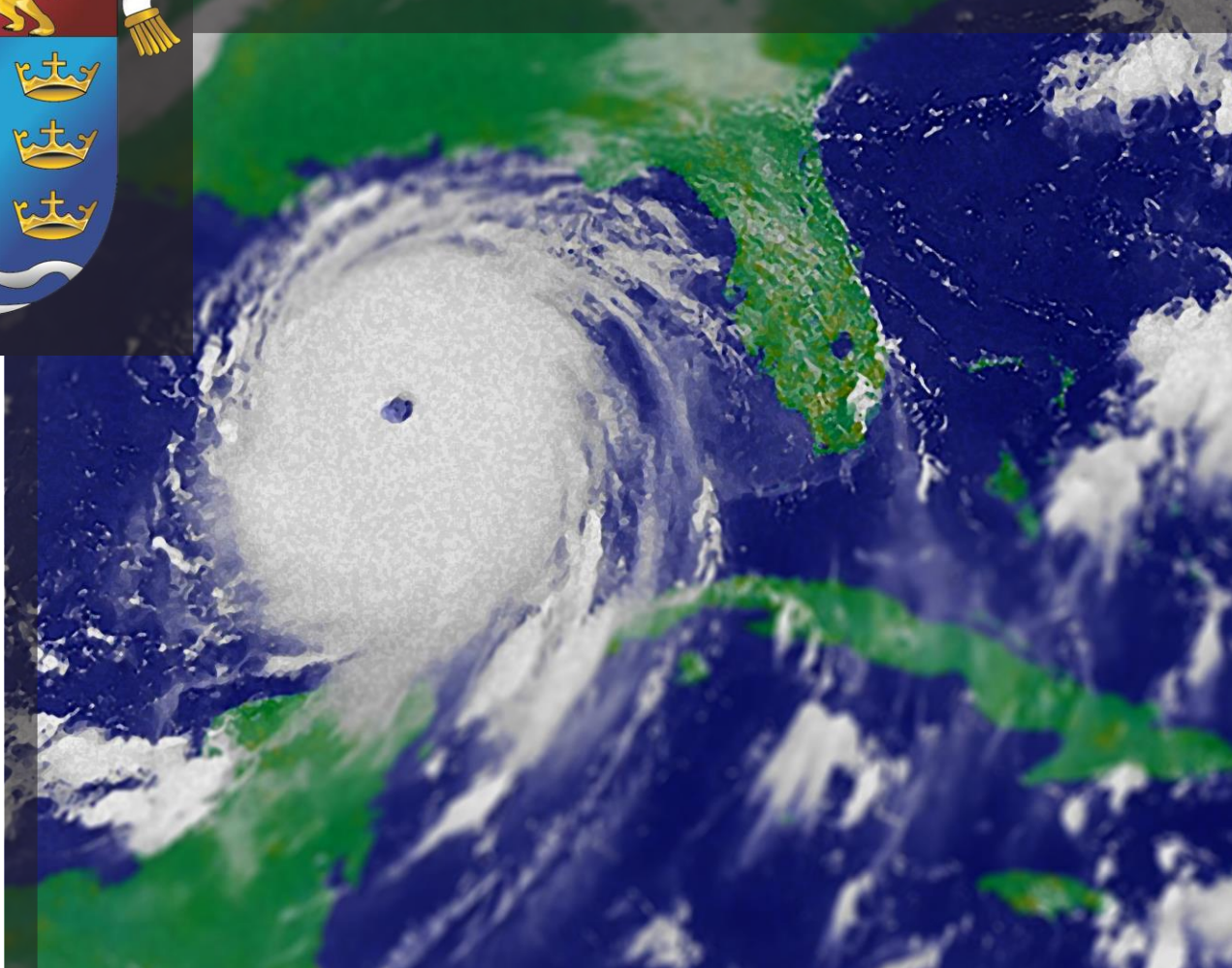




## Diocese of Venice in Florida



# Hurricane Preparedness Plan

Diocese of Venice in Florida  
1000 Pinebrook Road, Venice, Florida 34285



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# Diocese of Venice Hurricane Preparedness Plan

## Section I

In the state of Florida hurricanes are among the most catastrophic weather related disasters. Hurricanes are giant, spiraling tropical storms that can pack wind speeds of over 160 miles an hour and unleash more than 2.4 trillion gallons of rain a day. These same storms are known as cyclones in the northern Indian Ocean, and as typhoons in the western Pacific Ocean. The storms develop over warm ocean waters and bring destruction ashore in many different ways. When a hurricane makes landfall it often produces a devastating storm surge that can reach 20 feet high and extend nearly 100 miles. A hurricane's high winds are also destructive and may spawn tornadoes. Torrential rains cause further damage by spawning floods and landslides, which may occur many miles inland.

The best defense against a hurricane is an accurate forecast that gives people time to prepare their property and, more importantly, evacuate to get out of harm's way. The National Oceanic and Atmospheric Administration has estimated that 40% of all storms to occur in the United States hit Florida. This Hurricane Preparedness plan is designed to help all entities within the Diocese of Venice prepare for the annual Hurricane Season.

Remember, when a disaster strikes, we are all working toward a common goal – “life safety, property preservation and getting you back in operation as soon as possible”. The general Diocesan contacts for Hurricane Preparedness information or assistance are the **Director of Building and Construction, the Risk & Insurance Manager or the Director of Finance. They can be reached by phone at 941-484-9543.**

### A. Obtaining Official Storm Notification

When a hurricane threat is imminent announcements from local emergency management Center (EOC) should be closely monitored. 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. All Diocesan entities should secure all buildings and their contents at least **48 hours** before a hurricane is due and/or as directed by the Diocese of Venice.

Communication during an emergency is a critical and necessary component that we must prepare in advance. Please assure that contact information (cell phone, email, addresses, etc) is updated and confirmed in the ADP system, OneCallNow system and local parish and school records that are available to the Pastor, Principal and Diocese. Every diocesan entity must identify a primary emergency contact, with the authority to make immediate decisions as necessary.

During the aftermath of a hurricane, it will be important for Diocesan personnel to reach out to potentially affected locations to assess damage and need for assistance or it may become necessary for the Insurance Adjusters or Diocesan Building and Construction Office to contact entity personnel to gain entrance to damaged facilities.

It will also be important to provide name, position and telephone number for one, or preferably two, entity personnel that can be contacted in the event the Pastor/Administrator cannot be reached during or after a hurricane or emergency situation. Since it is not uncommon to experience telephone outages in many areas of both land lines and cellular phones, two telephone numbers for each person should be listed when available. For those entities that are forced to evacuate, please advise someone on the Diocesan Area contact list (attached).

### B. Parish/School/Entity Local Communication

It is important to keep a list of current staff and their contact information up-to-date. In larger locations communication can often begin with the creation a communication tree where the individuals can be contacted by telephone and/or cell phone in the event of a disaster.



If a phone tree is utilized, leadership should assign several key staff members (usually Department heads or Managers) the names of other staff members that they are responsible for calling in the event of an emergency. A call from the pastor, principal, 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 and a **telephone that does not depend on electrical power**. These phones may be purchased at any local home improvement center and are relatively cheap.

**Report all Property Damage or Injury claims immediately when practicable, or as soon as possible to Gallagher Bassett by calling 877-376-2561. Client ID # 060005. Provide a much detail as possible, including all buildings involved.**

**In case of a true emergency, to reach assistance from a Catholic Center employee during non-business hours:**

**Repairs/Damage Mitigation: Building and Construction, Joe Rego, mobile: 941-416-6119.**

**Insurance: Tracy Brooks, Risk Manager, 941-486-4732, or Peter McPartland, Director of Finance: 941-321-8398.**

## **C. Establishing a Parish/School/Entity Disaster Planning Committee**

Each entity may want to consider creating and implementing a Disaster or Hurricane Planning Committee. This step may be approached differently depending on the makeup of the location. Some Pastors/Administrators may appoint only a Hurricane Coordinator, relying on this coordinator to identify and appoint the other committee members, while others may appoint several key persons to the committee, allowing the committee members to appoint a coordinator.

The Committee is to help organize and make decisions such as who should be involved in preparing the facilities for hurricanes and how to utilize already existing resources for this purpose. It also will help determine what role a Diocesan entity should play in serving the community after a hurricane has occurred. There is much confusion in the public sector for the first few days after a disaster. **It is important that all locations be prepared to operate alone for the first 72 hours in the event of a major storm which cuts off access to their area.**

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. 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 Diocese of Venice buildings have been designated and approved as shelters.

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 with the Building Department Office.

### **1. Appointing Committee Members**

**The pastor/ entity manager and/or the Hurricane Coordinator may either create an entirely new committee composed of parishioners having hurricane planning and recovery experience and specially chosen parish staff members, or they may want to utilize existing committees such as a Building and Grounds Committee, Finance Counsel, or Community Outreach committee.**

**It is useful to recognize that many parishes have historically participated in hurricane recovery activities (i.e. cooking food for hurricane victims, distributing donated goods, providing for emergency expenses, etc.) in informal ways. Therefore, a good place to begin the committee process is to recognize which activities are already taking place at the parish, assess their utility, and include them in the formal plan.**



## D. Hurricane Definitions

**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

**Hurricane Watch** is issued when hurricane conditions pose a potential threat to an area within 36 hours. Landfall is possible.

**Hurricane Warning** is issued when a hurricane is expected to strike within 24 hours. Landfall is imminent.

**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.

**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.

**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.

**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.

**Rating Hurricanes:** Hurricanes vary in power and speed. The Saffir-Simpson scale breaks them into the following categories according to windspeeds:

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 building collapse. Flooding occurs in areas 15 feet above sea level and along the coastline, requiring evacuation of residential areas for up to 10 miles inland.

## Section Two II Hurricane Preparation – Before the Storm

### A. Steps to Take Before the Storm:

- Please pay special attention to the safety of the Blessed Sacrament and the Church vessels and other items that would be hard or impossible to replace.
- Prepare emergency telephone list. Identify primary emergency contacts for your location, assure all staff has updated their contact information in on-line systems. (ADP, OneCallNow, etc)



- **No** Diocesan building has been designated as a storm shelter. However, if, after the storm, the building is determined to be structurally sound by the Diocese Building Department and/or the local Building Official, it may be used for distribution of food and other supplies.
- 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 public 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. This means located at least 15-20 feet away from any building opening because generators are capable of generating dangerous carbon monoxide fumes. An odorless, tasteless gas. Just because you cannot smell the fumes does not mean they are not present. **All facilities should have at least one Carbon Monoxide Detector installed. These detectors can be obtained at any local home improvement center.**
- 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. Extreme care must be followed when installing steel or aluminum storm panels. These panels are heavy, have sharp edges and can be easily catch the wind during installation and making it very dangerous especially while on a ladder. This process must be carefully thought out and extreme care must be exercised to minimize the possibility of injuring an employee. Consideration should be given to contract the installation of storm panels for larger facilities.
- 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/managers 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 EOC prior to a storm event. Most of this information is transmitted through local media sources.
- All employees should be instructed to contact the parish/school/entity as quickly as possible after the storm. It is the employee's responsibility to report and not wait to be called. **Update** employee **temporary** addresses and telephone numbers. It must be understood that employees may not always be immediately available after a storm due to damages that may occur to their own homes and family's homes.
- Top off cars and store gasoline for generators, mowers, etc. in properly secured, ventilated areas. Without proper flammable storage facilities gasoline storage should be limited to four (4) five gallon UL approved containers.
- Establish a means to communicate to the staff after the storm. Telephone land lines and/or cell phones may not work for the first 24-48 hours. Employees may have to resort to local emergency broadcast to determine areas that may be closed due to severe damage.
- Bottled water may be difficult to buy in the immediate aftermath of a storm.



## B. Priest's Residence

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

### 1. Food and Supplies

Priests should make sure that they have the following supplies on hand in preparing for the storm – flashlights, batteries, radio, digital camera and/or fully charged cell phone with camera capability and cash.

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.).

An 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.

When possible at least a month's supply of any regular medications should be on hand.

Adequate supply of paper towels, toilet tissue, Kleenex, should be stored.

### 2. Water

Before the storm, plan to store enough water to supply each Priest's residence for a minimum of **three days**. The standard recommendation is one gallon per person per day for drinking, cooking, and hygiene. Date the water containers and replace them every 6 months. Drinking water should be purchased in plastic jugs.

Be sure to fill the bath tub or have at least six 3-5 gallon buckets filled with water. This water can be used both for flushing toilets and 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, even if running water is available it may be contaminated. Check with the local government to find out if the water can be used for drinking, cooking and dishwashing before doing so.

### 3. 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.

## C. Inventory All Equipment

While examining the parish/school facility or Diocese 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 parish offices, and rectory. (Note: Personal items are not covered by Diocese Insurance.) **Take photos or video!**

#### **D. 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 and turn off gas at the source if possible.

#### **E. 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. Single room air conditions should be checked to ensure they are securely fastened to the structure. It was experienced that these units can be blown into a room causing flooding if not properly secured.

#### **F. 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. For those locations that utilize propane in tanks should know the location of the shut-off valve and these should be shut off prior to the storm. Ensure these tanks are properly secured to a concrete foundation.

#### **G. Routine Maintenance**

Routine, preventative maintenance can help to minimize greater damage to a parish/facility 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. The first of May is a good time to have all trees and foliage trimmed back.

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. This should be completed by June 1. We have enclosed a sample “routine maintenance list” and a sample “beyond routine maintenance list.”

#### **H. Storing and Protecting Hardcopy Records**

Inactive records should be stored in fire safe 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 fireproof cabinets and/or in a Bank safety deposit box.



Remember to electronically copy parish Sacramental Registers and back up data regularly. 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.

Therefore, it is very important that each copied page be complete and legible.

If you have any questions regarding the proper storage and back-up of records or the Diocese of Venice policies regarding when data should be sent to the Catholic Center, please contact the Diocesan Archivist at **(941) 484-9543**. We thank you for your cooperation in preserving our rich history.

## **I. Protecting Computer Hardware and Software**

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

We learned from the other Hurricanes, that simply placing plastic covers on computers did not afford much protection if a breach was made of the building, such as a blown out window. Critical computer equipment should be located in an interior room with no windows. To protect computers, ensure that the plastic covering is secured by taping, stapling or other method to prevent it from being blown off. Remove items from the floor. Think about flooding and what damage water can do. Empty the bottom drawers of filing cabinets, desks, and shelves.

### **1. Inventory and documentsystems**

- 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.



## **1. 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. A hard copy of this booklet should also be kept in a waterproof/safe location accessible in the event of an emergency.

### **1. 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 parishes. Best practices are to store weekly backups to the cloud, or barring that, store weekly backups in a waterproof safe.

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 parish property send the other 2 backups off property with 2 different employees. Consider utilizing a Bank's safety deposit box.

### **1. CONTACT LIST**

- a. Keep an up-to-date list of support personnel and vendors. Assure systems have current staff information.
- b. Identify and line up alternate vendors for essential supplies and equipment.

## **2. 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 Diocesan Building Department if physical security guard service is required.

### **1. 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.

### **2. 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 protective plastic.
- d. Post storm recovery, portable HVAC systems may be needed to be brought in for large mainframe computer system cooling. Vendor should be secured if this is needed or emergency generator system must be able to provide the cooling to the computer room to avoid damage to both hardware/software.



## Section Three III

### Hurricane Recovery - After the Storm

All hurricanes spiral counterclockwise around a relatively calm center known as the *eye of the storm*. This eye is commonly mistaken for the end of storm however, additional winds, rains, etc. will follow the brief calm. The length of time in the eye depends on the size and varies by storm. **Remain indoors until the experts advise that the storm has passed.** (County EOC public announcements should be monitored and will give you the all clear indication.)

Hurricane winds do much damage, but huge waves can raise tides 15 feet or more. Coupled with the rainfall these waves often produce flooding and flash floods. Roads can be washed out or impossible to navigate; waters can mask down power lines; displaced stray animals, rodents and reptiles can venture into human territory looking for safe sanctuary; even pets can become hostile once they have endured the effects of a serious storm.

The aftermath of a disaster is especially dangerous. Often times recovery efforts result in more injuries and medical emergencies than during the actual storm. It is important to monitor employees and volunteers closely to ensure their safety from the heat and dehydration as well as injuries. Emotions run high and adrenaline pushes many beyond their normal limits as we strive to clean-up, repair or offer relief services to the community. The stress and strain may not be felt by an individual until it is too late. Volunteers who are not as familiar with the property may take on tasks they have underestimated or are unqualified to perform. Allowing additional harm in the rush to recover helps no one.

- Begin damage assessment and provide “stop-gap” measures to protect from further damage like flooding. Insurance companies require us to mitigate further damage as much as possible after the storm.
- Before allowing buildings to be accessible carefully inspect for hazards and water intrusion.
- Take pictures or video of all damage before taking action to clean-up or make repairs. ***(Note: It is a good idea to take pictures of your property prior to the storm event. Document photo by building name. Insurance deductibles are based on per building including the contents)***
- Use post recovery checklist and follow actions.
- Alternative plans should be considered for Church Services if your facility becomes unusable.
- Disruption of garbage and trash pickup can pose a problem. Food that cannot be used or saved after a storm should not be left outside to attract animals.
- It cannot be stressed enough to check with local EOC or emergency management agencies before using any water after a storm. Water sources may be contaminated. If your facility is serviced by a well, water must be tested before use.
- Start the clean up as soon as it is safe to do so. Work in small areas; clean up; move on; show progress daily.
- For structural damage contact the Director of Building & Construction and Gallagher Bassett.
- Keep receipts for all expenses incurred. Detailed estimates on permanent repair must be obtained. **(Document, Document, Document.)** Documentation is extremely important and must be taken seriously since this information is critical for FEMA submittals. **(Receipts must be documented by building at the location. Separate cost for insurance deductible purposes).**
- No storm damaged structures should be made available for use unless it is determined to be structurally sound by the Building Department and/or local Building Official.
- Debris should be removed from entrance ways to provide a safe atmosphere. Beware of fallen power lines and other hazards when removing debris.
- Check utilities such as compressed gases, power lines. Running water, etc.
- The use of volunteers should be minimized to light debris removal, answering phones, etc. **Volunteers should not be tasked to operate power equipment like chain saws nor shall they be permitted to climb ladders or do roof repairs. Volunteer services must be closely supervised to insure injuries do not occur.**



# Worksheets and Checklists

## 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/Carbon Monoxide detectors annually. If the alarms are battery operated, replace batteries.
- Inspect HVAC equipment annually. If HVAC needs maintenance, schedule for repair. Properly secure window mounted or single room A/C's.
- Have an electrician inspect the wiring, power connection, and circuit boxes annually.
- Inspect/drain and refill 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 in a strong room. Disconnect computers and place high on tables/desks, preferably in the parish/school vault.
- File and secure all papers, books, and archival materials.
- Cover computers and furniture with heavy plastic/visqueen to prevent wind and rain damage from broken windows. Secure the visqueen by tape or other means. Elevate computer towers off floor if computers are located on ground floor.
- If high winds are anticipated, install hurricane shutters or board vulnerable windows. Cover all stained glass 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 parish facility has sustained damaged as a result of the storm.
- If high winds are anticipated, remove all turbine roof vents and cap-off the opening.



## **Director, Building & Construction Diocese of Venice**

**Call Gallagher Bassett to report hurricane damage claims as soon as possible after  
damage identified! 877-376-2561**

**customer ID # 060005**

*Provide as much information as possible and identify all buildings involved.*

- Please submit all proposals for work “to be performed” along with invoices for work that “has already been performed.”
- If you have already paid an invoice, submit a copy of the check along with the invoice.
- Please do not staple documents.

Do not wait to send this information. The sooner we can forward this information to Gallagher Bassett Services, the sooner we can be reimbursed. You must follow the format or the claims package will be returned to you. Please address your claims package to:

**Director Building & Construction  
Diocese of Venice  
1000 Pinebrook Road  
Venice, Florida 34285**

Upon receipt of the claims package, we will review and forward to Gallagher Bassett Services to ensure that your claim is processed as soon as possible



**TO: Director  
Building & Construction Department**

**FROM: Parish/School/Agency Name and Address**

**DATE:**

**SUBJECT: (Hurricane Name and Year)**

**Please see enclosed claim.**

Parish/School/Agency Name  
Address

Hurricane Name

<u>Building Name</u>	<u>Cost of Repairs</u>
Building Name & Identification Number	\$0.00
Building Name & Identification Number	\$0.00
Building Name & Identification Number	\$0.00
Building Name & Identification Number	\$0.00
Building Name & Identification Number	\$0.00
Building Name & Identification Number	\$0.00
<b>Total Repairs</b>	<b>\$0.00</b>

**Note: Building Names and Identification Numbers Must Come From Your Annual Property Insurance Renewal Document.**





Parish/School/Agency Name  
Address

Hurricane (storm name) Repair Cost

*Building Name* (As it appears on Property & Liability Invoice)

*Location Site Number* (As it appears on Property & Liability Invoice)

*Building Number*

Building Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies of the following invoices are enclosed:

<u>Invoice #</u>	<u>Vendor</u>	<u>Cost</u>
		\$0
Total		\$0



## **BUILDING & CONSTRUCTION General Guidelines**

### **Contact:**

Director  
Building & Construction Department  
Office: 941-484-9543  
Cell:

### **Contracts:**

- All contracts over \$30,000 must be reviewed by the Building & Construction and Finance Office.
- All contracts and scopes of work for hurricane or other self-insurance program claim must be reviewed by the Building & Construction Office.
- All replacement and repair roofing contracts must be processed through the Diocesan Building & Construction Office regardless of dollar amount.

### **Building Permits:**

Be advised that all work performed on property owned by the Diocese of Venice that requires a permit must have a permit. The Building & Construction office is the only office that will determine whether or not a permit is necessary.

All permit applications and notice of commencements must be signed by either **the Bishop, or his official designee.** These are the **only** individuals that have authority to sign as the Owner / Authorized Agent.

### **Worksite:**

- All workers on the jobsite must be identified with either company shirts or badges.
- The jobsite must be fenced off.
- If work must be completed during school hours. i.e. A/C repairs, plumbers, electrician, all workers must be accompanied by a Diocesan employee at all times.
- Adhere to Diocesan Policies and Procedures for the Protection of Children.



## Applicable Web Sites

<http://www.floridahurricane.net>

<http://www.fema.gov/>

<http://www.noaa.gov/>

<http://www.floridadisaster.org/eoc/Update/Home.asp>

<https://dioceseofvenice.org>

[DOV Connect area for forms/policies](#)

## Other Electronic Resources

Electronic copies of this booklet are available on the Insurance and Safety website located at <https://dioceseofvenice.org>

If you need additional information contact [insurance@dioceseofvenice.org](mailto:insurance@dioceseofvenice.org) for assistance.

The Pre and Post Hurricane punch lists on the next two pages can be made available electronically for iPad users through a free app called Adobe Fill and Sign.

iPad users who have installed Adobe Fill and Sign can click on the pdf version of the forms and select “Open with Adobe Fill and Sign”. After it is opened one time and is saved it will remain available on the app until the user deletes it. From this app it can be completed, signed and either emailed or printed as needed.



# Pre-Hurricane Punch List

	Checked	N/A
<b>Hurricane Season (Jun. 1 - Nov. 30)</b>		
Review Hurricane Guide		
Major landscape trimming and cut backs		
Hurricane Supply Kit Stocked - (bottled water, canned goods etc.)		
Check back-up generator		
Shutters/Plywood/Window Protection: on hand - ready for application		
Petty cash - keep all receipts for expenditures		
<b>120 Hours (5 Days)</b>		
Contact phone numbers checked and working.		
Ensure loose items around the property are brought inside.		
Install Shutters - Start		
Back-up computer records.		
Identify vents and other roof openings that can be safely covered.		
<b>96 Hours (4 Days)</b>		
Fuel purchased for vehicle's.		
Install Shutters - Finish		
Sand Bags - if required		
<b>72 Hours (3 Days)</b>		
Move any items that can be damaged by water intrusion that are on the ground level up onto decks 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		
<b>Less than 48 Hours - All Preparations Complete</b>		
<b>36 Hours (Hurricane Watch)</b>		
<b>24 Hours (Hurricane Warning)</b>		
Release staff members and provide return policy.		
Give final instructions to key personnel.		
Update outgoing message on phone system. Post notice on office door with closed message and emergency phone contact number.		
Bring important documents and forms to safe location		
Candles/Open Flames		
Shut down utilities		
<b>Sign:</b> _____	<b>Date:</b> _____	



# Post-Hurricane Punch List

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

Checked

N/A

### Property Visit Team

Minimum two persons on initial survey team		
Gloves - Boots - Hard Hat - Long Pants - Safety Glasses - Flash Light		
Camera		
Clip board, paper and pen		
Visit only during daylight hours		

### Property Damage Reporting

If property damage has occurred, call GB at 1-877-376-2561		
Take Pictures		

### Property Perimeter

No down power lines (if present do not proceed, call utility company or 911 emergency services)		
No major debris or tree limbs at risk of falling or creating imminent trip hazard		
Do not proceed into flood waters		
Path to entryway clear - only clear small items		
Be aware of possible wildlife - raccoons, snakes, dogs, cats		

### Exterior of Building

No smell of gas or fire (if smell present do not proceed call emergency services)		
Tree or other debris on structure		
Broken Windows / Doors		

### Entrance / Interior of Building

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 that must be discarded for sanitary reasons		
Limit volunteers to answer phones or move small amounts of debris to the street		
Only the approved Contractor must be utilized for any water intrusion mitigation or repairs		
Only use "Diocesan Approved" contractors for repairs		
Operate generators outdoors only - grounded and GFCI protected		

**Storm Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Lists and Forms**

- Emergency Telephone List
- Inventory Assets Form
- Network (Computer) Configuration Diagrams
- Computer Hardware Configuration Form
- Software Applications Form
- Recovery Priority List For Hardware/ Software
- Backup Schedule Chart
- Hurricane/Emergency Contact List



# Emergency Telephone List

**Emergency Telephone List**  
 (Complete and update this list periodically)

<b>Pastor</b>	Home	
	Cell	
<b>Parish Disaster Coordinator</b>	Home	
<b>Or Parish Administrator</b>	Office	
	Cell	
<b>Diocese of Venice:</b>	<b>Title:</b>	<b>Cell Phone No.:</b>
Joe Rego	Director, Building & Construction Department	941-416-6119
Tracy Brooks	Risk Manager	941-486-4732
<b>Gallagher Bassett Claims</b>	Report All Claims To	877-376-2561
		Client ID # 060005
<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</b>		



## Video/Photograph Inventory of Fine Arts and other Precious Valuables

INVENTORY OF ASSETS for _____				
Description	Location	Protective Measures Taken	Purchase Cost	Replacement Value





### **Network Configuration Diagram**

NETWORK CONFIGURATION DIAGRAM							
<b>Parish/School/Entity/ Name:</b>							
<b>Date:</b>							

# 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





# Diocese of Venice Hurricane/Emergency Parish Contact Information

When a Hurricane Watch has been issued for your location  
PLEASE EMAIL COMPLETED FORM TO: [insurance@dioceseofvenice.org](mailto:insurance@dioceseofvenice.org)

Parish/Entity Name: \_\_\_\_\_

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

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

Please list the names and contact information for two Parishes/Entities staff that should be contacted, in the event, you, the Pastor, cannot be reached during or after the storm.

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

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

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

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

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

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

Are you in a forced evacuation area? \_\_\_\_\_ YES    \_\_\_\_\_ NO



Diocese of Venice in Florida  
**Hurricane  
Preparedness Plan**





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