

# Hurricane Preparedness

## Guide

2011



### ARCHDIOCESE OF MIAMI

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BUILDING COMMISSION OFFICE



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## Archdiocese of Miami Hurricane Preparedness Guide

Florida took an unprecedented hit during the 2004 and 2005 Atlantic hurricane seasons. To help us prepare for the 2011 season, we've generated the following guide.

Remember, when a disaster strikes, we are all working toward a common goal – “getting you back in business as soon as possible.” Ask questions. Explain your needs. Depending on the issue, contact Mr James Detrick, Building Commission Project Director, mobile phone 305-986-5468, and he will assist you. A list of emergency contact telephone numbers is enclosed with this Hurricane Guide.

### **Obtaining Official Storm Notification**

When a hurricane threat is imminent, you need to monitor closely, announcements from your local Emergency Management Center (EOC). These are usually handled 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 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 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 faxed to Mr. Jim Detrick at 305-754-6792. This information will only be used by the Diocesan personnel listed on the enclosed Diocesan contact list. For those entities that are forced to evacuate, please advise someone on the Diocesan Area Dean contact list (attached).

### **Diocesan Entity Staff Communication**

It is important to keep this list of current staff up-to-date and accessible in the event of a disaster.

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.

Each Diocesan entity should have at least one cellular telephone. Each entity should have a telephone jack which does not depend on electrical power.

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

## **Before the storm:**

- Please pay special attention to the safety of the Blessed Sacrament and the Church vessels.
- Prepare emergency telephone list. See enclosed blank form.
- **No** Diocesan building meets the criteria for **shelter** and **should not be offered as such**. However, if, after the storm, the building is determined to be structurally sound by the Archdiocese of Miami (ADOM) Building & Construction Department, it may be used for distribution of food and other supplies. Either the Red Cross or FEMA has used our facilities in the past.
- We recommend, when possible, that at least one emergency generator is available for use in the Priest's residence. This generator should have sufficient power to provide essential service while the electrical power is off. It is imperative that the generator is properly installed by a qualified electrician. The generator needs to be in a properly ventilated area because generators are capable of throwing off dangerous fumes, especially carbon monoxide.
- All roof vents (excluding plumbing vents) must be sealed to prevent water from coming into the building.
- Adequate preparation time should be allowed for the installation of available protective covers, plywood, shutters, etc.
- Keep 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.
- Be aware of shelter locations if evacuation is required. This information can be obtained on the County's web site or by contacting the County prior to a storm event.
- 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. Update employee addresses and telephone numbers.
- Top off cars and store gas for generators, mowers, etc. in properly secured, ventilated area.

## **After the Storm**

- Take pictures of all damage. (**Note: It is a good idea to take pictures of your property prior to the storm event.**)
- Start the clean up immediately. Work in small areas; clean up; move on; show progress daily.
- Make necessary repairs to avoid further damage. Please, no permanent repairs without Diocesan Building & Construction Department approval.
- Contact Mr. Jim Detrick, see contact list. If the losses may exceed your deductible amount (**5% of the appraised value of building and contents per building**), Mr. Weiner will contact Gallagher Bassett. If a structure sustains damage from a named windstorm, you will be responsible for the 5% (of appraised value) deductible.
- Keep receipts for all expenses incurred. Detailed estimates on permanent repair should be obtained. (**Document, Document, Document.**) Documentation is extremely important and must be taken seriously since this information is critical for FEMA submittals.
- No structures should be made available for use unless it is determined to be structurally sound by the ADOM Building & Construction Department.
- Debris should be removed from entrance ways to provide a safe atmosphere. Beware of fallen power lines and other hazards when removing debris.

A Diocesan Hurricane Management Team will visit the affected areas within 48 hours (unless there is a curfew in effect), or when it is safe to travel. This team will assist the entity with the recovery process.

## **Priest's Residence**

**Be aware of location of shelters if evacuation is required. Have evacuation plan in place.**

## **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 cash on hand.

Make sure that enough food is on site. 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**

Before the 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 or other portable stove is a good purchase for cooking and boiling water.

After a storm, water may be contaminated. Check with the local government to find out 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 duffel bags, (b) have important papers already packed in waterproof containers, and (c) have plastic sheeting easily available if needed.

## **Establishing a Disaster Committee**

There is much confusion in the public sector for the first few days after a disaster. Be prepared to solve your own problems.

Before the storm, a volunteer network of people experienced in insurance claims, electrical and construction work, etc. should be assembled to help in disaster times and afterwards for prompt and accurate assessment in reporting damage to the Archdiocese of Miami.

If employees are to assist with the clean-up, exercise caution that they are not asked to perform tasks for which they are not qualified. Lifting should be done with care to prevent back injuries and not by those with back problems. Remember, you are also exposed to workers' compensation claims. Use contractors for specialized and high hazard jobs.

The Red Cross may request to survey suitable parish halls to use after the storm for relief, registrations, distribution of food, supplies, etc. **No Archdiocese of Miami buildings meet the criteria for shelters at this time and should not be offered as such.** Parish volunteers should coordinate with the Red Cross for training in first aid, CPR, etc.

Within three months after the storm, a master plan for rebuilding and redevelopment should be prepared by the same committee as above with appropriate consultation.

## **Inventory All Equipment**

While examining the parish/school facility or Archdiocese entity, i.e. Cemetery, Catholic Health Services or Catholic Charities, 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.)

## **Isolation Switches and Cut-off Valves**

In the event of an emergency, it may become necessary to 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.

## **Understanding the HVAC System**

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. Every system has some means of shutdown.

## **Shutting off Utilities**

Those responsible for preparing the facility for a disaster will need to know what utility lines should be turned off to prevent damage. Under such conditions as a hurricane or tornado, it is more likely that electrical power will fail over a wide area. Water and gas lines that are generally buried are not as vulnerable unless a building is damaged. In preparing for a hurricane, disconnect all electrical equipment.

## **Routine Maintenance**

Routine, preventative maintenance can help to minimize greater damage to a Diocesan 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.”

## **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.

If you have any questions, please call Mr. James Detrick at (305) 986-5468 or email at [jdetrick@theadom.org](mailto:jdetrick@theadom.org). 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.

## **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.

### **1. 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.

## 2. Backups

Perform daily data backups as well as separate weekly and monthly backups. These backups also should be stored at a secure off-site facility. Use a Backup Schedule Chart (see enclosed form) to track your activities.

## 3. Backup Processing Facilities

Develop a plan for utilizing other computer systems as a backup for critical processing needs. Consider making vendor agreements and teaming with other 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.

## 4. 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.

## 5. 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 & Construction if physical security guard service is required.



## 6. 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.

## 7. 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**

## 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.

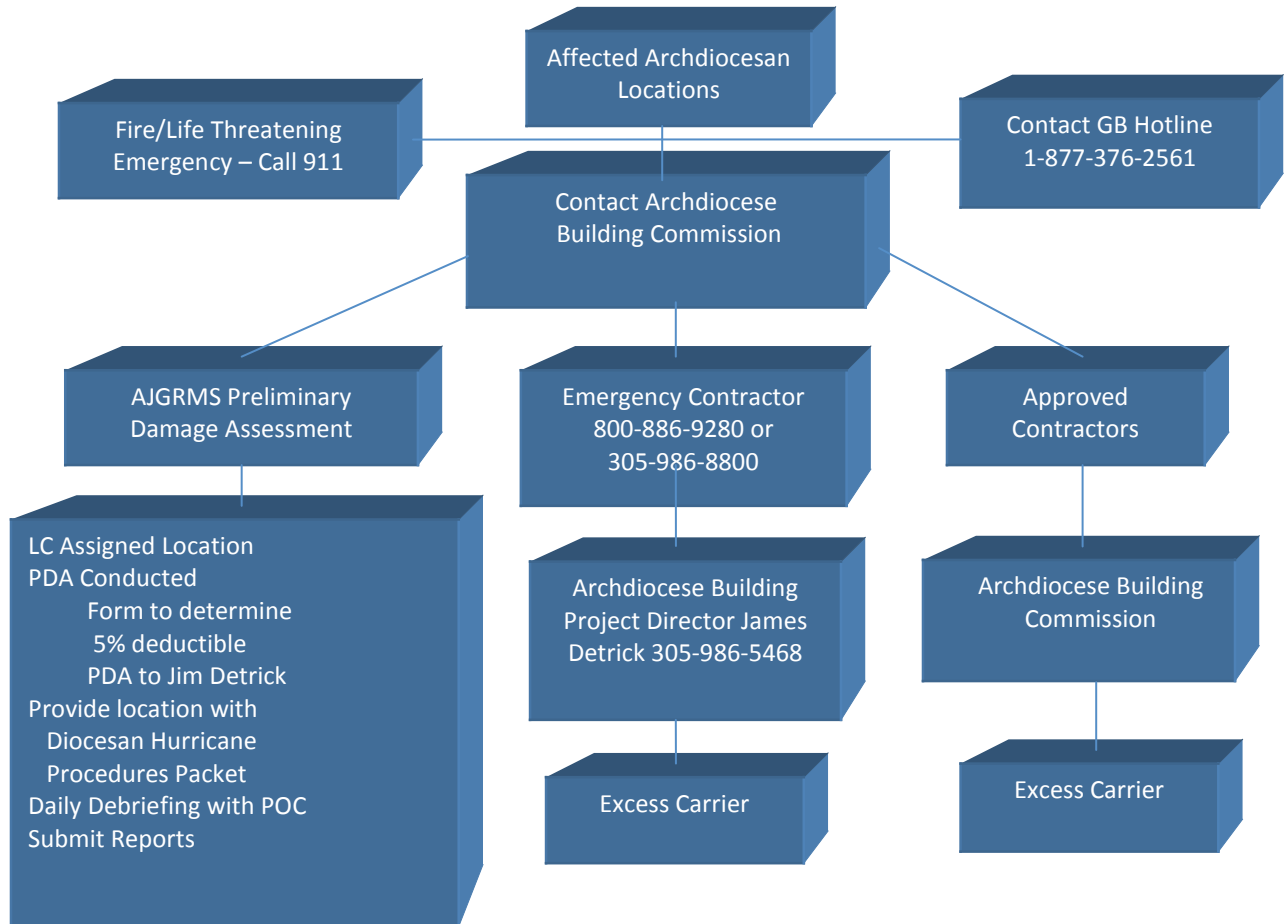
## Beyond Routine Maintenance Checklist

- \_\_\_\_\_ 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 Claim - Post Recovery



## 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 38 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 36 hours. Landfall is possible.

A **Hurricane Warning** is issued when a hurricane is expected to strike within 24 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. Some coastal flooding.

**Category 3** – Structural damage to small residences and utility buildings. Mobile homes are destroyed. Terrain 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)

<b>Pastor</b>	Home	
	Cell	
<b>Entity Disaster Coordinator</b>	Home	
<b>Or Parish Administrator</b>	Office	
	Cell	
<b>Archdiocese of Miami:</b>	<b>Title:</b>	<b>Cell Phone No.:</b>
	Building Commission Director	
James Detrick	Building Commission Project Director	305-986-5468
<b>Gallagher Bassett Claims</b>	Report All Claims To	877-376-2561
<b>Police Department</b>		
<b>Fire Department</b>		
<b>Sheriff Department</b>		
<b>Red Cross</b>		
<b>Emergency Management</b>		
<b>Nearby Shelters</b>		
<b>Other: First Responders Available as needed</b>	Available in any part of the Archdiocese at the request of the pastor, principal, administrator	
<b>P3CM</b>	800-886-9280 or 954-917-1490	
<b>Paul Davis Restoration</b>	305-260-0034 or 305-986-8800	



## 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	
Entity Name _____	
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								
<i>Be sure to include alternate vendors for the goods and services you need.</i>								
Business	Contact	Phone	Extension	Fax	Address	City	State	Zip



## Archdiocese of Miami Hurricane / Emergency Contact List

<u>Contact Name</u>	<u>Title</u>	<u>Cell Phone No.</u>
	Building Commission Director	
James Detrick	Building Commission Project Director	305-986-5468
	Chancellor	305-450-6420
	Vicar General	
	Chair, Building & Real Estate	
	Director Insurance & Benefits	





**Miami**

**Archdiocese of**

**Hurricane/Emergency Entity Contact Information**  
**PLEASE FAX COMPLETED FORM TO 305-754-6792**

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

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

Pastor/Principal or  
Agency Head Name: \_\_\_\_\_

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

Land line: \_\_\_\_\_

Please list the names and contact information for two Entity staff that, in the event, you, the Pastor, cannot be reached during or after a hurricane or other emergency information.

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

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

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

Land line: \_\_\_\_\_

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

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

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

Land line: \_\_\_\_\_

Are you in a forced evacuation area?  YES  NO

If yes, please see the Archdiocese of Miami Hurricane Emergency Contact List.

If a storm is imminent, call one of the Archdiocesan contacts, at that time, to advise that you are in a forced evacuation area.



## Miami

## Archdiocese of Area Dean Contact List

Very Reverend Michael Greer, V.F.

Very Reverend Abel Barajas, V.F.

Very Reverend Thomas O'Dwyer, V.F.

Very Reverend Christopher Marino, V.F.

Very Reverend Federico Capdepón, V.F.

Monsignor Oscar Castañeda, V.F.

Monsignor Pablo Navarro, V.F.

Very Reverend Jesús Arias, V.F.

Very Reverend Gerald Morris, V.F.

Vicar Forane of the Northeast Broward Deanery

Vicar Forane of the Northwest Broward Deanery

Vicar Forane of the South Broward Deanery

Vicar Forane of the East Dade Deanery

Vicar Forane of the Northeast Dade Deanery

Vicar Forane of the Northwest Dade Deanery

Vicar Forane of the South Dade Deanery

Vicar Forane of the West Dade Deanery

Vicar Forane of the Monroe Deanery



## Archdiocese of Miami

### 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 back up generator		
Shutters/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		
Up date out going 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		
<b>Date:</b>		



## Archdiocese of Miami

### Post Hurricane Punch List

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

	Checked	N/A
<b>Property Visit Team</b>		
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		
<b>Property Damage Reporting</b>		
If property damaged has occurred call GB at 1-877-376-2561		
Take Pictures		
<b>Property Perimeter</b>		
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		
<b>Exterior of Building</b>		
No smell of gas or fire (if smell present do not proceed call emergency services)		
Tree or other debris on structure		
Broken Windows / Doors		
<b>Entrance / Interior of Building</b>		
Door Way Clear – use door ways not windows or damaged sections		
Watch for falling ceiling tiles or other damage that could cause collapse – Do not proceed into unknown conditions		
<b>Clean Up</b>		
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		
<b>Storm Name:</b>		
<b>Date:</b>		