

**2023**

# **Hurricane Preparedness Guide**



**DIOCESE OF  
St. Augustine**

The 2022 Hurricane Season had a total of 14 named storms coming in under the annual projection. Thankfully Hurricane Ian and Tropical Storm Nicole had minor damage to Diocesan properties.

14 Named Storms for 2022

8 Hurricanes

2 Major Hurricanes (Category 3,4, or 5)

Early predictions called for 19 named storms with 9 hurricanes and 4 major hurricanes.

The 2023 Hurricane Season has predictions that call for the season to be “near normal”. Predictions are estimated to produce:

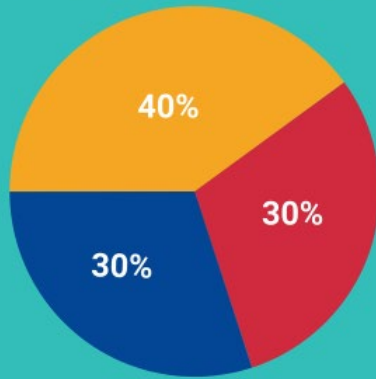
12-17 Named Storms for 2023

5-9 Hurricanes

1-4 Major Hurricanes (Category 3,4, or 5)



# 2023 Atlantic Hurricane Season Outlook



■ Above normal   
 ■ Near normal   
 ■ Below normal

Season probability

Named storms  
12 - 17

Hurricanes  
5 - 9

Major hurricanes  
1 - 4

Be prepared: Visit [hurricanes.gov](https://hurricanes.gov) and follow @NWS and @NHC\_Atlantic on Twitter.

May 2023



# 2023 Atlantic Tropical Cyclone Names

Arlene  
 Bret  
 Cindy  
 Don  
 Emily  
 Franklin  
 Gert

Harold  
 Idalia  
 Jose  
 Katia  
 Lee  
 Margot  
 Nigel

Ophelia  
 Philippe  
 Rina  
 Sean  
 Tammy  
 Vince  
 Whitney

Names provided by the World Meteorological Organization

Be prepared: Visit [hurricanes.gov](https://hurricanes.gov) and follow @NWS and @NHC\_Atlantic on Twitter.

May 2023

## Diocese of St. Augustine

### Hurricane Preparedness Guide

#### Section 1 – Overview and Pre-Hurricane Season Guidelines

The Diocese of St. Augustine had significant losses in 2016 and 2017 due to Hurricanes Matthew and Irma, respectively. To help us prepare for the upcoming hurricane season, we have generated the following guide. Please print a copy of this guide and store in a safe dry place, accessible in the event of an emergency.

*The Office of Risk Management has put an emergency notification system in place with “One Call Now”. In order to ensure this system has the most current information, please complete the Contact form on Page 18 and return to Risk Management- [dtauro@dosaf1.com](mailto:dtauro@dosaf1.com) before June 15.*

Remember, when a disaster strikes, we are all working toward a common goal – “saving lives, property preservation, and getting you back in business as soon as possible.” The Diocesan Hurricane Management Team will address 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 restoration and recovery process. The Diocesan Hurricane Management Team primary contacts for any related information contained herein are:

Mr. Lester Del Rosario, Director  
Office of Real Estate Planning/Property Dev.  
Office: 904-262-3200 Ext 102  
Cell: 904-251-4711  
[ldelrosario@dosaf1.com](mailto:ldelrosario@dosaf1.com)

Mrs. Deborah Tauro, Director  
Risk Management, Fiscal Office  
Office: 904-208-6950  
Cell: 904-322-1509  
[dtauro@dosaf1.com](mailto:dtauro@dosaf1.com)

Mr. Stephen Bell, Chief Financial Officer  
Fiscal Office  
Office: 904-262-3200 Ext 132  
Cell: 904-860-2284  
[sbell@dosaf1.com](mailto:sbell@dosaf1.com)

Deacon Scott Conway  
Superintendent of Catholic Schools  
Office: 904-262-0668  
Cell: 904-704-5745  
[sconway@dosaf1.com](mailto:sconway@dosaf1.com)

The **Catholic Center** is located at 11625 Old St. Augustine Road, Jacksonville, FL 32258 (904-262-3200) and is the primary emergency contact location for the Diocese of St. Augustine.

## Obtaining Official Storm Notification

When a hurricane threat is imminent, you must closely monitor announcements from your local emergency management offices (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.** All Diocesan entities need to secure all buildings and their contents at least **48 hours** before the expected hurricane landfall is due and/or as directed by the Diocese of St. Augustine.

*For Schools and Early Learning Centers regular meetings and dialogue will take place with the Office of the Superintendent, before, during, and after the storm with all the designated administrators.*

See Section IV for more important information on Hurricanes.

## Know your Evacuation Routes

Depending on the severity of the hurricane and its projected path, local officials may recommend an evacuation. Obtain information on the specific evacuation routes that should be used from your local EOC. Be aware of shelter locations if evacuation is required. Be aware of travel times on those routes and potential high traffic areas. Most of this information is transmitted through local media sources.

## Parish/School/Entity Staff Communication

It is important to keep a 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 pastor, principal, or disaster coordinator initiates the phone-calling process. Instructions should be precise and limited to simple and straightforward information. Each parish/school or entity should have at least one cellular telephone. Each parish/school should have a telephone jack which does not depend on electrical power. The Diocese One Call Now system will issue emergency notifications to your Emergency Contacts when appropriate.

## 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 go unresolved and, 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. The maintenance of stormwater systems is especially important to ensure proper operation during a severe weather event.

Outside clean-up of all loose objects, and tree trimmings and debris should be done periodically. If all 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.”

## Community Disaster Response and Recovery

The Bishops of the State of Florida organized a cooperative partnership for disaster response and recovery across diocesan boundaries. The partnership developed a Mutual Aid Agreement which enables a coordinated response to disasters affecting any or all the dioceses in Florida. In the event of a Presidential-declared disaster affecting part or all of Florida, each Bishop may direct Catholic Charities to engage in fund and materials raising activities for disaster response and recovery.

Catholic Charities' involvement with Disaster Response & Recovery in Central Florida includes the disbursement of emergency food, finances, and counseling to the affected area. Emergency Procedures for the Workplace have been distributed among parishes and are available upon request. Catholic Charities has the capacity to organize the collection, packaging, and distribution of large amounts of food, water, and personal care items from each of the regional offices.

Catholic Charities collaborates with local, state, and federal emergency service providers and can provide direct services in the aftermath of hurricanes, tornadoes, and floods from each regional office. For assistance, please contact:

Catholic Charities Administrative Offices  
3100 University Blvd. South  
Suite 121  
Jacksonville, FL 32216  
(904-899-5500)



*Please ensure you review  
Section V of this guide as part  
of your Pre-Season Planning.*

## Section II – Pre- Hurricane Procedures Pre-Hurricane Punch List

| Activity   | Checked | N/A |
|--|---------|-----|
| During Hurricane Season – June 1 thru November 30  |         |     |
| Review Current Hurricane Guide   |         |     |
| Send Updated Contact Information to Risk Management by June 7 ( <a href="#">Appendix A</a> )   |         |     |
| Ensure Routine Maintenance is Completed ( <a href="#">Appendix A</a> )   |         |     |
| Ensure Hurricane Supply Kit is Stocked ( <a href="#">Appendix A</a> )  |         |     |
| Check Back Up Generator where available  |         |     |
| Shutters/Plywood/Window Protection on hand and ready for application   |         |     |
| Ensure Petty Cash is on hand and secured in lock box (keep all receipts)   |         |     |
| 120 Hours (5 Days)   |         |     |
| Contact Phone Numbers Verified and Confirmed working ( <a href="#">Appendix B</a> )  |         |     |
| Ensure loose items outside have been properly secured and brought inside where possible  |         |     |
| Begin installing Shutters/Plywood/Window Protection (Begin with stained glass)   |         |     |
| Back up all computer records   |         |     |
| Identify Vents and other openings or rooftop equipment that can be safely covered  |         |     |
| 96 Hours (4 Days)  |         |     |
| Fill all Vehicles with Fuel – Fill Containers for Generators and store in safe, well ventilated area   |         |     |
| Remove Satellite dishes from rooftops if necessary   |         |     |
| Check all storage sheds – close and lock all doors   |         |     |
| Procure and place SANDBAGS if needed (this can be done early in the year if you are prone to flooding)   |         |     |
| 72 Hours (3 Days)  |         |     |
| Move any items that can sustain water damage from the floor up onto desks or shelves   |         |     |
| Cover Vents and other openings where possible to prevent water seepage   |         |     |
| Secure and protect sacred vessels and important documents  |         |     |
| Finish installing Shutters/Plywood/Window Protection   |         |     |
| Less than 48 hours (2 Days) – All preparations COMPLETE. 36 Hours- Watch, 24 Hours- Warning.   |         |     |
| Secure computers and electronics – move off the floor and cover with plastic/visqueen and duct tape to prevent wind and water damage. UNPLUG all electronics |         |     |
| Release all staff members and instructions for return – Update all Employee contact numbers  |         |     |
| Ensure Key Personnel have final instructions and Emergency Contact List ( <a href="#">Appendix B</a> )   |         |     |
| Update outgoing message on phones and post door notice of closed office and Emergency Contact #  |         |     |
| Secure Important Documents and Forms ( <a href="#">Appendix C</a> )  |         |     |
| Close Blinds and Curtains to minimize damage from broken windows   |         |     |
| Secure and lock all windows and doors  |         |     |
| Secure all Candles and Open Flames   |         |     |
| Shut down utilities  |         |     |

## Before the storm:

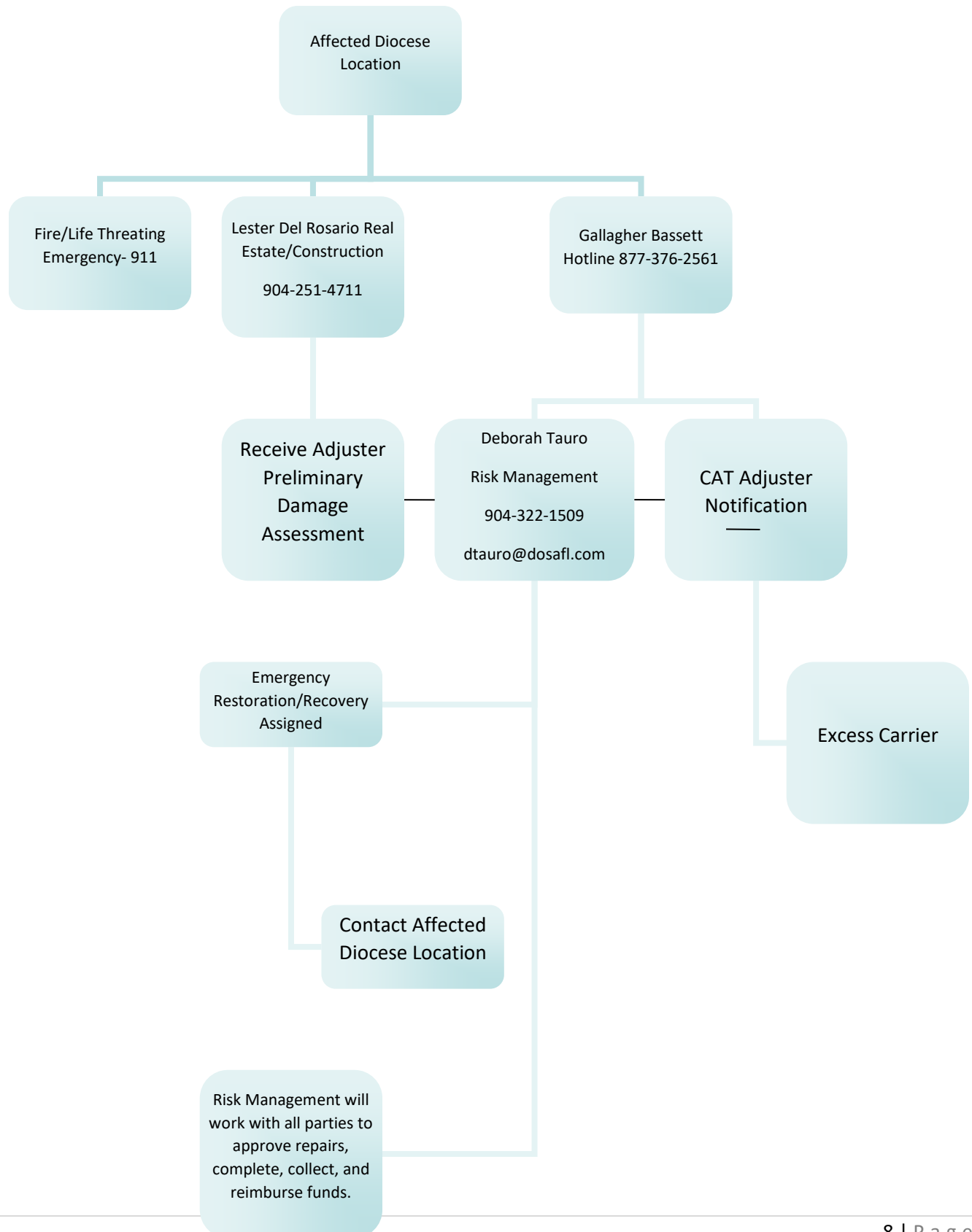
- No Diocesan building meets the criteria for **hurricane shelters** and **should not be offered as such.** However, if, after the storm, the building is determined to be structurally sound, it may be used for the distribution of food and other supplies.
- We recommend, where possible, that at least one emergency generator is available for use in the Priests' residence. This generator should have enough power to provide essential service (refrigeration, window AC unit, lights, etc.) 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 can emit dangerous fumes, especially carbon monoxide. Do not use gas that has been stored in a container for more than 6 months. Use only 5-gallon containers and leave enough room for expansion (do not fill to the top).
- Keep cash reserve in a safe place. ATM's and bank computers may be down for two or three weeks, depending on the availability of power. Also, pastors must consider the loss of offertory income due to parishioners experiencing the same problems.
- 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.
- Be aware of shelter locations if evacuation is required.

## During the storm:

- Do not put you or your family at risk. Seek safe shelter or evacuate if deemed necessary or mandatory.



## Section III – Post-Hurricane Procedures





## Post-Hurricane Punch List

(To be considered *only* after the weather is clear and safe)

| Activity   | Checked | N/A |
|--|---------|-----|
| <b>Property Visit Team - Visit during daylight hours</b>   |         |     |
| Minimum two persons on the initial visit team  |         |     |
| Have Gloves, Boots, Long Pants, Flashlight, Hard-Hat and Safety Glasses  |         |     |
| Camera   |         |     |
| Clip Board with Paper and Forms – and Pen  |         |     |
| <b>Proper Damage Reporting</b>   |         |     |
| <b>Call Gallagher Bassett at 1-877-376-2561 to Report the Claim*</b><br>- <b>You will be contacted by a restoration contractor to discuss assistance in emergency damage assistance and recovery and repair operations (at the direction of risk management)</b> |         |     |
| Call Deborah Tauro at 904-322-1509 (Risk Management Director)  |         |     |
| Call Lester Del Rosario at 904-251-4711 (Real Estate Director)   |         |     |
| <b>Review of Exterior</b>  |         |     |
| Do not proceed into flood waters   |         |     |
| Take Pictures of any exterior damage accessible  |         |     |
| Only proceed where the path is clear. No major debris or downed tree limbs, etc.   |         |     |
| No down power lines – If present do not proceed and call emergency services  |         |     |
| No smell of gas or fire – If present do not proceed and call emergency services  |         |     |
| Be Aware of possible wildlife, raccoons, snakes, dogs, cats, etc.  |         |     |
| <b>Entrances</b>   |         |     |
| Avoid areas with broken windows or doors. Doorway must be clear and do not enter through windows   |         |     |
| Watch for ceiling tiles or other damage above your head do not proceed if present  |         |     |
| Do not proceed into flood waters   |         |     |
| Only proceed indoors if the path is clear and the structure is sound   |         |     |
| <b>Interior</b>  |         |     |
| Do not plug in any electrical devices where water is present   |         |     |
| Take Pictures of any interior damage   |         |     |
| Ensure all generators are operated outside only and are properly grounded  |         |     |
| <b>Clean Up</b>  |         |     |
| Only remove small debris that is necessary to operate safely   |         |     |
| Pictures, Pictures, Pictures   |         |     |
| Limit Volunteers to answering phones, etc.   |         |     |
| Use only “Diocesan Approved” contractors for repairs   |         |     |
| Create a “Claims Packet” with all documents and receipts risk management will need for your claim  |         |     |

\*Notify the Gallagher Bassett operator you are reporting a hurricane claim under the insurance policy issued to the Diocese of St. Augustine. This phone line is in operation 24 hours a day, 7 days a week. See Appendix B, Vendors Contact List for Emergency Damage Assistance contacts.

## After the Storm

- Take pictures of the damage.
- When flooding accompanies a hurricane, snakes and rodents can become a hazard. Stray dogs and cats can cause problems as well. Pets can become hostile once they have endured the effects of a serious storm.
- Start the cleanup immediately. Work in small areas; clean up; move on; show progress daily.
- Make necessary repairs to avoid further damage, e.g., tarps on roofs, tree removal, etc. Please, no permanent repairs without Diocesan Building & Construction Department approval.
- If a structure sustains damage from a named windstorm, you will be responsible for the 5% (of buildings insured value as a deductible).
- Keep receipts for all expenses incurred. Detailed estimates on permanent repair should be obtained.
- No structure should be made available for use unless it is determined to be structurally sound.
- Debris should be removed from entranceways to provide safe ingress and egress. Beware of fallen power lines and other hazards when removing debris.
- 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.

## Section IV – Important Facts and Information

### Important Hurricane Facts

- 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 you receive an expert's advice that the storm has passed.
- Hurricane winds do much damage, but storm-surge can raise tides 15 feet or more. Storm-surge often precedes the storm as water is forced ashore by sustained high winds. 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.
- 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.

### Hurricane Definitions

**Hurricane Season** is the time of year from June 1 to 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.

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.

**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   | Storm-surge: 4-5 feet above normal   |
| Category 2: | 96-110 mph  | Storm-surge: 6-8 feet above normal   |
| Category 3: | 111-130 mph | Storm-surge: 9-12 feet above normal  |
| Category 4: | 131-155 mph | Storm-surge: 13-18 feet above normal |
| Category 5: | 156+ mph    | Storm-surge: >18 feet above normal   |

**Category 1 – Very dangerous winds will produce some damage:** Well-constructed frame homes/buildings could have damage to roof, shingles, vinyl siding, and gutters. Large tree branches will snap, and shallowly rooted trees may be toppled. Extensive damage to power lines and poles will likely result in power outages that could last a few to several days. Some coastal flooding is expected.

**Category 2 – Extremely dangerous winds will cause extensive damage:** Well-constructed frame homes/buildings could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks. Expect considerable damage to shrubbery. Considerable damage to mobile homes, poorly constructed signs, and piers. Storm surge will generally be 6-8 feet above normal.

**Category 3 – Major Hurricane - Devastating damage will occur:** Well-constructed frame homes/buildings may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes. Mobile homes are destroyed. Terrain, which is continuously lower than 5 feet above sea level, can be flooded inland, for 8 miles or more.

**Categories 4 & 5 – Catastrophic damage will occur:** Well-constructed frame homes/buildings can sustain severe damage with loss of most of the roof structure and/or some exterior walls. In a Category 5 storm, a high percentage of frame homes/buildings will be destroyed with total roof failure and wall collapse. Most trees will be snapped or uprooted, and power poles may fall. Fallen poles and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months. Flooding occurs in areas 15 feet above sea level and along the coastline, requiring evacuation of residential areas for up to 10 miles inland.

## Priest's Residence

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

## Food and Supplies

Pastors 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, personal flashlights, batteries, radio (please purchase high quality only).

Make sure that enough food is onsite. 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 as needed.

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 sources should be considered (sterno stove or camp stove with propane cylinders- camp stoves and other propane cooking sources should be used outdoors only). 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, and trash bags 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 3-5-gallon buckets that can be used both to fill with water for flushing toilets and then for necessary cleaning. Filling the bathtub can assist in providing additional water for this purpose.

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. Ice machines that are on city or well water should not be used until the water source is deemed safe to drink. If electric power is restored, use only bottled or purified water.

## 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.

## Establishing a Disaster Planning Committee

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

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 Diocesan 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 entity with appropriate consultation from the Director of Real Estate Planning and Property Development and the Director of Risk Management.

## Inventory All Equipment

While examining the parish/school facility, 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. Enclosed is 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. See [Appendix C](#) for a form you can use.

## 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 a fire 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.

## 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, 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.
- Canon 535 requires *physical written* registers of sacraments conducted in a parish, specifically baptisms, marriages, and deaths. These and all other registers recording sacraments (First Communion, Confirmation, RCIA, etc.) should be protected with care as they document the rights and privileges of the Faithful.
  - During the normal course of business, sacramental registers should be stored in a locked fireproof safe or fireproof filing cabinet with access limited to the pastor and his designate(s). Registers contain a mix of public and private information, and at no time should they be given out to parishioners or genealogists to browse through for research purposes. All access is limited to the pastor and his designate(s).
  - In the case of an emergency, sacramental registers should be removed from the parish administrative area for protection. If your parish is in an evacuation zone during a major weather event and an evacuation order is issued, it is the responsibility of the pastor or his designate to evacuate with the registers in hand to a safe location. Registers may be transported in plastic, airtight bins to facilitate evacuation.
  - Pre-Nuptial Case Files are assembled during marriage preparation and pre-marital investigation (Canon 1055 ff). Since these too are permanent records of a parish, they should also be protected with the utmost care and, per Canon Law, retained as physical folders. These should be stored in locked, fireproof file cabinets.



- Backup copies of permanent parish records (including Sacramental Registers) may be maintained in physical or digital format for disaster recovery purposes. Please contact the Archives & Records Management Office to plan digitization/copying of sacramental registers and to be advised on professional standards for reproduction. The Archives & Records Management Office can offer a permanent location for storage for all digitized/copied parish records and support if register recreation is necessary.
- We thank you for your cooperation in preserving our rich history.
- Please contact the Office of Archives & Records Management for questions.

## 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 to protect these resources in the event of a disaster.

### 1. Inventory and document systems – If you use a third-party provider for technical software, hardware, or server/data systems maintenance – please coordinate these items with those companies.

- a. Maintain an Inventory of Assets so losses can be documented for insurance and claim purposes (see enclosed form).
- b. Identify the functions performed by your computer systems and develop procedures and practices to accomplish those tasks manually for business continuity purposes. (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 are 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. If you use a third-party vendor is used to secure and maintain data backups – ensure you have documented their process for emergency events and what steps may have to be performed within your systems.

### 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 parishes.

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 the 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.

### 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).

# APPENDIX A

## Hurricane/Emergency Parish Contact Information

**PLEASE email COMPLETED FORM TO**

**[dtauro@dosaf1.com](mailto:dtauro@dosaf1.com)**

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

Parish/Entity Address: \_\_\_\_\_

Pastor/Principal or \_\_\_\_\_

Agency Head Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please list the name and contact information for the Parishes/Entities staff that, in the event of an emergency will receive the emergency notifications from our One Call System.**

If this individual is the pastor listed above- Check here: \_\_\_\_\_

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

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

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

## 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 oversee 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.
- \_\_\_\_\_ Maintain stormwater systems, ensure compliance with originally permitted conditions.
- \_\_\_\_\_ Check the security of canopies and covered walks on a regular basis.
- \_\_\_\_\_ Ensure vehicles have updated preventative maintenance.
- \_\_\_\_\_ Ensure jumper cables are on hand.

## HURRICANE EMERGENCY SUPPLY CHECKLIST

Have a 3-7-day supply of (List is for Parish and Priest's Residence):

| <b>Water</b>   | <b>Checked</b> |
|--|----------------|
| • 1 gallon of water per person per day (additional water for bathing, etc.)      |                |
| • Store water in clean plastic containers  |                |
|  |                |
| <b>Food</b>  |                |
| • Purchase foods that require no refrigeration and little preparation, such as:  |                |
| • Ready-to-eat canned food   |                |
| • Canned juices, milk, soup (if powdered, store extra water)                     |                |
| • Snacks: cookies, cereals, etc.   |                |
| • Soft drinks, instant coffee, tea   |                |
| • Lots of ice (you can freeze your water supply)                                 |                |
|  |                |
| <b>Medicine</b>  |                |
| • First aid kit  |                |
| • Rubbing alcohol  |                |
| • Aspirin, non-aspirin pain reliever, antacid                                    |                |
| • Extra prescription medication (especially for heart problems and diabetes)     |                |
| • Toilet paper, towels, soap, shampoo  |                |
|  |                |
| <b>Other supplies</b>  |                |
| • Battery-operated radio, flashlights, non-electric can opener, extra batteries  |                |
| • Fully charged Cell Phone and charger(s)  |                |
| • Extra propane gas for grills or charcoal for charcoal grills                   |                |
| • ABC-rated fire extinguisher.   |                |
| • Portable cooler  |                |
| • Plenty of absorbent towels, plastic trash bags                                 |                |
| • Wind-up or battery-operated clock  |                |
| • Tarp or sheet plastic, duct tape, hammer, and nails for temporary roof repairs |                |
| • Cleaning supplies such as chlorine bleach                                      |                |
| • Aluminum foil, paper napkins and plates, plastic cups                          |                |
| • Pillows and blankets or sleeping bags  |                |
| •  |                |

# APPENDIX B

## Emergency Telephone List

### Emergency Telephone List

(Complete and update this list periodically)

|   |   |   |
|---|---|---|
| Pastor/Principal/Director                               | Home<br>Cell                                |   |
|   |   |   |
|   |   |   |
|   |   |   |
| <b>Entity Disaster Coordinator<br/>Or Administrator</b> | Home<br>Office<br>Cell                      |   |
|   |   |   |
| <b>Diocese of St. Augustine:</b>                        | <b>Title:</b>                               | <b>Contact Phone No.:</b>                   |
| Lester Del Rosario                                      | Dir. Of Real Estate<br>Planning/Development | 904-251-4711(Cell)<br>904-262-3200 Ext 102  |
| Deborah A. Tauro  | Dir. Of Risk Management                     | 904-322-1509 (Cell)<br>904-208-6950         |
| Stephen Bell  | Chief Financial Officer                     | 904-860-2284 (Cell)<br>904-262-3200 Ext 132 |
| Deacon Scott Conway                                     | Superintendent of Catholic<br>Schools       | 904-704-5745(Cell)<br>904-262-0668          |
| Kathleen Bagg   | Diocesan Spokesperson                       | 904-434-3909 (Cell)<br>904-262-3200 Ext 110 |
|   |   |   |
| <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>  |   |   |
|   |   |   |
|   |   |   |
|   |   |   |



## Vendor Contact List- Stop Gap Measures

(These are vendors who would provide immediate measures to stop further damage such as blue tarping the roof to prevent further leaks)

| <b>Business</b>             | <b>Contact</b>   | <b>Phone</b> | <b>Type</b>                    |
|-----------------------------|------------------|--------------|--------------------------------|
| Cotton Companies            | Corey Cochran    | 281-914-9633 | Emergency Restoration/Recovery |
| Belfor Property Restoration | Jason McGlinchey | 904-240-0082 | Emergency Restoration Recovery |
|                             |                  |              |                                |
|                             |                  |              |                                |
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# APPENDIX C

### Inventory of Assets Form

| <i>INVENTORY OF ASSETS for</i> _____ |                 |                      |                          |                              |
|--------------------------------------|-----------------|----------------------|--------------------------|------------------------------|
| <b>Description</b>                   | <b>Location</b> | <b>Serial Number</b> | <b>Purchase<br/>Cost</b> | <b>Replacement<br/>Value</b> |
|                                      |                 |                      |                          |                              |
|                                      |                 |                      |                          |                              |
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|                                      |                 |                      |                          |                              |

Inventory of Fine Arts and other Precious Valuables  
Video/Photograph

| <i>INVENTORY OF ASSETS for _____</i> |          |                           |               |                   |
|--------------------------------------|----------|---------------------------|---------------|-------------------|
| Description                          | Location | Protective Measures Taken | Purchase Cost | Replacement Value |
|                                      |          |                           |               |                   |
|                                      |          |                           |               |                   |
|                                      |          |                           |               |                   |
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## Network Configuration Diagram

| <i>NETWORK CONFIGURATION DIAGRAM</i> |       |
|--------------------------------------|-------|
| <b>Parish/School/Entity Name:</b>    | _____ |
| <b>Date:</b>                         | _____ |

## Hardware Configurations Form

| <i>HARDWARE CONFIGURATIONS for</i> _____ |                 |                      |                        |                         |                        |                         |   |
|--|-----------------|----------------------|------------------------|-------------------------|------------------------|-------------------------|---|
| <b>Hardware Description</b>              | <b>Location</b> | <b>Serial Number</b> | <b>Processor Speed</b> | <b>Amount of Memory</b> | <b>Hard Drive Size</b> | <b>Operating System</b> | <b>Indicate If Critical To Recovery</b> |
|  |                 |                      |                        |                         |                        |                         |   |
|  |                 |                      |                        |                         |                        |                         |   |
|  |                 |                      |                        |                         |                        |                         |   |
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|  |                 |                      |                        |                         |                        |                         |   |

## Software Applications Form

| <i>Software Applications for _____</i> |                                     |                                 |   |
|--|-------------------------------------|---------------------------------|---|
| <b>Software Description</b>            | <b>License Number if applicable</b> | <b>Offsite Storage Location</b> | <b>Indicate If Critical To Recovery</b> |
|  |                                     |                                 |   |
|  |                                     |                                 |   |
|  |                                     |                                 |   |
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## Recovery Priority List for Software and Hardware

| <i>Recovery Priority List for Critical Software and Hardware Applications</i> |                          |
|---|--------------------------|
| Parish / School Name _____  |                          |
| <b>Description</b>  | <b>Recovery Priority</b> |
|   |                          |
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Backup Schedule Chart

| <i>Backup Schedule Chart</i> |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|------------------------------|---------------|---------------------------|----------------|---------------------------|------------------|---------------------------|-----------------|---------------------------|---------------|---------------------------|---------------|---------------------------|---------------------------------|----------------|---------------------------|---------------------------------|
| <b>Backup Task</b>           | <b>Monday</b> | <b>Date &amp; Initial</b> | <b>Tuesday</b> | <b>Date &amp; Initial</b> | <b>Wednesday</b> | <b>Date &amp; Initial</b> | <b>Thursday</b> | <b>Date &amp; Initial</b> | <b>Friday</b> | <b>Date &amp; Initial</b> | <b>Weekly</b> | <b>Date &amp; Initial</b> | <b>Check if stored Off-Site</b> | <b>Monthly</b> | <b>Date &amp; Initial</b> | <b>Check if stored Off-Site</b> |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |
|                              |               |                           |                |                           |                  |                           |                 |                           |               |                           |               |                           |                                 |                |                           |                                 |

# APPENDIX D

## **BUILDING & CONSTRUCTION**

### General Guidelines

#### **Contact:**

Lester Del Rosario- Director Real Estate Planning  
& Property Development  
Office: 904-262-3200 ext. 102  
Cell Phone: 904-251-4711

#### **Contracts:**

- All contracts greater than \$10,000 must be approved by the Director of Real Estate, Planning, and Property Development and the Office of Finance.
- All contracts **and scopes** of work for hurricane or other self-insurance program claims other than emergency stop gap measures must be reviewed by the Director of Real Estate, Planning, and Property Development and the Fiscal/Risk Management Office.
- All replacement and repair roofing contracts must be approved by the Real Estate, Planning, and Property Development Office and the Office of Fiscal/Risk Management regardless of the dollar amount.

#### **Building Permits:**

Be advised that all work performed on property owned by the Diocese of St. Augustine that requires a permit, must have a permit. The Director of Real Estate, Planning, and Property Development is the only office that will determine if a permit is necessary.

All permit applications and notices of commencements must be signed by either the Bishop, or his office 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 the work must be completed during school hours, i.e. A/C repairs, plumbers, electricians, all workers must be accompanied by a Diocesan employee at all times.
- Adhere to Safe Environment Policy at all times.

## WEB SITE RESOURCES

<http://www.floridahurricane.net>

<http://www.fema.gov>

FEMA Disaster Assistance Hotline: 1-800-621-FEMA or 1-800-621-3362

<http://www.noaa.gov>

National Hurricane Center

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

To verify contractor licensure please visit: [www.myfloridalicense.com](http://www.myfloridalicense.com) or call 1-850-487-1395

- To report unlicensed activity please call: 1-850-488-6603
- To report price gauging call: 1-800-646-0444 or 1-800-435-7352 or visit [www.myflorida.com](http://www.myflorida.com) to register a complaint.