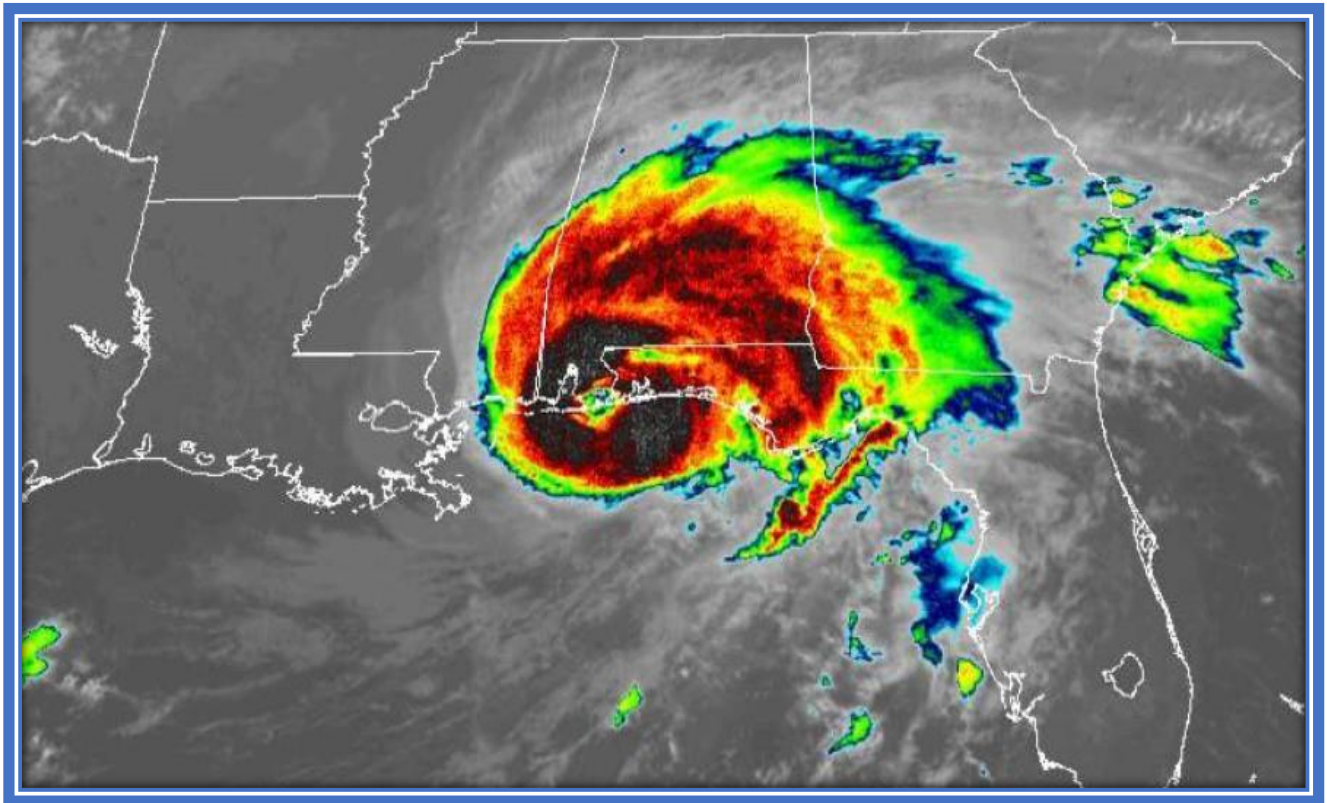




Hurricane Preparedness Guide 2021



DIOCESE OF PENSACOLA-TALLAHASSEE

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Pensacola, FL 32502

(850) 435-3500

(850) 436-6424 (Fax)

May 2021

Introduction

The Pastoral Center Risk Management Team presents the *Hurricane Preparedness Guide 2021* (hereinafter, the Guide) to help you prepare for the 2021 hurricane season.

Pastoral Center Risk Management Team

Rob Bennett

Director of Construction and Properties

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bennetr@ptdiocese.org



Tom Martin

Risk and Insurance Manager

Office: 850-435-3535
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martint@ptdiocese.org



Marvin Patterson

Occupational Safety and Health Manager

Mobile: 850-516-5621

pattersonm@ptdiocese.org



When a hurricane strikes, the entire Diocese begins working toward a common goal – *getting back to business as quickly as possible*. To achieve the goal, *ask questions and explain your needs*. Depending on the issue, contact a Risk Management Team member for assistance.

A list of emergency contact telephone numbers is included on page 14.

Obtaining Official Storm Notification

When a hurricane threat is imminent, you need to monitor all announcements from your local emergency management offices. The announcements are usually broadcast over your local media channels. The local (County) emergency management office will make decisions regarding evacuation status, evacuation routes, and other important information. Please follow the directives issued by the Emergency Operations Center (EOC) in your area.

Parishes/schools need to secure all buildings and their contents at least 48 hours before a hurricane is due and/or as directed by the Diocese.

During the aftermath of past hurricanes, it became necessary for insurance adjusters and our Risk Management Team to contact entity personnel to gain entrance to damaged facilities. In most cases, parish/school personnel were not on the premises because the parish/schools were closed for several days or weeks.

A blank **Hurricane/Emergency Parish Contact Information** form (see page 17) is included in this Guide. The Diocese requests that you provide the Pastor's contact information. In addition, please provide the name, position, and two telephone numbers for two other entity personnel that the Diocese can contact in the event the Pastor cannot be reached during or after a hurricane or emergency situation. Since the Diocese has experienced many telephone outages (both land lines and cellular phones) following past hurricanes, the Diocese needs two telephone numbers for each person. The completed form should be e-mailed or faxed to Tom Martin (martint@ptdiocese.org or 850-436-6424). This information will only be used by the Diocesan personnel listed on the **Hurricane/Emergency Contact List** (see page 16). Entities that are forced to evacuate must notify someone on the Diocesan contact list as soon as possible.

Parish/School Staff Communication

You need to maintain an updated and easily accessible list of your current staff – the list will prove valuable 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 pastor, principal, or disaster coordinator initiates the phone-calling process. Instructions should be precise and limited to simple and straightforward information.

Each parish/school should have at least one cellular telephone. Each parish/school should have a telephone jack that does not depend on electrical power.

Here is a checklist of items that must be taken care of *before* and *after* the storm:

Before the Storm

- a) Please pay special emphasis to the safety of the Blessed Sacrament and the Church vessels.
- b) Prepare emergency telephone list (see the blank form on page 14).
- c) Diocesan buildings do **not** meet the criteria for shelters and should **not** be offered as shelters. However, after the storm, if the Risk Management Team determines that the building is structurally sound, it may be used for distribution of food and other supplies by either the Red Cross or the Federal Emergency Management Agency (FEMA).
- d) We recommend that, if possible, 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 a licensed electrician installed the generator. The generator needs to be operated only outdoors or in a properly ventilated area because generators emit dangerous gases, including carbon monoxide.

- e) All roof vents (excluding plumbing vents) must be sealed to prevent water from coming into the building.
- f) Adequate preparation time should be allowed for the installation of available protective covers, plywood, shutters, etc.
- g) Keep cash reserve in a safe place. ATM's 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.
- h) Be aware of shelter locations if evacuation is required. This information can be obtained on the County's website or by contacting the County prior to a storm event.
- i) 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 addresses and telephone numbers.
- j) Top off cars and store gas for generators, mowers, etc. in a properly secured, ventilated area.
- k) Take photos and/or video to document the important features of your buildings and contents.

After the Storm

- a) **Report the loss to Rob Bennett or Tom Martin (see the contact list) as soon as possible. Do not contact Gallagher Bassett – Rob and Tom will handle that for you.**
- b) As soon as safely possible, take photos and/or videos to document all of the damage. The post-storm photos and videos can be compared to your latest comprehensive contents inventory (see the most recent edition of the *Self-Insurance Program Guide*).
- c) Take all of the necessary steps (e.g., installing tarps) that can be performed safely to prevent/minimize further damage. **Do not make any permanent repairs without first obtaining approval from the Risk Management Team.** Contact Rob Bennett, (see the contact list).
- d) Start the clean-up immediately. Work in small areas; clean up; move on; and show progress daily.
- e) Keep receipts for all expenses incurred. Obtain detailed estimates for all permanent repairs. Obtaining and maintaining good documentation is extremely critical because it will be required for all insurance claims.

- f) No structures can be made available for use until after the Risk Management Team determines that they are structurally sound.
- g) 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 (consisting of Risk Management Team members and/or other Diocesan representatives) 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 parish/school with the recovery process.

Priest's Residence

Be aware of shelter locations if evacuation is required. Have an evacuation plan in place.

Food and Supplies

Before the Storm – Pastors and Parochial Vicars should make sure that they have the following supplies on hand – spare eyeglasses, adequate supply of prescription medications, hearing aids and spare batteries, flashlights, batteries, radio, digital camera, 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 dates 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 include a manual can opener, cooking and eating utensils, and basic food seasoning (salt, pepper, sugar, etc.). Alternative cooking sources should be considered (for example, a sterno stove or camp stove with propane cylinders). Paper products such as plates, cups, and plastic eating utensils should be stored. Water may be too contaminated to use for dishwashing. An adequate supply of paper towels, toilet tissue, 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 parish/school 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 buckets (3-gallon or 5-gallon in size) 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 the kit if you are evacuating or staying in place during 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 pull together. To make sure that items are readily accessible:

- a) Assemble the supplies (including prescription medications) in easy-to-carry containers like backpacks and duffle bags.
- b) Have important papers already packed in waterproof containers.
- c) Have plastic sheeting easily available, if needed.

Establishing a Disaster Committee

During the first few days after a disaster, there will likely be much confusion in the public sector. Therefore, you need to be prepared to solve your own problems.

To prepare for future storms, assemble (in advance) a volunteer network of people experienced in insurance claims, roofing, electrical and construction work, etc. to assist in promptly and accurately assessing the damage and reporting it to the Risk Management Team.

If employees and/or volunteers assist with the clean-up, proceed very cautiously – do not ask them to perform (or allow them 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 Diocese of Pensacola-Tallahassee buildings meet the criteria for shelters at this time and should not be offered for such use.

Shutting Off Utilities

Before, during, or immediately after an emergency, it may be necessary to shut down water, power, and/or gas lines before utility company representatives or other emergency services personnel can arrive at the site.

Knowing the location of the utility connections (e.g., isolation switches and shut-off valves) and how to operate each of them may save lives and diminish the risks of property damage. Therefore, personnel who are responsible for preparing the facility for a disaster need to know in advance which utility lines should be shut off to prevent damage.

Under extreme conditions such 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.

During hurricane preparation, 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. Be sure to learn in advance how to shut down all ventilation systems (and how to return them to normal operation when it is safe to do so).

Routine Maintenance

Routine, preventive 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 possible following their identification.

- For example, it is critically important to maintain roofs in good condition. Before the hurricane or other disaster occurred, if the parish/facility was already aware of specific roof deficiencies (e.g., the roof was already leaking, and/or the roof was approaching or had already exceeded its life expectancy) and took no action to maintain/repair/replace the roof, the parish/facility will likely receive no insurance funds (or a significantly discounted amount) to repair/replace the roof.

Outside clean-up of all loose objects, fruit, etc. and tree trimmings should be completed periodically. If this action is taken 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. A sample “routine maintenance list” and a sample “beyond routine maintenance list” are included in this Guide.

Storing and Protecting Parish/School 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 and 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.

Protecting Computer Hardware and Software

Electronic information has become a vital part of our organizations. As such, parishes/schools should take the following steps in order to protect these resources in the event of a disaster.

1. Identify the functions performed by your computer systems, and develop procedures and practices to accomplish those tasks manually (for example, publishing the parish bulletin and newsletters, and maintaining pastoral records).
2. Know your software applications. Create a list of all the software programs used at your location.
3. 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 to track your activities.
4. If severe weather is imminent, where possible, unplug and move electronic equipment away from window and doors to locations above floor level.

Lists and Forms

The following checklists are available at the links provided below. The completed checklists are submitted to the Risk and Insurance Manager electronically.

- **Pre-Hurricane Checklist (see pages 18-19)**
<https://form.jotform.com/200085609076959>
- **Post-Hurricane Checklist (see pages 20-21)**
<https://form.jotform.com/200085866567969>

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 the batteries.
- _____ Inspect HVAC equipment annually. If HVAC needs maintenance, schedule for repair.
- _____ Have an electrician inspect the wiring, power connection, and circuit boxes annually.
- _____ Inspect water heaters annually.
- _____ Provide backups and surge protection for all power sources.
- _____ Clean out gutters and drains annually.
- _____ Maintain grounds and fences.
- _____ Trim all trees away from the rooflines annually.
- _____ Check the security of canopies and covered walks on a regular basis.
- _____ Ensure vehicles have updated preventive 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 them 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 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.
- _____ If high winds are anticipated, remove all turbine roof vents and cap-off the opening.
- _____ 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.

Important Hurricane-Related Warnings and Cautions

- a) 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 experts advise that the storm has passed.
- b) 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.
- c) 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.
- d) 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.
- e) Officials may advise that all utilities be shut off to homes and other property. Locate shut off valves 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.
- f) When storm conditions arrive, secure all outside items such as lawn furniture, so they do not become airborne.
- g) Important records should be placed in a waterproof container and stored in a safe place.
- h) Stay in the room or area most central to the structure, preferably without windows.
- i) 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.
- j) 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.
- k) Check with local 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.

Definitions

Tropical Depression – 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 – 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 – 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 – 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.

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

Hurricane Warning – Issued when a hurricane is expected to strike within 24 hours. Landfall is imminent.

Hurricane Belt – 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 – The time of year from June 1 through 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** – Expect minor damage to stable structures, major damage to mobile homes, vegetation and piers. Some coastal flooding.
- **Category 3** – Expect 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** – Expect most deadly and destructive consequences, 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

(Complete and update this list periodically)

Pastor	Home:	Cell:
Parish Disaster Coordinator	Home	
Or Parish Administrator	Office:	Cell:
Diocese of Pensacola-Tallahassee:	Title:	Cell Phone Number:
Rob Bennett	Director of Construction & Properties	850-324-0737
Tom Martin	Risk and Insurance Manager	850-637-4101
Report All Hurricane Claims to Rob Bennett or Tom Martin		
Ed Largaespada	Chief Financial Officer	850-435-3509
Police Department		
Fire Department		
Sheriff's Department		
Red Cross		
Emergency Management		
Nearby Shelters		

Vendor Contact List for Goods and Services

Be sure to include alternate vendors for the goods and services you need.

Business	Contact	Phone	Address	City	State	Zip



**Diocese of Pensacola-Tallahassee
Hurricane / Emergency Contact List**

Contact Name	Title	Phone Number
Rob Bennett	Director of Construction & Properties	850-324-0737
Tom Martin	Risk and Insurance Manager	850-637-4101
Ed Largaespada	Chief Financial Officer	850-435-3509



Diocese of Pensacola-Tallahassee Hurricane/Emergency Parish Contact Information

PLEASE FAX THE COMPLETED FORM TO (850) 436-6424

Parish/Entity Name: _____

Parish/Entity Address: _____

Pastor/Principal or
Agency Head Name: _____

Cell Phone: _____

Landline: _____

Please list the names and contact information for two additional people the Diocese should attempt to contact if the Pastor cannot be reached during or after a hurricane or other emergency.

Name: _____

Position: _____

Cell Phone: _____

Landline: _____

Name: _____

Position: _____

Cell Phone: _____

Landline: _____

Are you in a forced evacuation area? ____ YES ____ NO

If yes, please see the Hurricane Emergency Contact List. When a storm is imminent, call one of the Diocesan contacts, at that time, to advise that you are in a forced evacuation area.



Pre-Hurricane Checklist

Diocese of Pensacola-Tallahassee Risk Management

Hurricane Season runs from June 1 through November 30 each year!

"The first 72 are on you!"

Emergency services may not be able to provide assistance within the first 72 hours of a hurricane making landfall. Please plan accordingly and make sure your staff and volunteers are also aware of this. The Pastoral Center Insurance and Facilities staff will be responding as soon as possible to sites affected by storms.

Location and Site ID: *

To Be Done before or at beginning of Hurricane Season:

	Checked	N/A
Review Hurricane Guide	<input type="checkbox"/>	<input type="checkbox"/>
Major landscape trimming and cut backs	<input type="checkbox"/>	<input type="checkbox"/>
Hurricane Supply Kit stocked: bottled water, canned goods	<input type="checkbox"/>	<input type="checkbox"/>
Check back-up generator	<input type="checkbox"/>	<input type="checkbox"/>
Shutters/Plywood/Window Protection: on hand - ready for application	<input type="checkbox"/>	<input type="checkbox"/>
Petty Cash – keep all receipts for expenditures	<input type="checkbox"/>	<input type="checkbox"/>

120 Hours (5 Days) Prior to Landfall

	Checked	N/A
Contact phone numbers current and working	<input type="checkbox"/>	<input type="checkbox"/>
Ensure loose items around the property are brought in	<input type="checkbox"/>	<input type="checkbox"/>
Install shutters – start	<input type="checkbox"/>	<input type="checkbox"/>
Back up computer records	<input type="checkbox"/>	<input type="checkbox"/>
Identify vents and other roof openings that can be safely covered	<input type="checkbox"/>	<input type="checkbox"/>

96 Hours (4 Days) Prior to Landfall

	Checked	N/A
Fuel purchased for vehicles	<input type="checkbox"/>	<input type="checkbox"/>
Install shutters – finish	<input type="checkbox"/>	<input type="checkbox"/>
Sand bags – if required	<input type="checkbox"/>	<input type="checkbox"/>

72 Hours (3 Days) Prior to Landfall

	Checked	N/A
Move any items that can be damaged by water intrusion that are on ground level up onto desks or shelves	<input type="checkbox"/>	<input type="checkbox"/>
Cover interior items with plastic sheeting to protect from water damage	<input type="checkbox"/>	<input type="checkbox"/>
Cover vents and other openings as required	<input type="checkbox"/>	<input type="checkbox"/>
Protection of sacred vessels and important documents	<input type="checkbox"/>	<input type="checkbox"/>
Close blinds / curtains	<input type="checkbox"/>	<input type="checkbox"/>

Less than 48 Hours — All Preparations Complete 36 Hours Prior if under Hurricane Watch, 24 Hours prior if under Hurricane Warning


	Checked	N/A
Release staff members and provide return policy	<input type="checkbox"/>	<input type="checkbox"/>
Give final instructions to key personnel	<input type="checkbox"/>	<input type="checkbox"/>
Update out-going message on phone system. Post notice on Parish Office door with "Closed" message and emergency phone contact number(s).	<input type="checkbox"/>	<input type="checkbox"/>
Bring important documents and forms to safe location	<input type="checkbox"/>	<input type="checkbox"/>
Extinguish candles / open flames	<input type="checkbox"/>	<input type="checkbox"/>
Shut down utilities	<input type="checkbox"/>	<input type="checkbox"/>

Inspected By and Date:

Save

Submit

Clear Form

 Print Form



Post-Hurricane Checklist

Diocese of Pensacola-Tallahassee Risk Management

Location and Site ID: *

Property Visit: Minimum TWO PERSONS on initial survey team

	Checked	N/A
Gloves – boots – hard hat – long pants – safety glasses – flashlight	<input type="checkbox"/>	<input type="checkbox"/>
Camera	<input type="checkbox"/>	<input type="checkbox"/>
Clipboard, paper, and pen	<input type="checkbox"/>	<input type="checkbox"/>
Visit only during daylight hours	<input type="checkbox"/>	<input type="checkbox"/>

Property Damage Reporting

	Checked	N/A
If property damage has occurred, call GallagherBassett at 1-877-376-2561	<input type="checkbox"/>	<input type="checkbox"/>
Take Pictures	<input type="checkbox"/>	<input type="checkbox"/>
Contact Director, Construction & Properties and Risk & Insurance Manager at Pastoral Center	<input type="checkbox"/>	<input type="checkbox"/>

Property Perimeter

	Checked	N/A
No downed power lines (if present, do not proceed! Call utility company or 911 emergency services)	<input type="checkbox"/>	<input type="checkbox"/>
No major debris or tree limbs at risk of falling or creating imminent trip hazard	<input type="checkbox"/>	<input type="checkbox"/>
Do not proceed into flood waters	<input type="checkbox"/>	<input type="checkbox"/>
Path to entry way clear – only clear small items	<input type="checkbox"/>	<input type="checkbox"/>
Be aware of possible wildlife – raccoons, snakes, dogs, cats	<input type="checkbox"/>	<input type="checkbox"/>

Exterior of Building

	Checked	N/A
No smell of gas or fire (if smell is present do not proceed, call emergency services)	<input type="checkbox"/>	<input type="checkbox"/>
Tree or other debris on structure	<input type="checkbox"/>	<input type="checkbox"/>
Broken windows / doors	<input type="checkbox"/>	<input type="checkbox"/>

Entrance / Interior of Building

	Checked	N/A
Doorway clear – use doorways, not windows or damaged sections	<input type="checkbox"/>	<input type="checkbox"/>
Watch for falling ceiling tiles or other damage that could cause collapse – Do not proceed into unknown conditions	<input type="checkbox"/>	<input type="checkbox"/>

Clean-Up

	Checked	N/A
Only what is necessary to safely operate	<input type="checkbox"/>	<input type="checkbox"/>
Take pictures of items that must be discarded for sanitary reasons	<input type="checkbox"/>	<input type="checkbox"/>
Limit volunteers to answers phones or move small amounts of debris to the street	<input type="checkbox"/>	<input type="checkbox"/>
Only use "Diocesan Approved" contractors for repairs. To identify approved contractors, contact the Director of Construction & Properties	<input type="checkbox"/>	<input type="checkbox"/>
Operate generators outdoors only – grounded and GFCI protected	<input type="checkbox"/>	<input type="checkbox"/>

Storm Name:


Date of Landfall:

From Completed By and Date:

Save

Submit

Clear Form

 Print Form



Diocese of Pensacola-Tallahassee Procedure for Managing a Hurricane Loss

Contact:

Rob Bennett	Director of Construction & Properties bennetr@ptdiocese.org	Cell: 850-324-0737 Office: 850-435-3542
Tom Martin	Risk and Insurance Manager martint@ptdiocese.org	Cell: 850-637-4101 Office: 850-435-3535

Contact Rob or Tom to report your Damage/Loss

Before the Hurricane

Follow the preparatory steps found in the *Hurricane Preparedness Guide*.

Take a copy of the *Hurricane Preparedness Guide* with you when you leave your office due to a hurricane.

Immediate After the Hurricane – Determine the Extent of Your Loss

Scene Safety – Before entering the grounds and structure, make sure that there are no fallen power lines, or other debris that may cause injury. Debris should be removed from entrance ways to provide a safe atmosphere. Beware of fallen power lines and other hazards when removing debris.

Assess Your Damage – Determine the extent of damage, number of damaged structures, and their locations, etc. Try to triage to identify the most significantly damaged locations. Take photos and/or videos of the damaged locations. Save the photos and/or videos on a flash drive or disc for future claims processing.

If extra expenses are incurred (security guards, additional labor, etc.), save the receipts to submit as part of your claim. Set up a separate financial report to capture Hurricane expenses.

Report Your Loss

Contact Rob or Tom to report your Damage/Loss