



**ARCHDIOCESAN ADMINISTRATION
HURRICANE & DISASTER EMERGENCY PROTOCOL
JUNE 2017**

I. RATIONALE

This protocol serves primarily to address procedures related to the threat of hurricanes and other foreseen weather-related emergencies to the area of the Archdiocese of New Orleans. It also may be followed in the event of unexpected disaster situations, including but not limited to, terrorist attacks and civil unrest. It applies to the central administrative offices of the Archdiocese of New Orleans. Parishes and archdiocesan agencies may have their own specialized protocol reflective of their mission, geographic location, and organizational structure.

II. ADVANCE PREPARATION

- A) Prior to the start of each hurricane season, the Office of Pastoral Planning and Ministries will convene a meeting of the Hurricane/ Preparedness Committee to review this protocol, the (Catholic Mutual) Hurricane & Disaster Preparedness Manual, and any other related documents to ensure that these are up to date and to discuss potential new issues. The committee includes representatives from the following archdiocesan offices and agencies: Archives, Building, Catholic Charities, Catholic Mutual, Chateau de Notre Dame, Christopher Homes, Clergy, Communications, Evangelization, Information Technology, Project Lazarus, Property Management, Religious, Second Harvest Food Bank, and Vicar General.
- B) The Office of Pastoral Planning & Ministries will ask each archdiocesan office or agency director to review the following with their respective staff:
- 1) Update emergency contact file on each staff person to ensure accurate communication and evacuation information (template provided)
 - 2) Review the Hurricane & Disaster Preparedness Manual maintained by Catholic Mutual Group.
 - 3) Review Information Technology policies regarding securing computers, mobile devices, and data access.
 - 4) To get updates via social media, “Like” “Roman Catholic Archdiocese of New Orleans” and “Catholic Charities Archdiocese of New Orleans” on Facebook and “Follow” @archdioceseofno and @cathcharitiesNO on Twitter.

- 5) Save toll free number 1-800-730-2724 (1-800-730-ARCH) – to your cell phone so that in the event of an evacuation and not being able to reach your immediate supervisor you can call to check-in with your contact information after an evacuation.
 - 6) Check your archdiocesan e-mail account and www.nolacatholic.org regularly for updates.
- C) The Office of Communications and Catholic Charities will provide any necessary update for “re-entry” placards from the City of New Orleans to relevant staff. The most recently issued stickers validate the placards through 2018 according to the City of New Orleans.
- D) Agencies providing residential accommodation must review their specialized shelter and evacuation plans to ensure readiness (and legal compliance where applicable): Christopher Homes, Project Lazarus, Chateau de Notre Dame, Wynhoven, Our Lady of Wisdom, Padua, PACE, and St. Anthony’s Garden.
- E) The Office of Archives and Records recommends having the following supplies stored and available. The Offices of Archives and Property Management will provide coordination for the Walmsley and Howard buildings. Offices located outside of these two buildings are advised to have these available for themselves.

Essential Office Supplies for Emergency Kits

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|-------------------------|-----------------------|
| Buckets | Polyethylene sheeting |
| Flashlights | Tape, duct |
| First-aid kit | Towels, paper |
| D-cell batteries | Utility knife |
| Paper, ruled | Masking tape |
| Pen, ball-point | Scissors |
| Pen, waterproof marking | Gloves |
| Pencil, grease | Dust masks |

Supplies List for Building Maintenance

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|--------------------------------|----------------|
| Brooms | Wet/dry vacuum |
| Mops and buckets | |
| 50-gallon plastic garbage cans | |
| Dollies | |
| Emergency lights | |
| Extension cords | |
| Fans | |
| Hand tools | |
| Handtrucks | |
| Moisture meter (for books) | |
| Pallets and Pallet mover | |
| Portable generators | |
| Shovels | |
| Water hoses and water source | |

Other more specialized supplies stored by the Archives & Records Office

Aluminum foil	Nylon monofilament fishing line	Rope
Apron, rubber	Paper, blotting	Scissors
Binder's board	Booktrucks	Soft cloths and/or brushes
Bookends	Camera and film	Sponges
Boxes	Data loggers	Steelwool, extra fine
Bungie cords	Small Dehumidifier	Tape, dispenser
Colored sticky dots	Paper, ruled	Tape, duct
Disinfectant	Paper, unprinted newsprint	Tape, filament
Eraser, Pink Pearl	Paper, waxed	Towels, paper
Flashlights	Pen, ball-point	Utility knife
Gloves, cotton	Pen, waterproof marking	Weights
Gloves, disposable	Plastic bags	Equipment List
Gloves, rubber	Polyester (3mil or heavier),	Hair dryers
Grease pencils	Mylar Polyethylene sheeting	

III. COMMUNICATION

Office of Communications Contacts:

Sarah McDonald, Director
(504) 339-6375 – cell
smcdonald@arch-no.org

Maddy Thibodeaux, Associate Director
(504) 453-3774 - cell
mthibodeaux@arch-no.org

- All official employee communications will be sent via email to office email accounts and/or via the One Call Now text/robocall system to cell phones. Please check emails regularly for updates. Notices regarding close of business and reopening will also be posted on the archdiocesan website at www.nolacatholic.org.
- The archbishop is the official spokesperson for the Archdiocese of New Orleans. All interviews **MUST** be arranged and approved by Office of Communications personnel. Should you be asked to participate in an interview, the communications staff will be available to prepare you and provide talking points and background on the situation.
- Updates on the status of ministries and disaster response will be posted on the website as well as on Facebook and Twitter. **PLEASE NOTE:** Disaster response in the community will be coordinated by direct response agencies Catholic Charities and Second Harvest Food Bank.
- Please remember that you, as a member of the staff, represent the Archdiocese of New Orleans in your families and communities. In the event of an emergency or disaster, please consider sharing information provided by the archdiocese through your social media networks. This is very helpful in sharing the news and updates on our ministry and response as well as connecting us to those most in need.
- The Information Technology Department (IT) will update, distribute and train all appropriate persons in using the website and the phone message system 1-800-730-ARCH (2724). This is to be done prior to any perceived threat. During a disaster employees are asked to call the above number with the status of their whereabouts. Responsible party: Justin Gibson
- The IT Office has available a 100-person Webx platform with dial-in feature, as well as a 25-person call-in platform with Hunt Telecom.

IV. IN THE EVENT OF AN EMERGENCY

- In case of an emergency the City of New Orleans and/or the State of Louisiana will send communication from the relevant Office of Homeland Security and Emergency Preparedness and other similar situational updates to the Director of Communications who will disseminate information to the Archbishop, the Vicar General, the Administrative Council, Ministerial Council, Office of Information Technology, and the general public (via website) as appropriate and necessary.
- The Archbishop will make decisions on office closures and suspension of services, subject to directives of the City of New Orleans and State of Louisiana Office of Homeland Security and Emergency Preparedness.
- IT Department will activate the Emergency Alert System on www.nolacatholic.org
- The Office of Communications will utilize the One Call Now system to send emergency information via texts and robocalls to archdiocesan staff, and will use archdiocesan e-mail to communicate the same.
- The Archdiocese will follow directives issued by the Office of Homeland Security and Emergency Preparedness related to closing of schools and mandatory evacuation.

V. HURRICANE RESPONSE TIMELINE (implementation of the three evacuation phases by the state will depend on hurricane strength & forecast track)

Alert Condition I - 96 hours from expected landfall (Category 1 or greater storm enters the Gulf of Mexico crossing longitude 75 degrees west, latitude 20 degrees south: *The Vicar General will alert administrative personnel of the threat and advise them to review disaster plans according to the above checklist in Section II, B. If deemed necessary by the archbishop, the Office of Pastoral Planning & Ministries will convene a meeting of the Emergency Preparedness Committee.*

Alert Condition II -72 hours from expected landfall: *Emergency website and 1-800-730-2724 number activated. E-mail, text, and robocall sent to staff advising of archdiocesan plan. Staff should prepare offices for potential evacuation by securing and protecting equipment, files, etc. Monitor the news media for weather reports and updates.*

Evacuation Phase 1 - 50 hours from expected landfall: *The State of Louisiana will order evacuation of areas south of the Intracoastal Waterway. Staff is advised to follow the directives of their civil parish authorities.*

Evacuation Phase 2 - 40 hours from expected landfall: *The State of Louisiana will order an evacuation for south of I-10, which are levee protected but remain vulnerable. Staff is advised to follow the directives of their civil parish authorities.*

Evacuation Phase 3 - 30 hours from expected landfall: *The State of Louisiana will order an evacuation 30 hours before onset of tropical storm force winds for areas on the east bank of the Mississippi River in the New Orleans metropolitan area, which are within levee protection system but remain vulnerable. Contraflow may be enacted. Staff is advised to follow the directives of their civil parish authorities.*

VI. POST DISASTER

- A meeting or conference call will be scheduled, at the request of the archbishop, by the Director of Communications. The Administrative Council plus other appropriate office and agency heads will be invited per the archbishop. The meeting or conference call will be publicized via e-mail and on www.nolacatholic.org. Pertinent information from such a meeting will be communicated to all staff via e-mail. This includes decisions about what can re-open and when, what staff are needed to report for work where and when.
- In the event of a prolonged evacuation from and/or inaccessibility (civil evacuation orders, flooded roads, no electricity or potable water, etc.) of the Walmsley and/or Howard Avenue buildings, the archbishop will prioritize keeping administrative functions within the geographic boundaries of the Archdiocese of New Orleans with alternate administrative sites as follows in order of preference: 1) the archbishop's residence, 2) Notre Dame Seminary, 3) St. Louis Cathedral offices, and 4) the Northshore Pastoral Center. Other venues may be considered based on the hurricane scenario, damage-levels, availability of generators, etc.
- For addressing damage situations with property, please refer to the Hurricane & Disaster Preparedness Manual or call one of the following: Archives Office, Building Office, Property Management Office, Catholic Mutual Group.