

# **DIOCESE OF SAINT AUGUSTINE**



## **HURRICANE PREPAREDNESS AND RECOVERY GUIDE**

TO: Pastors / Parish Administrators  
Principals / School Administrators  
Diocesan Facility Administrators

Throughout history, Florida has been no stranger to hurricanes. Most recently, during the 2004 and 2005 hurricane season several of our sister dioceses have experienced significant damage to persons and property. The Diocese of St. Augustine provided financial assistance to the affected dioceses, including our neighboring diocese on the gulf coast.

We cannot and should not become complacent because once again we have been spared in our diocese. We need to learn from our sister dioceses and be prepared for what very well may be inevitable.

This **Hurricane Preparedness and Recovery Guide** is designed to serve as a foundational piece of information to motivate parishes to think of ways to prepare for and survive hurricanes.

**An effective hurricane preparation and recovery plan must be parish-based.** The Hurricane Preparedness and Recovery Guide suggests that each parish, school and diocesan facility establish its own Hurricane Planning Committee and review the materials presented in the guide to assist you.

**The Hurricane Preparedness and Recovery Guide is a living document that can and should be amended as circumstances, needs and resources change. Each parish, school and church institution is encouraged to use this guide as a starting point for hurricane preparedness and recovery.**

Thank you in advance for your thoughtful planning and preparation.

Sincerely,

A handwritten signature in cursive script that reads "Bill".

William C. Beitz  
Diocesan Director

*Catholic Charities Bureau, Inc. of the Diocese of Saint Augustine would like to express our appreciation to the Diocese of Galveston – Houston, and Catholic Charities of the Diocese of Galveston – Houston for initially creating the Disaster Preparedness Response Guide and for allowing us to adapt the content for our specific needs.*

*This guide is not intended to be a comprehensive planning guide. It is intended to be an additional source of information regarding hurricane preparedness and recovery.*

*If you require further information or resources regarding hurricane preparedness recovery please contact the office of Catholic Charities Bureau at (904) 899-5500.*

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## **PURPOSE OF THE HURRICANE PREPAREDNESS AND RECOVERY GUIDE**

Churches of all denominations have been responding to human suffering caused by natural disaster, both large and small, for centuries, historically serving the most vulnerable in the community.

The purpose of this Hurricane Preparedness and Recovery Guide is to assist Diocesan staff, parishes and the Catholic community to be well prepared for a hurricane. This guide is also intended to serve as a tool that parishes and church institutions can use to assist in preparing, developing, implementing and monitoring hurricane response plans specific to each institution's needs.

Hurricane planning is a collaborative effort and a continuous process of assessment, evaluation and preparation. It is a process that requires research, analysis, decision-making, teamwork, implementation and updating. A hurricane plan is not a single document and is never finalized, rather is a "living" document.

The goals of this guide are to (a) reduce human suffering, (b) adequately protect Sacramental records and church property, and (c) promote outreach efforts to assist our neighbors affected by hurricanes. It has been developed to allow Diocese of St. Augustine to more effectively meet the spiritual, emotional and human needs of the traumatic effects experienced both during and after a hurricane. Most importantly, proper planning can save lives.

The Hurricane Preparedness and Recovery Guide, does not seek to duplicate the efforts of the American Red Cross or any government agencies active in emergency assistance. The Diocese through Catholic Charities Bureau will work collaboratively with these agencies when preparing for a hurricane and when bringing assistance to victims.

## **OUTLINE OF ROLES AND RESPONSIBILITIES**

### **A. Diocese**

- Provides initial leadership and subsequent directions regarding hurricane preparedness and recovery plans.
- Receives information about the state of Diocesan personnel and property.
- Calls for the mobilization of resources and funds.

### **B. Catholic Charities Bureau**

- Serves as the lead Diocesan agency in hurricane preparedness and recovery. It is the principle role of Catholic Charities Bureau to coordinate the Catholic Church's response to hurricane in the Diocese and to insure that the poor, vulnerable and most marginalized among us receive assistance during hurricane recovery.
- Serves on local and state VOAD (Voluntary Organizations Active in Disaster) committees.
- Coordinates with FEMA, the county emergency management offices, and appropriate community and interfaith groups to develop program of short and long-term hurricane recovery for individuals and families.
- Assist in the establishing where appropriate a network of Parish Distribution Centers (PDC). The focus of PDC will be to provide for local needs primarily in the areas of food distribution and supportive services.
- Maintains records of all hurricane-related relief activities (i.e. client intake, daily logs, reporting, financial and other necessary forms.)

### **C. Parish**

- Creates a Hurricane Planning Committee at the parish level.
- Develops a parish based Hurricane Plan.
- Activates the Hurricane Plan and prepares parish facility for hurricanes.
- Works with Catholic Charities Bureau to determine if parish facility should be designated as a Parish Distribution Center (PDC) during hurricane recovery.
- Attends to the spiritual needs of the faith community before, during and after a disaster.
- Communicates promptly to the Diocese when impacted by hurricane.

## FACTS – HURRICANES AND TROPICAL STORMS

**TROPICAL STORM** – sustains winds of 39 to 73 miles per hour; a storm is assigned a name when it reaches tropical storm strength.

**HURRICANE** – sustains winds of 74 miles per hour or more and is accompanied by heavy rain. Hurricanes are designated from categories one through five as they increase in wind, strength and the height of expected storm surge. Hurricane Hugo in 1989 and Hurricane Andrew in 1992 were category 4 hurricanes.

**STORM SURGE** – is a rise in tide caused by a hurricane as it moves over or near the coastline, often with breaking waves on top. A storm surge can cause devastating damage: entire buildings can collapse once the storm surge wipes away the foundation and many people can drown in the strong current produced by the storm surge.

**HURRICANE WATCH** – is issued when hurricane conditions pose a possible threat to an area within 36 hours.

**HURRICANE WARNING** – is issued when a hurricane is expected to strike within 24 hours.

**TORNADOES** – often accompany hurricanes

Hurricanes spiral counterclockwise around and 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).



## **SECTION ONE**

### **Establishing a Hurricane Preparedness Planning Committee**

To get started in this process each pastor may want to implement a Hurricane Preparedness Planning Committee. This step may be approached differently depending on the makeup of the parish. Some pastors may appoint only a Hurricane Coordinator, relying on this person to identify and appoint the other committee members, while other pastors may appoint several key persons to the committee, allowing the committee members to appoint coordinator.

This section is designed to help the pastor and/or the designated Hurricane Coordinator work through the steps of setting up a Hurricane Preparedness Planning Committee in each parish. It will help them to make decisions such as who should be involved in preparing the parish for hurricanes and how to utilize already existing resources in the parish for this purpose. It also will help them determine what role a parish should play in serving the community after a hurricane has occurred.

#### **□ APPOINTING COMMITTEE MEMBERS**

The first step in developing a Hurricane Preparedness and Recovery Plan is to establish a Hurricane Preparedness Planning Committee.

The pastor and or Hurricane Coordinator may either create an entirely new committee composed of parishioners having hurricane planning and recovery experience and specially chosen parish staff members, or they may want to utilize existing committees such as a Building and Grounds Committee, Parish Social Ministry, Community Outreach, or Respect Life Committee.

It is useful to recognize that many parishes have historically participated in hurricane recovery activities (i.e. cooking food for hurricane victims, distributing donated goods, providing for emergency expenses, etc.) in informal ways. Therefore, a good place to begin the committee process is to recognize which activities are already taking place at the parish, assess their utility, and include them in the formal plan.

*LIST ANY ACTIVITIES OCCURING NOW IN THE PARISH THAT COULD BE INCORPORATED INTO THE HURRICANE PREPAREDNESS PLAN*

ACTIVITY

COMMITTEE RESPONSIBLE

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Although large groups may want to participate in hurricane preparedness and recovery planning, larger groups tend to lose focus. Keep the initial Hurricane Planning Committee to approximately 6-10 persons, since the group will be initially functioning as a steering committee. Later, once goals are established, including more members of the parish may be necessary.

*LIST ADDITIONAL PARISH LEADERS WHOSE PARTICIPATION ON THE COMMITTEE WOULD ENHANCE PLANNING AND PREPAREDNESS EFFORTS*

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□ **SCOPE OF THE COMMITTEE**

Once the pastor and/or Hurricane Preparedness Coordinator have determined committee membership, decisions such as the length of membership, the roles of committee members, and the basic goals of the committee will need to be decided upon.

HOW LONG WILL MEMBERS SERVE ON THIS COMMITTEE?  
(For example, one year, two years, rotating membership, etc.)

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Although the committee may not yet have determined its specific hurricane preparedness and recovery activities, committee members may want to assign preliminary roles. For example, they may want to elect a chair, a vice chair, etc.

WHEN YOU CHOOSE LEADERSHIP ROLES, PLEASE LIST THEM HERE.

COMMITTEE MEMBER

SPECIFIC ROLE

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HOW WILL THIS COMMITTEE FIT INTO EXISTING STRUCTURE OF THE PARISH?  
WILL THERE BE A WAY TO KEEP THE PARISH STAFF OFFICE INFORMED OF THE  
COMMITTEE'S ACTIVITIES? WILL THERE BE A MEMBER OF THE PARISH STAFF  
ON THIS COMMITTEE?

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**LIST THE CONTACT FOR THE PARISH STAFF**

Parish Staff Member: \_\_\_\_\_

Position: \_\_\_\_\_

Other: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Hurricanes tend to ignore geographical boundaries, as was demonstrated during the hurricanes of 2004 and 2005.

Will the committee and volunteers respond to other areas outside of the geographical boundaries of the parish? Is the parish willing to partner with another parish or even work in collaboration with the parishes in its deanery for mutual hurricane recovery support?

IS THE PARISH WILLING TO COLLABORATE WITH OTHER PARISHES TO HELP WITH HURRICANE PLANNING?

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NAME OF PARTNER PARISH: \_\_\_\_\_

NAME OF PASTOR: \_\_\_\_\_

NAME OF DEANERY: \_\_\_\_\_

It is recommended that the committee meet several times a year – more frequently prior to and during the peak of hurricane season. In the State of Florida it is best to use hurricane season as a meeting guide. Hurricane season begins June 1 and ends November 30; therefore, it is recommended that the frequency of the committee meetings increase in the spring and continue through the end of hurricane season.

Recently, numerous hurricanes have impacted the State of Florida. Using these hurricane experiences as a guide, examine the parish's current level of preparedness. This will aid the committee in determining the most important steps to be taken before, and after a hurricane occurs.

Start by examining your preparedness prior to hurricane. For instance, did the parish have procedures in place that allowed for securing sacramental records, grounds, buildings and other properties?

BEFORE THE HURRICANE OCCURRED, WERE THERE ANY ACTIONS TAKEN THAT FACILITATED THE PARISH IN MAKING PREPARATIONS? (For example, the parish may have moved computers off the floor to protect them from being damaged by rain water.)

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BEFORE THE HURRICANES OCCURRED, WHAT ACTIONS COULD HAVE BEEN TAKEN TO ADEQUATELY PREPARE THE PARISH? (For example, not having plywood to board up windows may have caused unnecessary water damage to a parish facility.)

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Now examine the parish's ability to respond during the hurricanes. Examine what actions taken made "surviving storms" easier. For instance, did the parish have an adequate supply of non-perishable food, water, batteries and other hurricane survival items for clergy?

DISCUSS THE ACTIVITIES THAT TOOK PLACE AT THE PARISH DURING PREVIOUS HURRICANES THAT ALLOWED FOR THE PARISH TO ADEQUATELY HANDLE THE SITUATIONS.

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DISCUSS PROBLEMS ENCOUNTERED AT THE PARISH DURING THESE HURRICANES THAT COULD BE ADDRESSED BY THIS COMMITTEE.

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Now examine how the parish responded after the hurricane. Was the pastor adequately able to contact parish staff after these events to make sure that they were ok? How long did it take the parish to re-establish its normal routine?

DISCUSS ANY ACTION TAKEN THAT FACILITATED A QUICK RESPONSE TO THE HURRICANES BY THE PARISH.

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□ **PARISH DISTRIBUTION CENTERS**

It is useful to recognize that many parishes have historically participated in hurricane recovery efforts by serving as a Parish Distribution Center (PDC). In this capacity the parish provides volunteers and uses its facilities to receive, store and distribute food and provide supportive services to individuals and families affected by the hurricane.

Decisions to operate a parish as a PDC during hurricane recovery efforts are made jointly by the pastor, the diocese and CCB. Parishes will not be designated as PDC's prior to a hurricane making landfall but subsequently depending upon an evaluation of need conducted by CCB in consultation with the Pastor and Diocese.

**REQUIREMENTS FOR PARISH DISTRIBUTION CENTERS (PDC)**

- A parish hall or large auditorium which can be used to receive and store pallets of food and other recovery items.
- An open area outside the parish hall or auditorium where trucks can be unloaded.
- A staff of volunteers from the parish willing to be trained by a Disaster Response Team of CCB regarding the operation of a PDC.
- A commitment from the parish to operate the PDC for up to 21 days post-hurricane.

**LIST OUTREACH ACTIVITIES THAT THE PARISH UNDERTOOK AFTER PREVIOUS HURRICANES WHICH WOULD FACILITATE THE OPERATION OF A PDC.**

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## **SECTION TWO**

### **HURRICANE PREPARATION**

Hurricane preparation activities are fairly straightforward. How can we, as a committee, help prepare the church/parish property for potential hurricanes?

This section of the guide provides questions that will prompt committee to think about preparation activities that can be undertaken to make their parish more hurricane resistant. This section will walk the committee step-by-step towards developing a plan to protect the parish facility.

#### □ **PARISH INVENTORY**

Before the Hurricane Preparedness Planning Committee can begin planning for the possibility of a future hurricane, a careful examination of the current state of the parish – including its buildings and other property, and physical contents should be performed. Elements of this examination should include: (a) a thorough check and inventory of all parish property buildings, and physical contents; (b) the updating and maintenance of parish staff listings; (c) the creation of a “phone tree”.

#### **Inventor All Equipment**

While examining the parish facility, it is important to document all physical contents. The documentation should be written, videotaped, or photographed. It is recommended to generate the inventory in at least two different mediums.

Move room-by-room and list appliances, equipment, furniture and archival records (including but not limited baptismal certificates and marriage certificates). List all equipment, including computers, printers, telephones, fax machines, answering machines, lawn equipment, kitchen equipment, activity equipment, etc.

□ **PARISH INVENTORY SHEET**

Room Survey

Room: \_\_\_\_\_

Where is the nearest emergency exit for this room? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is there an outside door to this room?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examine the windows, are they equipped with shutters or other forms of hurricane protection?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there fire suppression equipment in this room? If yes, check the equipment for current inspection tags. Note the equipment's location on the plans. If the equipment needs an inspection, keep a list to arrange for inspection after the walk through. If not, locate the nearest equipment.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Make copies of this form for each room, including the hallways.

Where is the nearest fire alarm to this room?

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Where is the nearest exit and route posting to this room? Is the posting current and clearly labeled? \_\_\_\_\_

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Could this room be labeled as a "safe room" during a hurricane where parish staff could evacuate to in the event of damage to their existing building? \_\_\_\_\_

List the contents of this room: \_\_\_\_\_

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Electronic Equipment (list number of items in each room. A detailed inventory should be taken later).

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Furniture

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Other Items (Include Archival Records \*)

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IS THE SPRINKLER SYSTEM CONNECTED TO THE MAIN WATER SUPPLY?

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HOW WILL SHUTTING DOWN THE WATER SYSTEM IMPACT THE SPRINKLERS?

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- Archival records include audit reports, bank statements, collection envelopes, construction records, contribution records, correspondence files, deeds and blueprints, log of destroyed records, general ledger, marriage packets, minutes of meetings, paid bills and receipts, parish bulletins, parish census information, personnel files, receptionist logs, sacramental registers(first communion, confirmation, marriage, and burials) state and federal tax-related documents, tax exemption records, telephone message books and pads and time cards and time sheets.

IS THE FIRE ALARM SYSTEM LOCAL ONLY, OR CONNECTED TO A FIRE COMPANY OR ALARM COMPANY?

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IS THERE AN INDEPENDENT POWER SOURCE FOR THE ALARM SYSTEM SO THAT SHUTTING DOWN THE POWER WILL NOT SHUT DOWN THE ALARMS?

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IS THERE AN INDEPENDENT POWER SOURCE FOR TELEPHONE AND INTERCOM SYSTEM?

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HOW WILL SHUTTING DOWN THE CENTRAL POWER IMPACT COMMUNICATIONS? DETERMINE ALTERNATIVES FOR OTHER FORMS OF COMMUNICATING IF NECESSARY.

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IF THE COMMITTEE HAS ANY ADDITIONAL QUESTIONS ABOUT THE BUILDING PLANS, WHO CAN THEY CONTACT?

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□ **PARISH STAFF/COMMUNICATION**

It is important to keep a list of current parish staff up-to-date and accessible in the event of a hurricane. If there is not one already available, create an organizational chart of parish staff. The chart should look similar to what is shown in the figure below. Be sure to include volunteers who may be in charge of various programs as part of the chart since they are an integral part of parish activities.

Using the organizational chart, assign each staff member the names of two or three other staff members that they are responsible for calling after hurricane has abated. Make sure that each staff member has access at all times to an employee roster. A call from the Pastor or Hurricane Coordinator initiates the phone calling process. Instructions should be precise and limited to simple and straightforward information.

## □ **PROTECTING CHURCH PROPERTY**

### **Storing and Protecting Parish Records**

Inactive records should be stored in filing cabinets or boxes (or shelves if possible). Do not loosely pile documents on a shelf, as this increases risk of water damage or other potential loss. These records should be stored in clean, well lit and ventilated areas that are free from pests. The storage area should contain fire extinguishers, and, if possible, have a fire-suspension 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. Only the pastor and his assistants, deacons (if any), and the sacramental records secretary should have access to the records. No other person, including other parish staff or parishioners, should have access to any of the sacramental books, even to view his/her record.

## □ **RECORD RETENTION AND DESTRUCTION POLICY**

All parish records have a prescribed retention period. At the end of required retention period, non-permanent records should be shredded to ensure confidentiality. The pastor or business manager should authorize the destruction of the records. The parish must keep a log of all records destroyed, noting the type of records, dates of records, and the date of destruction (for example “cancelled checks FY 1992-1993)

Records should never be laminated. The lamination process is irreversible and highly destructive.

If archival records become damaged due to a hurricane call the Diocesan Archives office immediately.

## Recommended Record Retention Periods

| Type of Record  | Length of Retention                                 |
|---|---|
| Audit Reports   | Permanent   |
| Bank statements, cancelled checks   | Current Fiscal Year and 5 previous Fiscal Years     |
| Collection Envelopes  | Current Calendar Year and 2 previous Calendar Years |
| Construction Records (contracts, correspondence, specifications, drawings)        | Permanent   |
| Contribution Records  | Current Calendar Year and 5 previous Calendar Years |
| Correspondence Files (Letters and Memos to and from Pastor and Staff members)     | Permanent   |
| Deeds, Decree or Erection, Blueprints   | Permanent   |
| General Ledger  | Permanent   |
| Marriage Packets  | 80 Years from the Date of Marriage                  |
| Minutes of Councils, Organizations, and Groups                                    | Permanent   |
| Paid Bills and Receipts   | Current Fiscal Year and 5 Previous Fiscal Years     |
| Parish Bulletins  | Permanent   |
| Parish Census   | Permanent   |
| Personnel Files   | 10 Years after Termination of Employee              |
| Receptionist Logs/Visitor Sign-in Sheets  | Current Calendar Year and 3 previous Calendar Years |
| Sacramental Registers (Baptism, First Communion, Confirmation, Marriage, Burials) | Permanent   |
| State and Federal Tax-Related Documents   | Current Calendar Year and 5 previous Calendar Years |
| Tax Exemption Records (Certificates and Correspondence)                           | Permanent   |
| Telephone Message Books/Pads  | Current Calendar Year                               |
| Time Cards/Sheets   | Current Calendar Year and 3 previous Calendar Years |



## □ **PROTECTING COMPUTER HARDWARE and SOFTWARE**

More and more, electronic information has become a vital part of our organization. As such, there are various steps parishes should take in order to protect these resources in the event of a hurricane. In this section, some of the major steps that should be taken as we prepare ourselves to recover from a hurricane are identified. Copies of these forms are included

### 1. Inventory and document systems.

- Maintain an Inventory of Assets so losses can be documented for insurance.
- 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)
- Complete a Network Configuration Diagram. Draw diagram of how your network is connected. Include any routers, hubs, switches, servers, workstations and printers.
- Document your hardware configurations. 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.
- Document your software applications. Create a Software Application 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 and deeds.
- 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.)
- Develop a Recovery Priority List. Using information gathered previously prioritizes 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 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.

### 4. Contact List

- a) Keep an up-to-date list of support personnel and vendors.
- 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 and 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 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 business of the institution, 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).

## □ **ROUTINE MAINTENANCE**

Routine, preventative maintenance can help to minimize greater damage to a parish facility during a hurricane. Many insurance claims are denied because maintenance issues are allowed to go unresolved which, in effect, creates a pre-existing condition. It is imperative that the building and grounds are routinely checked for maintenance issues and that problems are fixed as soon as they are realized. Assigning a member of the Hurricane Preparedness Committee, and/or parish staff the task of inspecting parish facilities on a regular basis will minimize the possibility of insurance claims being denied because of a “pre-existing condition”.

## □ **EVACUATING OR STAYING PUT DURING HURRICANE**

If you evacuate the parish...

If you are told to evacuate or you decide to evacuate, please take the following steps:

- In Florida you may be asked to evacuate through a mandatory evacuation order issued by the local Emergency Management Office. If the Emergency Management Office recommends evacuating, take their advice and do so immediately. It could save your life.
- Listen to the radio, TV, and NOAA Weather Radio for instructions from local officials. They will provide instructions on evacuation routes and shelter openings.
- Shut off water, gas and electricity if told to do so.
- Leave a note posted on the rectory or church door telling officials how you can be contacted.
- Call the Chancellors office and leave a message that you are evacuating and how you can be contacted.
- Make sure you take hurricane supplies with you.
- Secure doors and garage doors from the inside.
- Fill up your car with gasoline.
- Use evacuation routes recommended by officials.

If you stay at the parish:

If you decide to stay at the parish during a hurricane do the following:

- Only stay in the parish if have NOT been ordered to leave.
- Stay in a large center room with few windows.
- If flooding occurs, move to higher floors.
- Keep all windows and doors closed tightly.
- Monitor radio for news and weather reports continuously.
- Turn off propane tank. Unplug all unnecessary appliances.
- Use flashlights instead of candles. Cook with Canned Heat; DO NOT USE charcoal or pressurized gas inside!
- Turn refrigerator to maximum cold and open only when necessary.
- Turn off utilities if told to so by authorities.
- If you are in multiple-story building and away from the water, go to the first or second floors and take refuge in the halls or interior doors.

□ **CREATE A HURRICANE SUPPLY KIT**

Use kit if evacuating or staying put in a hurricane!

When preparing for a hurricane, use “15 minutes rule”. This rule states that essential thing you need to evacuate or prepare for a hurricane 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.

Use this checklist to prepare your hurricane kit.

**Household items:**

- Battery-powered radio
- Battery – powered flashlights
- Extra batteries
- Cash or travelers checks and change
- Map to follow evacuation routes/find shelters
- Minimum 3 day supply of nonperishable, packaged or canned food (i.e. canned or dried juice mixes, powdered or canned milk, peanut butter, jelly, crackers, unsalted nuts, trail mixes, cereals, rice, cookies, hard candies, instant coffee, tea bags)
- Basic food seasoning (salt/pepper)
- Manual can opener
- Paper plates
- Cups
- Minimum 3 day supply of bottled drinking water – one gallon of water per person per day. Don't forget water for pets. Store water in sealed unbreakable containers. Replace every 6 months.
- First Aid kit
- Fire extinguisher (small ABC type)
- Duct tape
- Waterproof matches
- Sewing kit
- Plastic storage containers
- Paper, pencils and pens
- Aluminum foil
- Plastic sheeting/tarps
- Basic tool kit (adjustable wrench, screwdrivers, hammer, etc)

**Personal Documents** (stored in water- proof container):

- ✓ Birth Certificate
- ✓ Ownership documents
- ✓ Insurance Policies
- ✓ Passports/Visas
- ✓ Social Security Cards
- ✓ Bond/Stock Issues
- ✓ Wills/Living Trusts
- ✓ Medical Records
- ✓ Photocopies of all cards carried in wallet
- ✓ Backup disks of computer information

- ✓ Irreplaceable photographs/videotapes/family heirlooms
- ✓ Inventory of parish property for filling insurance claims. List everything and include receipts and big-ticket items.
- ✓ Videotape or photos of parish contents to supplement your written inventory of your home.
- ✓ Clothing and bedding
- ✓ Sturdy shoes or work boots
- ✓ Rain gear
- ✓ Blankets and sleeping bag
- ✓ Hat and work gloves
- ✓ Sunglasses
- ✓ Insect repellent

### **Sanitation Supplies**

- ✓ Toilet paper, towelettes
- ✓ Soap, liquid detergent
- ✓ Feminine supplies
- ✓ Personal hygiene items
- ✓ Plastic garbage bags with ties
- ✓ Plastic bucket with tight lid
- ✓ Disinfectant
- ✓ Unscented household bleach
- ✓ Dong forgot these odds and ends..
- ✓ Entertainment – books, toys, games
- ✓ Extra set of car keys.

### **Storing your Kit**

Choose a cool, dark location in which to store your kit (i.e. a closet or “safety corner” in the garage). Other possible storage locations include under stairways or in a large box or plastic tub that can be covered with tablecloth and used as an end table.

### **Layer and Monitor Your Supplies**

Layer supplies and keep them together in a container such as plastic garbage can with wheels. Check the items every 6 months for expiration dates, changes in your children’s clothing sizes and weather requirements. A good way to remember to inspect your kit is to do it when you set your clocks back and change your smoke detector batteries.

### **Use what you already have**

Use what you already have and prepare as you are going camping for 3 days in the mountains with no facilities. If you are a camper, you have a head start: camping supplies, tent, camp stove, and water jugs can double as emergency supplies.

### **Tips for storing and using water**

Purify water by boiling it for 5-10 minutes or by adding drops of unscented household bleach containing 5.25% hypochlorite. FEMA recommends using 16 drops of bleach per one (1) gallon of water.

Purification tablets or a filter system designed for backpackers also work well. Store water in plastic three liter soda bottles instead of plastic milk type jugs. Milk jugs will breakdown over time, while soda bottles last considerably longer. Consider freezing water so it will last until needed. Frozen water also can be used for non emergency situations like camping, fishing, hunting, etc. However, don't forget to replace the water jugs when you get home.

□ **DURING A HURRICANE**

The Hurricane Preparedness Committee will need to determine who is going to be the point person during hurricane preparation and recovery. This person could be the chair for the committee, the building services representative, or the pastor, and should be an independent decision maker with the authority to make quick decisions in the event of a hurricane.

**LIST THE NAME OF INDIVIDUAL IN CHARGE DURING A HURRICANE**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**LIST THE ALTERNATE INDIVIDUAL IN CHARGE DURING A HURRICANE**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Once this point person is identified, it is time to begin to assign overall roles and responsibilities to committee members and parish staff members. For example, the building manager could be assigned supervision of all facility preparation before a hurricane strikes.

This does not mean that he/she will perform all necessary tasks; instead, this person will serve as a lead contact for those types of activities in a hurricane. Additionally, staff should be assigned to duties which help secure records, buildings, backing up of hardware/software, etc.

LIST THE PERSON RESPONSIBLE FOR EACH OF THE FOLLOWING CATEGORIES:

Facility Preparation: \_\_\_\_\_

Notification of Staff: \_\_\_\_\_

Preparation of Staff: \_\_\_\_\_

Protection of Archival Records: \_\_\_\_\_

Back-up/Protection of Computer Equipment: \_\_\_\_\_

Other: \_\_\_\_\_

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In the event a key staff member is unavailable to report for hurricane preparation or recovery duty the Pastor should be responsible for re-assigning any and all roles and responsibilities of that key staff member to other staff members.

□ **HURRICANE NOTIFICATION**

It is important to provide warning for a hurricane that could affect the parish. The parishes should be equipped with the following emergency/disaster communication equipment to ensure that necessary warnings take place:

- ✓ A National Oceanographic and Atmospheric Administration (NOAA) radio located in the parish office.
- ✓ A landline telephone service backed by Cellular phone.

EMERGENCY CELLULAR PHONE NUMBER: \_\_\_\_\_

Is staff prepared to properly notify the parish that a hurricane watch or warning has been issued? The following are recommendations of basic steps to take once a hurricane watch or warning is issued:

- 1) Staff members receive the hurricane watch or warning alert and notify the Pastor or Assistant Pastor.
- 2) Based on the level of the hurricane watch or warning, the pastor activates the appropriate hurricane preparation plan.
- 3) Personnel begin their assigned hurricane preparations after initial hurricane preparations are complete personnel meet to review status of assignments



- 4) In the event of a potential or actual evacuation, the pastor implements plans for evacuation.
- 5) The Parish office is responsible for developing and maintaining up to date emergency contact list for the parish.
- 6) The Pastor is responsible for notifying the Chancellor of the Diocese in the event that the parish will be evacuating during a hurricane.

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□ **DETERMINING ON AND OFF-SITE MEETING LOCATIONS**

It is important to decide, before a hurricane strikes which parish room will serve as a central area of decision-making and where to meet if the parish is inaccessible after a hurricane.

**LIST THE LOCATION OF "HURRICANE CENTRAL" AT THE PARISH.**

Building: \_\_\_\_\_

Room: \_\_\_\_\_

**LIST THE OFF-SITE LOCATION WHERE THE PARISH WILL OPERATE IF PARISH OFFICES ARE INACCESSIBLE.** (Ideally, this site should be the partner parish).

Location Address: \_\_\_\_\_

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□ **RE-ENTRY INTO PARISH FACILITIES**

The Pastor should be the individual responsible for authorizing re-entry into any and all parish facilities. Only AFTER the Pastor has been assured by local authorities and/or the Diocesan insurance carrier that the safety of the parish has been restored should re-entry occur.

Designated staff members and/or parish volunteers should form a damage assessment team to a) survey the parish after a hurricane, and b) report findings to the Pastor.

IDENTIFY THE MEMBERS OF YOUR DAMAGE ASSESSMENT TEAM NOW.

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Damage as well as injury reports should be compiled by the team and should be submitted by the Pastor to the Office of Temporalities as soon as possible after a hurricane has occurred.

□ **RELOCATION**

In the event the parish is damaged to the extent that a portion or all of the parish is uninhabitable until repairs are made, plans will have to be developed to address the relocation of parish services and staff to an alternate facility until repairs are made or the parish is rebuilt.

If you have agreed to partner with another parish, include arrangements with this parish for the use of facilities during hurricane recovery. You may have to work on merging social services, scaling down services, or suspending services until your facility is repaired.

IN THE EVENT THAT THE PARISH HAS SUSTAINED SIGNIFICANT DAMAGE AND MUST BE RELOCATED, WHERE WILL YOU GO?

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# SECTION III

## PASTOR'S CHECKLIST

### Parish Preparedness

### Hurricane Protocol

#### PART 1 – Intent

It is the intent of this Protocol to establish simple, clear and concise steps and procedures for the coordination of parish-level preparedness and response, and the delivery of assistance to those in need.

#### PART 2 – Definitions

##### **Levels of Activation**

Refers to the various stages of weather alerts issues as a Tropical storm to Hurricane approaches by NOAA or appropriate authorities. The Levels of Activation provide a framework and timelines for disaster decision-making. Under the Florida's emergency management system, the local lead agency for emergency management and disaster response is the county. Each county has an office of emergency management that activates and staffs an EOC (Emergency Operations Center) at the time of a disaster.

##### **Level I**

Consists of no-threat period in which normal disaster planning takes place. Make sure to keep informed of developing tropical systems.

##### **Level II**

A Tropical Storm/Hurricane Watch has been issued for the area. Normally a strike is predicted within 36 to 48 hours. Use volunteers to call vulnerable parishioners to see if they need assistance in evacuating.

##### **Level III**

A Tropical Storm/Hurricane Warning has been issued for the area. A strike is predicted within 24 to 36 hours.

##### **Level IV**

Landfall is imminent with impact to the surrounding area within 12 to 24 hours.

##### **Level V**

Recovery period after the storm's passage and winds have diminished.

## CHECKLISTS BY ACTIVATION LEVEL

### Level I – Checklist

*Level 1 consists of non-threat period in which normal disaster planning takes place. Be sure to keep informed of developing tropical storms.*

#### Parish Assessment Checklist

##### ❑ Review the Routine Maintenance Checklist

###### Questions to ask:

- Has the routine maintenance of parish equipment and facilities been kept up-to-date and who is responsible for maintenance checks?
- Have we kept dated records of this maintenance?

##### ❑ Conduct meeting to review Hurricane Plan with key staff members. Schedule drill of plan prior to Hurricane Season.

- Note: A plan can be a complex document following the Parish Planning Guide, or it can be as simple as series of checklists, kept up-to-date and reviewed periodically, especially just before hurricane season. You should contact your diocesan Catholic Charities offices for technical assistance and support.

###### Questions to ask:

- Does the parish have a disaster plan and/or policies to respond to?
- When is the last time we reviewed this plan?

##### ❑ Contact Risk Management office/Insurance Office to schedule risk management training for hurricane preparedness.

###### Questions to ask:

- Do you understand the insurance liabilities facing your parish?
- Have you discussed risk management issues with the proper diocesan authorities?
- Have you taken any steps to mitigate or reduce the risk of damage to your facilities?
- Have you assigned the task of facilities protection to your parish disaster response team (DRT)? If so, what actions have they taken?

##### ❑ Make sure that videotape or photographs of interior/exterior of diocesan facilities are up to date in order to verify insurance claims.

###### Questions to ask:

- Have you or your parish DRT conducted a visual inventory of parish property? When? Video? Written?
- Are the copies of this inventory stored in a safe environment (e.g. safety deposit box?)

- ❑ **Verify all emergency services and contact phone numbers (e.g., local Emergency Management offices, Red Cross, electric utilities emergency numbers, etc.) are up to date in an Emergency Call List. Date and distribute Emergency Call list.**

Questions to ask:

- Have your or the parish DRT updated all emergency services and contact phone numbers? How recent?
- Have these lists been distributed and widely accessible by staff persons? Are the lists dated?

- ❑ **Have you reviewed the Diocesan Parish Vulnerability maps and determine the vulnerability level of your parish facilities?**

Questions to ask:

- If you are in a very high or high vulnerability zone, what plans do you have for evacuation and the lock-down of parish facilities.
- What measures have you and your Parish Disaster Response Team identified to protect parish property from storm and wind damage? (e.g., installation of plywood on windows, etc.) and who is responsible for this activity?
- What preliminary steps have been taken already and what would need to be done at the time of an impending storm?

- ❑ **Review all vendor/supplier agreements (e.g., for water delivery) and make sure they are still current.**

- ❑ **Review all agreements for sheltering and transportation.**

Questions to ask:

- Is the parish identified as possible Parish Disaster Center (PDC) or Help Center?
- If so, have preparations been made for the parish facility as a PDC and have appropriate contacts with Catholic Charities been established and responsibilities agreed upon?
- Will the Parish DRT handle management of the PDC?

- ❑ **Review emergency supply list to make sure all necessary supplies are on hand.**

- ❑ **Review staff rosters and telephone trees to ensure accuracy.**

Questions to ask:

- How recent is the phone tree? (should be checked for accuracy at the beginning of the hurricane season and monthly during the season.)
- Does it contain multiple ways of contacting individuals and families (e.g., home land line and cell phone numbers.)

- ❑ **Ensure that the office is equipped with a Weather Band AM radio for weather reports.**

- ❑ **Have you conducted a Vulnerable Parishioner Assessment?**  
A Vulnerable Parishioner Assessment is an inventory of parishioners who, because of age, infirmity, disability or other circumstances, may be more vulnerable to the effects of a storm or hurricane. Typically, direct family members take responsibility for the care of vulnerable individuals; however, some may not have pre-existing arrangements nor kinsmen or friends to offer this assistance at the time of disaster. An assessment will assist your parish in identifying the most vulnerable. Often, parishioners involved in Eucharistic Ministry to shut-ins can be a good source of starting the inventory.
- ❑ **Do not assume that the county Emergency Management Offices or placing a parishioner on local registry for special needs people will be sufficient for the meeting the needs of your vulnerable parishioners, especially the elderly and those with acute medical conditions.**

Questions to ask:

- Do you have an assessment and has it been updated to remove or add persons within the past six months?
  - What steps or provisions are proposed to take care of these at risk parishioners? (Family and friends should be the first circle of assistance)
  - Have any on your parish list been registered with the local special needs registry of the County Emergency Management office?
- ❑ **Update lists for disaster response personnel that may be involved during a storm event for your parish Disaster Response Team and/or in fulfillment of the Province of Miami Mutual Aid Agreement.**
- ❑ **Plans for Pastoral Care**

Questions to ask:

- Have your or the parish DRT discussed or formulated plans for providing pastoral care in the event of a disaster and/or the temporary suspension of the normal pastoral weekly schedule? (e.g., mass time, reconciliation, etc.)
- How will you notify parishioners of altered schedules?

## **LEVEL II – Checklist**

Level II means that a Tropical Storm /Hurricane Watch have been issued for an area(s) in the Diocese. Normally a strike is predicted within 36-48 hours.

### **Parish Assessment Checklist**

- A Level II Activation is announced throughout the Diocese.**
- Initiate Parish staff phone tree to inform staff and volunteers that an evacuation is possible.**
- If any parish facilities will function as an official Point of Distribution (POD), Red Cross Emergency Shelter or Salvation Army site in accordance with the local CEMP (Comprehensive Emergency Management Plan), please review agreements in preparation of opening the parish facility.**
- Review parish facility pre-identifies as potential POD or for the sitting of disaster response personnel or equipment.**
- Track and monitor location of the storm. Contact the National Weather Service's office for your diocese for storm coordinates.**
- Conduct briefing of staff and volunteers to review hurricane procedures and provide update on the storm.**
- Advise staff to implement personal and family preparedness plans. Preparedness must start with individuals and at home.**
- Designate a contact to communicate with the Diocese or Catholic Charities to inform the Diocese Catholic Center of closure and suspension of services.**  
A communication link must be established between your parish and the diocese usually this will be the offices of Catholic Charities who are the designated agency for the Church's disaster preparedness and response efforts.

#### Questions to ask:

- Do you have the phone numbers for the Catholic Charities main or regional offices? Cell phone numbers?**
- Do they have all your phone numbers and the numbers of your Disaster Response Team?**
- Test the cellular or other communications system and ensure that they are working properly. Get back up batteries.**
- Make sure that emergency supplies are up to date. Procure additional supplies if necessary.**
- Collect and set up all battery chargers for cell phones and other communication devices. Ensure that automobile chargers are available for all cellular units.**

- ❑ **Insure all staff members to off fuel tanks and check fluid levels in their vehicles.**
- ❑ **Insure that the parish has made preparations for the safety of the Blessed Sacrament should evacuation be necessary. Parish should obtain boxes/cartons for packing of parish sacramentals and other food, supplies. Office supply companies have inexpensive sets of collapsible boxes. These should be reinforced, if necessary, with duct tape.**
- ❑ **Review staff list. Assign 24 hour staffing if necessary. Assign staff as Primary Staff and Support Staff. Do not categorize staff as “essential” and non-essential, all Parish staff is essential.**
- ❑ **Establish a storage area for food and water brought in by staff and volunteers.**
- ❑ **Ensure that all office/service locations have prepared a pre-recorded message on answering machines and voicemail that can be activated if offices close in the future.**
- ❑ **Establish procedure(s) for notifying all parish day care/pre-K programs to inform parents/caregivers that they will be contacted by telephone if a decision is made to close the facility. Responsibility for notification is with the operations of the facility. The same should be done for religious education and other classes in the Parish.**
- ❑ **For Parish food pantries and food pantries on the diocesan level or parish level, case managers should work with each client to make sure that they are prepared for the disaster. Encourage them to evacuate to designated shelter or to stay with family or friends if they live in vulnerable area. Also provide clients with Family Preparedness Guide and review the emergency supply list with them.**
- ❑ **Maintain inventory of parish status, addresses, phones, contacts, including cell phones – especially for parishes nearby.**
- ❑ **Diocesan notification for all parishes for Parish volunteers to call “at risk parishioners”. Parishes should make list of parishioners who need transportation to a shelter. This should be a part of your Vulnerable Parishioners Assessment.**
- ❑ **Review Hurricane Level III List**



### **LEVEL III – Checklist**

Level III means a Tropical Storm/Hurricane Warning has been issued for the area. A strike is predicted within 24-36 hours.

#### **Parish Assessment Checklist:**

- If you are not evacuating, set up and move to a central location for disaster planning. This will be the “Emergency Operations Center” for the Parish.**
- Follow beyond Routine Maintenance Checklist.**
- Obtain sufficient Travelers Checks or cash for 7 days of operations.**
- Call or otherwise contact the County Emergency Operations Center and seek advice on whether or not evacuation plan should be activated. Monitor local broadcasts to keep informed of decisions by local civil authorities.**
- Track and monitor location of the storm. Contact National Weather Service’s office for your diocese for storm coordinates.**
- Call key staff together to discuss whether or not Evacuation Plan should be implemented.**
- Decide if Parish offices should be closed.**
- If decision is made to close office(s) during non-working hours, initiate phone tree. Inform staff who will be needed to help secure the building.**
- If decision is made to close parish offices during working hours, send all secondary staff home.**
- Institute diocesan-wide notification about closing(s); i.e., notify all appropriate church officials of your decision to close.**
- Notify all callers of plans to close office.**
- Review Evacuation Procedures.**
- Contact County Emergency Operations Center every 4 hours to receive updates. Brief staff and parish offices on updates.**
- Review emergency and disaster supplies, making sure they are all accessible.**
- Make sure bleach is readily accessible.**
- Make sure ice chests are accessible**
- Install plywood or protective coverings over doors and windows.**

- ❑ **Disconnect all electrical appliances and equipment.**
- ❑ **Establish damage assessment teams from staff, volunteers, notify all disaster response personnel.**
- ❑ **Secure, brace, or remove antennas and loose objects.**
- ❑ **Bring in all signs, lawn furniture, equipment or other loose objects that are normally left outside.**
- ❑ **Secure all items that cannot be brought inside.**
- ❑ **Fill all available larger storage containers with water.**
- ❑ **Secure at least six, 3-5 gallon buckets, which can be filled with water and used to flush toilets. A plastic trash can of 33 gal to 40 gal can be used for the same purpose.**
- ❑ **Borrow or rent a gasoline-powered chain saw.**
- ❑ **Start recruiting drivers who can transport special needs parishioners to shelters.**
- ❑ **Change message on answering machine.**
- ❑ ***Review Hurricane Level IV Checklist.***

## **LEVEL IV – Checklist**

*Landfall is imminent with impact to the surrounding area within 12-24 hours.*

### **Parish Assessment Checklist:**

- Clean and store all cooking and eating utensils**
- Start eating perishable food in facility refrigerators**
- Fill ice chests with ice**
- Fill gallon (and larger) buckets with water that can later be used for flushing toilets.**  
Best practice: Purchase larger plastic trash cans (30-40 gallons) and station close to toilets for flushing; include bucket for dipping water.
- If staff is still inside the office at this point, make sure all stay indoors until windows have diminished below Tropical Storm Force Level.**
- Monitor TV stations for the latest storm updates.**
- Start using disposable serving and eating containers and utensils.**
- Box all dry and canned goods.**
- Box all needed cooking utensils, disposable plates, silverware, and cups in case of evacuation.**
- Contact the National Weather Service’s office for your diocese or the County Emergency Operations Center to determine when you are to anticipate the first hurricane force winds, top winds expected, the duration of the hurricane force winds, and the expected amount of rainfall.**
- Move everyone possible into the interior of the facility at least 30 minutes prior to the expected arrival of tropical storm force winds.**
- Turn off circuit breaker for all electricity except lights in the rooms where people are housed and refrigeration.**
- If power goes out, turn off main breaker.**
- Review Hurricane Level V Checklist.**

## LEVEL V – CHECKLIST

*The Recovery Period means that the storm has passed and winds have diminished.*

### Parish Assessment Checklist

- ❑ **Call designated contact person(s) at the Diocese and or Catholic Charities to report preliminary needs and damages.** Reports to the Diocesan/Catholic Charities offices should include updates on all pastoral staff personnel, preliminary assessment of damages to parish facilities (e.g., still usable, not usable), and status of services (e.g. power? Water?). There should be a pre-designated number(s) to call to report parish status.
- ❑ **A designated diocesan person(s) may contact parishes that have sustained substantial damage and assist in locating a possible partner parish to move affected people to an alternate location.**
- ❑ **Contact the County Emergency Management Operations Center and obtain information on road closures and flooding.** Monitor television channels, this will enable the committee to inform staff wishing to survey their homes what roads are dangerous. This can also be determined by visiting the state Division of Emergency Management website.
- ❑ **Remove plywood from all windows and doors.**
- ❑ **Inspect all rooms for damage and/or water leaks. Call 911 if lines are downed or if there is the smell of fire, gas, or smoke.**
- ❑ **Inspect exterior of building for damage.**
- ❑ **Check cable TV and antennae TV to determine if operational.**
- ❑ **Disconnect all electrical equipment if there is any power fluctuation.**
- ❑ **Assign volunteers to monitor portable radio(s) to determine which stations are operational.**
- ❑ **Take detailed documentation (photos, video) for submission of claims to diocesan insurer.**
- ❑ **Prepare reports outlining needs and damage assessment.**
- ❑ **Prepare list of initial needs as well as damage assessment and give to the Pastor or his designee.**
- ❑ **Contact the Diocesan Risk Management Offices and fax them a quick response report outlining damage to parish facility. You may need to wait until the diocesan insurer or diocesan representative before beginning cleanup.**

- ❑ **Work with staff to determine if there are any injuries or personnel requiring medical attention.**
- ❑ **Conduct a head count to ensure that all residents, staff and family members are accounted for.**
- ❑ **Ensure that all archival records are safe.**
- ❑ **Inspect supplies for damage.**
- ❑ **Remove fallen trees and debris only if work can be done safely. Downed trees and debris can create a potential fire hazard as well as serve as a refuge for unwanted rodents and snakes.**
- ❑ **Alert diocesan staff if office is to remain closed.**
- ❑ **For parish: If parish is to remain closed, activate alternative site for liturgy services and parish operations. Begin plans for pastoral care.**
- ❑ **If facility is designated as disaster relief site, activate plans for operation.**
- ❑ **Begin organizing volunteers to help the community after the disaster.**
- ❑ **Be in touch with Catholic Charities to determine and participate in volunteer opportunities.**

# **APPENDIX**

## 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.
- \_\_\_\_\_ Check emergency supplies. Exchange food and water supplies every 6 months.
- \_\_\_\_\_ Ensure vehicles have updated preventative maintenance.
- \_\_\_\_\_ Ensure jumper cables are on hand.
- \_\_\_\_\_ Follow maintenance schedule(s) for all specialized equipment not otherwise covered above.

## BEYOND ROUTINE MAINTENANCE CHECKLIST

- \_\_\_\_\_ Close blinds and curtains to minimize damage from broken windows.
- \_\_\_\_\_ If possible, position computers and other electronic equipment away from windows.
- \_\_\_\_\_ File and secure all papers, books, and archival materials.
- \_\_\_\_\_ Cover computers and furniture with heavy plastic to prevent wind and rain damage from broken windows. Elevate computer towers off floor if computers are located on ground floor.
- \_\_\_\_\_ If high winds are anticipated, board vulnerable windows.
- \_\_\_\_\_ If high winds are anticipated, remove outside furniture and store inside.
- \_\_\_\_\_ If high winds are anticipated, remove satellite rooftop dishes.
- \_\_\_\_\_ Check the integrity of storage sheds; close and lock the doors.
- \_\_\_\_\_ Check the security of all doors.
- \_\_\_\_\_ Check the attic spaces and windows for leaking, after every storm.
- \_\_\_\_\_ Contact the diocese and fax in quick response form if the parish facility has sustained damage as a result of the storm.



## FAMILY DISASTER SUPPLY LIST

### Household items:

- Battery-powered radio
- Battery – powered flashlights
- Extra batteries
- Cash or travelers checks and change
- Map to follow evacuation routes/find shelters
- Minimum 3 day supply of nonperishable, packaged or canned food (i.e. canned or dried juice mixes, powdered or canned milk, peanut butter, jelly, crackers, unsalted nuts, trail mixes, cereals, rice, cookies, hard candies, instant coffee, tea bags)
- Basic food seasoning (salt/pepper)
- Manual can opener
- Paper plates
- Cups
- Minimum 3 day supply of bottled drinking water – one gallon of water per person per day. Don't forget water for pets. Store water in sealed unbreakable containers. Replace every 6 months.
- First Aid kit
- Fire extinguisher (small ABC type)
- Duct tape
- Waterproof matches
- Sewing kit
- Plastic storage containers
- Paper, pencils and pens
- Aluminum foil
- Plastic sheeting/tarps
- Basic tool kit (adjustable wrench, screwdrivers, hammer, etc)

### Family Documents (stored in water- proof container):

- Birth Certificate
- Ownership documents
- Insurance Policies
- Passports/Visas
- Social Security Cards
- Bond/Stock Issues
- Wills/Living Trusts
- Medical Records
- Photocopies of all cards carried in wallet
- Backup disks of computer information
- Irreplaceable photographs/videotapes/family heirlooms
- Inventory of parish property for filling insurance claims. List everything and include receipts and big-ticket items.
- Videotape or photos of parish contents to supplement your written inventory of your home.

## **FAMILY DISASTER SUPPLY LIST (continued)**

- Clothing and bedding
- Sturdy shoes or work boots
- Rain gear
- Blankets and sleeping bag
- Hat and work gloves
- Sunglasses
- Insect repellent

### **Sanitation Supplies**

- Toilet paper, towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags with ties
- Plastic bucket with tight lid
- Disinfectant
- Unscented household bleach

### **Baby Needs**

- Disposable diapers
- Formula
- Bottles
- Powdered milk
- Medications
- Changes in clothing

### **Adult/Elderly Needs:**

- Extra months' supply of prescription medicine refills (store in easily accessible bag in medicine cabinet, rotate pills as prescription is refilled)
- Walkers/wheelchairs/canes
- Denture needs
- Extra set of prescription glasses/contacts
- Entertainment: books, games, toys
- Extra set of car keys



**DIOCESE OF SAINT AUGUSTINE**

**On-Site Disaster Relief Volunteer Enrollment Form**

To be completed by the volunteer:

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parish/Church: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Special Skills: \_\_\_\_\_

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To be completed by assigning supervisor:

Assigned to project/program: \_\_\_\_\_

Issued Diocesan volunteer badge: \_\_\_\_\_

Describe type of service: \_\_\_\_\_

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Total hours of service: \_\_\_\_\_

Returned Diocesan volunteer badge: \_\_\_\_\_

Completed by: \_\_\_\_\_

Please fax completed forms to Catholic Charities at (904) 899-5510 at the end of each month.



# On-Site Volunteer Registration Form

Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Name \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Your occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Business Address \_\_\_\_\_

If you have any health limitation please explain \_\_\_\_\_

I am willing to volunteer in: \_\_\_ this county \_\_\_ a neighboring county \_\_\_ anywhere in FL

Are you currently affiliated with disaster relief agency? If yes name of the agency \_\_\_\_\_

Special skills and/or vocational/disaster training: \_\_\_\_\_

**SKILLS:** Please check all that apply.

## MEDICAL

- Doctor, specialty \_\_\_\_\_
- Nurse/specialty \_\_\_\_\_
- Emerg. Medical cert.
- Mental health counsel.
- Veterinarian
- Vet technician

## COMMUNICATIONS

- CB or ham operator
- Hotline operator
- Own a cell phone  
# \_\_\_\_\_
- Own a sky phone  
# \_\_\_\_\_
- Public relations
- Web page design
- Public speaker

## Language other than English

- French
- German
- Italian
- Spanish
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## OFFICE SUPPORT

- Clerical/filing, copying
- Data Entry/ software
- \_\_\_\_\_
- Phone receptionist

## SERVICES

- Food
- Elderly/disabled assist.
- Child Care
- Spiritual counseling
- Social work
- Search and rescue
- Auto repair/towing
- Traffic control
- Crime watch
- Animal rescue
- Animal care
- Runner

## STRUCTURAL

- Damage Assessment
- Metal construction
- Wood construction
- Block construction
- Cert.# \_\_\_\_\_
- Plumbing  
Cert # \_\_\_\_\_
- Electrical  
Cert # \_\_\_\_\_
- Roofing  
Cert # \_\_\_\_\_

## TRANSPORTATION

- Car
- Station wagon/minivan
- Maxi-van capacity \_\_\_\_\_
- ATV
- Own off-road, veh/4wd
- Own truck, description:  
\_\_\_\_\_
- Own boat, capacity \_\_\_\_\_  
Type: \_\_\_\_\_
- Commercial Driver  
Class & License #: \_\_\_\_\_
- Camper/RV, capacity &  
type: \_\_\_\_\_

## LABOR

- Loading/shipping
- Sorting/packaging
- Clean-up
- Operate Equipment  
Types: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- have experience  
supervising others

## EQUIPMENT

- Backhoe
- Chainsaw
- Generator
- Other: \_\_\_\_\_

## Release of Liability Statement

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the organizers, sponsors and supervisors of all disaster preparedness, response and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any disaster relief activity. In addition, disaster relief officials have permission to utilize any photographs or video taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me during disaster relief efforts.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian, if under 18 \_\_\_\_\_ Date \_\_\_\_\_

## EMERGENCY SUPPLIES LIST

### Equipment for Facility Preparation and Clean up

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of disaster plan                   | <input type="checkbox"/> Power saws/hand saws                 |
| <input type="checkbox"/> Plastic garbage bags                    | <input type="checkbox"/> Shovels                              |
| <input type="checkbox"/> Sealable plastic bags                   | <input type="checkbox"/> Crowbar                              |
| <input type="checkbox"/> Waterproof boxes                        | <input type="checkbox"/> Wheelbarrow/cart                     |
| <input type="checkbox"/> Flashlight/extra batteries              | <input type="checkbox"/> Jumper cables                        |
| <input type="checkbox"/> Plastic sheeting/tarps                  | <input type="checkbox"/> Cameras (standard, digital, video)   |
| <input type="checkbox"/> 2-way radios/extra batteries            | <input type="checkbox"/> Battery operated radio/weather radio |
| <input type="checkbox"/> Plywood (for boarding windows)          | <input type="checkbox"/> Portable gas/electric stove          |
| <input type="checkbox"/> Ladders                                 | <input type="checkbox"/> Ice chests                           |
| <input type="checkbox"/> Hammer and nails                        |   |
| <input type="checkbox"/> Mops                                    |   |
| <input type="checkbox"/> Buckets                                 |   |
| <input type="checkbox"/> Disinfectant/cleaning Compounds         |   |
| <input type="checkbox"/> Bleach (at least 3 gallons)             |   |
| <input type="checkbox"/> Rubber boots                            |   |
| <input type="checkbox"/> Rubber gloves                           |   |
| <input type="checkbox"/> Work gloves                             |   |
| <input type="checkbox"/> Masks                                   |   |
| <input type="checkbox"/> Duct tape                               |   |
| <input type="checkbox"/> Small dehumidifiers/portable fans       |   |
| <input type="checkbox"/> Wet Vac                                 |   |
| <input type="checkbox"/> Extension cords/50', 3 wire grounded    |   |
| <input type="checkbox"/> Portable incandescent lamps/extra bulbs |   |

### Disaster Supplies for Persons Onsite

- |  |
|--|
| <input type="checkbox"/> Blankets/sleeping bags                      |
| <input type="checkbox"/> Sun screen                                  |
| <input type="checkbox"/> Canned goods                                |
| <input type="checkbox"/> Water                                       |
| <input type="checkbox"/> First Aid kits                              |
| <input type="checkbox"/> CPR kits                                    |
| <input type="checkbox"/> Paper goods, plates, cups, plastic utensils |
| <input type="checkbox"/> Insect repellent                            |

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\*\* 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.

\*\* Be sure that the food is non-perishable and packaged or canned. Identify storage date and replace every 6 months.

\*\* Drinking water should be stored at the rate of one gallon of water per day per person. Store water in sealed, unbreakable containers. Identify storage date and replace every 6 months.







# SPECIAL NEEDS PARISHIONERS

Parish name: \_\_\_\_\_

Name: \_\_\_\_\_ Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

List names and ages of additional household members:

\_\_\_\_\_  
\_\_\_\_\_

Residence Type:  Single Family     Mobile Home     Apt. \_\_\_\_ Floor

Name of Residential Complex/Community: \_\_\_\_\_

Medical disability: \_\_\_\_\_

Are you:     Legally blind     Deaf     Mute     Aphasic

Are you homebound?     Yes     No

Do you use wheelchair?     Always     Most of the time     Sometimes

Do you use walker?     Always     Most of the times     Sometimes

Do you require special diet?     Yes     No    Type: \_\_\_\_\_

Special Medical Needs (i.e. diabetic on insulin)

\_\_\_\_\_  
\_\_\_\_\_

Do you rely on electricity for home medical treatments?     Yes     No

Family Physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_  
(**not** living with you)

Do you have any Dogs?  Yes How many? \_\_\_\_\_ \_ Cats?  Yes How many? \_\_\_\_\_

Do you have transportation in an emergency?     Yes     No     Maybe

Would you need transportation in emergency?     Yes     No     Maybe

If yes what type?  Standard Vehicle     Wheelchair access     Ambulance