



# ARCHDIOCESE OF MIAMI

*Building and Property Office*

## **PRE-STORM REMINDERS – USEFUL TIPS**

1. Do not offer any ADOM facilities as 'Hurricane Shelters'.
2. Secure the Blessed Sacrament, and other sacramentals.
3. Secure chalices, vessels and other precious items.
4. Move parish and school records to an area that will stay dry. Back-up computers.
5. Create or update parish and school inventory list. List equipment with model and serial numbers. Videotape facility interior and exterior, valuables, and electronics.
6. Create or update emergency telephone list to include:
  - a. Police and Fire Rescue
  - b. Parish and school key contacts
  - c. Volunteers willing to assist after storm
  - d. Deanery, Archdiocesan, and
  - e. Insurance Claims Toll Free Numbers
7. Ensure that the pastor has the following after the storm:
  - a. Spare glasses, if needed
  - b. Adequate supply of prescription medication, if used
  - c. Hearing aid and spare batteries, if needed
  - d. Flashlights, battery operated radio and batteries
8. Keep adequate cash on hand if ATMs are not working and the church is not collecting offertory income.
9. Each parish should also try to have access to a telephone jack and telephone land line which do not rely on electrical power.
10. If you purchase and install a permanent emergency generator with sufficient power to maintain essential service in the rectory it should be properly installed so that this source of power can be tapped by simply switching over to a master switch. All generators should only be used in a properly ventilated area. Coordinate with ADOM Building and Property Office.
11. Purchase and maintain storm protection shutters if you do not have impact resistant windows. Oil and maintain accordion shutters. Practice installing shutters annually before storm season starts.
12. Store chainsaws, fuel, gloves, trash bags, and first aid kit in a safe, ventilated, secure and accessible area. Store sufficient gasoline for generators, mowers, etc., in a properly secure and ventilated area.
13. Purchase adequate supplies of water and canned foods. Manual can openers and alternate cooking sources such as butane or propane grills will also be necessary.
14. Purchase plastic dishes, knives, and forks. Also, purchase and store paper goods such as napkins and toilet paper beforehand.

15. For a large/powerful hurricane, you will need enough water to drink for 7 days. The water does NOT have to be bottled. You can simply buy water containers and fill them with tap water. It is a good idea to freeze the bottles of water so that you have cool water for the 1<sup>st</sup> day without electricity.
16. Get a plastic sheet to line the bathtub (a plastic shower curtain works well). Then you can fill your tub with water without it leaking out. You'll use this to flush the toilet and for basic cleaning if the water goes out.
17. Have enough food on hand to eat for 7 days - food bars and other packaged food is good. Apples, grapes keep for several days without refrigeration. Tuna and other canned meat, baked beans or other canned vegetables and fruit that can be enjoyed cold. Peanut butter and jelly sandwiches are a good food option.
18. Buy a large number of Ziploc- plastic bags - large and small. You can use them to protect papers and other valuables.
19. Your dishwasher can serve as an excellent "safe" in your house if you need someplace to put valuables. Your washer and dryer can offer good protection as well.
20. You can keep your freezer colder-for-longer if take several ZipLoc plastic bags and fill them 3/4 full of water and stuff the freezer full. The less airspace you have in the freezer, the longer it will stay cold. Caution if you turn your refrigerator/freezer to any lower settings than normal – that can damage the unit.
21. Get a portable radio that receives AM and FM. NOAA radio is good, but doesn't get you information on evacuations and other instructions. Have plenty of batteries.
22. Get LED flashlights and/or lanterns. They run forever on fewer batteries. But you still need plenty of extra batteries.
23. Get large plastic garbage bags. They are invaluable for keeping valuable things dry if you have a leak.
24. Get large plastic boxes. If you put your valuables, photos, and papers in plastic bags inside the boxes, they will likely be okay.
25. Get plastic sheeting and plenty of duct tape.
26. Do your laundry and wash your dishes before the storm hits.
27. Fill your car tank with gasoline. If you have a generator, test it and make sure extra fuel is available. Follow directions carefully for safe use.
28. Charge your phone and all electronic devices- charge external/portable cell phone chargers. Do NOT count on your cellphone for communications. When Harvey hit Texas as a Cat 4, it knocked out the mobile phone system. In addition, your battery may run down and you may have no ability to charge it. In any case, it's essential you have a portable AM/FM radio that you can leave on so the entire family can hear what's going on with the storm.
29. Train parish volunteers in CPR and basic first-aid. Classes are offered at local fire stations or by the American Red Cross.
30. Prior to storm season, trim trees and remove extra debris around property.
31. Know where the shelters are if evacuation is required. Have an evacuation plan in place. It is advised that if evacuation of parish is required, priests assigned to parish accompany parishioners to shelter and stay with the parish community.
32. No priest should leave the Archdiocese immediately before or after the hurricane without explicit permission from the Archbishop or his representative.

## **PARISH – AFTER THE STORM**

If a parish has any questions regarding insurance coverage, please call David Prada at 305.951.4058.

1. Take pictures and document any damages immediately
2. Parish is to secure and dry-in building as soon as possible to prevent further damage. Do not make permanent repairs unless authorized by the Archdiocese.
3. Call Gallagher Basset immediately to report claim at **1.877.376.2561**. Assessment of damage and cost estimate of permanent repairs will be provided by an authorized insurance adjuster. Payment for work must be approved by the Archdiocese.
4. Debris and tree removal may not be fully covered by insurance. However, some of our properties may qualify for FEMA aid. Keep detailed records and receipts for all hurricane related expenses, and notify David Prada if FEMA approaches you about your property. Do not sign any contracts without reviewing them with building and property office first.
5. Remove debris and fallen landscaping. If possible, plan with lawn maintenance company that services facility beforehand, to do clean-up. Beware of danger from fallen, live, electric power lines.
6. If your employees or volunteers are going to assist with the clean-up, make sure they are not asked to perform tasks they are not qualified or physically able to perform. Use contractors for all specialized and high hazard jobs.
7. When hiring someone to perform clean-up work, make sure that they are insured by obtaining a certificate of insurance from them showing both general Liability and Worker's Compensation (see ADOM sample certificate).
8. Do not make permanent repairs unless authorized by the Archdiocese.
9. Keep detailed records and receipts for all hurricane related expenses.

## **WHEN REPAIRS BEGIN**

1. Permits will be required for any work other than clean-up, debris removal, or replacement of non-structural, non-permanent components of building. Utilize Archdiocesan Contract forms and explain to all contractors that the scope of the work and the costs to be paid are determined by the insurance adjuster and carrier.
2. The parish will be responsible for the cost of any work which is not covered by the insurance adjuster's detailed claim and scope of work.
3. All work must be reviewed with the Archdiocesan Building and Property to be considered part of the insurance claim but such approval does not guarantee full payment by the insurance company and adjusters. Both the Archdiocesan Building and Property staff and AON will provide advice and support in the presentation and settlement of all claims.

## **EMERGENCY CONTACT NUMBERS FOR ARCHDIOCESAN BUILDING AND PROPERTY**

David Prada 305.951.4058 Cell  
Carlos Sanabria 305.206.1544  
Pawel Kobrzynski 305.205.3136

**Thank you for your attention, and may God bless you and keep you and yours safe.**