



HURRICANE PREPAREDNESS GUIDE



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.

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Building and Property Office



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Be Prepared...

Hurricane season **begins June 1st and runs through November 30th**. It is important to become initiative-taking in your preparation for an emergency, and in the event that we are impacted by a hurricane, it is critical that we all remain vigilant and prepared.

The Archdiocese of Miami Building and Property Office is 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 periodically host Hurricane Preparedness Seminars for you and your staff to attend. A list of emergency contact phone numbers is included 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**) usually broadcasted through the local media channels. It is the local (county) EOC that will make decisions regarding evacuation status, evacuation routes, and other vital 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 a disaster.

Diocesan entities must 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 able to gain access to the premises because we would not open for 3-5 days or even 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 the name, position, and telephone number for one, or preferably two, entity personnel (Property/Plant Managers) that we can contact if you cannot be available during or after a hurricane or emergency. Since we have experienced telephone outages on both landlines and cellular phones, we need two telephone numbers for each person. Completion of the form should be sent to the office coordinator at trdiaz@theadom.org or faxed to BPCLERK at 305-754-6792. This information will be kept confidential. It will be used by ADOM Building and Property Office Staff in case of an emergency. For those entities that require evacuation, 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 yearly. It is important to keep this list up-to-date and accessible in the event of a disaster.

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 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 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 the new phone systems are Voice-Over-IP, so when the computer and power systems go down, so does your phone system.

The following is a quick checklist of items to consider before and after a 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 it to the 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 is also available on the County's website or by contacting the County before a storm event (see the attached Miami-Dade Surge Planning Zone Map as an example). It is important to note that the exact evacuation areas for an approaching hurricane will depend on the strength of the storm and where it is approaching. Every storm is different, and the "zones" of evacuation may change. Pay close attention to the media and evacuate all personnel when instructed to do so.
- Meet with staff/personnel and review emergency preparedness policies and procedures before any potential 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 or used 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 food distribution 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 before 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 can provide backup power when FPL utility power is lost. The generator must be properly designed and installed by a qualified electrician well in advance of a storm event. Caution: 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 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 entering 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 the availability of power. Also, Pastors must consider the 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 emergencies.
- Refuel all motor vehicles and properly store gas for generators, mowers, etc. in a 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, trash and recycling carts, and other items that are secured 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, we strongly encourage you to take photos and videos of the exterior and interior of your facilities, including all valuable assets. This will assist in the claims process following the storm event.
- **NAMED WINDSTORM DEDUCTIBLE REMINDER:** Each Archdiocesan Entity is responsible for funding their “Windstorm Savings Account” at the ADOM Pastoral Center. *If a structure sustains damage from a named windstorm, each ADOM entity will be responsible for a property deductible based on the assessed value of the affected structure and or property.* 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 the 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 before 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 archbishops. However, in general, the policy is as follows:
 - Partial days (late opening or early closure of the Parish, School, or Archdiocesan Entity), are 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 to complete the full year’s attendance requirements.
 - The 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 the Archdiocesan Human Resources Office regarding 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 1-844-220-5076 reference our client # 060001 and provide the information the interviewer requests.
- **STEP TWO - CALL DAVID PRADA- 305-951-4058 (mobile).** After starting the claim process via Step One, your call to David Prada will activate the disaster relief response with our designated First Responder and Disaster Relief Services. **DO NOT CALL YOUR CONTRACTOR, OR ATTEMPT TO MAKE PERMANENT REPAIRS WITHOUT PRIOR COORDINATION AND APPROVAL FROM THE ARCHDIOCESE OF THE MIAMI BUILDING AND PROPERTY OFFICE.**
- After completing the two steps above, you can proceed to do the following:
- Start the cleanup immediately. Work in small areas; clean up; move on; show progress daily. Document all progress daily.
- 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 for permanent repair should be obtained. Documentation is extremely important and must be taken seriously since this information is critical for FEMA submittals and reimbursement. If you do not have proper receipts for repair expenses, you will not be eligible for reimbursement.
- No building or structure shall be made available for use unless it has been determined by the ADOM Building & Properties Office that it is structurally sound.
- Debris should be removed from entranceways to provide a safe atmosphere. Beware of fallen power lines and other hazards when removing debris.
- Consideration must be given 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 contracting 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 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 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 the storage date and replace it 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 sources 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. An adequate supply of paper towels, toilet tissue, and 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 them 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 pages 31-33 for the 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 emergencies. The primary role of this committee is to assist in documenting and coordinating emergency responses 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 before 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 restart your Heating Ventilation and Air Conditioning System before 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 can 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 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 to 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. To keep current, we ask that the information recorded in the Sacramental Books be copied and sent yearly.

Once in the Chancellor's office, the pages will be scanned into our computerized archive system and indexed. Therefore, each copied page must 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

Increasingly, electronic information has become a vital part of our organizations. As such, there are various steps entities should take 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 purposes (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 and 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 are critical and needed for 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 the 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 the 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. 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 sheeting.



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 oversee knowing when these will be used.
- ☐ _____ Test smoke detectors annually. If the alarms are battery-operated, replace the 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 regularly.
- ☐ _____ 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 damage because 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 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 a lot of damage, but huge waves can raise tides fifteen 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 the 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 fierce 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 must 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 thirty-nine 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 stable structures, major damage to mobile homes, vegetation, and piers. Maybe coastal flooding.

Category 3 – Structural damage to small residences and utility buildings. Mobile homes destroyed. Terrain that is continuously lower than five 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 & Property 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:	CONTACT	
First Responders (Available as needed)	ADOM Building & Property Office	305-762-1032
Emergency CAT Contractor	CONTACT ADOM Building & Property Office	305-762-1032

[illegible]



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

[illegible]



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 & Property Off.	305-951-4058 (mobile)
Carlos Sanabria	Project Manager - Building & Property Off.	305-206-1544 (mobile)
Pawel Kobrzynski	Asst. Project Manager Bldg. and Property	305-205-3163 (mobile)
Tania Rodriguez-Diaz	Building & Property Office Coordinator	305-762-1032 (office)

Gallagher Basset	Third Party Insurance Claim Hotline	1-877-376-2561 (client # 060001)
Sr. Elizabeth Worley, SSJ	Chancellor COO	305-450-6240 (mobile)
Lisa Pinto	Senior Director - Human Resources	305-762-1201 (office)

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 THIS FORM:

BY EMAIL:

BY FAX : (305) 754 - 6792



NOT USED



Pre-Hurricane Punch List

	Checked	N/A
Hurricane Season (Jun 1- Nov 30)		
Review Hurricane Guide		
Major Landscape Trimming and Cutbacks		
Hurricane Supply Kit Stocked – bottled 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		
Secure loose items around the property		
Install Shutters – Start		
Back Up Computer Records		
Identify and safely cover vents and other roof openings.		
96 Hours (4 Days)		
Fuel purchased for vehicles		
Install Shutters – Finish		
Sandbags – If required		
72 Hours (3 Days)		
Move any items that have the potential to be damaged by water intrusion and that are on the ground level to a desk or shelf.		
Cover interior items with plastic sheeting to protect them 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 a return policy		
Give final instructions to key personnel		
Update outgoing messages on the phone system. Post notices on Office door with closed Message and Emergency Phone contact number.		
Bring important documents and forms to a safe location		
Candles/Open Flames		
Shut Down Utilities		
Date:		



Post-Hurricane Punch List

(Visit property only when weather is clear and 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 – Flashlight		
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 to call the 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 floodwaters		
Path to entryway clear - only clear small items		
Be aware of wildlife - raccoons, snakes, dogs, cats		
Exterior of Building		
No smell of gas or fire (if smell is present do not proceed to call emergency services)		
Tree or other debris on the structure		
Broken Windows / Doors		
Entrance/ Interior of Building		
Doorway 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 discarded for sanitary reasons		
Limit volunteers to answer phones or move small debris to the street		
Use Hunter Construction 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/ day in unbreakable containers, avoid using containers that will decompose or break such as milk cartons or glass bottles. A normal 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.

- Do not 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 sealed bottled water 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 for flushing toilets, cleaning, and bathing.
- Purchase water purification tablets (Halazone) if you still have running water but must boil water before use.

*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 if 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, and pepper in waterproof containers.
- High-energy foods like crackers, granola bars, and 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
- 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 ones 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 more than a week)
- Formula (enough for more than a week)
- Extra diapers
- Medicines (get a copy of the 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)
- Plastic garbage bags, and ties (for personal sanitation uses)
- Plastic bucket with a 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 and sterile gauze pads (a variety of 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 eyeglasses

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

Do not wait until a few days before a storm to go to the pharmacy for refills; you may not be able to get your prescription refilled; expect long lines and supplies run out 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, and 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 2 weeks. 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 | • Hand saw | • Razor knife | • Ax o chainsaw. |
| • 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 the 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 repellant | • Sunscreen |
| • (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 the refrigerator to the coldest setting and keep closed.
- Turn off propane tanks.
- Unplug small appliances.
- Fill the bathtub and other containers with water for cleaning and flushing. Additional water must be stored for drinking purposes.
- Cover all windows and other openings with hardened protection. If you do not have manufactured shutters, cut plywood, and secure it 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, make sure you have enough gas to last (enough for more than a week)
- Ensure you have sufficient medications in case you are confined to your home (enough for more than a week). Post-storm there may not be any electricity and pharmacies will close even with a minor storm.
- Plan to cook on a camp stove or grill in the days immediately after the storm passes.



Compensation Policy

During the 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 before 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 to pay employees for time not worked during a tropical storm, hurricane, or natural disaster is at the discretion of the archbishop. However, the general policy is as follows:

1. Partial days (late opening or early closure of the Parish, School, or Archdiocesan Entity), are 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 to complete the full year's attendance requirements.
3. The 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 the Archdiocesan Human Resources Office regarding 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