



PASTORAL CENTER EMERGENCY MANAGEMENT PLAN

POLICY

In order to maximize employee safety as well as minimize the potential for damage to the building and contents, the Pastoral Center will maintain an Emergency Management Plan for response to the threat of weather related or other emergencies.

PROCEDURE

Responsibility for Emergency Management Plan

The Pastoral Center's Emergency Management Team is chaired by the Building Commission Director and includes the Chief Operating Officer, Chief Financial Officer, Assistant Building Commission Director, CHS Plant Operations Manager and a representative from management in the Information Technology (IT), Finance, Communications, Christian Formation, Family Life and Pastoral Services offices.

At least annually, and more frequently as needed, the Pastoral Center's Emergency Management Team assesses readiness for disaster response and recommends revisions of the Emergency Management Plan to the Administrative Cabinet for approval. Office Directors are responsible to orient new employees to this Emergency Management Plan and to all employees when the Plan undergoes revisions.

Information Technology staff are responsible for maintaining an updated list of all technology equipment for insurance purposes. Annually, digital photography of equipment, furnishings and art work should be updated as needed and stored on the Pastoral Center network.

Emergency Plan Coordinator: Orlando Sharpe Office (305) 762-1067
Cell

Evacuation Assistant # 1: James Detrick Office (305) 762-1034
Assistant Director Cell (305) 986-5468

Threat from Fire or Other Emergencies without Warning

Reporting Emergencies

All fires and emergencies will be reported by the following means:

- a. FIRE/RESCUE: Miami Shores Fire Department (305) 759-2468
POLICE: Miami Shores Police Department (305) 759-2468
- b. Verbally to the Emergency Plan Coordinator (or designee), **1067**, if during standard work hours.
- c. Public address telephone system via Reception Desk (**6241**) – using Codes shown below.

Alarm system requirements for notifying all employees in an emergency:

- a. The signal for immediate evacuation **or** shelter in place will be a threat code;
Code 1 Tornado = Tornado Alert;
Code 2 Fire = Fire;
Code 3 Friend = Stranger/Intruder Threat;
Code 4 Package = Bomb Threat.
Code 5 Medical Emergency



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- b. A warning is provided for safe escape or sheltering in place, using the Codes
- c. Warning can be heard by all employees
- d. Warning alarm is distinctive and recognizable
- e. All employees must be properly trained
- f. Emergency telephone numbers are posted
- g. Emergency alarms have priority
- h. Alarm system is properly maintained by trained personnel

CODE 1: Tornado

When a hazardous weather alert code (Code 1 “Tornado”) is announced by the Plan Coordinator all employees should immediately go to the ground floor “sheltering in place” refuge area, either in the Temporalities’ stairwell or in the hallway leading to the maintenance shop on the first floor.

Employees are to locate their manager to verify their presence in the safe area. All employees must stay in the refuge area until given the all-clear sign from the Plan Coordinator or Evacuation Assistant.

If is not possible to reach the ground floor, seek refuge in the front staircase (no windows), or an inside hallway, away from windows.

CODE 2: Fire (and any situation that requires evacuation of the building)

Emergency evacuation escape route maps (see Appendix A, which contains “you are here”, exits and assembly sites) are posted in key areas throughout the building. All employees are trained concerning these plans.

In the event an emergency threat code number (**Code 2 “Fire”, Code 3 “Friend”** = e.g. intruder or **Code 4 “Package”** e.g. Bomb Threat) is issued that requires an evacuation of the building, all employees and visitors promptly exit the building by the nearest exit. Stairs must be used. Elevators must not be used.

Evacuate immediately to the outside at the street level upon hearing the fire alarm, using **only** the stairs. Do not run or push. Move quickly and as quietly as possible. If a visitor is present, bring the visitor with you to the evacuation area and ask the visitor to remain until safe evacuation of all persons is confirmed. Exit at street level and assemble on the sidewalk at St. Martha’s parish hall.

- **Do not run or push as you exit the building via stairs to street level exits.**
 - **Do not stop to pick up personal items (phone, purse, jacket, computer) before leaving the building.**
 - **Do not go to, or attempt to move, your car, no matter where it is parked – UNLESS directed to do so by emergency personnel.**
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- **Do move quickly and quietly as you exit via stairs to street level exits.**
 - **Do push open restroom doors as you pass by and call out that an evacuation is in progress.**
 - **Do look out at the atrium (if your office or workstation is nearby) and call out that an evacuation is in progress.**
 - **Do push open conference room doors as you pass by and call out that an evacuation is in progress.**



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- **Do** close your office door if you work in an office space with fully enclosed hard walls that reach the ceiling or if you are exiting a conference room. No need to worry about closing cubicle doors!
- **Do** ask visitors in the building to exit with you and remain with the Pastoral Center staff until safe evacuation of all persons is confirmed.

Once clear of the building, report to the designated assembly site, St. Martha's parish hall. Employees are to locate their supervisor who verifies that all employees on duty are accounted for. Supervisors are required to report their verification of employees' safe evacuation to the Evacuation Plan Assistant to confirm that all have reached the safe area. Visitors are to be assisted and directed to the evacuation area and are encouraged to report to the staff or management conducting the event at which they were attending when the evacuation occurred.

Directors are to gather each member of the office staff and immediately gather with the respective Director or COO so that arrival of all persons to the safe area may be confirmed and communicated, as needed, with the emergency personnel on site. Any employee identified as missing is to be reported by senior management to the safety personnel (fire, police) on site.

Designated Outside Safe Assembly Site

All employees, volunteers and visitors report to St. Martha's parish hall and locate their manager to verify their arrival.

Re-entry

Once the building is evacuated, no one is to re-enter the building for any reason. The Fire Department or other responsible agency will notify employees when the building is safe for re-entry. Only then will personnel return to their workstations.

Stranger or Intruder that May Be a Threat CODE 3 "FRIEND"

In the event of a threat to the safety of employees or the security of the building, a warning will be given via the telephone public address system. Specific directions will be provided. Listen for directions to evacuate a specific floor or the entire building or to evacuate in a specific direction (*such as exit only by the back loading dock or exit only by the 1st floor side entrance*) or in some cases lock the main entry door to the Department.

Hazardous Material or Bomb Threat CODE 4 "PACKAGE"

In the event of a threat to the safety of employees or the security of the building, the alarm will sound. Evacuation procedures for a **CODE 2 "FIRE"** alarm are followed.

DO NOT USE CELL PHONES as cell phones may cause a bomb to activate.



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If a bomb threat is received by telephone:

1. Get as much information from the caller as you can.
 - What does the bomb look like?
 - Where is the bomb located?
 - When will the bomb explode?
 - Why did you place the bomb here?
 - Where are you calling from?
 - What is your name?
 - Try to determine the caller's age, gender, voice/accent, background noise.
2. Stay calm.
3. Notify your supervisor immediately.
4. Call 9-1-1
5. Notify the Receptionist (6241) to call the emergency code - **Code 4 "Package"**
6. All employees, volunteers and visitors calmly evacuate the building according to the directions for CODE 2 "FIRE"
7. No one should touch or disturb suspicious items.
8. **Do not use a cell phone or portable radio.** Radio waves can detonate bombs.

Medical Emergency CODE 5

If there is a Medical Emergency in the work area, someone from the affected area should contact the Miami Shores Police Department at (305) 759-2468. It is critical that the person who calls the Police stay on the line and keep the operator apprised of the situation. Another member of the Department will need to contact the Receptionist (x1067), make sure all entry gates are open, and if necessary hold the elevator. Someone should also greet the Emergency Medical team at the entry and bring them directly to the person requiring care.

Tropical Storm and Hurricane Threats

Activating the Plan

The Archbishop or COO or their designee holds the responsibility to activate the Emergency Management Plan.

Preparing the Offices

Although the Pastoral Center building is well-built and the building has weathered many storms throughout its history, high wind or heavy rain can penetrate even the most secure building causing roof leaks or breaking windows. Therefore it is important that work areas be secured prior to closing the building at the approach of a storm.

Papers and files should be secured inside desk drawers or cabinets, safe from wind or water damage, leaving desktops and open shelves empty, to the extent possible. The Archdiocese of Miami is not responsible for personal items in the offices that may be damaged during a weather related event or for automobiles parked on the archdiocesan property while the office is closed during a weather related event.

Computer files in the "My Documents" folder are routinely backed up to a remote site. Any files stored on individual workstations must be manually backed up into the employee's network folder or onto an external



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device. Backup of files should be part of the preparation as a storm approaches. If backup is sent to a portable external device, consider removing the external device for safe, off-site storage.

Computer, monitor, printer and any other electronic devices should be turned off. Turn off battery backup devices or surge protectors and unplug them from the electrical outlet. For offices on the ground floor, where there may be a threat of flooding, make sure electronic equipment is moved off the floor to prevent water damage. If your office is located near windows, consider moving the technology equipment to an interior safe location. The IT staff will assist with this process if needed.

After the storm, when the building has been reopened, inspect all outlets for damage before plugging equipment back in. If there is any evidence that floors or walls have been exposed to water, wait until all moisture has dried and conditions have been inspected by the Building Commission office.

Securing Backups and Backup Systems

A full backup set is kept off site at all times. An evaluation will be made as to whether the server should be relocated to an alternate location. If it is determined that the potential damage to the Pastoral Center is likely, these devices will be moved to a safer location. This will ensure that backup restoration can be performed in a timely manner upon return to the facility.

Payroll

At the imposition of a hurricane watch for the South Florida area, Temporalities will notify the Finance Office whether the payroll process should be performed early.

Locking the Building

The secure building access system used by the Pastoral Center is dependent on electricity. To secure the building during and after the storm, in the event of a power failure, the exterior doors are locked by key. The Building Commission Director is responsible for verifying that the building has been fully evacuated by all personnel before securing the building.

Communication During and After the Storm

In the event of an impending severe storm, hurricane or natural disaster, management must communicate clear expectations regarding building evacuation or closure, reporting back to work, etc. If management determines that it must close down the building for the safety of its employees, the following procedures will be followed:

1. Department heads and the COO, or their designees, will be responsible for contacting each of the employees under their supervision. Employees will be instructed as to the specific date(s) that the Pastoral Center will be closed. Unless given special permission, no employee will be permitted to return to the Pastoral Center building during emergency closure dates. If the decision to close the building is made over a weekend or holiday period, Department heads and the COO, or their designees, will contact each employee under their supervision via the emergency phone list to communicate the building closure date(s).
2. Employees will also be given a date and time when they will be permitted and expected to report back to work at the Pastoral Center. Employees can also access current information on the Archdiocese's webpage, www.theadom.org



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3. If management determines that the Pastoral Center building must remain closed longer than originally anticipated, Department heads and the COO, or their designees, will communicate to employees the new date they will be expected to return to their posts.
4. In the event telephone communications shut down, employees should follow all instructions given by local law enforcement authorities regarding travel. Also, employees who have no access to telephone communication must make a genuine attempt to contact their respective supervisors to obtain instructions regarding work reporting expectations and/or to communicate their individual hardship circumstances.
5. An employee emergency contact list is maintained by each department and should be updated each year in late spring prior to the opening of Hurricane Season. Each employee is asked to provide the telephone number(s) where they most likely will be able to be reached after the storm. It is the employee's responsibility to provide updated numbers throughout the year if the employee's contact information changes.
6. Telephone numbers are treated as confidential and are released only at the time of closure of the Pastoral Center in preparation for a weather related threat. Each department is responsible for printing the lists and providing them to the persons assigned.
7. Plant Operation is responsible to record an appropriate message regarding closures and expected reopening for the voice mail for the Pastoral Center's main telephone number and to post available information regarding expected reopening on the front doors.

Re-opening the Building

The Archbishop or COO, in consult with the Building Commission Director, determines when to re-open the office and recall personnel as well as what resources may be needed to restore the building prior to re-opening.

Return to Work

If an employee receives instructions to return back to work, but cannot due to the effects suffered as a result of a severe storm, hurricane or natural disaster, he/she must contact his/her supervisor, or COO. Each situation will be considered on a case-by-case basis. Assuming the employee receives permission not to return to work, he/she will be expected to report via phone, if possible, to his/her supervisor on a daily basis until his/her return to work, unless otherwise advised.

Compensation Related to the Activation of the Emergency Management Plan

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 on a timely basis.

The decision as to whether employees will be paid for time not worked during severe storms, hurricanes or natural disasters are at management's discretion. However, in general, the policy is as follows:

1. Partial days (late opening or early closure of the Pastoral Center), paid as a full day worked for all employees normally scheduled;
2. First full day of closure of the Pastoral Center in hurricane season (June 1 – November 30), is paid as a holiday for all employees normally scheduled to work;



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3. Second, third or subsequent full days of closure of the Pastoral Center in hurricane season, non-exempt (hourly) staff selects accrued vacation time or unpaid time;
4. Employees, management or non-exempt staff, wishing to take off additional time before or after a 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 and to assist in re-opening the building and staffing programs as needed.

In the event of personal injuries or illness, employees may access sick time or any other leave available by law.

Time Off Prior to or After Storm for Personal Responsibilities

Employees may elect to use a vacation day prior to the storm for personal responsibilities related to home or family preparation. Likewise the employee may request time off after the storm to address personal needs. To the extent possible the time off request will be granted. In an urgent necessity when vacation time is not available unpaid time may be approved.

Communication With the Media on Any Emergency

The Archdiocesan Director of Communications is the individual designated to coordinate with media on behalf of the Archdiocese of Miami. The Director of Communications acts as the spokesperson of the Archdiocese as needed during and after the emergency.

Evaluation of Emergency Response and Training for Employees

After this Emergency Plan has been activated, an evaluation is conducted of the effectiveness of the response and any necessary revisions are made. Training is provided for employees as needed following the evaluation of an emergency response and at any time this policy is changed.

Initiated: July 2010
Current: October 2010