



ARCHDIOCESE OF MIAMI  
*Building and Property Office*

**ARCHDIOCESAN  
HURRICANE PREPAREDNESS PLAN**

**PARISH AFTER - STORM RECOMMENDED ACTIONS**

If a parish has any questions regarding insurance coverage, please call:

**David Prada at (305) 951 - 4058.**

1. Take pictures and document any damages immediately
2. The parish is to secure and dry the building as soon as possible to prevent further damage. Do not make permanent repairs unless authorized by the Archdiocese.
3. Call Gallagher Basset immediately to report the claim at **+1 (877) 376 - 2561**. Assessment of damage and cost estimate of permanent repairs will be provided by an authorized insurance adjuster. Payment for work must be approved by the Archdiocese.
4. Debris and tree removal may not be fully covered by insurance. However, some of our properties may qualify for FEMA aid. Keep records of all costs incurred related to emergency preparation and tree and debris removal, and notify David Prada if FEMA approaches you about your property.
5. Remove debris and fall. If possible, plan with a lawn maintenance company that services the facility beforehand, to do clean-up. Be aware of the danger from fallen, live, electric power lines.
6. If your employees or volunteers are going to assist with the clean-up, make sure they are not asked to perform tasks they are not qualified to do. Use contractors for all specialized and high-hazard jobs.
7. When hiring someone to perform clean-up work, make sure that they are insured; by obtaining a certificate of insurance from them showing both general Liability and Worker's Compensation.
8. Do not make permanent repairs unless authorized by the Archdiocese.
9. Keep receipts for all expenses.

## **WHEN THE REPAIRS BEGIN**

1. Permits will be required for any work other than clean-up, debris removal, or replacement of non-structural, non-permanent components of the building. It should be clear that the scope of the work and the cost are determined by the insurance adjuster.
2. The parish will be responsible for the cost of any work which is not covered by the insurance adjuster's scope of work.
3. All work must have Archdiocesan Building and Property approval to be considered as part of the insurance claim, but such approval does not imply an agreement from the insurance company adjusters. However, both the Archdiocesan Building and Property staff and Gallagher will provide advice and support in the presentation and settlement of a claim.

### **EMERGENCY CONTACT NUMBERS** **ADOM - BUILDING & PROPERTY OFFICE**

David Prada at (305) 951 – 4058 Cell  
Carlos Sanabria (305) 206 - 1544  
Pawel Kobrzynski (305) 205 - 3136

**Remember to download the following:**  
**HURRICANE PREPAREDNESS GUIDE**  
[ADOM: Business & Finance Office \(miamiarch.org\)](http://miamiarch.org)

**Thank you for your attention,  
and may God bless you and keep you and yours safe.**

