

Documenting a Bomb Threat

(This form may also be used for obscene phone calls)

Bomb Threat

- 1) When is the bomb going to explode? _____
- 2) Where is it right now? _____
- 3) What does it look like? _____
- 4) What kind of bomb is it? _____
- 5) What will cause it to explode? _____
- 6) Did you place the bomb? _____
- 7) Why? _____
- 8) What is your address? _____
- 9) What is your name? _____

EXACT WORDING OF THE THREAT

General Caller Characteristics

- Sex:** Male Female **Age Group:** Adult Youth/Teenager
- Origin of Call** Local Long Distance Booth Cell
- Voice Characteristics:** Loud Soft High Pitch
 Deep Raspy Pleasant
 Drunk Other:

Documenting a Bomb Threat (continued)

Speech: Fast Slow Distinct Distorted
 Stutter Nasal Slurred Lisp

Accent: Not Local Region

Language: Excellent Good Fair Poor
 Foul Other: _____

Manner: Calm Angry Rational Irrational
 Coherent Incoherent Deliberate Emotional
 Righteous Laughing

Background Noises: Factory Machinery Trains
 Chaos Animals Music
 Quiet Office Machines
 Voices Mixed Airplanes
 Street Traffic Party Atmosphere

Other _____

Person Receiving Call: _____

Call Length: _____

Number where call Received: _____

Time Call Began: _____

Time Call Ended: _____

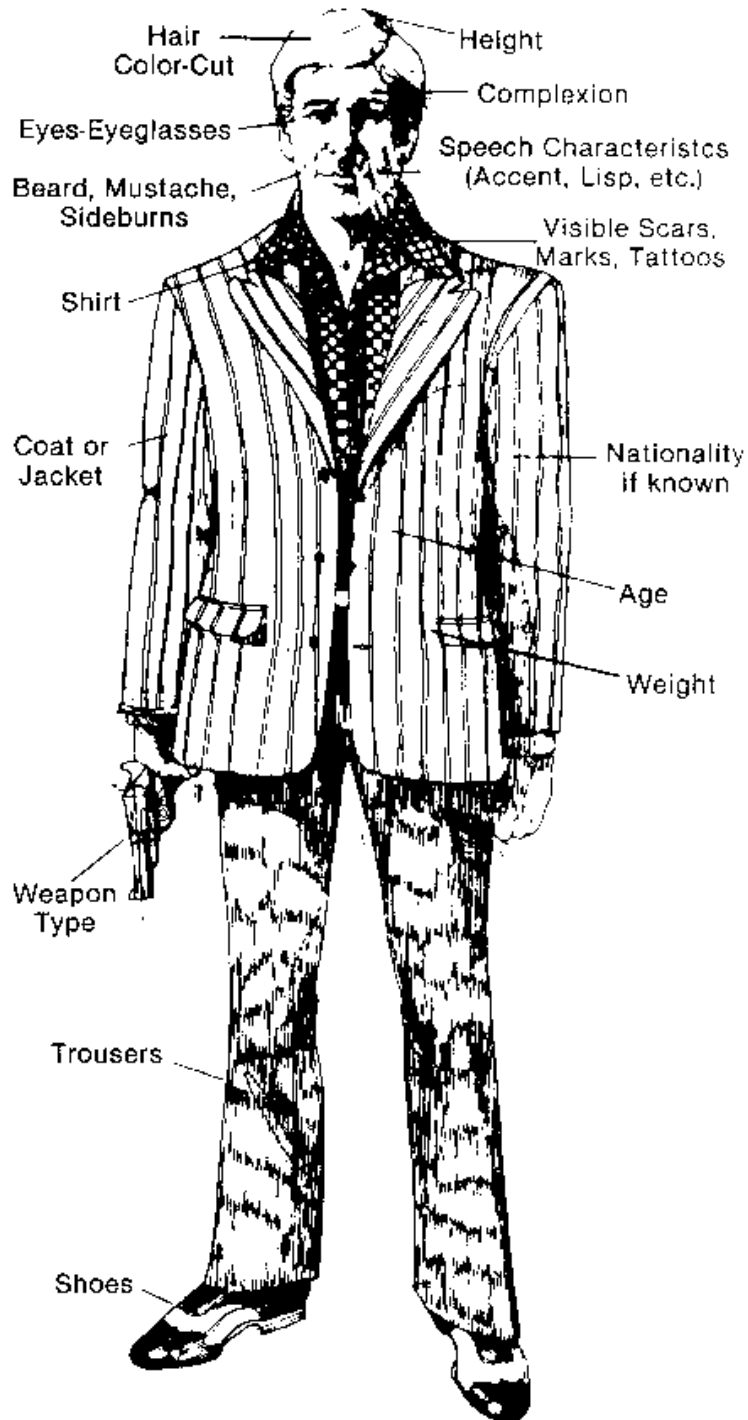
Date: _____

- **IMMEDIATELY REPORT THREAT TO PASTOR**
- **CALL 911 AND NOTIFY LOCAL LAW ENFORCEMENT**

Suspect Identification Chart

SUSPECT IDENTIFICATION CHART

Physical Description



FORM 4-C

Suspect Identification Description Sheet

Male: Female: Nationality: _____

Complexion: _____ Height: _____ Weight: _____ Age: _____

Hair Color: _____ Type of Hair Cut: _____

Type of facial hair/ distinguishing facial marks: _____

Wearing a hat? _____

Description of Clothing: _____

Visible scars/tattoos/ birthmarks on body: _____

Type of Weapon: _____

Voice Characteristics: Loud Soft High Pitch Deep Raspy
 Pleasant Drunk Other: _____

Speech: Distinct Stutter Nasal Slurred Lisp
 Accent

Comments:

FORM 4-D

What is done within the first 30 minutes or less can make the difference in a life or death situation.



Hostage Checklist

- _____ Dial 911 to notify law enforcement.
- _____ Meet Law Enforcement officials outside.
- _____ Obtain the following available information:

Time: _____

Description: _____

Number of Terrorists: _____

Weapons Involved: _____

Who they have taken hostage: _____

Demands Made: _____

- _____ Notify pastor of the situation.
- _____ Notify all areas by Telephone.
- _____ Assign personnel to remove students (if applicable) and visitors from the hostage areas, if possible.
- _____ Arrange for transportation of anyone requiring relocation.
- _____ Maintain a written account of events to include, the time, location, identification of personnel involved in the situation.

Sheltering-in-Place Checklist

- _____ Immediately close the facility and activate the facility's disaster plan. Bring all staff, students, faculty, and visitors indoors.
- _____ Ask visitors to remain at the parish. When authorities provide direction to shelter-in-place, they want everyone to take those steps **now**, where they are, and not to drive or walk outdoors.
- _____ Unless there is an imminent threat, ask employees and visitors to call their emergency contact to let them know where they are and that they are safe. If students also have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in the school until further notice, and that they are safe.
- _____ If possible, move a hard-wired telephone in the room(s) selected to be sealed during the shelter-in-place period.
- _____ Station a staff member at this telephone to answer inquiries from concerned parents, family members, etc.
- _____ Call all necessary emergency contacts (including the Diocese) and make sure that the phone is available if you need to report life-threatening conditions. Cellular equipment may be overwhelmed or damaged during an emergency.
- _____ Turn on call-forwarding or alternative telephone answering system. Change the answer recording to indicate that the facility is closed and that staff, students, and visitors are remaining in the building until authorities advise it is safe to leave.
- _____ Make sure that there is a way to communicate between all rooms where people are sheltering-in-place in the school or parish.

Sheltering-in-Place Checklist (continued)

- _____ Ideally, provide for a way to make announcements over the school-wide Public Address System from the room where the top school official takes shelter.
- _____ Close and lock all windows, exterior doors, and any other openings to the outside.
- _____ If told there is danger of explosion, close the window, shades, blinds, or curtains.
- _____ Instruct employees familiar with your building's mechanical system to turn off all fans, heating, and air conditioning systems. Those systems which automatically provide for exchange of inside air with outside air must be turned off, sealed, or disabled.
- _____ Gather essential disaster supplies, such as non-perishable food, water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- _____ Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone if necessary. Avoid overcrowding by selecting several rooms if necessary. If the parish has a school, classrooms can be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, copy and conference rooms, and gymnasiums without exterior windows also will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

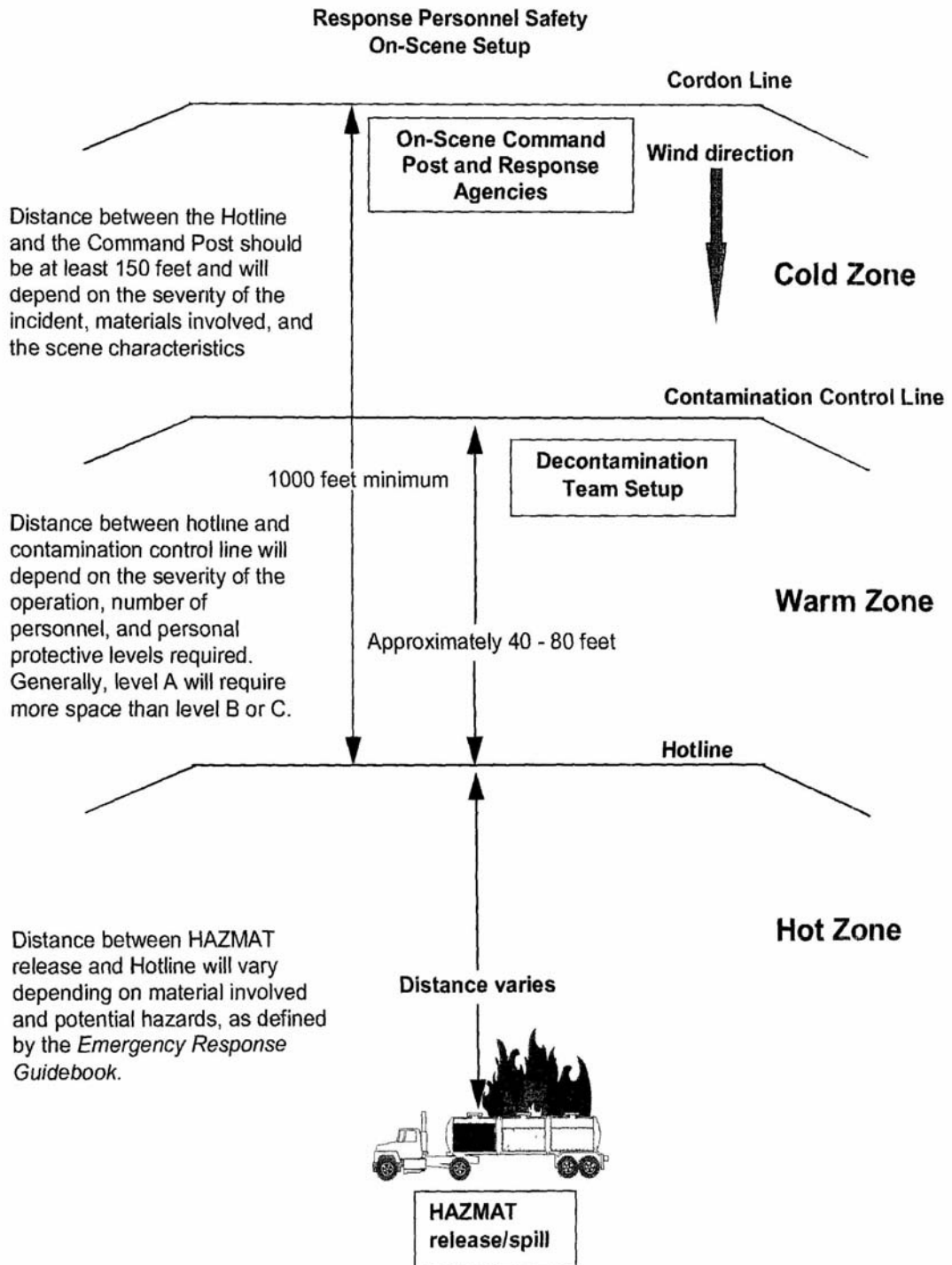
Sheltering-in-Place Checklist (continued)

- _____ Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- _____ Bring everyone into the room(s). Shut and lock the door(s).
- _____ Write down the names of everyone in the room. If the parish has a school, contact the school's emergency contact and tell them the names of those sheltering in place.
- _____ Continue listening to the radio or television until told all is safe or told to evacuate. Local officials may call for an evacuation in specific areas at greatest risk in your community.

FORM 4-E

Below is a diagram that depicts what would happen during a hazardous materials spill at the parish. This would be the same scenario as for a terrorism incident involving releasing of chemicals or biological materials such as Anthrax.

Set up for HAZMAT/Bio-Terrorism Incident Onsite



ESSEENTIAL DOCUMENTS AND THEIR LOCATION

Document	On-site? Where?	Off-site? Where?	Online? URL	Current Value
Financial Statements				
EIN#				
By-laws				
Mission Statement				
Parish Council Minutes				
Mortgage				
Blank Checks				
Computer Passwords				
Parish Membership				
Volunteer Records				
Building Deed				
Other				

Financial Information

Bank: _____
Account
Number: _____
Branch
Representative: _____

Phone, Fax,
email: _____

Authorized users/check signers:

Bank: _____
Account
Number: _____
Branch
Representative: _____

Phone, Fax,
email: _____

Authorized users/check signers:

Bank: _____
Account
Number: _____
Branch
Representative: _____

Phone, Fax,
email: _____

Authorized users/check signers:

Bank: _____
Account
Number: _____
Branch
Representative: _____

Phone, Fax,
email: _____

Authorized users/check signers:

Fire Safety Checklist

Procedures for Persons Discovering a Fire

- _____ When trying to determine the source of a fire, look for smoke/fire or smoke detectors with solid red lights on. Any of these signs would indicate the source of the alarm.
- _____ When a fire is discovered, immediately call 911 and notify the staff person in charge.
- _____ Evacuate all personnel to a safe distance away as soon as possible.
- _____ If the fire can be effectively contained, bring the two (2) nearest fire extinguishers to the fire location.
- _____ Use appropriate method to extinguish the fire.¹
- _____ Sometimes fire can be smothered with a blanket or sheet.
- _____ If a stove fire starts, slide a lid over the burning pan and turn off the burner. Leave the lid in place until the pan is completely cool. Flour and other cooking products can react explosively to flame and should never be sprinkled over fire. Never pour water on grease fires.
- _____ If the fire is too large to extinguish, try to confine it to one specific area (for example, closing the door behind a fire).
- _____ Report to the pastor or his designee and give them complete details of what actions you have taken and then await further instructions.
- _____ If unable to extinguish the fire, prepare to remove records and the Eucharist if ordered to do so.

¹ Water can be used on paper, wood, linen, mattresses, and trash. Water is not to be used on liquid gas, oil, grease, or electrical fires. Use a Fire Extinguisher.

Fire Safety Checklist

Procedures for When Alarm is Sounded

- _____ Immediately upon hearing the alarm, announce **CODE RED** over the telephone intercom, and state the location of the fire.
- _____ If fire alarm does not go off, pull fire alarm.
- _____ Dial 911 and confirm that the Fire Department has been notified of the fire.
- _____ Notify the pastor or his designee immediately.
- _____ Attempt to secure extra flashlights so that your personnel will have light if needed.
- _____ When the fire department arrives, they are in charge. Upon arrival, get in touch with the Fire Chief in charge and give them a full report on all actions taken.

Procedures for Silencing the Fire Alarm

- _____ Alarm only to be silenced when instructed to do so by authorized personnel.
- _____ Wait for Fire Department.
- _____ Contact the pastor or his designee.
- _____ **If there is no fire, alarm should only be silenced after no fire has been located and you are advised to do so by authorized personnel.**

Fire Safety Checklist

After the Fire

- _____ Do not enter and inspect the parish after a fire; leave the inspection to the fire chief, building inspectors as well as the insurance representatives.
- _____ Call key staff and discuss preliminary needs and damage assessment. Report the incident immediately to the Diocese.
- _____ Discard food that has been exposed to heat, smoke, or soot. The high temperatures of fire and its by-products can make food unsafe.

FORM 3-E

Parish Name: _____

Fire Drill Report

Date: _____ Day of Week: _____

Time Started: _____ am/pm Time Completed: _____ am/pm Elapsed Time: _____

Location of simulated Fire: _____

Who discovered simulated fire? _____

Actual time simulated fire was discovered: _____ am _____ pm

Fire Alarm Activated by: _____

Was **CODE RED** announced? Yes No

Was fire alarm heard? Yes No

Points of safety used: _____

Were fire extinguishers brought to simulated fire? Yes No

If yes: By whom: _____

Names of Staff Members who Participated:

What students or staff required assistance? List Names.

What students or staff, if any, refused to participate in the drill? List Names.

Comments: _____

Person in Charge of Fire Drill: _____ / _____

Signature of Employee

Date Completed

Flood Safety Checklist

Flood/Flash Flood Watch Issued

Conditions are favorable for flooding or flash flooding. Often flood and flash flood watches are issued during severe thunderstorms. This does not mean that flooding will occur, only that it is possible.

- _____ Review the Beyond Routine Maintenance Checklist (See Chapter II, Section Two).
- _____ During the time of the flood watch, keep tuned to the local radio or television station for further information.
- _____ Inform clients, staff, and visitors of severe conditions and the potential to limit activities.
- _____ Ensure that flashlights, weather-band radios and extra batteries are available.
- _____ If applicable, remind staff to have their cellular telephones inside the facility.
- _____ Continue any type of indoor activity.
- _____ Check all emergency food supplies and procure more water if necessary.

Flood Safety Checklist

Flood Warning Issued

A forecast of impending floods will include a description of the potential body of water affected, the severity of the expected flooding, and when and where the flooding may begin.

- _____ Report flood warning upgrade to all parish staff.
- _____ Inform all visitors, students, and staff that a warning has been issued and prepare for transfer to a safe area (if located in the floodplain).
- _____ Transfer the Blessed Sacrament to a safe area.
- _____ If time permits, gather emergency supplies (bottled water, batteries, flashlights, weather band radios, cellular telephones, and first aid kit) together in a safe area, preferably as high off the floor as possible.
- _____ If the parish is in a flood-prone area, fill bathtubs, sinks, and plastic bottles with clean water. Water may become contaminated or service may be interrupted.
- _____ Prepare emergency medical supplies for removal to safe areas.
- _____ Unplug all unnecessary electrical equipment (radios, TV sets, clocks, etc.).
- _____ Cover all computers with plastic sheeting and elevate computer towers off the ground.
- _____ Prepare Church records for immediate removal.
- _____ Office personnel should continue to monitor telephones.
- _____ If evacuation is ordered, unplug all electrical office equipment.

Flood Warning Issued (continued)

- _____ Follow all instructions issued by local authorities. **Many communities think that “voluntary” evacuation does not mean that they are at risk. If authorities recommend evacuation, follow their advice.**

- _____ If parish has an emergency generator, make sure it is operable and that an adequate supply of fuel is available.

- _____ Store all outside moveable objects in designated areas. Items left out can cause additional damage due to the high velocity generated by floodwaters. Propane tanks are a great hazard and have been known to start fires from bumping into buildings.

Flood Safety Checklist

Evacuation Necessary

- _____ If evacuation is necessary, evacuate staff, students, and parish visitors as quickly as possible to a pre-assigned area. Contact the Diocesan Coordinator of Disaster Response to report evacuation.

- _____ Once evacuation has occurred, perform a head count to ensure that all personnel are accounted for.

- _____ Should any person be missing, report such person to the Pastor and the Diocesan Coordinator of Disaster Response immediately.

- _____ Do not return to look for the missing person. Call emergency authorities for directives.

Flood Safety Checklist

After the Flood

- _____ Keep up-to-date on road conditions. Wait until an area is declared safe before entering.
- _____ Do not attempt to drive across flowing water.
- _____ Do not let children play in flooded areas.
- _____ Watch for animals – especially snakes. Small animals may seek shelter in yours. Use a stick to poke and turn items over and scare away animals.
- _____ Stay away from standing water. It may be electrically charged from underground or downed power lines.
- _____ Call key staff and discuss preliminary needs and damage assessment. Damage assessment needs to be complete within the first 24 hours. Report damages to the Diocese and insurance providers.
- _____ Inspect all rooms for damage and/or water leaks. Call 911 if lines are downed and if there is the smell of fire, gas, or smoke. Use flashlights to inspect building. Do not use open flame. There could be gas leakage from broken pipes. Do not talk on a telephone in an area where a gas leak is expected. Do not use candles, lanterns, or open flames unless you are sure that the gas has been turned off and the area aired out.
- _____ Inspect exterior of building for damage. Report broken utility lines or other service interruptions to the proper authorities.
- _____ Check cable TV and antenna TV to determine if operational.
- _____ Disconnect all electrical equipment if there is any power fluctuation. Do not handle live electrical equipment in wet areas; electrical equipment should be dried and checked before using.

FORM 3-B

After the Flood (continued)

- _____ Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are health hazards.
- _____ Turn on the utilities only after advised it is safe to do so and turn on one a time to ensure proper working condition.
- _____ Take detailed documentation (photos, video) for submission to insurance company claims.
- _____ Prepare reports outlining needs and damage assessment.
- _____ Prepare list of initial needs as well as damage assessment and give to the Pastor or his designee.
- _____ Contact the Diocesan Coordinator of Disaster Response to report outlining damage to parish facility. You may need to wait until your insurance provider sends a representative before beginning cleanup.
- _____ Insure that all archival records are safe. Report any damage immediately to the Diocesan Archives Office.
- _____ Remove fallen trees and debris only if work can be done safely. Downed trees and debris can create a potential fire hazard as well as serve as a refuge for unwanted rodents and snakes.
- _____ Until local authorities proclaim water supply safe, boil water vigorously for five minutes before using for drinking. See Chapter II, Section Three for more information on water purification.
- _____ Monitor the radio/television for recommendations regarding drinking water, utility outage, road conditions, etc..

FORM 3-B

After the Flood (continued)

- _____ Clean everything that got wet. Floodwaters have picked up sewage and chemicals from roads, farms, factories and storage buildings. Throw out all food, medicine, or cosmetics that have come in contact with flood water. These are health hazards. When in doubt, throw it OUT.
- _____ Dry rugs and carpet as quickly as possible to prevent further damage.
- _____ Shovel out mud while it is still moist.
- _____ Call parish staff if office is to remain closed (*if this disaster occurs after-hours*).
- _____ If parish is to remain closed, activate alternative site for pastoral and liturgical services.
- _____ Begin organizing volunteers to help community after the disaster.

FORM 3-B

Insurance Information

Insurance Company Name:

Policy Number(s):

Agents: _____

Contact
information: _____

Insurance Company Name:

Policy Number(s):

Agents: _____

Contact
information: _____

Insurance Company Name:

Policy Number(s):

Agents: _____

Contact
information: _____

Insurance Company Name:

Policy Number(s):

Agents: _____

Contact
information: _____

Levels of Activation Checklist

Level 1 Hurricane

Consists of non-threat period in which normal disaster planning takes place. Be sure to keep informed of developing tropical systems.

- _____ Review the Routine Maintenance Checklist (See Section Two, "Protecting Church Property").
- _____ Conduct meeting to review Hurricane Plan with key staff members. Schedule drill of plan prior to Hurricane Season.
- _____ Make sure that videotape or photographs of interior/exterior of facility are up to date in order to verify insurance claims. (Store Safely)
- _____ Verify all emergency services and contact phone numbers are up-to-date.
- _____ Review all vendor/supplier agreements and make sure they are still current.
- _____ Review all agreements for sheltering and transportation.
- _____ Review emergency supply lists to make sure all necessary supplies are on hand.
- _____ Review staff rosters and telephone trees to ensure accuracy.
- _____ Ensure that the office is equipped with a Weather Band AM radio for weather reports.

Levels of Activation Checklist

Level II Hurricane

A Tropical Storm/Hurricane Watch has been issued for the area. Normally a strike is predicted within 36-48 hours.

- _____ Initiate staff phone tree to inform staff and volunteers that an evacuation is possible.
- _____ Learn locations of official shelters.
- _____ If the parish functions as a Red Cross Emergency Shelter, please review agreements in preparation of opening the shelter.
- _____ Track and monitor location of the storm. Contact National Weather Service for storm coordinates.
- _____ Conduct briefing of staff and volunteers to review hurricane procedures and provide update on the storm.
- _____ Advise staff to implement personal and family preparedness plans (See Section III)
- _____ Designate a contact to communicate with the Diocesan Coordinator of Disaster Response regarding information about parish closure and suspension of services.
- _____ Test the cellular communications system.
- _____ Make sure that emergency supplies are up to date. Procure additional supplies if necessary.
- _____ Collect and set up all battery chargers for cell phones.
- _____ Insure all staff members top off fuel tanks and check fluid levels in their vehicles.

Level II (continued)

- _____ Obtain boxes/cartons to pack the Blessed Sacrament, food, and supplies should evacuation be necessary.¹
- _____ Review Staff List/ Assign 24 hour staffing if necessary.
- _____ Establish a storage area for food and water brought in by staff and volunteers.
- _____ Ensure that all office/service locations have prepared a pre-recorded message on answering machines and voicemail that can be activated if offices close in the future.
- _____ If parish has a Day Care/Pre-K program, inform parents/caregivers that they will be contacted by telephone if a decision is made to close the facility.
- _____ If parish has a food pantry or provides client assistance, case managers should work with each client to make sure that they are prepared for the disaster. Encourage them to evacuate to a designated shelter or to stay with family or friends if they live in a vulnerable area. Also provide clients with a Family Preparedness Guide and review the emergency supply list with them.
- _____ Have a volunteer call “at risk parishioners” (See Special Needs Parishioners Form, Preparing for a Disaster). Make a list of parishioners who need transportation to a shelter.
- _____ Review Hurricane Level III Checklist.

¹ In situations in which a very intense hurricane (Category 4 or 5) is projected to impact the parish, it may be necessary to evacuate the Blessed Sacrament to a safe area.

Levels of Activation Checklist

Level III Hurricane

A Tropical Storm/Hurricane Warning has been issued for the area. A strike is predicted within 24-36 hours.

- _____ Set up and move to a central location for disaster planning. This will be the "Emergency Operations Center" for the parish.
- _____ Follow Beyond Routine Maintenance Checklist.
- _____ Obtain sufficient travelers checks/cash for 7 days of operations.
- _____ Call the your civil parish Emergency Preparedness Office to seek advice on whether or not evacuation plan should be activated.
- _____ Track and monitor location of the storm. Contact National Weather Service for storm coordinates.
- _____ Call key staff together to discuss whether or not Evacuation Plan should be implemented.
- _____ Decide if Parish offices are closing.
- _____ If office is closing during non-working hours, initiate phone tree. Inform staff who will be needed to help secure the building.
- _____ If decision is made to close parish during working hours, send all non-essential staff home.
- _____ Notify Diocesan Coordinator of Disaster Response about closings.
- _____ Notify callers of plans to close office.
- _____ Review Evacuation Procedures.

Level III (continued)

- _____ Contact Office of Emergency Preparedness every 4 hours to receive updates. Brief staff on updates.
- _____ Review emergency and disaster supplies, making sure they are all accessible.
- _____ Make sure bleach is readily accessible.
- _____ Make sure ice chests are accessible.
- _____ Install plywood over doors and windows.
- _____ Disconnect all electrical appliances and equipment.
- _____ Establish damage assessment teams from staff volunteers.
- _____ Secure, brace, or remove antennas and loose objects.
- _____ Bring in all signs, lawn furniture, or other loose objects that are normally left outside.
- _____ Secure all items that cannot be brought inside.
- _____ Fill all available storage containers with water.
- _____ Secure at least six, 3-5 gallon buckets, which can be filled with water and used to flush toilets.
- _____ Borrow or rent a gasoline-powered chain saw.
- _____ Start recruiting drivers who can transport special needs parishioners to shelters.
- _____ Change message on answering machine.
- _____ Review Level IV Checklist.

Levels of Activation Checklist

Level IV Hurricane

Landfall is imminent with impact to the surrounding area within 12-24 hours.

- _____ Clean and store all cooking and eating utensils.
- _____ Start eating perishable food.
- _____ Fill ice chests with ice.
- _____ Fill gallon buckets with water that can later be used for flushing toilets.
- _____ If staff, volunteers, and family are using parish as shelter, make sure all stay indoors until winds have diminished below Tropical Storm Force Level.
- _____ Monitor TV stations for the latest storm updates.
- _____ Drive special needs parishioners to emergency shelters.
- _____ Start using disposable serving and eating containers and utensils.
- _____ Box all dry and canned goods.
- _____ Box all needed cooking utensils, disposable plates, silverware, and cups in case of evacuation.
- _____ Contact Office of Emergency Preparedness to determine when you are to anticipate the first hurricane force winds, top winds expected, the duration of the hurricane force winds, and the expected amount of rainfall.
- _____ Move everyone possible into the interior of the facility at least 30 minutes prior to the expected arrival of tropical storm force winds.
- _____ Turn off circuit breaker for all electricity except lights in the rooms where people are housed and refrigeration. If power goes off, turn off main breaker.
- _____ Review Level V Checklist.

Levels of Activation Checklist

Level V Hurricane

Recovery Period after the storm's passage and winds have diminished. If flooding has occurred, please refer to the "After the Flood" Checklist in the Flooding Section.

- _____ Call key staff and discuss preliminary needs and damage assessment. Damage needs assessment to be complete within the first 24 hours.
- _____ If the facility has sustained substantial damage, implement evacuation procedures, and move to an alternate location (partner parish?).
- _____ Obtain information on road closures and flooding. This will enable the committee to inform staff wishing to survey their homes what roads are dangerous.
- _____ Remove plywood from all windows and doors.
- _____ Inspect all rooms for damage and/or water leaks. Call 911 if lines are downed or if there is the smell of fire, gas, or smoke.
- _____ Inspect exterior of building for damage.
- _____ Check cable TV and antennae TV to determine if operational.
- _____ Disconnect all electrical equipment if there is any power fluctuation.
- _____ Assign family member and/or volunteers to monitor portable radio(s) to determine which stations are operational.
- _____ Take detailed documentation (photos, video) for submission of claims to insurance company.
- _____ Prepare reports outlining needs and damage assessment.

Level V (continued)

- _____ Prepare list of initial needs as well as damage assessment and give to the Pastor or his designee.

- _____ Contact the Diocesan Coordinator of Disaster Response to report damage to parish facility. You may need to wait until your insurance provider sends a representative before beginning cleanup.
- _____ Work with staff to determine if there are any injuries or personnel requiring medical attention.
- _____ Conduct a head count to ensure that all residents, staff, and family members are accounted for.
- _____ Ensure that all archival records are safe. Report any damage immediately to the Diocesan Archives Office.
- _____ Inspect supplies for damage.
- _____ Remove fallen trees and debris only if work can be done safely. Downed trees and debris can create a potential fire hazard as well as serve as a refuge for unwanted rodents and snakes.
- _____ Call parish staff if office is to remain closed.
- _____ If parish is to remain closed, activate alternative site for liturgy services and parish operations.
- _____ If facility is designated as a disaster relief site, activate plans for operation.
- _____ Begin organizing volunteers to help the community after the disaster.

Members of the Disaster Planning Committee

Team Leader

Name

Address

Tel. # (Home or Cell)

E-mail

Special Role

Name

Address

Tel. # (Home or Cell)

E-mail

Special Role

Name

Address

Tel. #(Home or Cell)

E-mail

Special Role

Name

Address

Tel. #

E-mail

Special Role

Name

Address

Tel. # (Home or Cell)

E-mail

Special Role

Name

Address

Tel. # (Home or Cell)

E-mail

Special Role

Room Survey

Room _____

Where is the nearest emergency exit for this room? _____

Is there an outside door to this room? Yes No

Is it kept locked during working hours? Yes No

Could the windows provide an emergency exit if needed? Yes No

Where is the nearest fire extinguisher kept in relation to this room?

Where is the nearest fire alarm? _____

Where is there an emergency exit rout posted in this room? Yes No

If not, where is the nearest one posted? _____

Could this room be labeled as a “safe room” based on the ability to shut off all outside airflow? Yes No

List the contents of this room: *(include furniture, electronic equipment, archival records, etc.)* _____

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 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.
- _____ Check Emergency Supplies. Exchange food and water supplies every 6 months.
- _____ Insure vehicles have updated preventive maintenance.
- _____ Insure 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.
- _____ 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, board vulnerable windows.
- _____ If high winds are anticipated, remove outside furniture and store inside.
- _____ If high winds are anticipated, remove satellite rooftop dishes.
- _____ 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 Diocesan Coordinator of Disaster Response if the parish facility has sustained damaged as a result of the storm.

FORM 2-N

Emergency Supplies List

Equipment for Facility Preparation and Clean-up

- Copy of disaster plan
- Extra set of keys to parish facilities & vehicles
- First Aid kit
- Heavy plastic sheeting (with scissors and tape)
- Plastic garbage bags
- Sealable plastic bags
- Waterproof boxes
- Paper towel supply
- Flashlight/ extra flashlight batteries
- Plastic sheeting/ tarps
- 2-way radios/extra batteries
- Plywood (for boarding windows)
- Ladders
- Tool Kit (crowbar, hammer, nails, pliers, screwdriver)
- Buckets¹
- Brooms, mops, dustpans, sponges
- Disinfectant/cleaning compounds
- Bleach (at least 3 gallons)
- Protective masks/glasses, hard hats, rubber boots
- Rubber gloves
- Work gloves
- Duct tape
- Small dehumidifiers

- Power saws/hand saws
- Shovels
- Wheelbarrow/cart
- Jumper cables
- Cameras & film (standard, digital, or video)
- Battery operated radio/weather radio
- Portable gas/electric stove
- Ice chests
- Land-based phone
- Cellular phone
- Portable pump
- Portable folding tables
- Portable generator
- Clipboards, paper, pencils, waterproof pens, labels
- Emergency funds: cash, purchase orders, credit cards
- Portable electric fans
- Portable lighting
- Metal book trucks
- Wet Vac
- Extension Cords/50', 3 wire grounded
- Sandbags

Disaster Supplies for Persons Onsite

- Blankets/ sleeping bags
- Sun screen
- Canned goods²
- Water³
- First aid kits
- CPR kits
- Paper goods, plates, cups, plastic utensils
- Insect repellent

¹ 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.

² Be sure that the food is non-perishable and packaged or canned. Identify storage date and replace every 6 months.

³ Drinking water should be stored at the rate of one gallon of water per person per day. Store water in sealed, unbreakable containers. Identify storage date and replace every 6 months.

FORM 2-N

Special Needs Parishioners

Name: _____ Spouse: _____
Address _____ Phone: _____

Names and ages of other people living in the house:

Do you speak a foreign language? Yes No Language _____

Residence Type: Single Family Mobile Home Apt. Floor

Name of Residential Complex _____

Level of Disability

Legally blind Deaf Mute Aphasic Wheelchair Walker/cane

Are you homebound? Yes No

Do you require a special diet? Yes No

Special Medical Needs: (*Severe cardiac, Diabetic on insulin, oxygen use, etc.*)

Do you rely on electricity for home medial treatments? Yes No

Family Physician: _____ Phone: _____

Emergency Contact: _____ Phone: _____

(Not living with you)

Do you have any pets? Yes No If yes, explain _____

Do you have transportation in an emergency? Yes No

Would you need transportation in an emergency? Yes No

If yes, what type? Standard vehicle wheelchair access Ambulance

Tornado Safety Checklist

Tornado Watch Issued

Conditions are favorable for tornados to develop. Often tornado watches are issued during severe thunderstorms. This does not mean that a tornado will occur, only that it is possible.

- _____ Review the Beyond Routine Maintenance Checklist
- _____ During the time of the tornado watch, keep tuned to the local radio or television station for further information.
- _____ Inform clients, staff, and visitors of severe conditions and the potential to limit activities.
- _____ Make sure that flashlights, weather-band radios and extra batteries are available.
- _____ Make sure that all staff have parish/personal cellular telephones inside the facility.
- _____ Make sure there are blankets available in case people need cover against flying objects during an actual tornado.
- _____ Continue any type of indoor activity
- _____ If meals are required, plan on a cold plate meal, assuming the possibility of a power failure or interruption.
- _____ Report to the appropriate staff member concerning the food inventory (number of meals and supplies available).
- _____ Double-check outdoors and indoors for any objects that might become missiles if blown about in a high wind.

FORM 3-C

Tornado Watch Issued (continued)

- _____ Make sure that the dumpster and storage area are locked.
- _____ Keep students away from the windows.
- _____ Draw all windows and blind coverings.
- _____ Have First Aid kits and disaster kits available.
- _____ Secure and lock up all confidential records.
- _____ Bring all staff inside and ensure they remain inside until the "All Clear" message is given.

Tornado Safety Checklist

Tornado Warning Issued

A tornado on the ground or a funnel cloud has been spotted.

- _____ Report Tornado Warning upgrade to all parish staff/program directors.
- _____ Inform all visitors, students, and staff that a tornado warning has been issued and move them to the safe area in the interior areas of the buildings away from windows.
- _____ If time permits, gather emergency supplies (bottled water, batteries, flashlights, weather band radios, cellular telephones, and first aid kits) into a pre-designated inner office (office without windows or exterior walls).
- _____ Provide each person with a blanket or other material to use as a cover against flying objects.
- _____ Close all doors to offices.
- _____ If time permits, be certain electricity, water, and fuel lines are shut off.
- _____ Office personnel should continue to monitor telephones.
- _____ Ensure that all client records are locked and secured.

Tornado Warning Lifted

- _____ If tornado warning has been lifted, but the watch is still in effect, continue with protocol under section "Tornado Watch Issued."
- _____ If all warnings and watches have been lifted, give "All clear" status, and resume all normal operations.

Tornado Safety Checklist

If a Tornado Hits/After the Tornado

- _____ Remain in the secure area. An average tornado only lasts for 8-10 seconds but more tornados may have been spawned from the same storm.
- _____ Immediately call 911.
- _____ Conduct a head count, checking personnel for injuries. Apply first aid if needed.
- _____ Notify Pastor of any injuries sustained by students, visitors, or staff.
- _____ Inform staff, students, and visitors not to panic (they will react as you do – be calm!). Help will be on the way immediately. There will be ambulances, rescue units, law enforcement, firemen and other emergency professionals arriving within minutes of the disaster.
- _____ If the facility has sustained substantial damage, implement evacuation procedures, and move to an alternate location (partner parish?).
- _____ If evacuating, make sure to take all emergency supplies out of facility. Also leave word where evacuating to as people will need to know where to pick up staff, students, or parish visitors.
- _____ Call key staff and discuss preliminary needs and damage assessment. Damage assessment needs to be complete within the first 24 hours.
- _____ Contact the Diocesan Coordinator of Disaster Response to report outlining damage to parish facility. You may need to wait until your insurance company sends a representative before beginning cleanup.

FORM 3-C

If a Tornado Hits/After the Tornado (continued)

- _____ Inspect all rooms for damage and/or water leaks. Call 911 if lines are downed, if there is the smell of fire, gas, or smoke.
- _____ Inspect exterior of building for damage.
- _____ Check cable TV and antenna TV to determine if operational.
- _____ Disconnect all electrical equipment if there is any power fluctuation.
- _____ Turn on the utilities only after advised it is safe to do so and turn on one at a time to ensure proper working condition.
- _____ Take detailed documentation (photos, video) for submission to insurance company claims.
- _____ Prepare reports outlining needs and damage assessment.
- _____ Prepare list of initial needs as well as damage assessment and give to the Pastor or his designee.
- _____ Ensure that all archival records are safe. If records are damaged the Diocesan Archives Office.
- _____ Remove fallen trees and debris only if work can be done safely. Downed trees and debris can create a potential fire hazard as well as serve as a refuge for unwanted rodents and snakes.
- _____ Call parish staff if office is to remain closed. *(If this disaster occurs after-hours)*
- _____ If parish is to remain closed, activate alternative site for pastoral service.
- _____ Begin organizing volunteers to help community after disaster.

FORM 3-C

