



THE HARRELSON
CENTER

Disaster Preparedness Plan

Jo Ann Carter Harrelson Center
20 North Fourth Street
910-343-8212

Harrelson Center partners will be notified by text alert and email in the case of disaster or emergency with information on proper building procedure. Please make sure Harrelson Center administration has your correct email address and that you are receiving text alerts.

Emergency alerts will direct Partners to shelter in place or evacuate until emergency passes.

Assembly location: Princess and 5th St for roll call.

When lockdown or sheltering in place please utilize the safest part of your office space.

Contact the Building Superintendent for help choosing a place. An email and text will be sent to Partners when it is safe to return to the building. Resolution and any further instructions will be included.

Please review and discuss your shelter in place plan yearly so that you and your staff are prepared and know the safety plan and exit routes.

The Harrelson Center will follow the county Courthouse schedule for any temporary closures.

Meade Horton Van Pelt – 910-343-8212
The Executive Director is the primary crisis manager and will serve as the Center spokesperson in an emergency.

Stuart Giordano – 910-409-8607
The Building Superintendent will act as Facility Emergency Management Coordinator.

**In case of emergency
dial 911.
Then contact office and
building maintenance.**

Wilmington Police – 910-343-3600
NHC Non-Emergency – 910-452-6120
New Hanover County Sheriff – 910-790-4200
Mental Health Mobile Crisis – 866-437-1821

Hurricane Prep List

- Secure computers in water proof tubs and bags
- Secure documents in water proof tubs and bags
- Move as much as possible off of floor
- Place flash lights and batteries in accessible locations for building inspection during aftermath
- Make sure drainage systems are clear and clean and ready for use
- Communicate with all partners about impending closure
- Turn off power to building
- Lock all doors
- Check with all partners about their plans
- Contact all Help Hub churches
- Check rooftop for possible leaks
- Shut down elevator and cover roof vent
- Take down flag
- Email info@harrelsoncenter.org with your evacuation and return plans

Making your own Disaster plan.

1. Identify a core planning team:

2. What will your plan address?

3. Which threats and hazards are most appropriate for your plan?

Check out this free online resource:

American Red Cross Ready Rating readyrating.org

Evacuation

Plan: _____

Emergency stairs are located in NW corner of main building by the elevator.



Emergency stairs are located on East side of Annex by the bathrooms.

Severe

Weather: _____

Shelter-In-Place

Plan: _____

Be sure you are able to access information on your computer or server remotely in case of extended power outage.

Other Needed Supplies

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Customizable Check List

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On Hand Supplies

- ☐ Water proof tubs
- ☐ Heavy duty trash bags
- ☐ Batteries
- ☐ Flash lights
- ☐ Bottled water
- ☐ Battery Packs
- ☐ Tarps

Please review your disaster supplies and plans yearly.