

Catholic Diocese of Biloxi

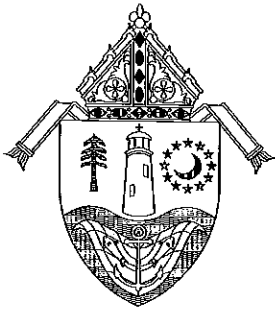
Office of the Chancellor

1790 Poppo-Ferry Rd.
BILOXI, MISSISSIPPI 39532

PHONE: 228-702-2100 FAX: 228-702-2178

Protocol for Filing a Hurricane Claim

1. Complete Hurricane Damage Report and forward to the Office of the Chancellor within 30 days, keeping in mind:
 - a. Inspect and list all noticeable damages;
 - b. Take pictures of all damage if at all possible;
 - c. Take immediate action to prevent further damage to the property, including emergency repairs;
 - d. Keep a record of all expenditures.
 - e. F.E.M.A. guidelines to be aware of:
 - depending on the amount of damage, quotes or bids will need to be obtained;
 - exact guidelines change from year to year or from disaster to disaster;
 - guidelines will be published as soon as they are made available to us.
2. If the cumulative damage to the Diocese is expected to be less than a million dollars, the following protocol is to be followed:
 - a. Follow step 1;
 - b. The pastor, principal or property manager will have the authority to authorize repairs;
 - c. Once the repairs are completed, submit paid invoices to the Office of the Chancellor for reimbursement;
 - d. If the entity does not have the funds to complete the repairs, please notify the Office of the Chancellor in writing and include an estimate of the cost of the repairs;
 - e. The Chancellor will submit this letter to the Vicar General for consideration;
 - f. The parish, school or entity will be notified in writing of the decision of the Vicar General.
3. Any claim submitted after 120 days will incur a \$2,500 penalty.
4. Effective July 1, 2013, the deductible is \$1,000 per claim.



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1790 Popps Ferry Rd.
Biloxi, Mississippi 39532
Phone: 228-702-2136 Fax: 228-702-2178

HURRICANE DAMAGE REPORT

Hurricane _____ (Name of hurricane)

Location (Parish, School, Entity): _____

Address: _____

Contact Person and Contact Info: _____

Damage Report (Please complete for each damaged building)

Building 1 (name of building, church, parish hall, etc.) _____

Describe damage in detail: _____

Was the damage caused by wind _____ water _____ both _____ unsure _____

Emergency Repairs (describe) _____

Name of person preparing this report (print): _____

Signature: _____ Title: _____ Date: _____

Fax or Mail completed form to the Office of the Chancellor within 30 days of event in order to file a claim.

HURRICANE DAMAGE REPORT - page 2

Location (Parish, School, Entity): _____

Damage Report (Please complete for each damaged building)

Building 2 (name of building, church, parish hall, etc.) _____

Describe damage in detail: _____

Was the damage caused by wind _____ water _____ both _____ unsure _____

Emergency Repairs (describe) _____

Building 3 (name of building, church, parish hall, etc.) _____

Describe damage in detail: _____

Was the damage caused by wind _____ water _____ both _____ unsure _____

Emergency repairs (describe) _____
