



HURRICANE PREPAREDNESS GUIDE

2015-2016



Archdiocese of Miami

Hurricane Season Prayer

*Father, all the elements of nature
obey your commands.*

*Protect us, and all your people
during this season of storms and
hurricanes.*

*Calm our fears, and help us to
prepare our hearts as well as our
homes.*

*Help us to see you in all we may
encounter, and help us to minister
to each other in your name.*

*We ask this through Christ our
Lord, Amen.*

Pastoral Center
9401 Biscayne Boulevard
Miami Shores, Florida 33138-2970
(305) 757-6241
(305) 754-6792 (Fax)
Building and Property Office



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Be Prepared...

Hurricane season begins June 1st and runs through November 30th. Although we've been fortunate to have several quiet hurricane seasons in recent years, it is urgent that we all stay vigilant, and remain prepared, in the event we are affected by a Hurricane.

The Archdiocese of Miami Building and Property Office, along with Arthur J Gallagher Risk Management Services, are pleased to offer you this Hurricane Preparedness Guide for you to use as a resource before, during, and after a storm event occurs.

Please feel free to call Mr. David Prada AIA, ADOM Senior Director, Building and Properties Office, (Phone: 305-762-1033, Mobile: 305-951-4058) should you have any specific questions. In addition the ADOM will host several Hurricane Preparedness Seminars each year for you and your staff to attend. A list of emergency contact telephone numbers is enclosed with this Hurricane Guide.

1. OBTAINING OFFICIAL STORM NOTIFICATION

When a hurricane threat is imminent, you need to monitor closely, announcements from your local Emergency Operations Center (**EOC**). These are usually broadcast 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. If you have questions, or need assistance, **now** is the time to ask and not when a storm is threatening. The key to a successful recovery from any disaster is the planning and training we conduct **before** we encounter the disaster.

Diocesan entities need to secure all buildings and their contents at least 48 hours before a hurricane is due and/or as directed by the Archdiocese of Miami.

During the aftermath of past hurricanes, it became necessary for the adjusters and our Building & Construction Department to contact entity personnel to gain entrance to damaged facilities. In most cases, the Diocesan entity personnel were not on able to gain access to the premises because the entities were closed for several days or weeks. We have enclosed a blank **Hurricane/Emergency Entity Contact Information form**. We are requesting that you provide the Pastor's contact information. In addition, please provide name, position and telephone number for one, or preferably two, entity personnel (Property/Plant Managers) that we can contact in the event you cannot be reached during or after a hurricane or emergency situation. Since we experience telephone outages in many areas of both land lines and cellular phones, we need two telephone numbers for each person. The completed form should be emailed to jrancano@theadom.org, or faxed to Ms. Janet Rancano at 305-754-6792. This information will remain confidential and only be used by the ADOM Building and Property Office Staff in the case of an emergency. For those entities that are forced to evacuate, please notify the appropriate person on the Diocesan Area Dean contact list (attached herewith).

2. ARCHDIOCESAN ENTITY STAFF COMMUNICATION PLAN

Each Archdiocese of Miami entity must update its staff/personnel emergency contact information list on a yearly basis. It is important to keep this list up-to-date and accessible in the event of a disaster.

In order to efficiently keep your staff up to date, we recommend that you implement a "phone tree" whereby you 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 entity management or disaster coordinator initiates the phone-calling process. Instructions should be precise and limited to simple and straightforward information. Advise all employees to contact the entity as quickly as possible after the storm. It is the employee's responsibility to report and not wait to be called.



Each Diocesan entity should have at least one cellular telephone as well as a telephone and jack which does not depend on electrical power. Remember that many of the new phone systems are Voice-Over-IP, so when computer and power systems go down, so does your phone system.

Following is a quick check list of items that must be taken care of before and after the storm:

3. BE PREPARED: WHAT TO DO BEFORE THE STORM:

- Be sure to update and return the Hurricane/Emergency Entity Contact Information form and send to ADOM Building and Property Office.
- Fill out the attached Hurricane Preparation “checklist”.
- **Know what Storm Surge Planning/Evacuation Zone you are in. Know the location of your Emergency Hurricane Shelter and have an evacuation plan in place.** This information can be obtained on the County’s web site or by contacting the County prior to a storm event (see attached Miami Dade Surge Planning Zone Map as an example). It is important to note that the exact areas to be evacuated for an approaching hurricane will depend on the strength of the storm and where it is approaching from. Each storm is different and the “zones” under evacuation may be changed. Pay close attention to the media, and evacuate all personnel when you are instructed to do so.
- Meet with staff/personnel and review emergency policies and procedures- well in advance of a possible storm event.
- Prepare/Update entity emergency telephone list, and advise staff/personnel of the Staff Communication Plan outlined above.
- No Archdiocesan buildings meet the criteria for use as a **“Hurricane Shelter”** and **should never be offered as such**. However, if, after the storm, the building is determined to be structurally sound by the Archdiocese of Miami (ADOM) Building & Properties Office, it may be used for distribution of food and other supplies. Although both the Red Cross and FEMA have utilized our facilities in the past, permission to do so must be obtained from the ADOM Building and Property Office prior to granting access.
- When possible, it is recommended that at least one permanently installed emergency generator is available for use in the Rectory/Priest’s residence. This generator should be sized so it is capable of providing backup power when FPL utility power is lost. It is imperative that the generator is properly designed and installed by a qualified electrician well in advance of a storm event. Caution: Be sure to follow all manufacturers’ safety recommendations when using a portable exterior generator. They must be properly fueled and placed in a well-ventilated area away from any enclosed or semi-enclosed space as they produce dangerous fumes that can cause death. Please contact the Archdiocese of Miami Building and Property for assistance and guidance in either a permanent or temporary generator.
- When a storm is imminent please pay special attention to the safety of the Blessed Sacrament and the Church vessels.
- All roof vents (excluding plumbing vents) must be sealed to prevent water from coming into the building.
- Windows and Doors. When possible, it is recommended that hurricane rated impact resistance windows be installed at all ADOM entities and facilities. If not available then adequate preparation time should be allowed for the installation of protective cover devices, plywood, shutters, etc...
- Keep petty cash reserve in a safe place. ATMs 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. It is not recommended that the parishes have large sums of cash at the parish, therefore proper planning and having the necessary supplies beforehand is critical.
- All employees should be instructed to contact the entity as quickly as possible after the storm. It is the employee’s responsibility to report and not wait to be called.
- Payroll- Follow Archdiocesan payroll policies established for emergency situations.
- Top off all motor vehicles with fuel, and properly store gas for generators, mowers, etc. in properly secured, well ventilated area.



- Trim and prune your trees and shrubs well in advance of Hurricane Season- or the warning of a storm. Clean up your property and dispose of all loose debris, yard debris, and garbage. You can either schedule a county trash bulk pickup or transport to the local trash drop off site. **DO NOT BEGIN PRUNING/TRIMMING ACTIVITIES OR PLACE TRASH ON THE CURB DURING A TROPICAL STORM OR HURRICANE WATCH OR WARNING.**
- Bring in lawn furniture, garbage and recycling carts, and other items that are not tied down and could become airborne.
- Protect your electronics with surge protectors and waterproof coverings.
- Prepare your Disaster Supply Kit, including Food, Supplies, and Water, as listed below and on the attached list.
- If possible it is strongly encouraged that you take photos and video of the exterior and interior of your facilities, including all valuable assets. This will assist in the processing of claims after the storm event.
- **NAMED WINDSTORM DEDUCTIBLE REMINDER:** Each Archdiocesan Entity is responsible to fund their “Windstorm Savings Account” at the ADOM Pastoral Center. *If a structure sustains damage from a named windstorm, each entity will be responsible for 5% of appraised value including contents as their deductible. If you are not currently funding your “Windstorm Savings Account”, please contact the ADOM Finance Dept for more details about how to do so.*

4. POLICY REGARDING COMPENSATION RELATED TO PARISH, SCHOOL, OR ARCHDIOCESAN ENTITY CLOSURE DUE TO NAMED STORM (TROPICAL STORM OR HURRICANE) OR NATURAL DISASTER

- During closure of parishes, schools or other Archdiocesan entities because of a named tropical storm or hurricane, the Archdiocese of Miami provides compensation to employees from regular or vacation pay, or allows unpaid leave, or in the case of school personnel, reschedules the days of closure to make up the lost time.
- If an impending severe storm, hurricane or natural disaster approaches just prior or close to the time that payroll is being processed, every effort will be made to transmit payroll early, so that employees receive earned pay via automatic bank deposit, or by the usual route used by the entity, on a timely basis.
 - The decision as to whether employees will be paid for time not worked during named tropical storms, hurricanes or natural disasters are at the discretion of the Archbishop. However, in general, the policy is as follows:
 - Partial days (late opening or early closure of the Parish, School or Archdiocesan Entity), is paid as a full day worked for all employees normally scheduled;
 - School personnel whose schedule is based on the school’s calendar (instructional and non-instructional) are paid according to their normal compensation schedule. Time missed because of closure for storms is made up by additional days scheduled for classes in order to complete the full year’s attendance requirements.
 - First full day of closure in hurricane season (June 1 – November 30) of the Parish or Archdiocesan Entity, or for School personnel not scheduled on the School calendar is paid as a holiday for all employees normally scheduled to work. Any employee already scheduled for vacation is paid from vacation pay. Any employee on leave is paid according to the compensation requirements of the leave time.
 - Second, third or subsequent full days of closure of the Parish or Archdiocesan Entity or for School personnel not scheduled on the School calendar in hurricane season, the employee selects accrued vacation time or unpaid time. Exempt staff with less than a week’s available vacation time may need to be advanced vacation pay up to one week of absence due to closure. Consult with Archdiocesan Human Resources Office for any questions.
 - Employees, exempt or non-exempt staff, wishing to take off additional time before or after a named storm or disaster emergency may do so using accrued vacation time or unpaid time, with the approval of their supervisor.



- Management holds the responsibility to secure their areas of responsibility before the storm and to assist in re-opening the buildings and staffing programs as needed.
- In the event of personal injuries or illness or other urgent need related to the natural disaster, employees may access sick time or any other leave available by law.

5. BE PREPARED: WHAT TO DO AFTER THE STORM

- **STEP ONE- FILE CLAIM VIA GB HOTLINE.** If your facilities suffer damage from any storm event (Hurricane or not). Your first step is to file the claim with our Third Party Claim Administrator – Gallagher Bassett. Call 1-800-376-2561, reference our client # 060001, and provide the information the interviewer requests.
- **STEP TWO - CALL DAVID PRADA- 305-951-4058.** After starting the claim process via Step One, your call to David Prada will activate the disaster relief response with our designated First Responder, BMS CAT Disaster Relief Services. **DO NOT CALL YOUR OWN CONTRACTOR, OR ATTEMPT TO MAKE PERMANENT REPAIRS WITHOUT PRIOR COORDINATION AND APPROVAL FROM THE ARCHDIOCESE OF MIAMI BUILDING AND PROPERTY OFFICE.**
- After completing the two steps above, you can proceed to do the followings:
- Start the clean up immediately. Work in small areas; clean up; move on; show progress daily. Document all progress on a daily basis.
- Make only the necessary repairs to avoid further damage. Do not attempt permanent repairs without coordination with the Archdiocese of Miami Building and Property Office.
- Keep receipts for all expenses incurred. Detailed estimates on permanent repair should be obtained. Documentation is extremely important and must be taken seriously since this information is critical for FEMA submittals and reimbursement. Do not expect to be reimbursed if you do not have proper receipts for incurred repair expenses.
- No buildings or structures should be made available for use unless it is determined to be structurally sound by the ADOM Building & Properties Office.
- Debris should be removed from entrance ways to provide a safe atmosphere. Beware of fallen power lines and other hazards when removing debris.
- Consideration must be given as to facility security. If significant damage has occurred, there is a risk of looting and theft. If facilities cannot be properly secured, consideration should be given to contract a Security Guard Company. ADOM employees or volunteers should NOT be utilized for this purpose.
- Compensation Related to Parish, School, or Archdiocesan Entity Closure Due to Named Storm (Tropical Storm or Hurricane) or Natural Disaster (Refer to page 34).

Upon notification, an Archdiocesan Hurricane Management Team will visit your facility when it is safe to travel in order to guide and assist you with the recovery and restoration process.

6. DISASTER SUPPLY KIT

• 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, flashlights, batteries, radio, digital camera, and have petty cash on hand.

Make sure that enough food is on site that will not spoil. 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. Check expiration dates on cans or other products.

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, should be stored.

- **Water**

Prior to a 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 entity 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 with small propane tanks, or other portable stove, is a good purchase for cooking and boiling water. Be sure to utilize these only in well ventilated areas.

After a storm, water may be contaminated. Check with the local government to find out if purification is required and 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.

Refer to page 31-33 for complete list

7. ESTABLISHING A DISASTER RELIEF COMMITTEE

There is much confusion in the public sector for the first few days after a disaster.

Before the storm, you may consider assembling a volunteer network of licensed professionals experienced in insurance claims, as well as building and construction work that can be assembled to help assist, prepare, and respond to emergency situations. The primary role of this committee is to assist in documenting and coordinating emergency response with the Archdiocese of Miami Building and Property Office.

If employees are to assist with the initial clean-up, exercise caution that they are not asked to perform tasks for which they are not qualified. Only licensed and insured contractors should be allowed to perform work at Archdiocesan properties.

The Red Cross or FEMA may request to survey suitable parish halls to use after the storm for relief, registrations, distribution of food, supplies, etc. permission to do so must be obtained from the ADOM Building and Property Office prior to granting access.

Within 90 days after the storm, a master plan for rebuilding and redevelopment should be prepared by the same committee as above with appropriate consultation with the Archdiocese Building and Property Office.

8. INVENTORY ALL EQUIPMENT

Having an up to date inventory of entity assets will assist in expediting the insurance claims process. While examining the ADOM entity 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 entity offices, and rectory. (Note: Personal items are not covered by ADOM Insurance.)

9. ISOLATION SWITCHES AND CUT-OFF VALVES

Those responsible for preparing the facility for a disaster will need to know what utility lines should be turned off to prevent damage. In the event of an emergency, you should shut down water, power, or gas lines before Emergency Services 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, and ensure they are protected by adequate surge protectors. Water and gas lines that are generally buried are not as vulnerable unless a building is damaged.

10. UNDERSTANDING YOUR HVAC SYSTEMS

Know how to shut down and re-start your Heating Ventilation and Air Conditioning System prior to the arrival of a major storm or Hurricane. 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 during the event. Shut down all HVAC systems once power is lost.

11. ROUTINE MAINTENANCE

Routine, preventative maintenance can help to minimize greater damage to an Archdiocesan entity during a disaster. Many insurance claims are denied because maintenance issues are allowed to go unresolved that, 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.”

12. STORING AND PROTECTING ENTITY 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 Archdiocese of Miami. We are requesting that you copy the books at your entity 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 ask 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 Sr. Elizabeth Worley, SSJ, at (305) 762-1284 for specific details on the above.

13. PROTECTING COMPUTER HARDWARE AND SOFTWARE

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

A. 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.

B. 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.

C. 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 entities.

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 entity property, send the other 2 backups off property with 2 different employees.

D. 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.



E. 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. You should contact ADOM Building & Properties Office if physical security guard service is required.

F. 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.

G. 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).
- c. And finally, have a plan to relocate equipment that is away from windows, elevated off the floor, inside of a room that has no windows and cover and securely tape with visqueen.



Lists and Forms

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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.



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. Disconnect computers and place high on tables/desks, preferably in the entity vault.
- _____ 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, install hurricane shutters or 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 attic spaces and windows for leaking after every storm.
- _____ Contact the diocese and fax in quick response form if the entity has sustained damaged as a result of the storm.
- _____ If high winds are anticipated, remove all turbine roof vents and cap-off the opening.



After the Storm...

Important Hurricane Related Warnings and Cautions

- 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.
- Board windows up instead of taping them. Broken windows can allow hurricane winds to enter a building and blow off the roof. Hurricane shutters or boarding up windows where strong winds are expected is a safer method to protect the roof, the interior, and the overall structure of the property and prevent flying glass.
- Officials may advise that all utilities be shut off to homes and other property. 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.
- When storm conditions arrive, secure all outside items such as lawn furniture, so they do not become airborne.
- 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.
- When flooding accompanies a hurricane, snakes and rodents can become a hazard. Stray dogs and cats can cause problems also. Pets can become hostile once they have endured the effects of a serious storm.
- 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.



Hurricane Definitions

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 39 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 48 hours. Landfall is possible.

A **Hurricane Warning** is issued when a hurricane is expected to strike within 36 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.

Hurricane Season is the time of year from June 1 – 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.

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

Categories 1 & 2 – Minor damage to structures that are stable, major damage to mobile homes, vegetation and piers. Maybe some coastal flooding.

Category 3 – Structural damage to small residences and utility buildings. Mobile homes are destroyed. Terrain that is continuously lower than 5 feet above sea level may be flooded inland 8 miles or more.

Categories 4 & 5 – Most deadly and destructive, can result in roof failure and building collapse. Massive beach erosion is caused by the storm surge. Flooding occurs in areas 15 feet above sea level and along the coastline, requiring evacuation of residential areas for up to 10 miles inland.



Emergency Telephone List

Emergency Telephone List

(Complete and update this list periodically)

Pastor	Home	
	Cell	
Entity Disaster Coordinator or Parish Administrator	Home	
	Office	
	Cell	
Archdiocese of Miami:	Title	Cell
David Prada	Building & Properties Office Sr. Director	305-951-4058
Gallagher Bassett Claims	Report All Claims To	877-376-2561
Police Department		
Fire Department		
Sheriff Department		
Red Cross		
Emergency Management		
Nearby Shelters		
Other: First Responders Available as needed	CONTACT ADOM BLDG + PROPERTY OFFICE	305-762-1032
Emergency CAT Contractor	CONTACT ADOM BLDG + PROPERTY OFFICE	305-762-1032



Inventory of Assets Form

INVENTORY OF ASSETS for:

Description	Location	Serial Number	Purchase Cost	Replacement Value



Network Configuration Diagram

NETWORK CONFIGURATION DIAGRAM	
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:	
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



Vendor Contact List

Vendor Contact List For Goods and Services

Be sure to include alternate vendors for the goods and services you need.

Business	Contact	Phone	Extension	Fax	Address	City	State	Zip



Hurricane/Emergency Contact List

Contact Name	Title	Contact Number
David Prada	Senior Director, Building & Properties	305-951-4058 (mobile)
James Carballo	Project Manager Bldg and Property	305-206-1544 (mobile)
Pawel Kobrzynski	Asst Project Manager Bldg and Property	305-205-3163 (mobile)
Janet Rancano	Building and Property Office Coordinator	305-762-1032 (ofc)
Gallagher Basset	Third Party Insurance Claim Hotline	1-877-376-2561 (client # 060001)
Sr. Elizabeth Worley, SSJ	Chancellor COO	305-450-6240 (mobile)
Msgr Chanel Jeanty	Vicar General	305-762-1262 (ofc)
Lisa Pinto	Senior Director, Human Resources	305-762-1201 (ofc)

Miami Dade County Emergency Mgmt	305-468-5400
Broward County Emergency Mgmt	954-831-3900/954-831-4000
Monroe County Emergency Mgmt	305-289-6018
Florida Power and Light	1-800-468-8243
AT&T	1-888-757-6500



Hurricane/Emergency Entity Contact Information Form

****This information will remain confidential and is critical for us to be able to assist you quickly and effectively after a storm****

Entity Name: _____

Entity Address: _____

Pastor/Principal or Agency
Head Name: _____

Cell Phone: _____

Land line: _____

Please list the names and contact information for TWO Property/Plant Manager's/Staff to be contacted after a storm or emergency event:

Name 1: _____

Position: _____

Cell Phone: _____

Land line: _____

Name 2: _____

Position: _____

Cell Phone: _____

Land line: _____

Are you in a mandatory evacuation area? YES NO

PLEASE RETURN VIA EMAIL TO jrancano@theadom.org, or fax to 305-754-6792



Area Dean Contact List

Very Reverend Michael Greer, V.F.	Vicar Forane of the Northeast Broward Deanery
Reverend Miguel Gomez, V.F.	Vicar Forane of the Northwest Broward Deanery
Very Reverend Thomas O’Dwyer, V.F.	Vicar Forane of the South Broward Deanery
Very Reverend Federico Capdepón, V.F.	Vicar Forane of the East Dade Deanery
Reverend Christopher Marino, V.F.	Vicar Forane of the Northeast Dade Deanery
Reverend Jose Alvarez, V.F.	Vicar Forane of the Northwest Dade Deanery
Monsignor Pablo Navarro, V.F.	Vicar Forane of the South Dade Deanery
Very Reverend Jesús Arias, V.F.	Vicar Forane of the West Dade Deanery
Reverend John Baker, V.F.	Vicar Forane of the Monroe Deanery



Pre-Hurricane Punch List

	Checked	N/A
Hurricane Season (Jun 1- Nov 30)		
Review Hurricane Guide		
Major Landscape Trimming and Cut Backs		
Hurricane Supply Kit Stocked – Bottle water – Canned goods		
Check backup generator		
Shutter/Plywood/Window Protection: on hand – ready for application		
Petty Cash – keep all receipts for expenditures		
120 Hours (5 Days)		
Contact Phone Numbers checked and working		
Ensure loose items around the property are brought in		
Install Shutters – Start		
Back Up Computer Records		
Identify vents and other roof opening that can be safely covered		
96 Hours (4 Days)		
Fuel purchased for vehicles		
Install Shutters – Finish		
Sand Bags – If required		
72 Hours (3 Days)		
Move any items that can be damaged by water intrusion that are on ground level up onto desks or shelves		
Cover interior items with plastic sheeting to protect from water damage		
Cover Vents and other openings as required		
Protection of sacred vessels and important documents		
Close Blinds/Curtains		
Less than 48 Hours – All Preparations Complete		
36 Hours (Hurricane Watch)		
24 Hours (Hurricane Warning)		
Release staff members and provide return policy		
Give final instructions to key personnel		
Update outgoing message on phone system. Post notice on Office door with closed Message and Emergency Phone contact number.		
Bring important documents and forms to safe location		
Candles/Open Flames		
Shut Down Utilities		
Date:		



Post-Hurricane Punch List

(Visit property only when weather is clear and it is safe to do so)

	Checked	N/A
Property Visit Team		
Minimum two persons on initial survey team		
Gloves – Boots – Hard Hat – Long Pants – Safety Glasses – Flash Light		
Camera		
Clip board, paper, and pen		
Visit only during daylight hours		
Property Damage Reporting		
If property damaged has occurred call GB at 1-877-376-2561		
Take Pictures		
Property Perimeter		
No down power lines (if present do not proceed call utility company or 911 emergency services)		
No major debris or tree limbs at risk of falling or creating imminent trip hazard		
Do not proceed into flood waters		
Path to entry way clear - only clear small items		
Be aware of possible wildlife - raccoons, snakes, dogs, cats		
Exterior of Building		
No smell of gas or fire (if smell present do not proceed call emergency services)		
Tree or other debris on structure		
Broken Windows / Doors		
Entrance/ Interior of Building		
Door Way Clear – use doorways not windows or damaged sections		
Watch for falling ceiling tiles or other damage that could cause collapse – Do not proceed into unknown conditions		
Clean Up		
Only what is necessary to safely operate		
Take pictures of items that must be discarded for sanitary reasons		
Limit volunteers to answers phones or move small amounts of debris to the street		
Hunter Construction must be utilized for any water intrusion mitigation or repairs		
Only use "Diocesan Approved" contractors for repairs		
Operate generators outdoors only – grounded and GFCI protected		
Storm Name:		
Date:		



Suggested Hurricane Supply List

To prepare for the unknown, each home should have a 72-hour Disaster Survival Kit. You will need to pack some essential items to help you and your family survive, whether you stay at home or leave it during a disaster.

Ensure at least three days (72 hours) supply for each person. Do not forget pets where applicable!

The following is a minimum suggested list of Survival Kit supplies:

Drinking Water:

One gallon per person/per day in unbreakable containers, avoid using containers that will decompose or break such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.

- Don't forget to add additional water for mixing formula if you have children and for your pets. Rotate the drinking water each year.
- Food preparation and sanitation require another two quarts (minimum) per person daily.
- Purchased bottled water that has been sealed is best for storage. It meets FDA guidelines for food and is not as vulnerable to temperature changes as unsealed water

Tip: Purchase water this year and use it for drinking next year. This allows for rotation on an annual basis and keeps the water fresh. **Yes water can go bad!**

Water for sanitation use:

- Store extra containers of water to be used for flushing toilets, cleaning, and bathing.
- Purchase water purification tablets (Halazone) to be used if you still have running water but are told to boil water before using it.

*This allows you to fill the bathtub and other containers without purchasing expensive drinking water.

Tip: Keep plastic containers (milk jugs and other containers) and fill them with water when a storm threatens. You can put these items in the freezer to keep food cold longer in the event that the electricity goes out.

Non-perishable Food:

- Maintain at least 3-7 days of food for each member of the family.
- Small, preferably single serving cans (should not require cooking or refrigeration). Dried fruit, peanut butter and jelly, coffee, tea, soft drinks and pet foods.
- Ready-to-eat canned meats, fruits and vegetables.
- Canned juices, milk, soup (if powdered, store extra water).
- Staples – sugar, salt, pepper in water proof containers.
- High energy foods like crackers, granola bars, trail mix.
- Raw vegetables that do not need refrigeration.
- Fresh bread.
- Comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee, and tea bags.
- Sterno for cooking.
- Vitamins
- Food for infants



- Paper cups, plates, and plastic utensils
- Non-electric can opener
- Aluminum foil
- Plastic storage containers
- Lots of ice (you can freeze your water supply)
- Pedialyte (to restore hydration if needed)

Tip: Purchase only items that you like to eat and would eat even without a storm. Rotate these items by using them Dec-May each year and purchasing new items Jan-May. This allows you to reduce the cost of buying items for a hurricane kit at one time and keeps the items fresh. Yes even canned goods have a shelf life!

Baby Needs:

- Special foods (enough for several days)
- Formula (enough for several days)
- Extra diapers
- Medicines (get a copy of prescription)
- Blankets
- Diaper Rash Ointment
- Baby Wipes
- Powder
- Bottles
- Pacifier
- Favorite toy/blanket
- Medicine dropper
- Diaper-rash ointment

Sanitation

- Toilet paper, towelettes, soap, baby wipes, liquid hand sanitizer
- Liquid detergent
- Feminine supplies
- Personal hygiene items (toothpaste, deodorant, shampoo etc.)
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Household chlorine bleach, disinfectant
- Plenty of absorbent towels

First Aid Kit

- Assemble a first aid kit for your home and one for each car.
- Adhesive bandages various sizes -- Sterile gauze pads (various sizes)
- Germicidal hand wipes or waterless alcohol-based hand sanitizer
- Non-latex gloves -- Adhesive tape -- Anti-bacterial ointment -- Antiseptic spray
- Cold packs (non refrigerated type) – Scissors – Tweezers -- Rubbing alcohol
- CPR breathing barrier, such as a face shield -- Thermometer, Safety pins.



Non-Prescription Drugs

- Aspirin or non-aspirin pain reliever, Benadryl, peroxide
- Anti-diarrhea medication, Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

Prescription Drugs

- Heart and high blood pressure medication
- Insulin (enough for a 30 day supply)
- Hearing Aid and extra batteries
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

Tip: If your insurance will allow, get a 90 day supply of prescriptions and have at least a 30 day supply on hand.

Don't wait until a couple of days before a storm to go to the pharmacy for refills you may not get your prescription refilled; the lines are long and they run out of supplies very quickly.

Clothing and Bedding

Include at least one complete change of clothing and footwear per person.

- Sturdy shoes or work boots
- Towels
- Rain gear
- Blankets or sleeping bags
- Pillows
- Hat and gloves
- Sunglasses
- Tent
- Lawn chairs

Entertainment

- Games
- Books
- Cards
- Extra batteries for games Coloring books, crayons.



Miscellaneous

- Wind-up or battery-operated clock
- Paper, pencil
- Needles, thread
- Camping utensils
- Map of the area (for locating shelters) and returning to the area.
- Cash or traveler’s checks

Tip: Have enough cash to sustain you through a 2 week period. Without electricity, most businesses (if open) will not accept credit cards and may not accept traveler’s checks.

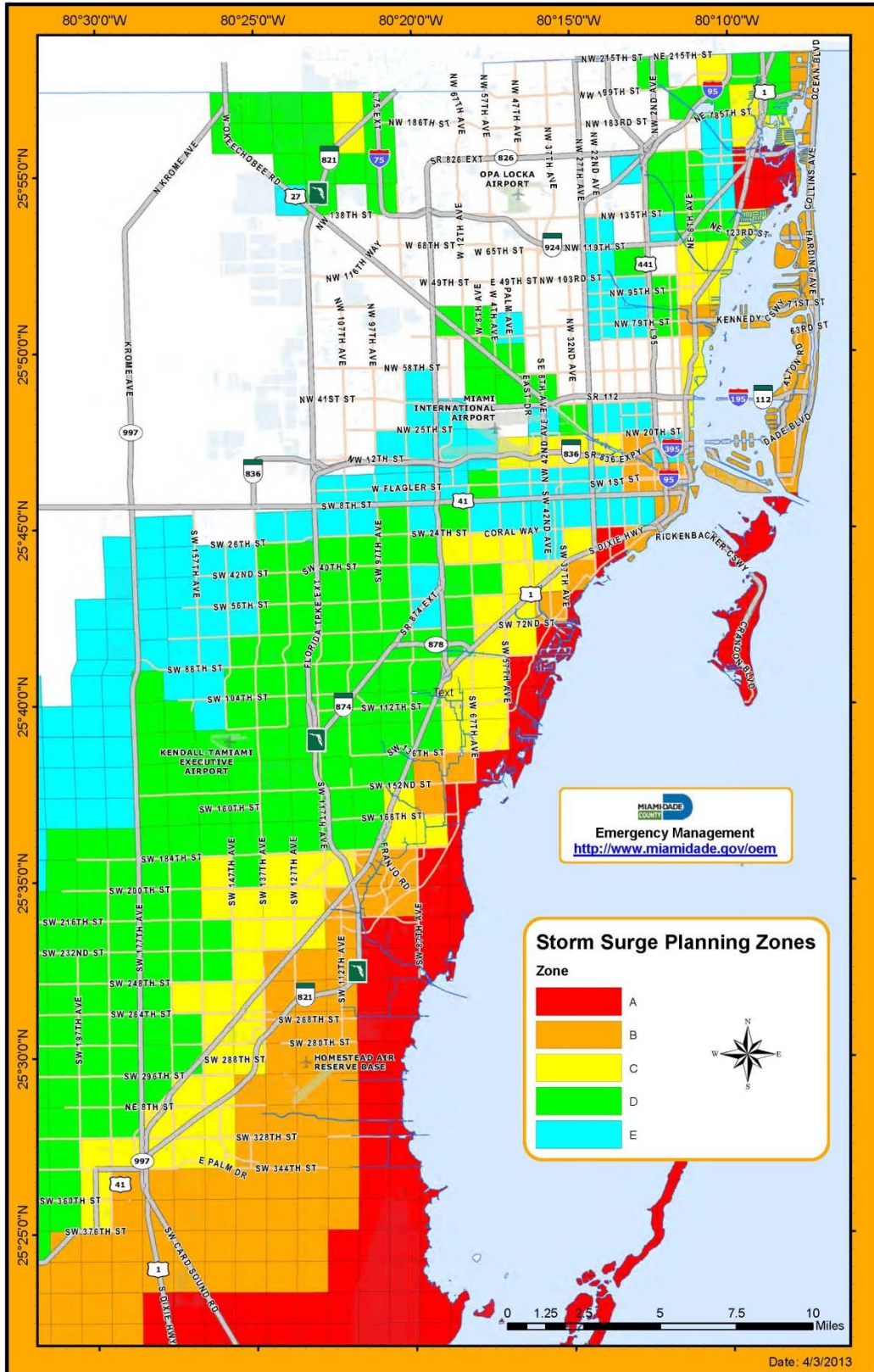
- Emergency preparedness manual
- Citronella candles

Tools and Supplies:

- | | | | |
|--|---|---|------------------------------|
| • Masking and/or duct tape | • Handsaw | • Razor knife | • Ax or chain saw |
| • Nails and screws - | • Ladder | • Portable generator | • Wheelbarrow |
| • Bucket/mop, broom- | • Fire extinguisher | • Hammer | • Screwdriver |
| • Pliers/wrenches | • Rope caulk | • All purpose cleaner | • Sandbags |
| • Shovel, rake | • Plywood | • Plastic sheet/drop cloth | • Bleach |
| • Tarps to cover roof | • Portable a/c unit | • BBQ grill | • Extra filled propane tanks |
| • Utility knife | • Fire extinguisher: small canister ABC type | • Compass | • Tape, duct tape |
| • Signal flare | • Battery operated radio with extra batteries | • Bug repellent | • Sun screen |
| • (2-3) Flashlights with extra batteries and bulbs | • Matches in a waterproof container | • Shut-off wrench to turn off household gas and water | • Whistle |

Not evacuating and staying home?

- Ensure you have enough food, water, medications, and other supplies in your survival kit to last at least 2 weeks.
- Turn refrigerator to coldest setting and keep closed.
- Turn off propane tanks.
- Unplug small appliances.
- Fill bathtub and other containers with water for cleaning and flushing. Additional water is stored for drinking.
- Cover all windows and other openings with hardened protections. If you do not have manufactured shutters, cut plywood and secure to protect the windows.
- Close all interior doors and brace outer doors.
- Select an interior room to use as a safe room.
- Plan as though you were evacuating and have enough cash on hand to sustain purchasing of gas, food, and other supplies in the days following the storm.
- If you have a generator, ensure you have enough gas on hand to sustain usage for several days.
- Ensure you have sufficient medications in case you are confined to your home for several days. Post-storm there may not be any electricity and pharmacies will probably close even with a minor storm.
- Plan to cook on a camp stove or grill in the days immediately after the storm passes.





Policy

During closure of parishes, schools or other Archdiocesan entities because of a named tropical storm or hurricane, the Archdiocese of Miami provides compensation to employees from regular or vacation pay, or allows unpaid leave, or in the case of school personnel, reschedules the days of closure to make up the lost time.

Compensation Related to Parish, School, or Archdiocesan Entity Closure Due to Named Storm (Tropical Storm or Hurricane) or Natural Disaster

If an impending severe storm, hurricane or natural disaster approaches just prior or close to the time that payroll is being processed, every effort will be made to transmit payroll early, so that employees receive earned pay via automatic bank deposit, or by the usual route used by the entity, on a timely basis.

The decision as to whether employees will be paid for time not worked during named tropical storms, hurricanes or natural disasters is at the discretion of the Archbishop. However, in general, the policy is as follows:

1. Partial days (late opening or early closure of the Parish, School or Archdiocesan Entity), is paid as a full day worked for all employees normally scheduled;
2. School personnel whose schedule is based on the school's calendar (instructional and non-instructional) are paid according to their normal compensation schedule. Time missed because of closure for storms is made up by additional days scheduled for classes in order to complete the full year's attendance requirements.
3. First full day of closure in hurricane season (June 1 – November 30) of the Parish or Archdiocesan Entity, or for School personnel not scheduled on the School calendar is paid as a holiday for all employees normally scheduled to work. Any employee already scheduled for vacation is paid from vacation pay. Any employee on leave is paid according to the compensation requirements of the leave time.
4. Second, third or subsequent full days of closure of the Parish or Archdiocesan Entity or for School personnel not scheduled on the School calendar in hurricane season, the employee selects accrued vacation time or unpaid time. Exempt staff with less than a week's available vacation time may need to be advanced vacation pay up to one week of absence due to closure. Consult with Archdiocesan Human Resources Office for any questions.
5. Employees, exempt or non-exempt staff, wishing to take off additional time before or after a named storm or disaster emergency may do so using accrued vacation time or unpaid time, with the approval of their supervisor.
6. Management holds the responsibility to secure their areas of responsibility before the storm and to assist in re-opening the buildings and staffing programs as needed.
7. In the event of personal injuries or illness or other urgent need related to the natural disaster, employees may access sick time or any other leave available by law.

Sister Elizabeth Worley, SSJ