2008 update: multiple action items

pre-season
- determine what should be removed
- determine where it will go
  - some items such as liquor need to be locked up

- determine what can be done to protect items that cannot be moved
- equipment needed
  - 1-2 staff personnel
  - 6-12 volunteers

- inventory equipment needed to protect items that cannot be removed
- resources
  - to be determined

approaching storm
- timeline considerations
  - the time to move inventory out of the basement can be reduced by adding personnel
  - for items going to the 2nd floor of the clubhouse, there may be some contention for use of the staircase
  - shifting inventory that will remain on the premises can be done early with little real impact on club operations

- process
  - execute plan for protecting items that cannot be moved
  - a ref: BUILDINGS - Utilities

- equipment
  - inventory equipment needed to protect items that cannot be removed

- safety considerations
  - "ladder work" should be kept to a minimum

- timeline considerations
  - covering windows will limit light entering the building, causing a problem if power is lost

- pre-season
  - timeline considerations
    - covering windows will limit light entering the building, causing a problem if power is lost
  - inventory supply of tarps for possible use covering up blownout windows, holes in the roof, etc.
  - inventory supply of plywood or other material to be used as a protective cover on windows and doorways
  - investigate the practicality of installing mountings for anchoring protective covers on windows and doorways

approaching storm
- safety considerations
  - "ladder work" should be kept to a minimum

- timeline considerations
  - covering windows will limit light entering the building, causing a problem if power is lost

- do not tape up windows - it is a useless effort

- put protective covers on windows identified as being most vulnerable

- Timeline consideration
  - this area may become very congested

post-storm damage control
- take no action on a task until the area is safe
  - if the area is safe to enter... check for damage
  - check for anything that could cause damage

- if there is any question whether the area is safe to enter... DO NOT ENTER
  - Get professional help

- do a careful visual inspection looking for damage and situations where (more) damage will occur if preventive action is not taken quickly

- prioritize damage control tasks

- opening the clubhouse to use begins with checking the exterior for anything that could fall, collapse or otherwise be a threat to safety

- identify windows and doors most at risk of being compromised by wind and/or water

- inventory supply of tarps for possible use covering up blownout windows, holes in the roof, etc.

- inspect kitchen vents to be sure they are in good condition and well-mounted to roof

- inventory supply of plywood or other material to be used as a protective cover on windows and doorways

post-storm damage control
- take no action on a task until the area is safe
  - if the area is safe to enter... check for damage
  - check for anything that could cause damage

- have normal water service re-activated for use by personnel

- do not use stairs if there is any question about it being safe to do so

post-storm damage control
- take no action on a task until the area is safe
  - if the area is safe to enter... check for damage
  - check for anything that could cause damage

- if there is any question whether the area is safe to enter... DO NOT ENTER
  - Get professional help

- do a careful visual inspection looking for damage and situations where (more) damage will occur if preventive action is not taken quickly

- prioritize damage control tasks

- opening the clubhouse to use begins with checking the exterior for anything that could fall, collapse or otherwise be a threat to safety

- identify windows and doors most at risk of being compromised by wind and/or water

- inventory supply of tarps for possible use covering up blownout windows, holes in the roof, etc.

- inspect kitchen vents to be sure they are in good condition and well-mounted to roof

- inventory supply of plywood or other material to be used as a protective cover on windows and doorways

Legend

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Consider carefully</th>
<th>Risk</th>
<th>Major Asset</th>
<th>Attention</th>
<th>Question</th>
<th>Add/Expand Information</th>
<th>Hand-off to another team</th>
<th>Total Time Required</th>
<th>Priority 1</th>
<th>Priority 2</th>
<th>Priority 3</th>
<th>Priority 4</th>
<th>Priority 5</th>
</tr>
</thead>
</table>