

Hurricane Preparedness

Guide

2018



Diocese of St. Augustine

11625 Old St. Augustine Road
Jacksonville, FL 32258

2017 HURRICANE SEASON WAS THE
MOST EXPENSIVE IN U.S. HISTORY
National Geographic



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Diocese of St. Augustine Hurricane Preparedness Guide

Section 1 – Overview and Pre-Hurricane Season Guidelines

Florida took an unprecedented hit during the 2004 and 2005 Atlantic hurricane seasons. The Diocese had significant losses in 2016 and 2017 due to Hurricane Matthew and Hurricane Irma, respectively. To help us prepare for this season, we've generated the following guide. Please print a copy of this guide and store in a safe dry place.

Remember, when a disaster strikes, we are all working toward a common goal – “saving lives, property preservation, and getting you back in business as soon as possible.” The Diocesan Hurricane Management Team will visit the affected areas within 48 hours (unless there is a curfew in effect), or, when it is safe to travel. This team will assist the parish/school with the recovery process. The Diocesan Hurricane Management Team primary contacts for any related information contained herein are:

Mr. Charles David, Director
Office of Construction & Business Operations
Office: 904-262-3200 Ext 102
Cell: 904-349-0256
charlesdavid@yahoo.com

Mrs. Deborah Tauro, Risk Manager
Fiscal Office
Office: 904-262-3200 Ext 131
Cell: 904-322-1509
dtauro@dosafil.com

Mr. Stephen Bell, Chief Financial Officer
Fiscal Office
Office: 904-262-3200 Ext 132
Cell: 904-860-2284
sbell@dosafil.com

The **Catholic Center** is located at 11625 Old St. Augustine Road, Jacksonville, FL 32258 (904-262-3200) is primary emergency contact location for the Diocese of St. Augustine.

An **Emergency Response Procedures** card is available from the Diocesan Human Resource Department to further assist you with emergency response activities.

Obtaining Official Storm Notification

When a hurricane threat is imminent, you must closely monitor announcements from your local emergency management offices (**EOC**). These are usually handled through the local media channels. It is the local (county) EOC that will make decisions regarding evacuation status, evacuation routes, and other important information. **Please follow the directives given by the EOC in your area.** All Diocesan entities need to secure all buildings and their contents at least **48 hours** before the expected hurricane landfall is due and/or as directed by the Diocese of St. Augustine.

See Section IV for more important information on Hurricanes.

Know your Evacuation Routes

Depending on the severity of the hurricane and its projected path, local officials may recommend an evacuation. Obtain information on the specific evacuation routes that should be used from your local EOC. Be aware of shelter locations if evacuation is required. Be aware of travel times on those routes and potential high traffic areas. Most of this information is transmitted through local media sources.

Parish/School/Entity Staff Communication

It is important to keep a list of current staff up-to-date and accessible in the event of a disaster.

Assign each staff member the names of two or three other staff members that they are responsible for calling in the event of an emergency. Make sure that each staff member has access (at all times) to an employee roster as well as a copy of the phone tree. A call from the pastor, principal, or disaster coordinator initiates the phone-calling process. Instructions should be precise and limited to simple and straightforward information. Each parish/school or entity should have at least one cellular telephone. Each parish/school should have a telephone jack which does not depend on electrical power.

Routine Maintenance

Routine, preventative maintenance can help to minimize greater damage to a parish/ facility during a disaster. Many insurance claims are denied because maintenance issues are go unresolved and, in effect, create a “pre-existing condition.” It is imperative that the building and grounds be routinely checked for maintenance issues and that problems are fixed as soon as they are realized.

Outside clean-up of all loose objects, coconuts, fruit, etc. and tree trimmings should be done periodically. If all of the above are done at the last minute, trash pick-ups will not be available and these objects could become a hazard.

As part of the diocesan disaster preparedness and response plan, routine maintenance is a mandatory requirement. Please assign a member of your staff the task of completing a maintenance checklist on an annual basis. We have enclosed a sample “routine maintenance list” and a sample “beyond routine maintenance list.”

Community Disaster Response and Recovery

The Bishops of the State of Florida organized a cooperative partnership for disaster response and recovery across diocesan boundaries. The partnership developed a Mutual Aid Agreement which enables a coordinated response to disasters affecting any or all the dioceses in Florida. In the event of a Presidential-declared disaster affecting part or all of Florida, each Bishop may direct Catholic Charities to engage in fund and materials raising activities for disaster response and recovery.

Catholic Charities’ involvement with Disaster Response & Recovery in Central Florida includes the disbursement of emergency food, finances and counseling to the affected area. Emergency Procedures for the Workplace have been distributed among parishes and are available upon request. Catholic Charities

has the capacity to organize the collection, packaging, and distribution of large amounts of food, water, and personal care items from each of the regional offices.

Catholic Charities collaborates with local, state and federal emergency service providers and are able to provide direct services in the aftermath of hurricanes, tornadoes, and floods from each regional office. CC licensed Critical Stress Management counselors re also available to assist with post-traumatic stress issues. For assistance, please contact:

Catholic Charities
The Providence Center
134 E. Church St.
Jacksonville, FL 32202
(904-899-5500

Please ensure you review Section V of this guide as part of your Pre-Season Planning.



Section II – Pre- Hurricane Procedures

Pre-Hurricane Punch List

Activity	Checked	N/A
During Hurricane Season – June 1 thru November 30		
Review Current Hurricane Guide		
Send Updated Contact Information to Risk Management June 1 (Appendix A)		
Ensure Routine Maintenance is Completed (Appendix A)		
Ensure Hurricane Supply Kit is Stocked (Appendix A)		
Check Back Up Generator – One generator for Priest’s Residence Recommended		
Shutters/Plywood/Window Protection on hand and ready for application		
Ensure Petty Cash is on hand and secured in lock box (keep all receipts)		
120 Hours (5 Days)		
Contact Phone Numbers Verified and Confirmed working (Appendix B)		
Ensure loose items outside have been properly secured and brought inside where possible.		
Begin installing Shutters/Plywood/Window Protection (Begin with stained glass)		
Back up all computer records		
Identify Vents and other openings that can be safely covered		
96 Hours (4 Days)		
Fill all Vehicles with Fuel – Fill Containers for Generators and store in safe, well ventilated area.		
Remove Satellite dishes from rooftops if necessary.		
Check all storage sheds – close and lock all doors.		
Procure and place Sand Bags if needed		
72 Hours (3 Days)		
Move any items that can sustain water damage from the floor up onto desks or shelves		
Cover Vents and other openings where possible to prevent water seepage.		
Secure and protect sacred vessels and important documents		
Finish installing Shutters/Plywood/Window Protection		
Less than 48 hours (2 Days) – All preparations COMPLETE. 36 Hours- Watch, 24 Hours- Warning.		
Secure computers and electronics – move off the floor and cover with plastic/visqueen and duct tape to prevent wind and water damage. UNPLUG all electronics.		
Release all staff members and instructions for return – Update all Employee contact numbers.		
Ensure Key Personnel have final instructions and Emergency Contact List (Appendix B)		
Update outgoing message on phones and post door notice of closed office and Emergency Contact #		
Secure Important Documents and Forms (Appendix C)		
Close Blinds and Curtains to minimize damage from broken windows		
Secure and lock all windows and doors		
Secure all Candles and Open Flames		
Shut down utilities		

Before the storm:

- **No** Diocesan building meets the criteria for **shelter** and **should not be offered as such.** However, if, after the storm, the building is determined to be structurally sound, it may be used for distribution of food and other supplies.
- We recommend, where possible, that at least one emergency generator is available for use in the Priests' residence. This generator should have sufficient power to provide essential service while the electrical power is off. It is imperative that the generator is properly installed by a qualified electrician. The generator needs to be in a properly ventilated area because generators can throw off dangerous fumes, especially carbon monoxide.
- Keep cash reserve in a safe place. ATM's and bank computers may be down for two or three weeks, depending on availability of power. Also, Pastors must consider loss of offertory income due to parishioners experiencing the same problems.
- Locate shut off valve(s) in advance and know how to use them safely. Write down step-by-step instructions and make sure more than one person knows how to use them.
- Be aware of shelter locations if evacuation is required.

During the storm:

- Do not put you or your family at risk. Seek safe shelter or Evacuate if deemed necessary or mandatory.

Section III – Post-Hurricane Procedures

Post-Hurricane Punch List

(To be considered *only* after weather is clear and safe)

Activity	Checked	N/A
Property Visit Team - Visit during daylight hours		
Minimum two persons on initial visit team		
Have Gloves, Boots, Long Pants, Flash Light, Hard-Hat and Safety Glasses		
Camera		
Clip Board with Paper and Forms – and Pen		
Proper Damage Reporting		
Call Gallagher Bassett at 1-877-376-2561 to Report the Claim*		
- You will be contacted by Cotton or Paul Davis to discuss assistance in emergency damage assistance and recovery and repair operations.		
Call Risk Manager at 904-322-1509 (Deborah Tauro)		
Call Charles David at 904-349-0256 (Construction Director)		
Review of Exterior		
Do not proceed into flood waters.		
Take Pictures of any exterior damage accessible.		
Only proceed where the path is clear. No major debris or downed tree limbs, etc.		
No down power lines – If Present do not proceed and call emergency services.		
No smell of gas or fire – If present do not proceed and call emergency services.		
Be Aware of possible wildlife, raccoons, snakes, dogs, cats, etc.		
Entrances		
Avoid areas with broken windows or doors. Doorway must be clear and do not enter through windows.		
Watch for ceiling tiles or other damage above your head do not proceed if present.		
Do not proceed into flood waters.		
Only proceed indoors if the path is clear and the structure is sound.		
Interior		
Do not plug in any electrical devices where water is present.		
Take Pictures of any interior damage.		
Ensure all generators are operated outside only and are properly grounded.		
Clean Up		
Only remove small debris that is necessary to operate safely.		
Pictures, Pictures, Pictures		
Limit Volunteers to answering phones, etc.		
Use only "Diocesan Approved" contractors for repairs		
Create a "Claims Packet" with all documents and receipts Gallagher Bassett will need for your claim.		

*Notify the operator you are reporting a claim under the insurance policy issued to the Diocese of St. Augustine. This phone line is in operation 24 hours a day, 7 days a week. See Appendix B, Vendors Contact List for Emergency Damage Assistance contacts.

After the Storm

- Take pictures of damage
- When flooding accompanies a hurricane, snakes and rodents can become a hazard. Stray dogs and cats can cause problems as well. Pets can become hostile once they have endured the effects of a serious storm.
- Start the clean up immediately. Work in small areas; clean up; move on; show progress daily.
- Make necessary repairs to avoid further damage, tarps on roofs, tree removal, etc. Please, no permanent repairs without Diocesan Building & Construction Department approval.
- If a structure sustains damage from a named windstorm, you will be responsible for the 5% (of replacement cost) deductible.)
- Keep receipts for all expenses incurred. Detailed estimates on permanent repair should be obtained.
- No structure should be made available for use unless it is determined to be structurally sound.
- Debris should be removed from entrance ways to provide a safe atmosphere. Beware of fallen power lines and other hazards when removing debris.
- Disruption of garbage and trash pickup can pose a problem. Food that cannot be used or saved after a storm should be buried rather than left outside to attract animals.
- Check with local civil defense or emergency management agencies before using any water after a flood. Water sources may be contaminated. If your facility is serviced by a well, water must be tested before use.

Section IV – Important Facts and Information

Important Hurricane Facts

- Hurricanes spiral counterclockwise around a relatively calm center known as the eye of the storm. Hurricane-force winds and torrential rains border this calm. Additional winds, rains, etc. will follow the calming down of the storm (eye of the storm). Remain indoors until expert's advice that the storm has passed.
- Hurricane winds do much damage, but huge waves can raise tides 15 feet or more. These waves often come rapidly and produce flooding and flash floods. Drowning is the greatest cause of hurricane deaths.
- Vertical evacuation (moving to second or third floor) is not safe. Storm surges can wipe out the foundation and/or the first floor, destroying the upper floors in the process.
- Important records should be placed in a waterproof container and stored in a safe place.
- Stay in the room or area most central to the structure, preferably without windows.

Hurricane Definitions

Hurricane Season is the time of year from June 1 to November 30 when ocean temperatures are favorable to the formation of hurricanes. It is possible for hurricanes to form earlier or later than these dates.

A **Tropical Depression** is a storm consisting of an organized cluster of thunderclouds over tropical seas with a center of low pressure detectable at the storm's surface. The highest wind speed of a tropical depression is 38 miles per hour.

A **Tropical Storm** is a tropical depression that has developed wind speeds of 39 to 73 miles per hour. When a storm reaches Tropical Storm strength, it is assigned a name. Severe flooding may occur with a tropical storm.

A **Hurricane** is a tropical storm that has developed wind speeds of 74 miles per hour or more. Hurricanes are rated on a scale called the Saffir-Simpson scale. Ratings are based on wind speeds and the expected height of the storm surge.

A **Storm Surge** is a rise in tide caused by a hurricane as it moves over or near the coastline. The rise in tides along with the devastating waves can cause catastrophic damage to entire buildings. Millions of fish are killed by the crash of the storm surge against the coastline and many people drown in the strong current produced by the surge.

A **Hurricane Watch** is issued when hurricane conditions pose a **potential** threat to an area within 36 hours. Landfall is **possible**.

A **Hurricane Warning** is issued when a hurricane is **expected** to strike within 24 hours. Landfall is **imminent**.

The **Hurricane Belt** is described as the area along the Atlantic Coast from Virginia to Key West Florida and along the Gulf of Mexico from Key West to Texas.

Rating Hurricanes: Hurricanes vary in power and speed. The Saffir-Simpson scale breaks them into the following categories according to wind speeds:

Category 1:	74-95 mph
Category 2:	96-110 mph
Category 3:	111-130 mph
Category 4:	131-155 mph
Category 5:	156+ mph

Category 1 – Very dangerous winds will produce some damage: Well-constructed frame homes/buildings could have damage to roof, shingles, vinyl siding and gutters. Large tree branches will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles will likely result in power outages that could last a few to several days. Some coastal flooding expected.

Category 2 – Extremely dangerous winds will cause extensive damage: Well-constructed frame homes/buildings could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks. Expect considerable damage to shrubbery. Considerable damage to mobile homes, poorly constructed signs and piers. Storm surge will generally be 6-8 feet above normal.

Category 3 – Major Hurricane - Devastating damage will occur: Well-constructed frame homes/buildings may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes. Mobile homes are destroyed. Terrain, which is continuously lower than 5 feet above sea level, can be flooded inland, for 8 miles or more.

Categories 4 & 5 – Catastrophic damage will occur: Well-constructed frame homes/buildings can sustain severe damage with loss of most of the roof structure and/or some exterior walls. In a Category 5 storm, a high percentage of frame homes/buildings will be destroyed with total roof failure and wall collapse. Most trees will be snapped or uprooted and power poles may fall. Fallen poles and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months. Flooding occurs in areas 15 feet above sea level and along coastline, requiring evacuation of residential areas for up to 10 miles inland.

Priest's Residence

Be aware of location of shelters if evacuation is required. Have evacuation plan in place.

Food and Supplies

Pastor and Parochial Vicars should make sure that they have the following supplies on hand in preparing for the storm – spare eyeglasses, adequate supply of prescription medication, hearing aid and spare batteries, personal flashlights, batteries, radio (please purchase high quality only).

Make sure that enough food is on site. Canned foods are the easiest to stock due to their extended shelf life and easy storage. Be aware that they must be rotated out at least once annually. Identify storage date and replace every 6 months as needed.

Stock ready-to-eat canned meat, fruits, and vegetables. Also, stock canned or dried juice mixes, powdered or canned milk, and high-energy foods (peanut butter, jelly, crackers, unsalted nuts, trail mixes, cereals, and rice). Do not forget comfort foods such as cookies, hard candies, instant coffee, and tea bags. Be sure to add a manual can opener, cooking and eating utensils, and basic food seasoning (salt, pepper, sugar, etc.). Alternative cooking source should be considered (sterno stove or camp stove with propane cylinders). Paper products such as plates, cups and plastic eating utensils should be stored. Water may be too contaminated to use for dishwashing. Adequate supply of paper towels, toilet tissue, Kleenex, and trash bags should be stored.

Water

Before the storm, plan to store enough water to supply each Priest's residence for three days. The standard recommendation is one gallon per person per day; this will provide adequate supplies for drinking, cooking, and washing. Date the water containers and replace them every 6 months. Drinking water should be purchased in plastic jugs. Keep in mind that if the parish/school opens before water can be used for drinking, you must provide bottled water for the employees and students.

Be sure to have at least six 3-5-gallon buckets that can be used both to fill with water for flushing toilets and then for necessary cleaning.

Purification tablet kits are available and easy to store. A camper's stove or other portable stove is a good purchase for cooking and boiling water.

After a storm, water may be contaminated. Check with the local government to find out if the water can be used for drinking, cooking and dishwashing.

Create a Disaster Supply Kit

Use kit if evacuating or staying put in a disaster. When preparing for a disaster, use the "15-minute rule". This rule states that any essential things you need to evacuate or prepare for a disaster should take you 15 minutes or less to get together. To make sure that items are readily accessible: (a) assemble the supplies in easy-to-carry containers like backpacks and duffle bags, (b) have important papers already packed in waterproof containers, and (c) have plastic sheeting easily available if needed.

Establishing a Disaster Planning Committee

There is much confusion in the public sector for the first few days after a disaster. Be prepared to solve your own problems.

Before the storm, a volunteer network of people experienced in insurance claims, electrical and construction work, etc. should be assembled to help in disaster times and afterwards for prompt and accurate assessment in reporting damage to the Diocese of St. Augustine.

If employees are to assist with the clean-up, exercise caution that they are not asked to perform tasks for which they are not qualified. Lifting should be done with care to prevent back injuries and not by those with

back problems. Remember, you are also exposed to workers' compensation claims. Use contractors for specialized and high hazard jobs.

The Red Cross may request to survey suitable parish halls to use after the storm for relief, registrations, distribution of food, supplies, etc. No Diocesan buildings meet the criteria for shelters at this time and should not be offered as such. Parish volunteers should coordinate with the Red Cross for training in first aid, CPR, etc.

Within three months after the storm, a master plan for rebuilding and redevelopment should be prepared by the same committee as above with appropriate consultation.

Inventory All Equipment

While examining the parish/school facility, it is important to document all physical contents. The documentation should be written and videotaped or photographed. It is recommended that you generate the inventory in at least two different mediums. We have enclosed a sample inventory form.

Move room by room and list appliances, equipment, furniture and archival records (including but not limited to baptismal registers and marriage registers). List all equipment including computers, printers, telephones, fax machines, answering machines, lawn equipment, kitchen equipment, activity equipment, as well as blankets, batteries, flashlights, or other disaster-related materials. Include all furniture from the parish offices, and rectory. See [Appendix C](#) for a form you can use.

Isolation Switches and Cut-off Valves

In the event of an emergency, it may become necessary to shut down water, power, or gas lines before fire or other officials arrive at the site. Knowing the location of these connections and how to operate each of them may save lives and diminish the risks of property damage. In preparing for a hurricane, disconnect all electrical equipment.

Understanding the HVAC System

It is important to pay special attention to the ventilation systems (air, heat, fans, etc.) that may transmit toxic emissions in the event of a fire or hazardous materials spill. Every system has some means of shutdown.

Shutting off Utilities

Those responsible for preparing the facility for a disaster will need to know what utility lines should be turned off to prevent damage. Under such conditions as a hurricane or tornado, it is more likely that electrical power will fail over a wide area. Water and gas lines that are generally buried are not as vulnerable unless a building is damaged. In preparing for a hurricane, disconnect all electrical equipment.

Storing and Protecting Parish/School Records

- Inactive records should be stored in filing cabinets (preferred) or in boxes (on shelves high up above the floor, if possible). Do not loosely pile documents on a shelf as this increases the risk of fire or other potential loss. These records should be stored in clean, dry, well lit and ventilated areas that are free from pests, up high above the floor. The storage area should contain fire extinguishers and, if possible, have a fire-suppression system. Smoking, eating, and drinking should be prohibited in the area. Access to storage areas should be tightly controlled. The sacramental records books and marriage packets should be stored in a fireproof cabinet.
- Remember to copy parish Sacramental Registers for the Archives of the Diocese of St. Augustine. We are requesting that you copy the books at your parish and send the copies to the Chancellor's office. We realize that this will be time consuming, but, in the wake of the New Orleans experience where many parishes' records were destroyed, we believe you will agree on the importance of this project. In order to keep current, we asked that the information recorded in the Sacramental Books be copied and sent on a yearly basis.
- Once in the Chancellor's office, the pages will be scanned into our computerized archive system and indexed. Therefore, it is very important that each copied page be complete and legible. If your sacramental records are also kept on your computer, please send a copy of those in addition to the copies of the actual register pages. The registers to be copied are: Baptismal, Confirmation, and Marriage.
- We thank you for your cooperation in preserving our rich history.
- As stated, please contact the Chancellor's office for specific details on the above.

Protecting Computer Hardware and Software

More and more, electronic information has become a vital part of our organizations. As such, there are various steps parishes/schools should take in order to protect these resources in the event of a disaster.

1. Inventory and document systems

- a. Maintain an Inventory of Assets so losses can be documented for insurance (see enclosed form).
- b. Identify the functions performed by your computer systems and develop procedures and practices to accomplish those tasks manually. (For example: publishing the parish bulletin and newsletters, maintaining pastoral records)
- c. Complete a Network Configuration Diagram (see enclosed form).
Draw a diagram of how your network is connected. Include any routers, hubs, switches, servers, workstations and printers.
- d. Document your hardware configurations (see enclosed form).
Make a Hardware Configuration List that includes each piece of hardware. Keep a file on each of these pieces of equipment that includes any special settings or software drivers required.
- e. Document your software applications (see enclosed form).
Create a Software Applications List that includes all the software programs you use along with their associated licenses, if applicable. Make a copy of this software and store these copies at an off-site location. Be sure to treat your software licenses as you would any titles or deeds.
- f. Identify hardware and software critical to the recovery of the administrative functions of the organization. (I.e. publishing the parish bulletin and newsletters, maintaining pastoral records, etc.). From the lists prepared in Items 1d and 1e, identify which hardware and software is critical and needed to the recovery of the administrative functions of the organization.
- g. Develop a Recovery Priority List (see enclosed form).
Using the information gathered in Items 1b and 1f, prioritize the order in which hardware and software elements will be recovered.

2. Backups

Perform daily data backups as well as separate weekly and monthly backups. These backups also should be stored at a secure off-site facility. Use a Backup Schedule Chart (see enclosed form) to track your activities.

3. Backup Processing Facilities

Develop a plan for utilizing other computer systems as a backup for critical processing needs. Consider making vendor agreements and teaming with other parishes.

If a vendor agreement is not in place, and, even then, as an additional precaution in preparing for a hurricane, make 3 backups of data and distribute as follows: Store 1 back up in a safe place on parish property, send the other 2 backups off property with 2 different employees.

4. Contact List

- a. Keep an up-to-date list of support personnel and vendors (see enclosed form).

- b. Identify and line up alternate vendors for essential supplies and equipment.

5. Security

Physically secure your computer assets in areas that can be locked. Restrict network and PC access with the use of passwords. Additionally, it is very important to obtain up-to-date virus software patterns from your anti-virus software vendor.

6. Environment

- a. Consider where business equipment is located, i.e., near a hot water tank or pipes that could burst, near a window, or on the floor where things could fall on it.
- b. Use UL listed surge protectors and battery backup systems for all computers.

7. Other

- a. When there is a change in hardware, software, or a process that might impact the organization, make sure the plan is reviewed and updated immediately.
- b. If vital records are not computerized, ensure that either copies or originals, as appropriate, are kept offsite (i.e., in a safe depository).

APPENDIX A



Hurricane/Emergency Parish Contact Information

PLEASE email COMPLETED FORM TO
dtauro@dosaf1.com

Parish/Entity Name: _____

Parish/Entity Address: _____

Pastor/Principal or
Agency Head Name: _____

Cell Phone: _____

Land line: _____

Please list the names and contact information for the Parishes/Entities staff that, in the event, you, the Pastor, cannot be reached during or after a hurricane or other emergency information.

Name: _____

Position: _____

Cell Phone: _____

Land line: _____

Name: _____

Position: _____

Cell Phone: _____

Land line: _____

Are you in a forced evacuation area? YES NO

Routine Maintenance Checklist

- _____ Check roof and foundation of building annually. If roof is leaking, or foundation has problems, schedule for repair.
- _____ Monitor use of candles and open flames. Assign someone to be in charge of knowing when these will be used.
- _____ Test smoke detectors annually. If the alarms are battery operated, replace batteries.
- _____ Inspect HVAC equipment annually. If HVAC needs maintenance, schedule for repair.
- _____ Have an electrician inspect the wiring, power connection, and circuit boxes annually.
- _____ Inspect water heaters annually.
- _____ Provide backups and surge protection for all power sources.
- _____ Clean out gutters and drains annually.
- _____ Maintain grounds and fences.
- _____ Trim all trees away from the rooflines annually.
- _____ Check the security of canopies and covered walks on a regular basis.
- _____ Ensure vehicles have updated preventative maintenance.
- _____ Ensure jumper cables are on hand.

HURRICANE EMERGENCY SUPPLY CHECKLIST

Have a 3-7-day supply of (List is for Parish and Priest's Residence):

Water	Checked
<ul style="list-style-type: none"> 1 gallon of water per person per day (additional water for bathing, etc.) 	
<ul style="list-style-type: none"> Store water in clean plastic containers 	
Food	
<ul style="list-style-type: none"> Purchase foods that require no refrigeration and little preparation, such as: 	
<ul style="list-style-type: none"> Ready-to-eat canned food 	
<ul style="list-style-type: none"> Canned juices, milk, soup (if powdered, store extra water) 	
<ul style="list-style-type: none"> Snacks: cookies, cereals, etc. 	
<ul style="list-style-type: none"> Soft drinks, instant coffee, tea 	
<ul style="list-style-type: none"> Lots of ice (you can freeze your water supply) 	
Medicine	
<ul style="list-style-type: none"> First aid kit 	
<ul style="list-style-type: none"> Rubbing alcohol 	
<ul style="list-style-type: none"> Aspirin, non-aspirin pain reliever, antacid 	
<ul style="list-style-type: none"> Extra prescription medication (especially for heart problems and diabetes) 	
<ul style="list-style-type: none"> Toilet paper, towels, soap, shampoo 	
Other supplies	
<ul style="list-style-type: none"> Battery-operated radio, flashlights, non-electric can opener, extra batteries 	
<ul style="list-style-type: none"> Fully charged Cell Phone 	
<ul style="list-style-type: none"> Extra propane gas for grills or Charcoal for Charcoal Grills 	
<ul style="list-style-type: none"> ABC-rated fire extinguisher. 	
<ul style="list-style-type: none"> Portable cooler 	
<ul style="list-style-type: none"> Plenty of absorbent towels, plastic trash bags 	
<ul style="list-style-type: none"> Wind-up or battery-operated clock 	
<ul style="list-style-type: none"> Tarp or sheet plastic, duct tape, hammer and nails for temporary roof repairs 	
<ul style="list-style-type: none"> Cleaning supplies such as chlorine bleach 	
<ul style="list-style-type: none"> Aluminum foil, paper napkins and plates, plastic cups 	
<ul style="list-style-type: none"> Pillows and blankets or sleeping bags 	

APPENDIX B

Emergency Telephone List

Emergency Telephone List
(Complete and update this list periodically)

Pastor	Home	
	Cell	
Parish Disaster Coordinator	Home	
Or Parish Administrator	Office	
	Cell	
Diocese of St. Augustine:	Title:	Contact Phone No.:
Charles David	Dir. Of Construction & Business Operations	
Deborah A. Tauro	Risk Manager	904-322-1509 (Cell) 904-262-3200 Ext 131
Stephen Bell	Chief Financial Officer	904-860-2284 (Cell) 904-262-3200 Ext 132
Deacon David Williams	Chancellor	904-625-0025 (Cell) 904-262-3200 Ext 135
Kathleen Bagg	Diocesan Spokesperson	904-434-3909 (Cell) 904-262-3200 Ext 110
Police Department		
Fire Department		
Sheriff Department		
Red Cross		
Emergency Management		
Nearby Shelters		
Other		

Vendor Contact List- Stop Gap Measures

(These are vendors who would provide immediate measures to stop further damage such as blue tarping the roof to prevent further leaks)

Business	Contact	Phone	Emergency Reporting #	Type
Cotton Companies	Corey Cochran	281-914-9633	877-511-2962	Emergency Restoration/Recovery
Paul Davis National	Amelia Bifano	904-614-0005	888-222-4122	Emergency Restoration/Recovery
JPC Construction		904-545-5935		Emergency Repairs

APPENDIX C

Inventory of Fine Arts and other Precious Valuables

Video/Photograph

INVENTORY OF ASSETS for _____				
Description	Location	Protective Measures Taken	Purchase Cost	Replacement Value

Network Configuration Diagram

NETWORK CONFIGURATION DIAGRAM

Parish/School/Entity Name: _____
Date: _____

Hardware Configurations Form

HARDWARE CONFIGURATIONS for _____							
Hardware Description	Location	Serial Number	Processor Speed	Amount of Memory	Hard Drive Size	Operating System	Indicate If Critical To Recovery

Software Applications Form

Software Applications for _____			
Software Description	License Number if applicable	Offsite Storage Location	Indicate If Critical To Recovery

Recovery Priority List for Software and Hardware

Recovery Priority List For Critical Software and Hardware Applications	
Parish / School Name _____	
Description	Recovery Priority

Backup Schedule Chart

Backup Schedule Chart																
Backup Task	Monday	Date & Initial	Tuesday	Date & Initial	Wednesday	Date & Initial	Thursday	Date & Initial	Friday	Date & Initial	Weekly	Date & Initial	Check if stored Off-Site	Monthly	Date & Initial	Check if stored Off-Site

APPENDIX D

BUILDING & CONSTRUCTION

General Guidelines

Contact:

Charles David, Director of Construction
& Business Management
Office: 904-262-3200 ext. 102
Cell Phone: 904-349-0256

Contracts:

- All contracts of \$25,000 and above must be approved by the Director of Construction & Business Management and the Office of Finance.
- All contract **and scopes** of work for hurricane or other self-insurance program claims other than emergency stop gap measures must be reviewed by the Director of Construction & Business Management and the Fiscal Office.
- All replacement and repair roofing contracts must be approved by the Construction & Business Management Office and the Office of Finance regardless of the dollar amount.

Building Permits:

Be advised that all work performed on property owned by the Diocese of St. Augustine that requires a permit, must have a permit. The Director of Construction & Business Management is the only office that will determine whether or not a permit is necessary.

All permit applications and notices of commencements must be signed by either the Bishop, m or his office designee. These are the only individuals that have authority to sign as the Owner/Authorized Agent.

Worksite:

- All workers on the jobsite must be identified with either company shirts or badges.
- The jobsite must be fenced off.
- If the work must be completed during school hours, i.e. A/C repairs, plumbers, electricians, all workers must be accompanied by a Diocesan employee at all times.
- Adhere to Safe Environment Policy at all times.

WEB SITE RESOURCES

<http://www.floridahurricane.net>

<http://www.fema.gov>

FEMA Disaster Assistance Hotline: 1-800-621-FEMA or 1-800-621-3362

<http://www.noaa.gov>

National Hurricane Center

<http://www.floridadisaster.org/eoc/Update/Home.asp>

To verify contractor licensure please visit: www.myfloridalicense.com or call 1-850-487-1395

- To report unlicensed activity please call: 1-850-488-6603
- To report price gauging call: 1-800-646-0444 or 1-88800-435-7352 or visit www.myflorida.com to register a complaint.