and 6.2.4 Hurricane Scale & Communication Base. Timelines are planning guidance; always follow instructions from local emergency management authorities.