

Diocese of Davenport Disaster Preparedness and Response Planning Guide



Policy promulgated at the Pastoral Center of the Diocese of Davenport
effective May 28, 2009

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Bishop of Davenport

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FROM THE DIOCESAN DISASTER & CRISIS MANAGEMENT COMMITTEE

The Diocese of Davenport has experienced the effects of disasters throughout her history. In recent years, the Diocese has experienced the destruction of churches due to tornado and fire damage. Many communities were affected by the devastating floods in 1993 and 2008. The Diocese has also dealt with a variety of other crises. The potential for disasters occurring in the Diocese remains.

Many local and national agencies have assisted the Diocese in the recovery process following disasters, including the American Red Cross, the US Department of Homeland Security, the Federal Emergency Management Agency, the Center for Disease Control, the National Disaster Education Coalition, Catholic Charities, and other faith groups. We will work collaboratively with these agencies in preparing for a disaster and in bringing assistance to victims.

In this document, the word “disaster” will be used to denote natural and unnatural disasters of all scopes including local crises. The following guidelines have been designed to meet a variety of disaster situations. The first part of the planning guide addresses planning for disasters in general. Subsequent guidelines address specific disaster situations such as pandemic influenza.

I am asking each Pastor and parish life administrator to establish a parish disaster planning committee. While each parish, school and church institution may develop its own disaster preparedness and response plan to meet local circumstances, the plan must be consistent with the *Diocese of Davenport Disaster Preparedness and Response Planning Guide*. An effective disaster response plan must be created in collaboration with the offices of the bishop in order to maximize resources, minimize duplication of services, avoid gaps in service delivery, and to ensure that those persons who are most in need receive assistance.

This manual has been adapted from a variety of resources, including the *Matthew 25 Disaster Preparedness and Response Manual* from the Archdiocese of New Orleans, the *Galveston-Houston Manual* developed by the Diocese of Galveston-Houston, the Diocese of Davenport *Policies Relating to Planning for Pandemic Influenza*, and state and federal resources.

The Diocesan Disaster & Crisis Management Committee is available to assist you in your planning process. Questions regarding this plan can be sent to Dc. David Montgomery, Director of Communication, montgomery@davenportdiocese.org, and Dc. Frank Agnoli, MD, Director of Liturgy, agnoli@davenportdiocese.org.

Thank you for the work that you have done and will continue to do to prepare and respond to disasters and crises.

Most Rev. Martin J. Amos, Bishop of Davenport

DEFINITION OF DISASTER

The term “disaster” is used for natural and unnatural (human-caused) disasters of all scopes including local crises such as earthquake, hurricane, storm surge, drought, blizzard, pestilence, fire, explosion, building collapse, transportation accident, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

A disaster is characterized by its (a) causative agent, (b) financial impact, and (c) type of response necessary. Disasters fall into one of two broad categories of disasters, natural and unnatural. Within these categories there is a general range that defines the scope of a disaster according to the area affected:

- | | | |
|---------------------|-------------------|-------------------------------|
| 1. Family Emergency | individual family | (Example: home fire) |
| 2. Local Disaster | city | (Example: tornadoes) |
| 3. State Disaster | state | (Example: winter storms) |
| 4. Major Disaster | national | (Example: pandemic influenza) |

PURPOSE OF THE DISASTER GUIDE

Churches of all denominations have been responding to human suffering caused by natural disaster, both large and small, for centuries, historically serving those who would have otherwise fallen through the cracks of other helping systems.

The purpose of this *Disaster Preparedness and Response Planning Guide* is to assist diocesan staff, parishes, schools and the Catholic community to be well prepared for a disaster and to guide collaborative relief efforts in response to whatever calamity may occur. This guide also is intended to serve as a tool that parishes, schools, and church institutions can use to assist in preparing, developing, implementing and monitoring disaster response plans specific to each institution's needs.

Disaster planning is a collaborative effort involving a continuous process of assessment, evaluation, and preparation. It is a process that requires research, analysis, decision-making, team-work, implementation, and updating. A disaster plan is not a single document and is never "finalized"; rather, it is a "living" document.

The goals of this plan are to (a) reduce human suffering, (b) adequately protect sacramental records and church property, and (c) promote outreach efforts to assist our neighbors outside of the Diocese affected by disasters. Being prepared can greatly lessen the traumatic effects experienced both during and after a disaster. Most importantly, proper planning can save lives.

This guide has been prepared in three sections. The main section consists of disaster preparation information and worksheets for the parish disaster committee to complete. The second section contains forms in an appendix to complete with information particular to the parish. The third section contains the revised draft of the *Policies Relating to Planning for Pandemic Influenza and Other Influenza Outbreaks*.

A copy of the completed disaster manual created by the parish should be kept by each person on the incident command team with a duplicate copy at each team member's home.

For the purposes of this guide, "Pastor" also refers to Parish Life Administrators and other administrators of Diocesan entities. Hereafter the term "parish" also refers to setting up disaster planning in schools and institutions.

Abbreviations Used:

BCDW	Bishops' Committee on Divine Worship	HHS	Department of Health and Human Services
Bishop	Bishop of Davenport	ICC	Iowa Catholic Conference
c. (cc.)	Canon(s) from the <i>Codex Iuris Canonici</i> (Code of Canon Law)	ICS	Incident Command System
CCUSA	Catholic Charities USA	IDPH	Iowa Department of Public Health
CDC	Centers for Disease Control and Prevention	NIMS	National Incident Management System
COOP	Continuity of Operations	NWR	NOAA National Weather Radio
CRS	Catholic Relief Services	OCF	Order of Christian Funerals
Diocese	Diocese of Davenport	PSI	Pandemic Severity Index
DHS	Department of Homeland Security	RCIA	Rite of Christian Initiation of Adults
EMHC	Extraordinary Minister of Holy Communion	UK	United Kingdom
EOC	Emergency Operations Center	USCCB	United States Conference of Catholic Bishops
FEMA	Federal Emergency Management Agency	VOAD	Voluntary Organizations Active in Disasters
GIRM	General Instruction of the Roman Missal	WHO	World Health Organization

A - Common Disaster Planning Elements

DISASTER PHASES

Disaster planning can be divided into four management phases. These phases do not always occur in isolation or in this precise order. Often phases overlap and the duration of each phase greatly depends on the severity of the disaster:

1. Mitigation – Taking steps before a disaster occurs to minimize its effects
2. Preparedness - Planning how to respond
3. Response - Minimize the hazards created by a disaster
4. Recovery - Returning the community to normal

Mitigation

Mitigation activities eliminate or reduce the probability of disaster occurrence, or reduce the effects of unavoidable disasters. Mitigation measures include building codes; vulnerability analyses updates; zoning and land use management; building use regulations and safety codes; preventive health care; and public education. The mitigation phase includes the shaping of policies and plans that either modify the causes of disasters or mitigate their effects on people, property, and infrastructure.

Preparedness

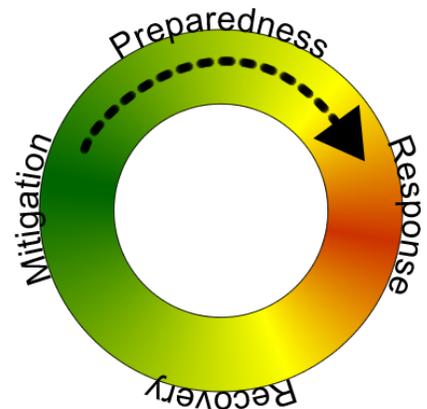
Preparedness is a level of readiness to respond to any emergency situation. The level of preparedness can be enhanced by having in place response mechanisms and procedures, rehearsals, long-term and short-term strategies, public education and early warning systems. Preparedness can also take the form of ensuring that strategic reserves of food, equipment, water, medicines and other essentials are maintained in cases of national or local disasters.

Response

The aim of emergency response is to provide immediate assistance to maintain life, improve health and support the morale of the affected population. The focus in the response phase is on meeting the basic needs of the people until more permanent and sustainable solutions can be found. Humanitarian organizations are often strongly present in this phase of a disaster.

Recovery

As the disaster is brought under control, the affected population is capable of undertaking an increasing number of activities aimed at restoring their lives and the infrastructure that supports them. Recovery activities continue until all systems return to normal. Recovery measures, both short and long term, include returning vital life-support systems to minimum operating conditions; temporary housing; public information; reconstruction; counseling programs; and economic recovery. Information resources and services include data collection related to recovery and documentation of post event analysis.



A - Common Disaster Planning Elements

EXPECTATIONS OF THE DIOCESE

In the event of a disaster in a community, the primary responsibility for providing people's basic needs (i.e. food, shelter, medical help, and clothing) and other essentials (i.e. electricity, police protection and emergency communication) rests with civil authorities (i.e. the American Red Cross, parish, police, and fire departments, etc.).

The Diocese of Davenport, through its parishes, schools and institutions, collaborates with these agencies in providing maximum disaster response and work toward ensuring that even the most marginalized persons receive the assistance they need.

NOTE: The Federal Emergency Management Agency (FEMA) personnel come into a community once the President of the U.S. declares the geographic area a "Federally Declared Disaster." FEMA coordinates its efforts with local voluntary agencies active in disasters (VOAD's) and provides financial assistance to individuals and families only. FEMA does not provide disaster relief assistance for damage to church facilities except through insured losses in its National Flood Policy.

The Bishop of the Diocese of Davenport will establish a Disaster and Crisis Management Committee. This purpose of the committee is to:

1. Assist parishes, schools, families and individuals in planning for disasters by providing criteria for local disaster plans and providing resource information
2. Assist the Diocese in building a system of early responders
3. Monitor the environment for potential disasters and provide advisories to the Diocese
4. Provide advice to the Diocese during disasters
5. Assist the chancery safety team in planning for disasters that affect the chancery staff

Relief Agencies

In the Diocese of Davenport, the bishop has designated Catholic Charities USA (CCUSA) and Catholic Relief Services (CRS) for domestic and international relief efforts.

Domestic Disasters

Catholic Charities USA (CCUSA) has been designated by the U.S. Catholic Conference of Bishops as the agency of the Church to respond to domestic disasters.

CCUSA has memoranda of understanding with the American Red Cross, St. Vincent de Paul Society and other institutions to clarify its role in mid to long-term recovery efforts. Neither CCUSA, nor the local Catholic Charities agencies should be viewed as a relief agency. The American Red Cross, the Salvation Army, and FEMA all provide the first assistance (relief) necessary to disaster victims and their families.

Funds are available for local Catholic Charities to tap for "lesser" disasters and are limited to \$10,000. The President of the Bishops' Conference must declare a disaster "major" and call for a second collection of funds from the Catholic community in the U.S. before significant dollars will be available for recovery support.

International Disasters

It is the Diocese's desire that all international relief efforts be coordinated through Catholic Relief Services (CRS). CRS provides:

1. Assessment of the scope of the disaster;
2. Coordination of the international collection of resources; and
3. Specification of the need for financial resources versus in-kind goods.

The bishop of the Diocese of Davenport will inform Pastors about the timing and extent of assistance needed to help our brothers and sisters outside the United States.

A - Common Disaster Planning Elements

INCIDENT COMMAND SYSTEM

In the 1970s, several wildfires in California caused millions of dollars in damage and the deaths of several people. Local, state, and federal fire authorities collaborated to form FIRESCOPE (Firefighting Resources of California Organized for Potential Emergencies). Out of this collaboration, local, state and federal agencies collaborated in creating the Incident Command System (ICS) to address five issues:

1. Nonstandard terminology
2. Lack of organizational flexibility to expand and contract
3. Nonstandard and nonintegrated communications
4. Lack of consolidated action plans
5. Lack of designated facilities

Today, the ICS is used universally to provide a way for many agencies to work together smoothly under one management system. ICS is very flexible and can grow or shrink to meet the changing needs of an incident, making it applicable to both small and large disasters. The ICS has been tested in more than 30 years of emergency and nonemergency applications, by all levels of government and in the private sector. It represents organizational best practices and as a component of the National Incident Management System (NIMS) has become the standard for emergency management across the country.

Response to all crises requires a clear chain of command between all responders. The ICS is based on the premise that every crisis has certain major elements requiring clear lines of command and control. FEMA is a good source for information on and training in the ICS. According to the ICS, a number of critical functions must be attended to in a crisis. A single individual may take on more than one role.

Incident Commander: Sets the incident objectives, strategies, and priorities and has overall responsibility at the incident or event. This position may be assumed by the Pastor, Principal, DRE, Youth Minister or other staff—though it may be an emergency responder.

Command Staff:

Public Information Officer: Serves as the conduit for information to parishioners, parents, staff and the public, including the media or other organizations seeking information directly from the incident or event.

Safety Officer: Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

Liaison Officer: Serves as the primary contact for supporting agencies assisting at an incident.

General Staff:

Operations Chief: Conducts the operations to carry out the plan. Develops the tactical objectives and directs all resources. This includes care to the individuals present during a crisis, being attentive to their physical, medical, psychological, and spiritual needs.

Planning Chief: Prepares and documents the plan to accomplish objectives; collects and evaluates information, maintains resource status, and maintains documentation for incident records.

Logistics Chief: Provides support, resources, and all other services needed to meet the operational objectives such as food, water, bathroom facilities and transportation.

Finance/Administration Chief: Monitors costs related to the incident, provides accounting, procurement, time recording, and cost analyses.

At least one alternate should be identified to perform the essential functions of each position. In the event a key staff member is unavailable to report for duty in an emergency, the Incident Commander will be responsible for re-assigning any and all roles and responsibilities of that key staff member to other staff members. Specific roles for all staff members during times of emergencies or disasters are detailed in the appropriate sections that follow.

A - Common Disaster Planning Elements

Fill out the incident command chart for your parish, school or Diocesan entity found in the appendix, Form A-1.

Transfer of Command

The transfer of command is the process of moving the responsibility for incident command from one Incident Commander to another. This may take place for a number of reasons:

- When a more qualified person assumes command
- A legal requirement to change command, for example, to emergency services
- There is normal turnover of personnel on long or extended incidents
- The incident response is concluded and responsibility is transferred back

The transfer of command process always includes a transfer of command briefing, which may be oral, written, or a combination of both.

The Incident Command System for the Chancery Staff

Incident Commander: the Bishop of Davenport

Public Information Officer: Director of
Communication

Safety Officer: Director of Liturgy

Liaison Officer: Director of Social Action

Operations Chief: Vicar General

Planning Chief: Chancellor

Logistics Chief: Maintenance and Security
Supervisor

Finance / Administration Chief: Chief Financial
Officer

OUTLINE OF ROLES AND RESPONSIBILITIES

A. Diocese

Mitigation Phase

1. Establish a Diocesan Disaster and Crisis Management Committee
2. Provide initial leadership and subsequent direction in establishing Diocesan, parish and other institution preparedness and response plans

Preparedness Phase

3. Network with other organizations and faith communities to develop working relationships and plan disaster relief activities
4. Serve on local and state VOAD (Voluntary Organizations Active in Disaster) committees
5. Assist parishes in the development of a Volunteer Data Base/Talent Bank
6. Identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions

Response Phase

7. Ensures that effective communication takes place between the Diocese, parishes and schools affected
8. Provide leadership and general direction to relief activity
9. Call for the mobilization of resources and funds
10. Coordinate the dissemination of volunteer information during a disaster

Recovery Phase

11. Work with Bishop and Chief Financial Officer to secure additional emergency funding if needed
12. Produce a summary report of Diocesan, parish and school activities, funds received and funds expended at the conclusion of the disaster recovery period

A - Common Disaster Planning Elements

B Parish/School/Institution

Mitigation Phase

1. Create a disaster planning committee
2. Identify essential functions that enable organizations to provide vital services
3. Identify the authority to make key decisions
4. Ensure that people know who has authority and responsibility if the leadership is incapacitated or unavailable
5. Develop a relationship with another parish within their deanery for mutual support
6. Plan for the need to transfer authority and responsibility for essential functions from an organization's primary operating staff and facilities to other staff and facilities
7. Determine if a parish facility should be considered as a shelter
8. Identify where emergency worship services could be held
9. Serve on local VOAD (Voluntary Organizations Active in Disaster) committees.
10. Develop a team of volunteers willing to serve the community following a disaster
11. Encourage parishioners/staff to develop their own family disaster plan

Preparedness Phase

12. Identify the availability and redundancy of critical communication systems
13. Prepare for the possibility of an unannounced relocation of essential functions and personnel
14. Prepare parish facilities for disasters
15. Prepare parish staff for disasters
16. Provide other agencies with the names of key parish contacts willing to assist with long-term recovery efforts
17. Network with other parishes (and other local faith communities) to share information, ideas, concerns, resources
18. Identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions
19. Assess, demonstrate and improve the ability to execute plans and programs during an emergency through training and exercises

Response Phase

20. Communicate promptly to the Diocese when impacted by disaster
21. Survey parishioners to determine evacuation needs
22. Disseminate disaster-related material/information to parishioners
23. Attend to the spiritual needs of the faith community during and after a disaster

Recovery Phase

24. Reconstitution: Plan for the resumption of normal operations
25. Produce a summary report to the Diocese of parish and school activities, funds received and funds expended at the conclusion of the disaster recovery period

A - Common Disaster Planning Elements

COMMUNICATION

During a disaster, common communication modes may or may not exist. Alternate modes of communication should be identified in advance of a disaster. These include but are not limited to: land phone calls or faxes, cellular phone calls, Internet messages, cellular phone text messages, family radio services (FRS), citizens band and amateur radio, and in-person visits.

The Diocese has provided a phone number for emergency contact and all clergy should use this number to inform the Bishop of their status and location during and after a disaster:

**866-363-3772 extension 238 or
563-324-1912 extension 238 to the Vicar General**

Clergy in this country with an I-20 visa must be located as soon as possible.

Local radio stations should be monitored for changing conditions and alerts. In addition, other sources for emergency notification should be monitored by parishes, schools and institutions:

NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week. NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 telephone outages). NWR requires a special radio receiver or scanner capable of picking up the signal.

The Emergency Email & Wireless Network is a free notification service that sends notification to citizens of local, regional, national and international emergencies utilizing the Internet and email. For more information, go to: www.emergencyemail.org.

Messaging to Cellular Phones It is also possible to send short e-mail messages (max 160 characters) to cellular phones. If addresses can be grouped, a large number of people can be contacted. However, some cellular phones do not receive messages in a timely fashion.

The recipient will need text messaging enabled on their cellular plan (most carriers enable it by default) and have a phone capable of receiving text messages (most new phones are text-capable). To use, compose a short email message using less than 160 total characters in any email client) and address it to the cellular number at the carrier's email domain. Remember to remove your signature from the message before sending. Email sent to cell phones is billed to the subscriber as a text message. Many carriers allow customers to receive free messages. The major US cellular carriers use the 10_digit_number@cell.carrier_domain.com format for messaging to SMS to text capable cell phones. Send Email to cellphonenumber@.....:

Alltel 10digitnumber@message.alltel.com

AT&T 10digitnumber@mms.att.net

Iowa Wireless 10digitnumber.iws@iwspsc.com

Nextel 10digitnumber@messaging.nextel.com

Qwest 10digitnumber@qwestmp.com

Sprint 10digitnumber@messaging.sprintpcs.com

T-mobile 10digitnumber@tmomail.net

US Cellular 10digitnumber@email.uscc.net

Verizon 10digitnumber@vtext.com

A - Common Disaster Planning Elements

COMMUNICATION WITH THE CHANCERY IN THE EVENT OF DISASTER

See Form F-1 in the appendix for more information.

1. The Pastor notifies the Parish Disaster Planning Coordinator and the Vicar General of the Diocese of Davenport with the specifics of a disaster including any damage to parish property and injuries or disaster-caused illness to staff or parishioners; also contact the Diocesan insurance company.
2. Any damage to sacramental records is reported immediately to the Diocesan Chancellor.
3. Any damage to critical computer systems is reported to the Diocesan Director of Technology.
4. The Vicar General notifies the Bishop and the Chief Financial Officer.
5. The Pastor and parish disaster planning committee assess the needs and resources of the parish and the community and develop a plan of appropriate response to the disaster.
6. Catholic Charities may provide limited amounts of financial assistance for victims. Catholic Charities has developed a case management program to assist victims directly or assist parishes in their supportive efforts. Assistance requests should be directed to the Diocesan Liaison Officer.
7. Catholic Charities coordinates with FEMA, the parish disaster planning committee, and appropriate community and interfaith groups to develop a program of short and long-term recovery for individuals and families. The American Red Cross has primary responsibility for disaster assistance in the short term. Diocesan assistance through its Catholic Charities agency will be dedicated to medium to long-term recovery.

B - Getting Organized

ESTABLISHING A DISASTER PLANNING COMMITTEE

This section is designed to help the Pastor and/or the designated Disaster Coordinator work through the steps of setting up a disaster committee in each parish, school, or institution. It will help them make decisions such as who should be involved in preparing the parish for different types of disasters and how to access already existing resources in the parish. It also will help them determine what role a parish should play in serving the community after a disaster has occurred.

The first step to preparing a parish for a disaster is appointing a Disaster Planning Committee. Each Pastor may approach this step differently depending on the makeup of his parish. Some Pastors may appoint only a Disaster Coordinator, relying on this coordinator to identify and appoint the other members, while other Pastors may appoint several key persons to the committee, allowing the committee members to appoint a coordinator. Members of the incident command team should be members of the Disaster Planning Committee.

The Importance of Having a Disaster Coordinator

When establishing basic roles for the committee members, it is important that the key position of Disaster Coordinator is appointed early in the planning process. The role of the Disaster Coordinator is crucial for collaboration with neighboring parishes and the chancery. A small disaster that may affect either one or two parishes can be better addressed when two parishes join resources to help the community recover. The Disaster Coordinator also can be responsible for setting up activities such as canvassing neighborhoods for vulnerable parishioners or assembling baby care kits to give to families who have lost property in a flood.

Enter the information for the Disaster Coordinator in the appropriate section of Form A-1 in the appendix.

Appointing Disaster Committee Members

Once the Disaster Coordinator is identified, other roles and responsibilities need to be determined including the incident command team, other committee members and parish staff members. The parish may have doctors, nurses, crisis counselors, childcare workers, skilled contractors, boat owners, etc. All of these areas of expertise can be utilized before, during and following a disaster. Additionally, staff or volunteers should be assigned to operate the phones to inform parents/parish visitors about emergency situations, evacuation of buildings, protection of archival records, backing up of hardware/software, etc. Later on in this manual, parishes will be guided through developing a calling tree and emergency list. The Pastor and/or the Disaster Coordinator may either create an entirely new committee composed of parishioners having disaster response planning experience and staff members, or they may want to utilize existing committees in addition to the incident command team.

Fill in the additional members of the Disaster Planning Committee found in the appendix, Form A-1.

Although a large group may want to participate in disaster preparedness and response planning, larger groups tend to lose focus. Later, once goals are established, including more members of the parish may be necessary. Sub-committees may be formed as needed.

It is useful to recognize that many parishes have historically participated in disaster relief activities (i.e. cleaning out homes after floods, cooking food for disaster victims, distributing donated goods, providing for emergency expenses, etc.) in informal ways. Therefore activities should be identified that are already taking place at the parish, assess their utility, and include them in the formal plan.

B - Getting Organized

List any activities occurring now in the parish that could be incorporated in the disaster plan

Activity

Committee Responsible

List parish leaders whose participation on the committee would enhance planning and preparedness efforts in addition to the incident command team. Complete the list of additional members of the Disaster Planning Committee and the staff found in the appendix.

Including representatives from the following groups may enhance your parish's ability to prepare for and respond to disasters:

- Youth Group Leaders
- Boy Scouts/Girl Scouts
- Spanish-speaking Representatives
- Knights of Columbus Councils
- Knights of Peter Claver
- Catholic Daughters
- Saint Vincent DePaul Society
- Parish Social Ministry
- Parent/Teacher Organizations

B - Getting Organized

Scope of the Committee

Once the Pastor and/or the Disaster Coordinator have determined disaster committee membership, decisions such as the length of membership, the roles of committee members, and the basic goals of the committees will need to be made.

How long will members serve on this committee? (one year, two years, rotating membership, etc.)

Disasters tend to ignore geographical boundaries. Will the committee and volunteers respond to other areas outside of the geographical boundaries of the parish? If so, how far and for how long?

Is the parish willing to partner with another parish or work in collaboration with the parishes in its deanery for mutual disaster support? Which parish(es)?

Is the parish willing to collaborate with other parishes to help with disaster planning? Which parishes?

It is recommended that the disaster committee meet several times a year; more frequently prior to and during peak disaster seasons in order to update and test the disaster plan.

Committee meeting frequency (monthly, quarterly etc.):

B - Getting Organized

Disseminating and Documenting Disaster Information

It is important to make sure the parish community is informed of the activities of the Disaster Planning Committee. Parishes with active disaster preparedness and response planning have often lamented that with each disaster they are “reinventing the wheel” because of a lack of documenting what was done during past disasters, making it difficult to learn from past mistakes and successes.

In order to keep the parish informed and up-to-date on disaster planning and lessons learned from previous disasters, consider distributing a copy of the committee’s goals to the Pastor, parish council, and parishioners. Some recommendations include putting the minutes in a weekly bulletin, making announcements on Sunday, making a webpage for disaster planning, posting notices on a bulletin board or Internet groups online.

How will the committee disseminate information about the disaster plan to the Pastor, parish leaders, and parishioners?

During this entire disaster planning process it is important to keep records of the committee’s activities since the roles and responsibilities of the committee and its members may evolve over time. Information should include, but may not be limited to, types of activities undertaken (what type of assistance was provided, who was helped, etc.) and not undertaken, and why. It is especially critical to keep a concise record of activities during and after a disaster so that future disaster relief efforts don’t need to be organized from scratch. Appointing a secretary or a record keeper will facilitate this important step. The Planning Chief is responsible for maintaining documentation.

What types of records should be kept?

Once the committee is established, it is important to validate its existence by announcing to the parish that the committee is formed and ready for action. This could be done in the form of a commissioning service, announcement of the parish committee in the bulletin, or posting on a church information board.

How will the parish formally recognize the committee?

B - Getting Organized

RECEIVING AND GIVING PROPER NOTIFICATION OF A DISASTER

It is important to prepare to provide warning for any type of emergency/disaster that could affect the parish. Parishes should be equipped with the following emergency/disaster communication equipment to ensure that necessary warnings take place:

A portable AM/FM radio tuned to a local station and a NOAA weather radio should be located in the parish office and rectory.

Phone number to contact parish staff during normal business office hours: _____

Emergency cellular phone numbers: _____, _____

The following are recommendations of steps to take once a warning is issued:

1. Staff members receive the warning (depending on type of disaster) and notify the Pastor or Parochial Vicar.
2. Based on the warning, the Pastor activates the appropriate hazard disaster plan.
3. Personnel report to the assigned disaster planning location.
4. Staff members inform all on-site personnel and parishioners of the potential disaster.
5. In the event of a potential or actual evacuation, the Pastor implements plans for evacuation based on the emergency situation.
6. The Parish office is responsible for immediately notifying the chancery of damage to the parish by filling out the Disaster Report Form B-1 and the Report of Individual Injuries Form B-2 from the appendix and fax to 563-324-5842.

DETERMINING ON-SITE AND OFF-SITE MEETING LOCATIONS

It is important to decide before a disaster strikes which parish room will serve as an Emergency Operations Center (EOC), the central area of decision-making. The location should have adequate computer Internet access and number of telephone lines including fax line access.

List the location of the EOC at the parish:

Building: _____ Room: _____

List the off-site location where the committee will meet if the parish is inaccessible. This site could be the partner parish depending on the nature of the disaster and the distance involved.

Building: _____ Room: _____

Be sure to inform the chancery of the intention to evacuate and the parish's alternative location.

Complete Form B-3 in the appendix.

B - Getting Organized

THE BASICS OF EVACUATING

See Form B-4 in the appendix for more information.

If the parish already has evacuation procedures, examine them. If you need additional help in writing a disaster evacuation plan, please contact the Diocesan Disaster & Crisis Management Committee.

Be sure that the alternative receiving facility identified in Form B-3 and authorities have been notified.

Make sure that transportation is available to successfully evacuate everyone. Make sure that all vehicles being used for transportation have maps to the destination, and that the drivers have cell phones and/or portable radios.

Examine the emergency supply list, making sure that all supplies needed are packed in boxes and ready to transport.

Determine the order of evacuation; try to keep floors/wings etc. of people together to make determining a headcount easier.

Determine if some of the staff/residents have relatives that could come and pick them up.

If you are evacuating to a residential facility such as a shelter, be sure to tell each person to take the following if possible:

- Two to three changes of clothing
- One pillow
- Two blankets
- All toiletry articles needed
- Glasses, hearing aids, medicines, etc.

EVACUATION RECOVERY

This section focuses on basic information about helping the parish recover after a disaster. There is information in Sections D and E about recovery specific to each type of disaster. Section G discusses how the parish can help their community in need.

Re-entry into the Facility

The Pastor should be the individual responsible for authorizing re-entry into the parish. Only after the Pastor has been assured by local authorities and the Diocesan insurance carrier and/or local contractors that the safety of the parish has been restored should re-entry occur.

Designated staff members and/or parish volunteers should form a damage assessment team to (a) survey the parish after a disaster, (b) report findings to the Pastor, and (c) ensure that timely and accurate data is received. Members could include people with experience in construction, home repair, etc.

Identify the members of your damage assessment team:

List these individuals in the appropriate section of Form A-1 in the appendix.

B - Getting Organized

Damage and needs assessments as well as injury reports should be compiled by the team and should be submitted to the Incident Commander as soon as possible after a disaster has occurred. .

In the event the parish is damaged to the extent that a portion or the entire parish is uninhabitable, plans will have to be developed to address the relocation of parish services and staff to alternate facilities until repairs are made or the parish is rebuilt.

If you have agreed to partner with another parish, include arrangements with this parish for the use of facilities during a disaster. You may have to work on merging social services, scaling down services, or suspending services until the facility is repaired.

Depending on the nature of the disaster and the distance involved, it may be necessary to identify an alternative site other than the partner parish.

Alternative Site:

Contact Information:

Enter this information in Form B-3.

TRAINING AND EXERCISES

Disaster preparedness and planning is not a one-time event or exercise. It is a process that must constantly be reviewed and updated. The Diocese of Davenport, upon request, will assist in providing training for all parish staff and volunteers for emergency situations. Parishes are encouraged to begin training their staff immediately and during their "New Employee Orientation" and continue to offer training to staff through their tenure with the parish.

Key parish members should become thoroughly familiar with the parish's Disaster Plan and attend Disaster Preparedness Training as requested by the Pastor.

New parish staff members should receive training beginning with orientation regarding their disaster related roles. They should be required to become familiar with the parish's disaster and response plan as well as their specific job function during times of disaster.

The Disaster Plan should be tested annually as both a tabletop exercise and a full-scale exercise.

Tabletop Exercise

Key staff should review the plan. They should verify information with suppliers and emergency contacts to insure all information is correct and current. Ideally, this exercise should be scheduled during the 1st Quarter of each year in preparation for the spring storm season.

Full Scale Exercise

Parishes are encouraged to schedule a minimum of one full-scale exercise specific to one disaster annually. Upon completion of the drills, submit the report to the Pastor, addressing any deficiencies. Contact the Diocesan Disaster & Crisis Management Committee for assistance in organizing this event including waiver forms for participants.

See Form B-5 in the appendix for an exercise planning form.

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PROFILING THE PARISH

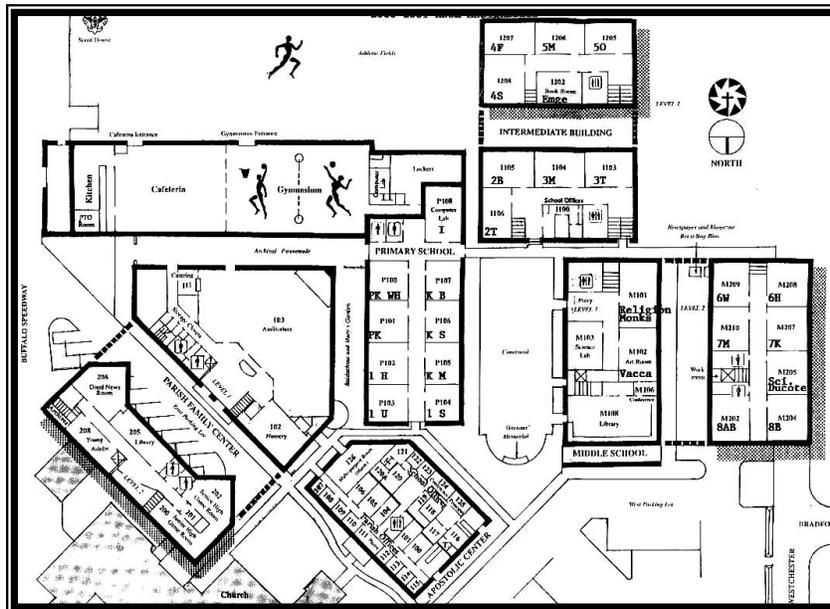
It is recommended that the committee contact key parish personnel before working on this section. Critical people to include are a building manager, parish secretary, and deacon or other person in charge of the parish social services and outreach programs.

Before the disaster planning committee can begin planning for the possibility of a future disaster, a careful examination of the current state of the parish - including its buildings and other property, physical contents, and parish activities – should be performed. Elements of this examination should include: (a) a thorough check of all parish property, buildings, and physical contents; (b) the creation of a log of activities occurring daily in the parish; (c) the updating and maintenance of parish staff listings; (d) the creation of a “phone tree”; (e) the identification of parishioners who are most vulnerable to disaster; and (f) a determination of the possible hazards the parish may be susceptible to because of its location and structure. A “Room Survey” form is available in the appendix, Form C-1.

Analyze the Parish Facility

Begin by locating blueprints or floor plans made of the facility. A copy of the blueprints should be located at the parish. These drawings will show the boundaries of the property and layout of all the buildings including internal rooms and corridors. An example of a parish floor plan is found below.

Once the committee locates the drawings, make several copies of the floor plans. Mark and number all rooms and building exits. Using a copy of this floor plan along with the attached room survey, move from room-to-room, taking an inventory of all equipment, furniture, and data, and noting emergency-related items (i.e. door exits, window exits, smoke detectors, etc.).



Inventory All Equipment

While examining the parish facility, it is important to document all physical contents. The documentation should be written, videotaped, or photographed. It is recommended that the inventory be generated in at least two different media.

Move room-by-room and list appliances, equipment, furniture and archival records (including but not limited to sacramental records). List all equipment, including computers, printers, telephones, fax machines, answering

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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, rectory, and sanctuary.

Note: A detailed inventory on computer and electronics will be taken as part of protecting church property.

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 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 risk of property damage.

Valves and switches should be color coded according to the general standards of The American National Standards Institute (ANSI)¹:

- Water Blue
- Electrical Red
- Gas Yellow

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. It is important to note those rooms that are equipped with the capability to shut off outside airflow and designate them as “safe rooms”.

¹The ANSI color coding can be found at: <http://www.pteinc.com/color.html>

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Documenting Parish Activity

It is important to create a master schedule of activities keyed to their specific rooms, buildings, or areas in order to have a better command of all the activities occurring at the parish. Create a master schedule of parish activities and insert it into Form C-2 in the appendix. Check the master schedule semi-annually, updating as needed. It is equally important to know the age groups of parishioners involved in activities, as well as noting where the activities are located. Safely evacuating a group of young children will require much more supervision and forethought than moving a similarly sized group of adults.

After creating a master schedule, use it to determine if more staff is needed for events and to answer the following questions:

How does the parish know that the buildings are empty at the close of all activities? Is there a checklist procedure that is followed every night?

Examine or create a checklist procedure to make sure buildings are empty at closing. Make changes as necessary.

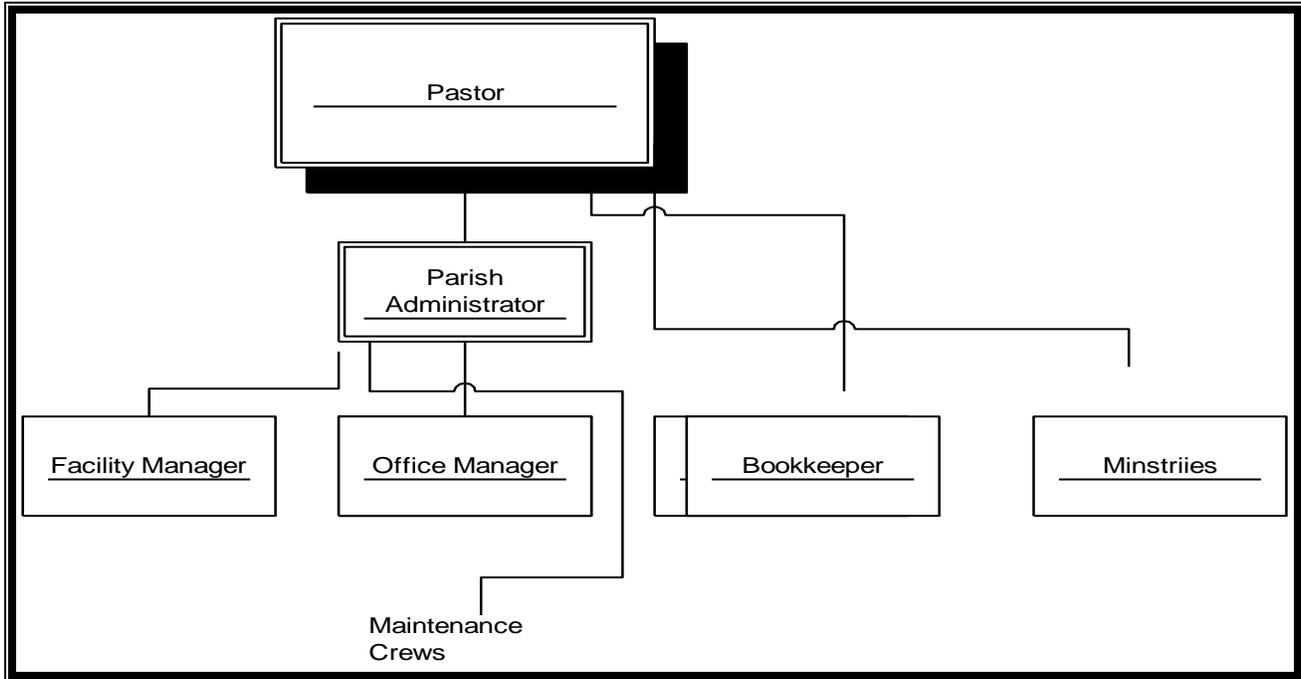
Are social service activities concentrated in a single location? Is there a food pantry, thrift store or social services office? Do not forget to list these places on a list of activities.

List the capacity of any buildings used to gather large amounts of people (include, but do not limit to the gymnasium, auditorium, sanctuary, parish dining hall, etc. The local fire department may be able to assess the capacities).

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Parish Staff Communication

It is important to keep a list of current parish staff up-to-date and accessible in the event of a disaster. If there is not one already available, create an organizational chart of parish staff. The chart should look similar to what is shown in Figure 2 below. Be sure to include volunteers who may be in charge of various programs as part of the chart since they are an integral part of parish activities. Insert the chart into Form C-3 in the appendix.



Using the organizational chart, 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 or Disaster Coordinator initiates the phone-calling process. The parish council may be able to assist in the calling tree. Instructions should be precise and limited to simple and straightforward information. Lists should be checked to avoid duplication. A log or checklist should be maintained that indicates who has and who has not been contacted and if messages were left. Insert the calling tree into Form C-4 in the appendix.

VOLUNTEERS

Like staff, volunteers are a key component during disaster preparedness and relief activities. The parish may have doctors, nurses, crisis counselors, childcare workers, skilled contractors, boat owners, etc. All of these areas of expertise can be utilized after a disaster. Additionally, staff or volunteers should be assigned to operate the phones to inform parents/parish visitors about emergency situations, evacuation of the building, protection of archival records, backing up of hardware/software, etc. Use the following section as a guide to determine which parishioners may offer assistance before, during, and after times of disaster. Doing this before a disaster allows for the parish to coordinate spontaneous volunteers after a disaster event.

Creating A Talent Bank Of Volunteers

Each year, the Disaster Coordinator should profile the parish to identify and gather a pool of volunteers who could aid in time of disaster. Many faith-based communities have done this by using a "talent bank survey". Below is an exercise to help you develop your own talent bank survey. Insert a summary of the survey results into Form C-5 in the appendix.

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Pastors play an important role in determining how best to involve parishioners in completing the survey. They may choose to discuss the Disaster Committee's efforts to the parish, then distribute the survey in the bulletin and provide drop-off boxes. Or, they may decide to distribute them in a more intimate setting, such as committee meetings, activities, or Bible Study classes during the week. It is important to remind parishioners now that completing the form does not commit them to respond to every disaster.

Discuss how the committee will organize and track this information.

Determine ways to acquire a higher return rate on the survey.

How often will the parish update this information?

Should the parish create and maintain a database that would store the volunteer information?

Some suggested volunteer teams:

General Purpose teams

Evacuation assistants
Shelter assistants
Cooks and food distributors
Childcare
Emergency housing (identify homes for victims and volunteers)
Clean-up
Home visitors for at-risk parishioners
Spiritual support
First Aid

Professional teams

Counselors
Construction
Medical
Legal
Caseworkers

Identify the Types Of Volunteer Teams Your Parish Will Support

Emergency response teams: (shelter assistance, cooks, relief kit distribution, evacuation assistance, child care, emergency housing)

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On-going relief teams: (spiritual support, clean up, service referral, legal assistance)

Long-term recovery teams: (construction teams)

How will your committee mobilize the pool of volunteers?

Who is designated as volunteer coordinator at the parish level? Enter this information in appendix Form A-1.

How will you screen volunteers following the disaster? Will you collect a release form for each volunteer?

VULNERABLE PARISHIONERS

Many parishioners have no one except the Church to turn to in times of disaster. Before a disaster strikes, it is important to determine who these vulnerable people are so the parish can establish outreach programs targeted towards helping them. A form to record special needs parishioners is in the appendix, Form C-6.

Clergy and Extraordinary Ministers of Holy Communion can provide a list of those who receive Communion at home and in nearby nursing facilities. Social Concerns offices and parish volunteers also may know which persons have medical disabilities that result in their reliance on electricity for homebound medical treatments – these people are particularly vulnerable during times of disaster when electrical service can fail for an extended period of time.

The parish also may be able to identify neighborhoods that are high risk by utilizing information obtained from social service programs in the community. Are there neighborhoods that routinely flood? What about persons who do not speak English? Make sure these people are identified.

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PROFILING THE COMMUNITY

Once the parish has examined its facility, become familiar with its routine schedule, updated its phone tree, and identified vulnerable parishioners, it is time to identify which disasters could affect the parish due to its location. Locate a map and mark off the parish boundaries. Use this map as a tool in determining risks that certain disasters may pose in your community.

Identify the parish boundaries. How many square miles does the parish include?

Look back over the past 10 years and make a list of all disasters or emergency situations that have impacted the community. Do not limit the list to natural disasters; non-natural disasters such as chemical leaks can be just as disruptive to the community.

Helpful Websites

The Federal Emergency Management Agency's (FEMA) website (www.fema.gov) lists all federally declared disasters and emergencies from 1992 to the present. Click on FEMA Iowa's website to obtain regionally based information. (www.fema.gov/femaNews/disasterSearch.do)

The Iowa Homeland Security and Emergency Management site (www.iowahomelandsecurity.org/) provides a list of current disasters.

The Environmental Protection Agency (EPA) provides a simple search engine that lists facilities regulated by the agency. Go to the main EPA website (www.epa.gov) and click on the link "Where You Live" and search the various databases to get a list of hazardous materials plants near the parish.

List the disasters that affected the parish over the past 10 years. (for assistance, use FEMA and other websites noted above).

Other disasters may have affected the community prior to the past decade; additionally, the community may be vulnerable to other types of disasters that fortunately have not yet occurred (ex. terrorism). Disasters that the parish may be susceptible to include tornadoes, severe weather events (thunderstorms, lightning, hail, or downbursts), fire (either structural or brush fire), kidnappings, hostage situations, civil disturbances, vandalism, bomb threats, or hazardous materials incidents (spill, leak, explosion, or overturned hazmat vehicles).

List any additional disasters that the parish should focus on.

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In the Diocese of Davenport, floods pose a great natural disaster threat to the community. Determine if your parish is in the floodplain. For flood plan maps, go to: <http://msc.fema.gov/>

Is the parish located within the 100-year or 500-year floodplain?

Chemical and Hazardous Materials also are of concern in our community due to the large concentration of industrial facilities in the area.

List the hazardous materials facilities found in or near the parish boundaries. (use the epa’s website (www.epa.gov) to identify these facilities.

Train derailments or highway accidents involving HAZMAT trucks also can cause a plume of hazardous material to affect a community. Therefore, it is important to note if any industrial rail lines or major highways that serve as transportation routes for hazardous materials are located near the parish boundaries.

List the major transportation arteries that could be used to transport hazardous materials.

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PROTECTING CHURCH PROPERTY

This section focuses on how to minimize damage to the church property by keeping up with routine maintenance as well as maintenance during storms. Additionally, this section includes a list of basic emergency supplies that the parish should keep on hand in case of a disaster.

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 are allowed to go unresolved which, in effect, creates 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 identified. A leaky pipe may cause major mold problems down the road. Likewise, an unchecked fire extinguisher could malfunction, resulting in a larger fire that causes significant damage. As part of the Diocesan Disaster Preparedness and Response plan, routine maintenance is a mandatory requirement. Please assign a member of the disaster planning committee, a member of the building committee, and/or a parish staff member the task of completing the maintenance checklists (appendix Forms C-7 and C-8) on a semiannual basis.

Beyond Routine Maintenance

Thunderstorms bringing high winds, hail, lightning, and heavy rain are a common occurrence. These storms can cause significant damage. If such a storm is forecasted, use the following simple checklist (2J) to save the parish from sustaining additional unnecessary damage.

Shutting off Utilities

Depending upon the type of disaster, those responsible for preparing the facility for a disaster will need to know what utility lines should be turned off to prevent damage. Please use the following table to help determine when to shutdown the following facility utilities. *Note that it is generally not considered necessary to shut off connections during storm conditions.* Under such conditions as a tornado, it 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.

Type of Switch	Color Coding	Conditions Necessary for Shut-off
Water	Blue	<ul style="list-style-type: none">• Severe Flooding• Severe Freezing
Electrical	Red	<ul style="list-style-type: none">• Fire• Severe Flooding• Brownout• Shorting Connections• Flickering• Equipment Failures
Gas	Yellow	<ul style="list-style-type: none">• Smell of Gas• Fire• Severe Flooding

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Storing and Protecting Parish Records

Inactive records should be stored in filing cabinets or in boxes (on shelves 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, well lit and ventilated areas that are free from pests. The storage area should contain fire extinguishers, and, if possible, have a fire-suppression system. Smoking, eating, and drinking should be prohibited in this area. Access to storage areas should be tightly controlled.

The sacramental records books and marriage packets should be stored in a fireproof cabinet. Only the Pastor and his assistants, deacons and the sacramental records secretary should have access to the records. No other person, including other parish staff or parishioners, should have access to any of the sacramental books, even to view his/her own record.

Record Retention and Destruction Policy

All parish records have a prescribed retention period. At the end of the required retention period, non-permanent records should be shredded to ensure confidentiality. The Pastor or business manager should authorize the destruction of the records. The parish or organization must keep a log of all records destroyed, noting the type of records, dates of records, and the date of destruction (for example, "cancelled checks, FY 1992-1993").

Records should never be laminated. The lamination process is irreversible and highly destructive. If archival records become damaged due to a disaster, contact the Chancellor immediately.

See the Diocesan Retention Tables found in the Priest Handbook:

www.davenportdiocese.org/library/index.htm

A form for recording major assets is provided in the appendix, Form C-9.

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 should take in order to protect these resources in the event of a disaster. In this section, some of the major steps that should be taken as we prepare ourselves to recover from a disaster are identified. Copies of these forms are included in the pages following this section.

1. Inventory and document systems

- a. Maintain an Inventory of Assets (appendix Form C-10) so losses can be documented for insurance.
- b. Identify the functions performed by your computer systems and develop procedures and practices to accomplish those tasks manually. For example: publishing the parish bulletin and newsletters, maintaining Pastoral records.
- c. Document your software applications. Create a Software Applications List (Form 2-F) 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.
- d. 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 is critical and needed to the recovery of the administrative functions of the organization.
- e. Develop a Recovery Priority List.

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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 (appendix Form C-11) to log backup activities.

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 (Back-up Schedule Chart Form 2-G).

4. Contact List

- a. Keep an up-to-date list of support personnel and vendors (appendix Form C-12).
- 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 and 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 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 business of the institution, 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).

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EMERGENCY SUPPLIES CHECKLISTS

It is important that a parish have adequate disaster supplies on-hand before the threat of a storm occurs. The parish does not want to be involved in a pre-storm rush for flashlights, batteries, and food supplies in the event of a potential disaster. Even though a parish facility may function as a shelter, an unexpected storm or a hazardous material incident could strand staff, students, and visitors at the parish for an extended period of time.

The Diocesan Disaster & Crisis Management Committee recommends creating two types of disaster kits to be used in conjunction with each other: one kit known as a 24 hour pack (based on the NASAR 24 hour pack) and a longer term shelter-in-place kit. The 24 hour pack stays with you; for example, it can be kept in a car trunk. It is contained in a backpack that is easily carried and contains items for use in the first 24 hours of a disaster. It is supplemented by a larger kit that remains in your home. Parishes, schools and other places of business should also have larger kits to supplement each person's 24 hour pack.

Appendix Forms C-13 and C-14 outline emergency supplies that are recommended to be stocked in preparation for a disaster. Build a stockpile over time until three weeks of supplies are on hand. Write the date of purchase on each item.

Food

Make sure that enough food is onsite to feed each staff member, student, and parish visitor. 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 semiannually and either eaten by the parish or donated to a food shelter.

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.).

Water

Plan to store enough water to supply each staff member, student, or parish visitor for three weeks. 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.

If there is insufficient clean water supplies, water may be purified by boiling² for 5 – 10 minutes or by adding 16 drops of unscented household bleach containing 5.25% hypochlorite to one gallon of water. Purification tablets or a filter system designed for backpackers also works well.

DEVELOPING A FAMILY DISASTER PLAN

Families should be as prepared as the parish to face a disaster. If a disaster was to strike and the parish staff and parishioners' families were not prepared, the parish community would be unable to adequately respond to the broader community.

Encourage parish staff to distribute these following pages to all families within the parish. The Parish Disaster Committee could host informal meetings with parishioners to review elements of a family disaster plan. The more involved and knowledgeable parishioners are in the preparation for a disaster, the better their ability to respond to such a disaster will be, resulting in less loss of life and property damage

² A camper's stove or other portable stove is a good purchase for cooking and boiling water.

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Preparing your Family for a Disaster

Unfortunately, disasters are familiar to many citizens of Iowa. Having experienced these disasters, we have learned that we can take some simple steps to protect our families and ensure the safety of our children, while at the same time making it easier to recover if and when we have to go through a future disaster. This family readiness guide is designed to help you and your family be prepared for future disasters.

Find Out What Can Happen To Your Family

Your risk for particular disasters is dependent on where you live. For instance, those houses that are located in floodplains have a greater risk of flooding than those who live outside the floodplain. Take these steps to find out what could happen to your family:

- Contact your county emergency management office or your local American Red Cross Chapter to find out which disasters could affect you specifically.
- Determine what types of disasters are likely to happen near you and how to prepare for each.
- Identify what your community's warning sirens sound like and what to do if you hear them.
- Purchase and maintain a battery operated weather alert radio with crank backup and tone alert.

Create a Family Emergency Plan

Hold a family meeting: Keep it simple and work as a team

It is important to warn children - without overly alarming them - about potential disasters. Use the following guidelines to teach children about disaster and to make them feel as if they are helping in disaster planning.

- Tell children that a disaster is something that could hurt people or cause damage. Explain that "sometimes nature provides too much of a good thing", like fire, rain, and wind.
- Explain how important it is to make a Family Disaster Plan.
- Tell children there are many people who can help them in a disaster.
- Have a common plan in case family members are separated:
 - Choose a place to go outside of your neighborhood in case you cannot go home.
 - Choose someone out-of-town to be your family contact.
 - Fill out the local emergency phone numbers and child identification cards including photos
- Keep emergency phone numbers by each phone.
- Teach Children:
 - How to call for help (emergency numbers).
 - When to call each emergency number.
 - How to dial long distance.
 - How to memorize the names and numbers of local and out-of-state- emergency contacts.
 - Show adults how and when to turn off the utilities.
- Locate the main electric fuse box, water service main, and natural gas main.
- Keep a wrench near gas and water shut-off valves.
- Remember: if you turn off the gas, you will need a professional to turn it back on again.
- Do a home hazard hunt for items that can move, fall, break, or cause a fire.
- Plan home escape routes – two from each room.
- Find safe places in your home for each type of disaster.
- Designate meeting points where you and your family can meet if a disaster happens when you are all away from home.
- Have all adults take a Red Cross First Aid and CPR Class.

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If you are told to evacuate, please take the following steps:

- If the Emergency Management Office recommends evacuating, take their advice and do so immediately. It could save your life.
- Listen to the radio, TV, or a NOAA Weather Radio for instructions from local officials. They will provide instructions on evacuation routes and shelter openings.
- Shut off water, gas, and electricity if told to do so.
- Leave a note telling when you left and where you are going.
- Call your family contact to tell them where you are going.
- Make sure you have all of your disaster supplies (appendix Form C-14)
- Secure doors and garage doors from the inside.
- Fill up your car with gasoline.
- Use evacuation routes recommended by officials.

If you decide to stay at home during a disaster, do the following:

- Only stay at home if you have NOT been ordered to leave.
- Prepare your home as if you were evacuating
- Stay in a large center room with few windows.
- If flooding occurs, move to higher floors.
- Keep all windows and doors closed tightly.
- Monitor radio for news and weather reports continuously.
- Turn off propane tank. Unplug all unnecessary appliances.
- Fill bathtub and large containers with water for sanitary purposes.
- Use flashlights instead of candles. Cook with canned heat; do not use charcoal or pressurized gas inside.
- Turn refrigerator to maximum cold and open only when necessary. Place a penny on a frozen block of ice in the freezer to monitor power outages when absent.
- Turn off utilities if told to do so by authorities.
- If you are in a multiple-story building and away from the water, go to the first or second floors and take refuge in the halls or interior doors.
- Stay inside until "all clear" is announced.
- Be alert for and ready to seek shelter from tornadoes, which can happen during a a severe thunderstorm.

Tips for Storing and Using Water

Purify water by boiling it for 5 –10 minutes or by adding 16 drops of unscented household bleach containing 5.25% hypochlorite bleach per one (1) gallon of water. Purification tablets or a filter system designed for backpackers also work well. Store water in plastic three-liter soda bottles or larger water bottles instead of plastic milk-type jugs. Milk jugs will breakdown over time, while soda bottles last considerably longer. Consider freezing water so it will last until needed.

Storing your Kit

Choose a cool, dark location in which to store your kit. If you live in an apartment or have limited space, be innovative.

Layer and Monitor Your Supplies

Layer supplies and keep them together in a container such as a plastic container with wheels. Check the items every 6 months for expiration dates, changes in your children's clothing sizes and weather requirements. A good way to remember to inspect your kit is to do it when you set your clocks back and change your smoke detector batteries.

C – Planning for People, Parishes and Plant

Use What you already have

Use what you already have. If you are a camper, you have a head start: camping supplies, tent, camp stove, and water jugs can double as emergency supplies.

Practice and Maintain Your Plan

Without practice and maintenance, your family risks forgetting its disaster plan, and your disaster supplies will expire or be ruined. Use this schedule to remember to practice and maintain your plan.

Every Six Months

- Test your smoke alarms.
- Go over the family disaster plan and do escape drills. Quiz children.
- Replace stored food and water.
- Make sure to rotate clothing according to the season.

Every year

Wash blanket/clothing supplies. Replace batteries in smoke alarms, flashlights and radios.

Resources

FEMA Family Plan for Emergencies

www.fema.gov/plan/prepare/plan.shtm

Hazards That May Strike Your Community and Their Risks

Iowa Homeland Security:

www.iowahomelandsecurity.org/Disasters/DisastersinIowa/tabid/71/Default.aspx

Red Cross – by zip code:

www.redcross.org/where/where.html

There are many sources for purchasing pre-made first aid and disaster kits. One source is the American Red Cross: www.redcrossstore.org/.

D – Planning for Specific Natural Disasters

FLOODS AND FLASH FLOODS

A flash flood is defined as a flood that occurs within six hours of a rain event, or after a dam or levee failure, or following a sudden release of water held by ice or debris jams.

Flood warnings or forecasts 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.

A **flash flood watch** is issued when heavy rains that may cause sudden flash flooding in specified areas are occurring or expected to occur. A flash flood often occurs without any visible sign of rainfall in your area.

A **flash flood warning** means flash flooding is occurring or is imminent along certain streams and designated areas. Move to high ground immediately.

Preparing for a Flood

The flood safety checklist is found in Form D-1 in the appendix.

Floods are among the most potentially dangerous disasters of all. The force behind the water can move trees, buildings and even roads. Typically, flooding will be a relatively slow process with adequate warning. Progressive situation reports will be available from the National Weather Service or other governmental agencies.

Flood Hazard Zones

The best way to determine if the parish is susceptible to flooding is to examine the parish's location on a Flood Insurance Rate Map. Flood plans are also available from FEMA: <http://msc.fema.gov/>

Using the flood insurance rate maps, determine if the parish is in the floodplain.

Locate the parish on the floodplain map. Note the panel number.

What flood zone is the parish located in? _____

If the parish property flooded, which buildings would be the most vulnerable?

Are the parish records and valuable papers stored in an area that would be safe from at least six feet of flood water? Is there watertight storage available for valuables?

D – Planning for Specific Natural Disasters

Flood Related Warnings and Cautions

Do not walk or drive through flowing water. Floods claim an average of 263 lives every year. Do not try to cross a stream or other water-filled area unless the area is determined to be safe. Floodwaters only one foot deep can sweep someone off their feet and a depth of 2 feet will float a car. If you come across floodwaters – stop and turn around the other way – you do not know the depth of the water, how fast it is moving, or what is underneath.

Watch for fallen trees and live electrical wires. Electrocution is also a major killer in floods. Electrical current can travel through water. Report downed power lines to authorities. Never use a chain saw around trees entangled with power lines. A spark could cause the gasoline engine of a chain saw to explode.

Watch out for washed out roads, broken water lines, etc.

Snakes and rodents are often swept through or swimming in the water.

Look before you step. After a flood, the ground and floors are often slippery and covered with debris, including broken bottles and nails.

Watch for animals that have been flooded out of their homes and may seek shelter in buildings, garages, or even in vehicles - wherever they are able to hide. Use a stick to poke and turn items over and scare away small animals. Never move brush or trash without wearing work gloves.

Use a generator or any gas powered machine and camping stoves outdoors. Cook with charcoal outdoors only to prevent carbon monoxide poisoning.

Do not stack sandbags directly against the outside walls of a building. Pressure against the foundation can cause severe damage. Stack sandbags away from building walls to prevent floodwaters from reaching your home or business.

To avoid structural damage to the foundation of your home if you have a basement, some experts recommend permitting flood waters to flow into the basement or to flood the basement yourself if you are sure it will be flooded anyway. This equalizes the water pressure on the outside of the walls. Basements should be pumped out gradually (about one-third of the water per day) to avoid damage. The walls may collapse and the floor may buckle if the basement is pumped out while the surrounding ground is still waterlogged.

Be careful of electrical and gas utilities. Turn off your electricity when you return home - Some appliances, such as TV sets, can shock you even after they have been unplugged. Don't use appliances or motors that have gotten wet unless they have been taken apart, cleaned and dried by a professional. Have experts inspect and reconnect utilities after a flood.

Check with local civil defense or emergency management authorities before using any water after a flood. Water sources may have been contaminated.

How Should Sandbags Be Used?

Sandbags can be used to fill gaps in a permanent protection system, to raise an existing levee or to build a complete emergency levee. Sandbags alone, when filled and stacked properly, can hold back flood water, but they are most effective when used with polyethylene (plastic) sheeting. The bags may be burlap or plastic. Plastic bags can be reused; burlap bags tend to rot after use.

How to Fill Sandbags

Fill the bags one-half to two-thirds full. The bag, when filled, should lie fairly flat. Overfilled bags are firm and don't nestle into one another; tight bags make for a leaky sandbag wall. Tying is not necessary.

D – Planning for Specific Natural Disasters

How many bags will you need?	
To construct 100 linear feet of dike:	
Dike Height	Bags Needed
1 foot	800
2 feet	2,000
3 feet	3,400

How to Stack Sandbags

Stack sandbags so the seams between bags are staggered. Flip the top of each bag under so the bag is sealed by its own weight.

Sandbag Barriers: Short Sandbag Walls

For walls four bags high or less, a simple vertical stack can work. Bolster the wall on the dry side every 5 feet with a cluster of bags or by providing other support. Vertical stacks are used to block doorways also. Caulking weep holes on brick veneer buildings can slow the passage of water into a building, but water will pass through the brick itself unless it has been sealed or the building has been wrapped. Blocking doors and weep holes is not a reliable flood protection method. Do not stack sandbags directly against the outside walls of a building. Pressure against the foundation may cause severe damage.

Sandbag Levees

Where you need protection from water deeper than 2 feet, the stack of sandbags should look more like a levee. To incorporate 6-mil plastic sheeting into the stack, first lay the sheet along the ground where the outside edge of the sandbag levee will be. It should be 6 mils or heavier, and three times as wide as the intended height of the levee. As you add bags, bring the sheeting up between them in stair-step fashion. You can add plastic sheeting to the face of a sandbag levee instead of weaving it between the bags (see diagram). In either case, don't stretch the plastic; it should be slack wherever it isn't completely supported by the bags. Add height to the levee by adding bags to the inside and crown. A bonding trench will help prevent the levee from sliding. When blocking an opening, the plastic sheeting should overlap the permanent structure at least 2 feet on each end. Continue the sandbagging a couple of feet beyond the opening in front of a permanent wall or levee to get a good seal.

Cost & Considerations

Sandbags are inexpensive and are often provided by a community government free of charge. Filling, carrying and stacking them is hard, time-consuming work. When planning a levee, floodwall or other protection system that involves last-minute activity, think about how much time you have to get ready for the water. Some people have two days; some only two hours.

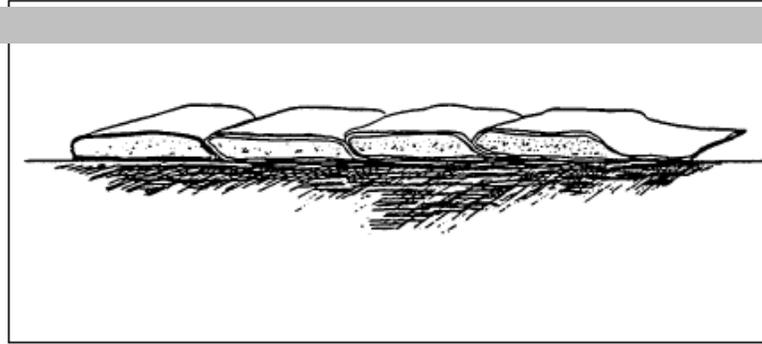
If you plan to rely on sandbags, stockpile sand on your property. It should be relatively free of gravel and covered to protect it from animals and erosion. If you're depending on the community for sand and sandbags, take your own shovel when you go to the distribution site.

Tips

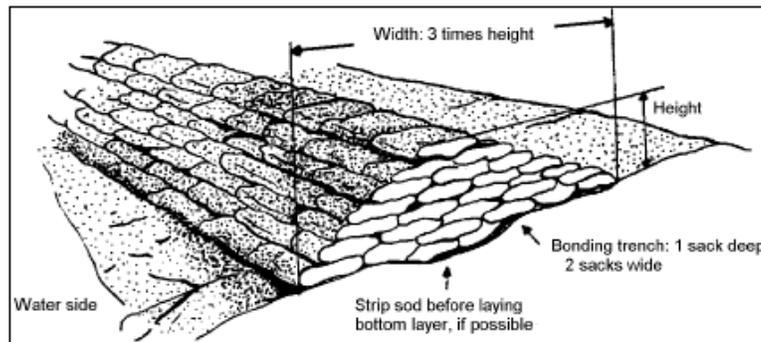
- Be sure you can install the system in the amount of time you have to prepare for a flood.
- Keep the necessary materials on hand (sand, sandbags, a shovel, polyethylene sheeting, caulking).
- Polyethylene sheeting will improve the performance of any sandbag barrier.
- When trying to close an opening in a brick floodwall, stuff the grooves with caulking. Cotton caulking, like that used in wooden shipbuilding, will be fairly easy to remove after the flood.
- A permanent or temporary floodwall or levee is not a complete protection system. You must take additional steps to prevent back-flow of floodwater through plumbing. Even good systems leak; water seeps in underground; rain may fall inside your barrier. Have a pump to remove this water.
- Before each flood season, have a practice run: find the materials; test the pumps.
- Have an evacuation plan. Decide in advance when you will abandon a flood fight and save your life.

D – Planning for Specific Natural Disasters

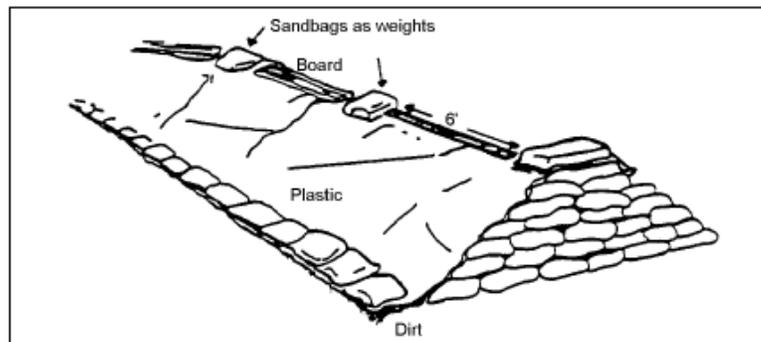
How to Fill and Lap Sandbags →



How to Stack Sandbags →



How to Seal the Dike →



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Institute of Food and Agricultural Sciences
University of Florida

Building Dikes to Prevent Minor Surface Flooding
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D – Planning for Specific Natural Disasters

TORNADOES

A tornado is defined as a violently rotating column of air extending from a thunderstorm to the ground. They are capable of causing extreme destruction including uprooting trees and well-constructed structures and turning normally harmless objects in deadly missiles. Tornadoes are rated by strength using the enhanced Fujita Scale.

Tornadoes may accompany severe thunderstorms, and while they can strike at any time of the year, they occur most frequently during April, May and June. In an average year, 800 tornadoes are reported nationwide, resulting in 80 deaths and over 1,500 injuries. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.

What causes tornadoes?

Thunderstorms develop in warm, moist air in advance of eastward-moving cold fronts. These thunderstorms often produce large hail, strong winds, and tornadoes.

Tornadoes may form during the early stages of rapidly developing thunderstorms. Tornadoes may be difficult to see until dust and debris are picked up. Occasionally, two or more tornadoes may occur at the same time.

A **Funnel Cloud** is a violently rotating column of air, which is not in contact with the ground. It is usually marked by a funnel-shaped cloud extending downward from the cloud base.

A **Water Spout** is a weak tornado that develops over warm water. Waterspouts can occasionally move inland and can become a tornado causing damage and injuries. Waterspouts are most common along the Gulf Coast and Southeastern States.

A **Tornado Watch** is issued when conditions are favorable for tornadoes to develop. Often tornado watches are issued during severe thunderstorms. This does not mean that a tornado will occur, only that it is possible.

A **Tornado Warning** means that a tornado has been spotted on the ground.

Tornado Alley is the area of the United States where tornadoes are most frequent. It consists of the states of the great lowland areas of the Mississippi, the Ohio and lower Missouri River Valleys, and stretches from 460 miles in length to 400 miles in width. The southern and northern borders of Tornado Alley extend from central Texas to Nebraska and Iowa. One third of U.S. tornadoes annually occur in the Texas, Oklahoma, and Kansas parts of Tornado Alley.

Tornado Season usually starts in March. Although tornadoes can occur any time throughout the year, the peak activity is from March to early July. Tornadoes are rated by wind speeds and damage in the Enhanced Fujita Scale: <http://www.crh.noaa.gov/arx/efscale.php>

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EF SCALE	
EF Rating	3 Second Gust (mph)
0	65-85
1	86-110
2	111-135
3	136-165
4	166-200
5	Over 200

EF0 – The lowest tornado intensity has estimated 3-second wind gusts from 65-85 mph. Damage might include loss of less than 20% of shingles on a house, shattered glass in windows and broken skylights or atrium walls.

EF1 –With 3-second wind gusts estimated at 86-110 mph. An EF1 tornado might cause the collapse of the chimney or garage doors on a house, loss of the roof and loss of rooftop heating and air conditioning equipment on a high rise building. A single-wide mobile home would roll over and the roof and walls might be destroyed as well, depending on their construction.

EF2 – Three second wind gusts of 111-135 mph are estimated to occur. The entire roof of a house might be lifted off, leaving most of the walls still standing. The canopies or covered walkways of a fast food restaurant would be destroyed and some outer walls might fall. The roof structure of a large shopping mall would most likely be lifted off or collapse. A single or double wide mobile home would be completely destroyed.

EF3 – At this intensity, 3-second wind gusts of 136-165 mph can be estimated. Damage might include collapse of most exterior walls of a house. In a fast food restaurant, only closely spaced interior walls would remain, and it might be totally destroyed. High rise buildings would have broken glass, loss of roofing material, and exterior damage.

EF4 – Three second wind gusts of 166-200 mph are expected from an EF4 tornado. Many homes would experience total destruction; only small interior rooms such as closets might remain. Fast food restaurants would definitely be destroyed, as would sections of strip malls and large retail buildings.

EF5 – The highest level of tornado has winds of greater than 200 mph. Houses, fast food restaurants, strip malls, and large shopping malls would be totally destroyed. Mid-to-high rise buildings (more than 5 stories) would suffer significant structural damage.

D – Planning for Specific Natural Disasters

Preparing for Tornadoes

This section provides guidelines for the disaster planning committee and parish staff to guide them in carrying out pre-determined roles and responsibilities for preparing for a tornado. This section outlines the step-by-step approach staff can take to simplify disaster preparedness. This plan takes into consideration that people may be forced to use the parish as a shelter during a severe thunderstorm and tornado and provides advice for planning for tornado with very little warning time.

The tornado safety checklist is found in Form D-2 in the appendix.

Obtaining Official Storm Notification

When conditions are favorable for tornado formation, notification of severe storms, tornado warnings, and watches can be received through the news media and the National Oceanic and Atmospheric Administration (NOAA) Radio.

Tornado Myths and Facts

Myth: Areas near rivers, lakes, and mountains are safe from tornados.

Fact: No place is safe from tornadoes.

Myth: The low pressure with a tornado causes buildings to "explode" as the tornado passes overhead.

Fact: Violent winds and debris slamming into buildings causes most structural damage.

Myth: Windows should be opened before a tornado approaches to equalize pressure and to minimize damage.

Fact: Opening windows allow damaging winds to enter the structure. Leave windows alone; instead, immediately go to a safe place.

Tornado Related Warnings and Cautions

- The safest place to be during a tornado is in a small interior room in the middle of a building, such as a bathroom or a closet or under a workbench or a strong table.
- Stay away from outside walls and windows.
- Never seek shelter under a highway overpass due to the wind-tunnel effects generated.
- Opening windows to equalize pressure during a tornado is ineffective in reducing damage and adds to the risk of flying glass.
- Hail as large as grapefruit size often accompanies severe storms, so move cars inside a shelter such as a garage if possible. Keep car keys on your person in case of emergency evacuation after tornado.

Environmental Clues

- Dark sky with a greenish tint
- Large Hail
- Loud roar – similar to a freight train
- Some tornadoes appear as a visible funnel extending only partially to the ground. Look for signs of debris below the visible funnel.
- DO NOT IGNORE TORNADO WARNINGS - some tornadoes are clearly visible while others are obscured by rain or nearby low-hanging clouds.

D – Planning for Specific Natural Disasters

FIRES

It is important that the parish disaster committee and staff become familiar with this section prior to a fire breaking out. Due to the rapid spread of a fire, there is no time for review of how to handle fires during the actual emergency.

Local fire departments may offer simple training classes that include hands-on practice in extinguishing small fires.

Major Causes of Fire

Careless Smoking – Enforce Iowa law that prohibits smoking indoors.

Combustible Waste – Improper storage of combustible waste is the cause of many fires. Combustible waste should be placed in approved containers with tight fitting covers, so that any fire occurring will be confined within the container. Materials capable of spontaneous ignition should be kept in separate containers.

Flammable and Combustible Liquids - Flammable and combustible liquids are potential fuel sources for fires and are present in almost every workplace. It is actually the vapor created by flammable and combustible liquids that ignites and burns. It is important to understand what materials in your work area are flammable and combustible so that you may properly store and isolate them from ignition sources.

Electrical Hazards – Circuit breakers are the safety devices in electrical wiring. All electrical appliances used in the building must be UL approved and be inspected by the Pastor or his designee. Report any hazardous equipment to the Pastor or his designee. Be sure to report any defective electrical equipment promptly. Do not operate light switches or connect or disconnect equipment where any part of your body is in contact with metal fixtures.

Fire Prevention

The fire prevention procedures presented in this section take into consideration the guidelines of the National Fire Protection Association (NFPA) Life Safety Code and other relevant documents. We all must be aware of potential fire hazards and work on a daily basis to ensure compliance with the fire safety program.

Do not permit the obstruction of hallways, doorways and ramps, or allow them to be used as storage areas. Because fire spreads quickly it is important that sufficient light is provided and hallways are unobstructed to enable persons to evacuate safely and promptly.

The proper operation of interior doors is necessary to divide the parish into sections, thus providing some protection to other areas. Keep all such doors closed when not in use.

Working smoke detectors double your chance of surviving a fire. Experts advise that you clean smoke detectors regularly and replace batteries once a year.

Plan two escape routes from every room. Visibility is severely limited during a fire. Practice escaping from rooms with your eyes closed or blindfolded, since during a fire, the house will be filled with thick, black smoke. Pick a place outside your home for the family to meet after escape.

Windows should be easily opened, not nailed or painted shut. If you have security bars on windows, have a fire safety opening feature so they can be easily opened from inside.

D – Planning for Specific Natural Disasters

Preventing Church Arson

Churches are often an easy target for arsonists, since they may be located in isolated areas, they are empty much of the time, and many are constructed of wood. The U.S. Fire Administration provides these simple safety tips to prevent church arson:

- Illuminate the church exterior and entrances.
- Keep shrubs and trees trimmed so building can be observed by passing patrols.
- Use adequate locks and security devices on doors and windows.
- Communicate with law enforcement and fire officials about concerns regarding arson and other crimes.
- Keep boxes, trash, wood, and other combustibles away from building.
- Install smoke alarms on every level of building and test batteries once a month. Replace smoke alarm batteries at least once a year.

Toxic Smoke

A fire's heat and smoke are more dangerous than its flames. Smoke encountered in a fire may be charged with toxic gases that can prove fatal upon short exposure. In fact, 97% of fire fatalities are normally caused by smoke inhalation that sears and scorches the lungs.

Most combustible materials contain carbon, which burns to form carbon dioxide when there is sufficient air supply; or poisonous carbon monoxide when the air supply is restricted. Because it is odorless, carbon monoxide is one of the most toxic of all fire gases. Other gases are also lethal.

Smoke rises. Quick response of personnel whenever smoke is present in the building is of vital importance. If the rescue of a person is necessary, keep low when you enter the room.

Procedures for Persons Discovering a Fire

See Form D-3 in the appendix.

- 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 as soon as possible.
- If the fire can be effectively contained, obtain one of the correct fire extinguishers from the area nearest you and attempt to put out the fire. If the fire is too large to extinguish, try to confine it to one specific area by closing doors.
- Report to the Pastor or the Disaster Coordinator 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, the Blessed Sacrament and Holy Oils if ordered to do so unless the proximity of the fire prevents it.

D – Planning for Specific Natural Disasters

Procedures When an 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. Report the presence of any hazardous materials in the area.
- Notify the Pastor or staff person in charge 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, report actions taken to the Incident Commander.

Summary of Required Actions

Use the RACE acronym to remember simple fire procedures:

R	“Rescue”	Move the personnel from the immediate danger
A	“Alarm”	Announce “ Code Red ”
C	“Contain”	Close all doors, windows, shutoff fans, air conditioners, and other ventilating equipment.
E	“Extinguish”	Know the location of the nearest fire extinguisher and use it to extinguish the fire.

Controlling the Fire

- Use appropriate method to extinguish the fire.
- Smother fire with a blanket or sheet.
- Use the correct fire extinguisher. The two nearest fire extinguishers should be brought to the fire location.
- Close all doors (do not lock) to contain the fire.

Person Aflame

Technique for suppressing a clothing fire

- Approach chair or bed from the side. Slide the hand that is closest to the victim’s face under the chin and place on opposite shoulder, forming a barrier between the fire and face.
- Drape the material over the burning area.
- Tuck material tightly between body and chair on both sides.
- Brush towards the feet.
- Keep arm tightly against upper chest area. Lift material from far corner, checking carefully to make sure fire is out. Remove barrier.
- Remove the person from the bed or chair and quickly transfer to a place of safety.
- If a person is severely burned, it may be prudent to leave the person where they are to prevent further tissue damage.
- Remove the bed or chair from the room.

D – Planning for Specific Natural Disasters

Fire Extinguishers

Parish and school facilities are equipped with ABC fire extinguishers that are located throughout the buildings. Be sure to know how to use the appropriate fire extinguisher to the type of fire.

- **Class A** fires are ordinary materials like paper, lumber, cardboard, plastics etc.
- **Class B** fires involve flammable or combustible liquids such as gasoline.
- **Class C** fires involve energized electrical equipment such as appliances, switches, panel boxes and power tools. Water can be a dangerous extinguishing medium for class C fires because of the risk of electrical shock.
- **Class D** fires involve combustible metals. These materials burn at high temperatures and will react violently with water, air, and/or other chemicals.
- **Class K** fires are kitchen fires. This class was added to the NFPA portable extinguishers Standard 10 in 1998. Kitchen extinguishers installed before June 30, 1998 are "grandfathered" into the standard.

Some fires may be a combination of these classes. Fire extinguishers should have ABC ratings on them. Higher rating numbers mean more firefighting power.

Water extinguishers are suitable for class A (paper, wood etc.) fires, but not for class B, C and D fires such as burning liquids, electrical fires or reactive metal fires. In these cases, the flames will be spread or the hazard made greater.

Dry chemical extinguishers are useful for either class ABC or class BC fires (check the label) and are your best all around choice for common fire situations. They have an advantage over CO₂ and "clean agent" extinguishers in that they leave a blanket of non-flammable material on the extinguished material which reduces the likelihood of reignition. Note that there are two kinds of dry chemical extinguishers:

Type BC fire extinguishers contain sodium or potassium bicarbonate.

Type ABC fire extinguishers contain ammonium phosphate.

When to use (or not use) Dry Chemical Extinguishers?

Dry chemical extinguishers can be corrosive to metals such as aluminum and are also potentially abrasive. ABC extinguishers are much more corrosive than BC extinguishers because the ammonium phosphate agent can undergo hydrolysis to form phosphoric acid and because the molten agent flows into minute cracks.

For this reason, dry chemical ABC extinguishers are not recommended for use on electronics such as computers. Proper planning can avoid situations where you might have to make a choice between extinguisher types.

CO₂ (carbon dioxide) extinguishers are for class B and C fires. They don't work very well on class A fires because the material may reignite. CO₂ extinguishers have an advantage over dry chemical in that they leave behind no harmful residue. That makes carbon dioxide a good choice for an electrical fire involving a computer or other delicate instrument. Note that CO₂ is a bad choice for flammable metal fires because CO₂ reacts with these materials. CO₂ extinguishers are not approved for class D fires.

Carbon dioxide extinguishers do not have pressure gauges because carbon dioxide is a condensable gas. Thus, pressure does not tell you how much agent remains in the cylinder. Instead, the extinguisher should have a tare (empty) weight stamped on it. To determine the amount of carbon dioxide remaining in the extinguisher, subtract the tare weight from the current weight.

The procedure to follow in using a fire extinguisher is:

- 1) Lift the extinguisher from the wall.
- 2) Pull the pin.
- 3) Aim the hose or cone at the base of the fire.
- 4) Squeeze the handle and with a fanning action put the fire out.
- 5) Sweep the fire area from side to side with the extinguisher. Continue until the extinguisher is empty.
- 6) Know where the extinguishers are located and know how to use them. Do not place the extinguisher back on the wall after it has been used. Give it to the Pastor or his designee to be recharged.

D – Planning for Specific Natural Disasters

Evacuation and Sheltering In-Place During a Fire

The principal responsibility of the staff person in charge is to ensure that all personnel know the location of the nearest exit to their location. This information should be readily available at all times by proper signage.

Ensure that all posted evacuation routes are followed. Each parish will need to prepare its own evacuation maps based upon its individual floor plans

The priority for evacuation should always be:

- 1) Those in immediate danger.
- 2) Ambulatory. A person who is able to leave a building unassisted under emergency conditions.
- 3) Non-Ambulatory. A person who is not able to leave a building unassisted under emergency conditions.

Assembly Areas

- 1) All personnel will assemble _____.
(location)

Enter this location in Form B-3 in the appendix.

- 2) After the building(s) have been evacuated, the staff member in charge will conduct a "head count" to verify that all personnel and staff are accounted for. If a reception desk keeps a sign in log, it should be taken to the assembly area to track staff and visitors.

Parish Evacuation

- 1) If a fire occurs in a parish building, your first priority is to ensure the safety of personnel in the immediate area. Get them clear of the fire as soon as possible. Instruct available staff to assist all personnel to the nearest exit as quickly as possible.
- 2) If enough staff is available, station one staff member in each of the exits to assist the personnel out of the building.
- 3) If time and staffing permit, instruct personnel to double-check as many rooms as possible to ensure that no one is remaining. Once they have verified that the areas are empty, instruct them to evacuate the building as rapidly as possible.

Sheltering In-Place and Exiting from a Room

If personnel cannot be evacuated from the building due to smoke and/or fire from a nearby fire, move the personnel within the parish as far away as possible from the direction of the fire and proceed with the following precautions: See also Form D-4 in the appendix.

- 1) Instruct personnel to stay in their locations with the door closed.
- 2) Seal around the room and exit doors with wet towels.
- 3) Use a wet towel to cover your face.
- 4) If it is safe to exit using the window, open the window and climb out and proceed to the assembly area. Assistance will most likely have to be given to the personnel to accomplish this. Have staff members go outside to assist people climbing out of windows.
- 5) If it is not safe to exit from the window, shut off the furnace and air conditioner.

D – Planning for Specific Natural Disasters

- 6) Check on the personnel periodically until the fire department has advised that it is safe to discontinue the protective actions.
- 7) When the fire department has given the "ALL CLEAR" sign, move relocated personnel back to their respective locations.

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 Disaster Coordinator.
- 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 Drills

- Fire Drills will be held at unexpected times under varying conditions at least quarterly. Responsibility for planning and conducting the drills will be assigned to competent persons who are trained and qualified to conduct fire drills.
- A Parish Fire Drill Report is available in Form D-5 in the appendix. It should be completed by the person in charge of the drill and given to the Pastor or his designee.

E - Planning for Specific Unnatural Disasters

MEDICAL EMERGENCIES

A medical emergency can be caused by an every day accident, a natural disaster, or an unnatural disaster. This section gives a brief overview about how to handle medical emergencies. This is not a first aid manual. It is recommended that several members of the parish staff be trained in first aid in order to provide assistance if a medical emergency arises at the parish.

Safety and Protection of Persons

- Stay with a person who is ill or injured, but do not attempt to move them unless further injury is imminent if remaining there.
- Call 911 for appropriate assistance; or other emergency services.
- Assist the injured person(s) to remain calm.
- Administer aid according to your capabilities. If you do not have first aid training and the situation requires a trained individual, get someone with first aid training to render assistance.
- Prevent further injury by moving furniture as needed.
- Do not give medications to persons who are ill or injured unless you are certified to do so.

Universal Precautions When Treating a Medical Emergency

- To reduce the risk of transmission of bodily fluids, always use medical-quality gloves and, if necessary, mask and gown yourself to create a barrier between yourself and body fluids.
- Wash hands thoroughly after providing care.

After the Medical Emergency

- Notify the Incident Commander and Pastor of the situation.
- Notify victim's family member or emergency contact person of the situation.
- Begin clean-up procedures:
 - Ask for assistance from individuals with biohazard clean-up training to assist with clean up of larger spills.
 - Use protective clothing (latex gloves, mask, gown) when cleaning up spills.
 - Contain fluid in smallest area possible (blood, urine, vomit, etc.)
 - Use mop to clean fluid. Wash mop head in bleach solution³.
 - Wash furniture or other surface area with bleach solution.
 - Place soiled cloths, bandages, etc. in a plastic bag for disposal.
 - Wash hands thoroughly.
- Re-stock the first aid cabinet⁴.
- Complete an incident report (including but not limited to incidences such as a medical emergency, a physical altercation, or any situation in which an individual(s) has been unruly) and deliver to management within 2 hours. All incidents involving an employee, client, volunteer, or guest should be reported. Property damage also needs to be reported to determine if insurance company needs to be contacted.

³ Bleach Solution: 1 part Bleach to 5 parts water; must be less than 24 hours old.

⁴ It is recommended that the supplies in the medical cabinet be inventoried annually.

E - Planning for Specific Unnatural Disasters

Crisis/ Trauma Debriefing

The emotional, financial, and organizational impact of accidents, deaths, suicides, disasters, robberies, layoffs, and other crises is far-reaching. The need to respond appropriately to trauma in the workplace or to the professionals who deal with trauma or crises is now recognized as high priority.

Critical incident stress is the coping response of a normal person to an abnormal situation. If feelings are shared, understood, and accepted by oneself and others, the recovery from critical incident stress will be more rapid and more thorough.

Definition – CISD

Critical Incident Stress Debriefing (CISD) is a confidential service using trained facilitators to meet with those who have been affected by a distressing critical incident. It is designed to reduce the stress impact of a critical incident and assist personnel in recovering as quickly as possible from the stress associated with the event.

The overall strategy for the critical incident stress debriefing is to encourage group involvement by discussion of thoughts, reactions, and feelings about the incident. The facilitators start at the point that is easiest to discuss and then move gradually into more emotionally intense discussions. After handling the intense materials, the group is gradually brought back out of the intense discussions to the less intense until the discussion finally concludes.

Conducting a Debriefing

It is recommended that an outside mental health professional be called in by the group to conduct the debriefing. Ideally, the debriefing takes place between 24 and 72 hours after the incident and lasts between one and two hours, depending upon the size of the group (ideal size is four to 20 people), and the type of incident.

It is important to note that, because CISD is presented over a brief amount of time, it will not solve all of the problems presented by distressed personnel. However, it may mitigate most presenting problems and accelerates the rate of "normal recovery" in normal people who are having normal reactions to abnormal events. If problems persist with an individual, that individual should be encouraged to seek individual counseling.

E - Planning for Specific Unnatural Disasters

HAZARDOUS MATERIALS (HAZMAT) EXPOSURE

One of the steps presented in the "Profiling the Parish" chapter was to determine the hazardous materials facilities that are found in the vicinity of the Parish. If this has not been done, we recommend completing this step before planning for HAZMAT spills.

This step is very important for two main reasons: identification of hazardous materials facilities in the area and type of threat they could pose if a HAZMAT release occurred. Hazardous material facilities can be located through the EPA's website www.epa.gov/epahome/commsearch.htm.

List the hazardous materials facilities that are found within five miles of the parish. Which ones could possibly pose a threat to the parish from a spill, leak, or explosion?

Spills also can happen on a major transportation artery such as a highway or by rail. Be sure the parish is aware of this danger. Contingencies for this type of disaster are the same as if it were an accidental toxic release from a plant.

Offsite Hazardous Spill

If a hazardous materials incident has occurred, local authorities will notify the parish. Media reports may also alert the parish.

Upon receiving notification that a hazardous materials incident has occurred which could affect the parish, staff is directed to notify the Incident Commander and the Pastor immediately.

All staff will follow the instructions of the fire department to ensure the safety of the parish's students, parishioners, visitors and staff.

- If instructed to evacuate the parish, contact the Incident Commander and the Pastor immediately.
- Give instructions to each staff, student, or parish visitor and assist them as needed.
- If there is time, change the message on the answering machine informing callers that the parish is closed due to the HAZMAT incident and will open when authorities lift the evacuation order.
- Evacuate to a pre-determined location.
- Contact the Vicar General to inform of the evacuation and closure of the parish.
- Do not return to the parish until authorities say it is safe to return.

E - Planning for Specific Unnatural Disasters

Sheltering-in-Place

A possible instruction given in an emergency where hazardous materials may have been released into the atmosphere is to "shelter-in-place". This is a precaution aimed at keeping individuals safe by remaining indoors. This is not the same thing as going to a shelter in case of a storm. Sheltering-in-place means selecting and taking refuge in a small, interior room with no or few windows. It does not mean sealing off your entire home or office building. In order to quickly shelter-in-place, cooperation from the staff is required.

Use the provided checklist (appendix Form D-4) in order to assign tasks to ensure that the building is sealed quickly and people are moved to safe areas rapidly. Also provided is information on sheltering-in-place in a vehicle.

Sheltering-in-Place in Your Vehicle

If you are driving in a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to your home, office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot to prevent overheating in the vehicle.
- Turn off the engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape from your personal 24 hour pack.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic may be detoured. Follow the directions of emergency services officials.
- Officials on the scene are the best source of information for your particular situation. During and after the emergency, carefully follow their instructions regarding shelter, food, water, and clean-up methods.
- Remember that instructions to shelter-in-place are usually provided for the duration of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

Hazardous Substances in the Parish

Although a hazardous materials incident at the parish is rare, there still exists a chance that a spill from a household chemical or other material can occur that may cause an adverse reaction to a staff member, student, or visitor. The committee should make a complete listing of the chemicals and hazardous substances that are used and stored within parish buildings.

The committee should:

- Review, update, and sign the list on an annual basis.
- Present the list to all employees for review and acknowledgement on an annual basis.
- Maintain the list in the front of the Material Safety Data Sheets (MSDS) book located in an area that is accessible to all staff.

E - Planning for Specific Unnatural Disasters

Labeling Hazardous Materials

Correct labeling from the manufacturer should appear on all chemical containers. By law, containers should contain the following information:

- Identity of the hazardous chemicals.
- Appropriate hazard warnings (i.e. "may be corrosive", "flammable", etc.).
- Name and address of the chemical manufacturer or other responsible party. When receiving the material, make sure that all the labels are intact and have not been defaced. Unlabeled containers shall not be accepted by anyone in the parish.

If the hazardous substance is poured into another container, be sure the container is labeled with the identity of the substance and hazard warnings.

- Information about hazardous materials can be found in the Emergency Response Guidebook from the U.S. Department of Transportation – Pipeline and Hazardous Materials Safety Administration, www.phmsa.dot.gov/hazmat/library/erg.

Hazardous Spills at the Parish

As soon as possible after a hazardous materials incident has occurred:

- Notify the Incident Commander, the Pastor and the maintenance supervisor immediately.
- Move all persons out of the area as quickly as possible to eliminate exposure and/or injury.
- Close all doors to limit access.
- Contact the fire department by dialing 911.
- Follow the same evacuation or shelter-in-place evacuation requirements as instructed by the fire department.

If the spill contains solutions of hazardous and or vapor producing chemicals:

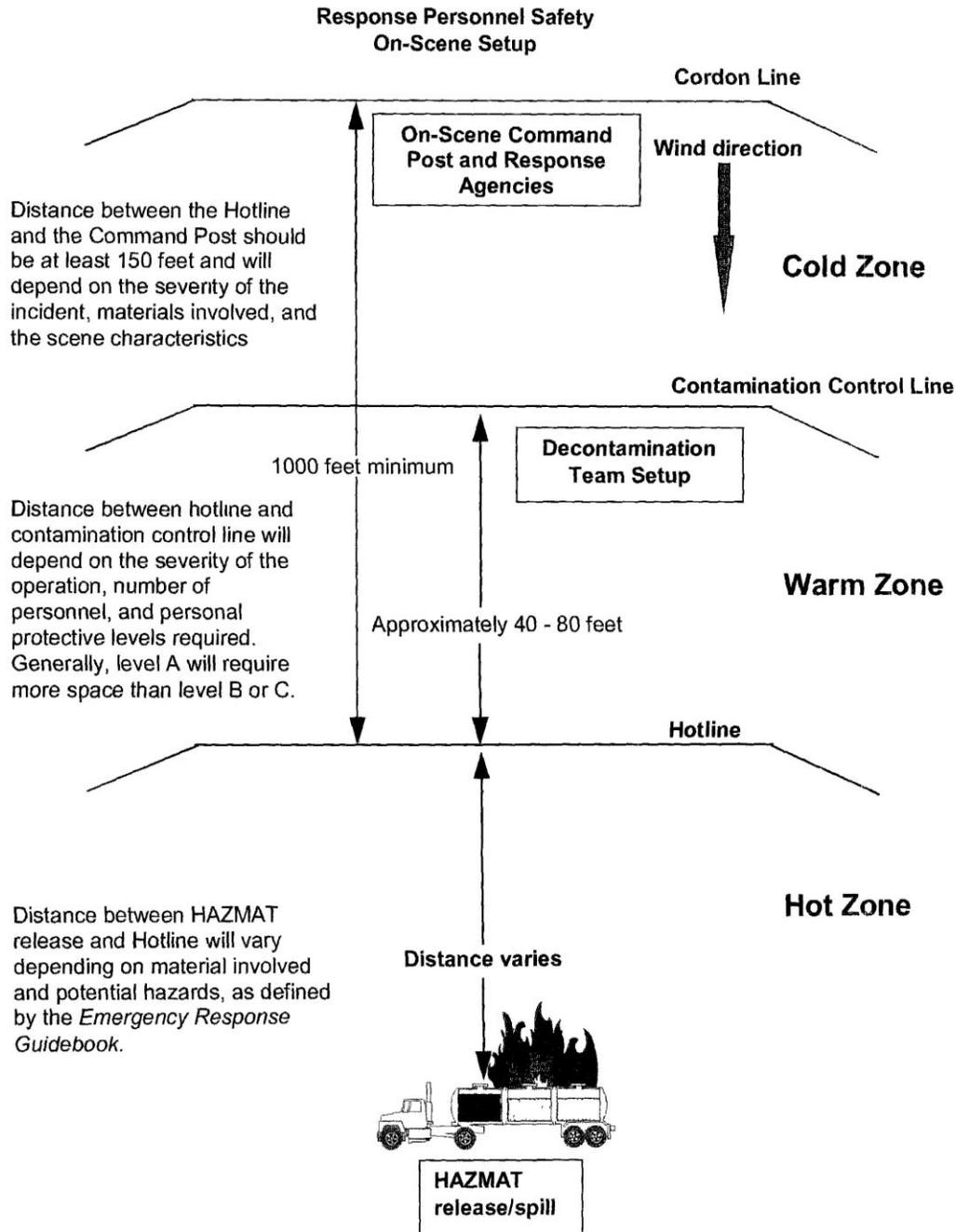
- Do not attempt to control or clean up the spill.
- If the spill contains weak solutions of hazardous, non-vapor producing chemicals:
- Attempt to secure the area and to take steps to prevent the substance from spreading and/or contaminating any water source placing absorbent material over or around the spill.
- Determine if safe clean up can be performed.
- Look in the MSDS for the listing of the substance spilled. If proper equipment is available, clean up the substance by the method recommended in the MSDS.

Never approach a hazardous materials scene.
You may endanger your life and the lives of others.

E - Planning for Specific Unnatural Disasters

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. Be aware in advance of various distances from the parish buildings.

Note: The distances shown below may vary greatly depending on the nature of the hazardous material, temperature, wind velocity and wind direction.



E - Planning for Specific Unnatural Disasters

ONSITE DISTURBANCES

Handling Aggressive Persons

Safety and Protection of Persons

See appendix Form E-1

- Upon hearing or witnessing a disturbance, immediately notify the Incident Commander of the situation.
- If necessary, dial 911.
- Be sure to put the protection of individuals before protection of property.
- Escort the aggressor out of the building as soon as possible.
- If a medical situation arises, treat accordingly.

Steps for protecting yourself

- Have an escape plan. Find the nearest escape route. Position yourself away from the person.
- Take note of the aggressor's characteristics (height, build, what they were wearing, hair color, clothing, accessories, distinguishing features such as scars or facial hair).

Last Resort Protection

If there is no other choice but to defend yourself, try to obtain anything that could serve as a weapon (i.e., knife, scissors, letter opener, etc.) and use this weapon on vital areas such as the eyes, neck and groin area. Continue your attack until the intruder is subdued or runs away. Notify the police immediately.

- Fill out the suspect description sheet as soon as it is safe to do so (appendix Form E-2).
- Listen for verbal clues and search for a meaning behind the words
- Active listening may de-escalate the situation. Speak with a calm, firm voice, being careful not to challenge the aggressor.
- Make additional notations about the intruder's mental condition (i.e. intoxication, psychotic, under the influence of drugs, etc.).

See appendix Form E-3

Damage Assessment and Recovery

- Contact the Incident Commander and Pastor immediately.
- Notify a family member if someone is injured.
- Cooperate fully with law enforcement personnel.
- Report property damage to the Incident Commander and Pastor immediately.
- Complete an incident report and deliver to Incident Commander within 2 hours.

Unauthorized Intrusion

The first line of defense against an unauthorized individual in the building is an inquiring member of the staff. Being more aware and knowledgeable of the people in the church facilities can prevent an intrusion from progressing into a more dangerous situation.

- Anyone who discovers an intruder and determines that they may have criminal intentions should immediately call 911, then the Incident Commander and Pastor.
- Never admit any person into the parish without first identifying their reason for entry. If in doubt about their reason, immediately dial 911 to notify the authorities.
- If confronted by the intruder, ask what they want and try to get them to leave. If the intruder threatens you or others with violence, do as they say and resist only if you or others are faced with an imminent act of violence.

E - Planning for Specific Unnatural Disasters

- Try to make mental notations of the intruder's physical appearance as well as his/her mental condition and examine the suspect description sheet (appendix Form E-2).

Suspicious Person(s)

Whenever a suspicious person is noticed, notify the Incident Commander and the Pastor immediately. Be sure to provide a complete physical description of the intruder. A student census may be conducted to determine if abduction is suspected. If the Incident Commander feels the situation warrants, contact law enforcement.

Threats

If any threats or discussion about a specific abduction or kidnapping are overheard, notify the Incident Commander and the Pastor as soon as possible and provide as much information as possible.

Abduction/Suspected Abduction

- When a staff member becomes aware of an abduction or suspected abduction, notify the Incident Commander and the Pastor immediately.
- If the incident involves a school, the principal should immediately take a student head count and lockdown the building.
- Determine if a physical description of anyone unusual in the area can be obtained.
- Collect statements made by the person(s) last seen with the student or staff member before the abduction.
- Once the preliminary investigation is complete and it has been determined (by the Pastor or his designee) that an abduction has occurred, notify the following:
 - All staff that will help in the search and with securing the building.
 - Law enforcement via 911.
 - The Vicar General and if a school aged person is involved, the Superintendent of Schools.
 - The family.

Staff Duties During an Abduction Alert

The Incident Commander will direct all activities in conjunction with law enforcement.

If a student is abducted from the area:

- Secure the area and all exit doors
- Control access by the media
- Screen incoming visitors
- Collect the following information about the abducted student or staff member to the staff:
 - Name
 - Race
 - Age
 - Gender
 - Approximate height and weight
 - Hair color and style
 - Type and color of clothing (if known)
 - Include a photo of the individual
- Screen all parties leaving the building; ask those exiting to provide identification. Inform those exiting that the parish is doing a routine security drill, not that there has been a kidnapping.
- Do not allow anything to be touched.
- Isolate the family to avoid panic.
- Conduct a thorough search of all buildings and surrounding areas, including playgrounds and nearby areas.
- Check all parking and pick-up areas, grounds, and unlocked storage areas.
- Ask each person on duty to search his/her own areas and report findings back to the Pastor or the Disaster Coordinator.

E - Planning for Specific Unnatural Disasters

At the End of the Crisis

- Once an abducted person has been located or the buildings and grounds have been searched with no result, the Incident Commander, in conjunction with the law enforcement agency, should terminate church involvement as instructed.
- Document the incident as follows:
 - Administrative Incident Report
 - School Records (If applicable)
 - Teacher notes
 - Other staff notes
 - Family notification information (conduct by Pastor or principal)
 - An evaluation about how the event was handled should be written by all staff and sent to the Incident Commander.

Hostage Procedures

Hostage takings are public acts of control. Any violent confrontation in order to obtain some goal jeopardizes the lives of everyone involved.

A hostage taker may be a parent, spouse, or other individual who is known to staff. There are four basic types of hostage takers:

- The criminal – who may pretend to be a parishioner in need.
- The aggrieved person – who perceives a legitimate grievance.
- The estranged person – who uses force to maintain a relationship.
- The acutely mentally ill – many of whom have no prior diagnosis.

10 Crucial Minutes

The first ten minutes of any hostage incident are critical to the final outcome. As it is unlikely that police officers will be present at the start of an incident, staff will be required to handle a situation until trained negotiators arrive. Lack of preparation leads to increased confusion and a higher risk of loss of life.

Law enforcement agencies maintain a trained team to handle hostage situations. Upon arrival of law enforcement, the staff will comply with their directions.

Notification of a Hostage Situation

See appendix Form E-4.

- Staff who become aware of a hostage incident need to contact the Incident Commander and the Pastor immediately.
- The Pastor needs to ensure that the following are notified:
 - The law enforcement via 911
 - All on-duty staff
 - The Vicar General
 - The family

E - Planning for Specific Unnatural Disasters

Staff Duties during an Active Hostage Situation

- Remove all non-involved personnel and visitors from the immediate area.
- Permit no movement into the area.
- Law enforcement personnel and at their direction, the Incident Commander, the Pastor and the principal should be the only people to move students (if applicable).
- Establish an emergency command center to facilitate the exchange of information.
- Provide law enforcement with floor plans showing the following:
 - Ventilation ducts
 - Electrical panel boxes
 - Water supply shut-off valves
 - Telephone numbers and extensions within the area
- Maintain strict access control by keeping the area secure. Pay close attention to the media.
- Staff members have no decision-making authority in the event that demands are made. Demands are to be handled by the law enforcement agency negotiator only. Be sure the hostage taker realizes that you are not able to make final decisions or accept deadlines.
- No orders should be accepted from the hostage taker unless life is in immediate danger prior to the arrival of authorities.
- Attempt to build rapport with the hostage taker by expressing feelings of understanding and empathy. Displaying calmness implies the hostage taker will have less control.
- Encourage the hostage taker to talk unless a violent or suicidal theme starts to develop.
- Do not lie to the hostage taker. Answer questions truthfully, but do not volunteer unnecessary information.

If you are in a hostage situation

- Do not argue. Do as you are told and do not make suggestions.
- Be observant. You may be released and be an information source to law enforcement.
- Rest, but keep facing the hostage taker.
- Do not speak unless spoken to during the initial phase of an incident.
- Remain calm. If you become agitated, the hostage taker's emotions and actions may escalate.
- Stay out of negotiations.
- Obey the orders of the hostage taker; be unobtrusive and do not take obvious command of the group.
- If a rescue attempt is made, expect loud noise and light flashes. If an attempt is made, fall on the floor and do not move.
- In a robbery attempt, give the assailant what she/he demands.

Ending the Crisis

- The crisis will be over only at the direction of the on-scene law enforcement agency.
- A medical assessment should be performed on all who sustained an injury or who were taken hostage.
- Once the crisis is terminated, the Incident Commander will notify all staff. The Pastor should complete an Event Report.
- A written critique by those involved in the incident should be provided to the Incident Commander within three working days of the incident.
- The Pastor should arrange for Critical Incident Stress Debriefing (CISD) sessions for all those involved.

Planning for Specific Unnatural Disasters

EXPLOSIONS AND BOMB THREATS

No facility should consider itself immune from explosion, whether from system malfunction (like a gas leak), vehicular or aircraft accident, or from man-made devices. Explosions may be limited in physical scope or encompass an entire building. Explosions are always dramatic, often deadly and, because of the suddenness and accompanying noise and devastation, may create significant panic.

Prevention

- Gas stoves and appliances require conscientious maintenance and should be kept free of dirt and grease buildup. Special attention should be paid to the location of gas pipes so they remain a safe distance from open flame. Gas lines should be color-coded yellow.
- Know the location of gas shutoff valves and electric service. Locate a gas shutoff wrench nearby.
- Be certain that the pilot lights on gas stoves or heaters are lit. Pilot lights should be relit by professionals.
- Do not store flammable materials near potential sources of ignition.

Accidental Explosion

Natural Gas is odorless, but is treated with an agent to create detectable odor. It is lighter than air. Propane does not have an odor and is heavier than air. Anytime a gas smell is detected:

- Do not attempt to locate the source of the gas leak.
- Do not turn on or off any electrical switches, battery-powered devices or electric devices, unplug appliances, use the telephone or use any open flames.
- Evacuate the affected area and initiate gas turn off procedures.
- Contact the fire department by using 911.
- Contact the local gas and electricity supplier.
- Any damaged meter or damage to a gas line should be reported to the local gas supplier and fire department immediately.
- In the event of a vehicular accident, flammable fuel spills may contribute to the threat of fire or further explosion. Nobody other than the fire department should attempt to extinguish an explosive vehicle fire because the threat of secondary explosions is high.
- Follow the fire procedures outlined in Chapter III from this point on.

Vulnerable Areas

No area – no matter how sacred - should be considered immune from the threat of a hostile act. Never overlook this possibility, particularly if a direct threat is received.

However, these public areas are the most likely for bomb placement:

- Parish Office
- Church
- Restrooms
- Grounds
- Community Hall
- Kitchen
- Rectory
- Day care centers
- Schools/classrooms
- Meeting/conference rooms
- Stadiums/gymnasiums, auditoriums

Planning for Specific Unnatural Disasters

Intentional Explosions

A man-made bomb is any type of explosive/incendiary device that is capable of causing property destruction and/or loss of life. A bomb can be disguised in many ways and could be placed almost anywhere in the facility or arrive via postal or delivery services. Bomb threats are always serious.

Threats are typically received in the following ways:

- Telephone
- Written threat
- Delivered item
- In person

Prevention

To help prevent a bomb from being placed:

- Keep work areas clean and orderly.
- Keep closets locked when possible.
- Know your work area so you will notice if anything is out of place.
- Tag personal items, like briefcases, with your name and telephone number.

Telephone Threat

Any person receiving a telephone bomb threat should remain calm. As much information as possible should be secured from the caller and recorded on appendix Form E-5.

- Attempt to prolong the conversation as much as possible. Never terminate the conversation – let the caller hang up first.
- Be alert and listen for any distinguishing background noises such as music, voices, aircraft, or machinery.
- Note voice characteristics - high, low, young or old, accent, grammar, etc.
- Ask where and when the bomb is to explode - time and place are critical.
- Note if the caller indicates a knowledge or familiarity with the facility by the description of locations or areas.
- Do not use cellular phones or radios in the threat area.
- Immediately notify the Incident Commander and the Pastor who will alert remaining staff.
- Contact emergency services by calling 911.
- Contact the insurance company.
- Contact the Vicar General.
- Set up an emergency command center outside of the threat area.
- Evacuate the building immediately.

Written Threat

Suspicious mail or packages should not be handled by anyone other than law enforcement personnel. Every effort should be made to retain evidence including fingerprints, handwriting, typewriting, paper, postal markers, or any other means to trace the threat and identify the writer.

- Write down a description of the person on the Suspect Identification Chart if a written threat was delivered.
- Note information about anyone accompanying the person, including their mode of transportation as well as the direction of travel.

Planning for Specific Unnatural Disasters

Threat in Person

If a bomb threat is received verbally in person, find out and record as much information as possible on the Bomb Threat Sheet and observe the person carefully.

As a guide to completing this section, answer the following questions.

What procedures are in place for screening mail?

Where is the parish's mail facility located? Is it in an open area? In a room with a closing door? What can the parish do differently to prevent the spread of anthrax or other infectious substance or poison from the mailroom?

What experience does the parish have at our facility with telephone, mail, or personal threats?

Ending of Threat

A bomb threat is considered "over" if and when:

- A thorough search reveals nothing suspicious, or
- Authorities have concluded the investigation and search/removal efforts and determined that the property is not in danger
- Once a bomb threat is over, the Incident Commander should:
 - Inform staff that threat is over.
 - Direct students/staff back to their original area.
 - Instruct all personnel to return to their duties.

F - Where to Go For Help

Within the Diocese of Davenport there are a number of agencies and community organizations whose mission it is to respond to the impact of disasters on human life and property. See appendix Form F-1.

Within The Parish

It is important to compile and frequently update the names, home addresses, and phone numbers (work, home, and cell) of all members of the parish staff including the Incident Commander and the Pastor and the Parish Disaster Planning Committee. See appendix Form A-1.

Periodically, print these names and public numbers in your bulletin or newsletters.

G - Where to Go To Help

PRAYING, VOLUNTEERING AND DONATING GOODS AND MONEY

An individual, family or parish response to a community hurting from a horrific disaster is one of the greatest gifts made. An appreciation and understanding of the Body of Christ and our connectedness to one another encourages many to see the suffering Christ among us and touch Him.

Praying

First and foremost, our faith calls us to be a people of prayer, constantly dialoguing with the God who loves us and created us. An important role within the Parish Disaster Committee is that of Spiritual Support Coordinator. When recruiting for Committee membership, scan the parish population and existing organizations for someone who would be interested and best suited to lead this effort.

Does the parish currently have a prayer chain or prayer group? If so, is there a natural leader who would be willing to serve in this capacity on the parish disaster committee?

Does the parish have a deacon? Would he be willing to assist in spiritual support activities?

Defining Spiritual Support Activities

As we prepare for a disaster with activities before, during, and after, our prayer activity should coincide with our preparation.

Mitigation and Planning Phases

- Distribute - via church bulletins or other means - prayers specifically tailored to a variety of potential disaster situations (i.e. hurricanes as hurricane season begins, inclement weather, anticipation of war).
- Develop and submit Mass intentions specific to potential disaster situations to the Liturgy Committee for inclusion in Sunday liturgies.
- Determine in advance where the Eucharistic Liturgy will be celebrated in the event that the Parish is damaged. Seek the support of your partner parish.
- Identify in advance the nearest American Red Cross Shelter (if it is not the parish) and determine if Mass can be celebrated on site.
- Invite counselors to provide a workshop on dealing with the human spirit in crisis, grief, and the shock of dealing with a disaster.
- Encourage prayer groups and prayer chains to pray regularly.
- Determine who vulnerable parishioners are and include them on a prayer list.

Response Phase

- Stay connected with the parish through prayer.

G - Where to Go To Help

Recovery Phase

- ❑ Continue prayer.
- ❑ Based upon the work of clean-up volunteers, determine those individuals and families in need of prayers as a result of disaster.
- ❑ Refer those most distraught to counseling.
- ❑ On the anniversaries of significant community and national disasters, hold a prayer service in remembrance.

The Diocesan Office of Liturgy will provide sample prayer intentions and liturgy remembrance materials.

Healing After a Tragedy

The emotions at the time of loss—fear, sadness, anger, loss of control, and others—frequently resurface around the anniversary of that loss. Bringing these subconscious reactions into our shared consciousness is the beginning of a healing ministry.

“How can we respond as a community of faith?” What can your congregation do on this anniversary or other anniversaries of painful disasters, or during a disaster itself?

The first thing to recognize is that reactions of anger, fear, grief, and sadness are normal. We should plan our faith responses to include grief and thanksgiving, recognizing that we will each respond differently.

- In newsletters/bulletins, share articles that discuss reactions: fear, sadness, a sense of powerlessness, hopelessness, anger, restlessness, tenseness, body aches, susceptibility to illness, nightmares, and the need for comfort (food or alcohol for adults, blankets or cuddlies for children).
- A media blitz is a sure thing after a tragedy. Expect that replays of the event will be shown over and over. Each viewing or remembrance can trigger more responses. It may be best to take a break from the media. Create peaceful environments at home and in church for prayer and play, time together and space to be alone.
- Plan a worship service of prayer and commemoration, of grief and hope, such as a candlelight vigil on Sept. 11. Use the litany written for this occasion.
- Include prayers for victims and survivors of the disaster as well as those who responded—EMTs, firefighters, police, harbor patrol, disaster-response volunteers, Pastors and caregivers, and armed-services personnel; our elected leaders; and others.
- Give an expression of thanks to local fire, police and emergency personnel (who have all been on alert this year). Suggestions: Deliver homemade cookies, hold a thank-you dinner that is also a fundraiser for needed equipment, invite them to come in uniform and recognize them, and pray for their work during worship.
- Learn about disasters as a parish and work on individual and congregational preparedness.
- Distribute copies of books on Pastoral care -- i.e., *Making Sense Out of Sorrow* by Foster McCurley and Alan Weitzman (Trinity Press International); *Act of God/Active God: Recovering from Natural Disasters* by Gary Harbaugh, (Fortress Press). Use the books for study as a group.
- Encourage people to be aware of and tend to their nutrition, sleep, and spiritual needs at this time.
- Remember those with special needs: children, shut-ins (whose only companions may be the TV, which will trigger memories over and over) and armed services personnel.

G - Where to Go To Help

VOLUNTEERING

In Section C, "Profiling your Parish", a volunteer coordinator was identified and the parish community was surveyed for volunteers based on individual gifts and expertise. Now, it is time to enlist and train them.

- Establish an annual "Sign-up Sunday" for disaster volunteering.
- Screen volunteers and match them with the right task. This is not only important to the tasks at hand when an emergency strikes, but also limits the parish's liability. You do not want to match a parishioner with a heart condition to move heavy debris in the scorching sun.
- Host a training session for your volunteers with an emphasis on family and parish preparedness. Invite American Red Cross staff to cover first aid and CPR procedures. The Parish Disaster Planning Committee can help coordinate these trainings sessions at your parish.

Activating the Volunteers

- The Volunteer Coordinator will call volunteers to action once an assessment has been made of the needs.
- Family – Volunteers and their families must first be prepared to respond to their own needs, as they will not be able to assist others otherwise. All volunteers must have their family disaster plan in place.
- Parish – Volunteers will respond to the parish and its geographic area after the family has been addressed.
- Deanery or Outside Parish – Some disasters overwhelm a small parish but are not big enough to necessitate a diocesan-wide response. One of the goals of the Diocesan Disaster Plan is to pair parishes so they can help each other during these difficult times.

Chancery – Some disasters may require a Diocesan-wide effort. Certain volunteers may be specialized in certain talents that are required at a parish outside of the deanery. Will volunteers be willing to provide assistance to a parish in another part of the Diocese?

Community – Some disasters may affect the entire community. Instead of duplicating disaster efforts provided by the Red Cross, Salvation Army, Catholic Charities or other larger relief agencies, the Diocese may ask parishes to "loan" their volunteers out to this agency to facilitate a faster recovery during a disaster. Will your parish volunteers be willing to reach out and assist?

Long-term – Some disasters, like tornadoes, require long-term recovery efforts, sometimes as long as three to five years. Volunteers who specialize in construction work are critically needed for long-term efforts. Would the volunteers be willing to provide long-term assistance?

G - Where to Go To Help

Tracking and Recognizing Volunteers

The news of our generous response to a community rebuilding after a disaster is always an occasion to celebrate. In order for us to appropriately report our efforts to the Archdiocese and the media, a few additional steps are necessary.

- Volunteers should be provided with T-shirts or name badges that clearly identify them as a volunteer from the Catholic Community upon registration (appendix Form G-1).
- Volunteers should report on a regular basis the number of hours worked and services provided.
- Volunteers should be thanked publicly by their Pastor, Volunteer Coordinator, and Parish Disaster Committee.

Caution: During intense disaster relief work, it is not uncommon for volunteers to burn out. Rotate volunteers and offer set break times to reduce stress. Consider setting up a retreat zone and prayer center to recharge volunteers throughout their shifts.

Donating Goods

Each parish should determine the role it will take in collecting goods in support of relief efforts. Volunteer teams can provide assistance in this area before a disaster strikes by conducting surveys of the vulnerable populations and their needs and conduct food and baby item drives.

About Clothing Donations

The Salvation Army and Goodwill are the agencies responsible for collecting, cleaning, and distributing clothes to people in need. These organizations are best equipped with volunteers and large storage space to accept clothing donations.

We advise a parish not to undertake this activity but rather refer your parishioners to the Salvation Army or Goodwill.

Contact information: _____

Contact information: _____

Food Drives

Within the parish, a food pantry may exist. Utilize it and its space to collect non-perishable items that will assist individuals and families recover from a disaster.

Contact information: _____

Other food pantries may be available in the community that distribute donated food to charitable agencies or directly to those in need.

Contact information: _____

Donating Money

In the event that a disaster is major, the Bishop may call for a second collection from all parishes and missions on or near the weekend nearest the event.

G - Where to Go To Help

In addition, parishes may want to commit a portion of their annual operating budget for disaster response. Those funds may be transmitted to Catholic Charities and will be held in reserve until a need arrives or the parish may retain those funds itself.

Individuals and church organizations may want to “pass the hat” to support relief efforts. Catholic Charities will gladly accept such donations, promptly thank donors, and use the funds in its disaster recovery program.

Appendix

Appendix

Form A-1 Incident Command Team

Incident Commander: Sets the incident objectives, strategies, and priorities and has overall responsibility at the incident or event.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Alternate Incident Commander Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Command Staff:

Public Information Officer: Serves as the conduit for information to parishioners, parents, staff and the public, including the media or other organizations seeking information directly from the incident or event.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Alternate Public Information Officer Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Safety Officer: Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Appendix

Alternate Safety Officer

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Liaison Officer: Serves as the primary contact for supporting agencies assisting at an incident.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Alternate Liaison Officer

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

General Staff:

Operations Chief: Conducts the operations to carry out the plan. Develops the tactical objectives and directs all resources. This includes care to the individuals present during a crisis, being attentive to their physical, medical, psychological, and spiritual needs.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Alternate Operations Chief

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Appendix

Planning Chief: Prepares and documents the plan to accomplish objectives; collects and evaluates information, maintains resource status, and maintains documentation for incident records.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Alternate Planning Chief Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Logistics Chief: Provides support, resources, and all other services needed to meet the operational objectives.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Alternate Logistics Chief Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Finance/Administration Chief: Monitors costs related to the incident, provides accounting, procurement, time recording, and cost analyses.

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Alternate Finance/Administration Chief Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Appendix

Additional Members of the Disaster Planning Committee

Role Disaster Planning Coordinator

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role Damage Assessment Team Leader

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role Damage Assessment Team

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role Damage Assessment Team

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Appendix

Additional Members of the Disaster Planning Committee

Role Coordinator of Volunteers

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Appendix

List the Parish Staff Contact Information

Parish Main Phone Number _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Appendix

List the Parish Staff Contact Information

Parish Main Phone Number _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Role _____

Name: _____

Office Phone: _____ Cell Phone/Pager: _____ Home Phone: _____

E-mail _____ Cell Phone Text Messaging E-mail Address _____

Appendix

Appendix

Form B-1 Disaster Reporting Form

Name of Parish / School:					Date:					
City:					Deanery:					
Name of Person Completing Report:					Position:					
Phone:			Cell Phone:		E-mail:					
Type of Disaster:										
Areas Affected:										
Personnel										
	# Before disaster	# Became ill or injured	# Hospitalized	# Deceased	# Relocated					
Clergy										
-Priests										
-Deacons										
Full-Time Parish Staff										
-Parish Life Adm										
-Office										
-Pastoral										
-Formation										
-Liturgical										
-Maintenance										
-Other										
School (if applicable)										
-Administration										
- Office/Secretarial										
-Teachers										
-Teachers' Aids										
-Maintenance										
Parishioners										
-Individuals										
-Families										
Non-Parishioners Assisted by the Parish										
-Individuals										
-Families										
Number of Individuals Requesting Assistance										
	counseling	food	clothing	shelter	home repair	personal property	financial assistance	medical needs	transport- ation	other
-Number of Families										
-Cost										

Appendix

Grounds / Buildings			
Number of homes damaged			
Location of nearest red cross or other shelter			
Were any parish or school buildings used as:	Yes	No	Specify
-Housing for the sick / displaced	()	()	
-Screening center for the sick	()	()	
-Hospital	()	()	
-Morgue	()	()	
-Distribution Center (supplies, meals) [please specify]	()	()	
-Government Office / Agency [please specify]	()	()	
-Other [please specify]	()	()	
-Notes / Comments / Description:			
What are plans for bringing buildings back to regular use?			
Pastoral Care			
Were any of the clergy or lay volunteers assigned exclusively to care of the sick / dying / bereaved? Please specify (give names and contact information).			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
Did any of these individuals themselves become ill? Please give #.	() Yes # _____	() No	
Did any of these individuals themselves die? Please give #.	() Yes # _____	() No	

Appendix

During the Pandemic, how many households received pastoral care, in the form of:	Number:
Regular phone contact:	
Pastoral visits:	
Communion to the homebound:	
How many individuals received the following sacraments / liturgical rites as a result of the pandemic:	Number:
Anointing of the Sick	
Viaticum	
Christian Burial – Full Rite from the OCF	
Christian Burial – Shortened Rite produced by the Diocese	
Baptism – by clergy	
Baptism – by clergy (in danger of death)	
Baptism – by laity (in danger of death)	
Was the booklet prepared by the Diocese for use in danger of death used?	
Confirmation (in danger of death)	
Marriage (in danger of death)	
General Absolution (Form III)	
Are there mental health or other resources that you need assistance accessing? Please specify.	
Liturgy	
Were the changes to liturgical practice called for implemented in a timely manner?	() Yes () No
How were the changes received?	
What were the problems with implementation?	
What are your plans for remembering the dead (for example, is a memorial Mass planned for all the dead of the parish)?	
Any comments or suggestions?	

Appendix

Finances	
Please estimate the following:	
Direct costs incurred as a result of the disaster:	
Loss of income as a result of the disaster:	
Costs required for reconstitution:	
What are your plans for meeting expenses?	
Communication	
How did you keep in touch with members of your parish/school? What worked the best?	
How did you keep in contact with the Diocese? What was most helpful?	
What other sources of information did you find to be helpful?	
Suggestions / Comments / Concerns	

Appendix

Form B-2 Report of Individual Injuries

Complete this report for all incidents/injuries. This report is for information only. All claims should be reported immediately to the insurance company, Guide One.

Please answer all questions as completely as you can. Please do not leave any blanks, unless the question does not apply.

Date: _____ Parish: _____ City: _____

Name of Injured Person: _____ Phone: _____

Complete address: _____

Names of Witnesses and their complete addresses and phone numbers:

Describe the incident:

Who was involved? _____

What happened?

When did it occur? Date _____ Hour of incident _____ AM PM

Where did it happen? _____

Why did it happen? _____

Information collected by: _____

Signature of Incident Commander

Date report prepared

**Form B-3
Alternate Sites**

Parish Emergency Operations Center:

Building: _____ Room: _____

Off-Site Emergency Operations Center:

Name: _____ Address: _____

Phone: _____ Contact: _____

Partner Parish:

Partner Parish: _____ Address: _____

Parish Office Phone: _____ Emergency Number: _____

Pastor: _____ Pastor Home Phone: _____

Pastor Cell Phone: _____ E-Mail: _____

Alternate Off-Site Location for Temporary Operations:

Name: _____ Address: _____

Phone: _____ Contact: _____

Fire Evacuation Location:

Name: _____ Address: _____

Phone: _____ Contact: _____

Form B-4
Basics of Evacuating

- Listen to the radio, TV, or a NOAA Weather Radio for instructions from local officials including evacuation routes and shelter openings if the parish-designated site is not available.
- Be sure that the alternative receiving facility and authorities have been notified.
- Determine the order of evacuation; try to keep floors/wings/ etc. of people together to make determining a headcount easier. Make a log to account for everyone.
- Determine if some of the staff/residents have friends or relatives who could pick them up. Account for these people in the log.
- Make sure that transportation is available to successfully evacuate everyone. Make sure that all vehicles being used for transportation are fueled, have maps to the destination and that the drivers have cell phones and/or portable radios.
- Leave a note telling when you left, where you are going and inform family members where you are going.
- Call parish staff if the office is to remain closed.
- Have each person takes their personal 24 hour pack (see Form C-14 in the appendix).
- Take detailed documentation (photos, video) for submission to insurance company claims.
- Ensure that all archival records are safe. If records are damaged contact the Diocesan Chancellor.
- Shut off water, gas, and electricity if told to do so.
- Secure doors and garage doors from the inside.
- Prepare reports outlining needs and damage assessment.
- Contact the Vicar General and the Diocesan insurance company to report damage to parish facilities. You may need to wait until the Diocesan insurance company sends a representative before beginning cleanup.
- If the parish is to remain closed, activate the alternative site for pastoral and liturgical services.
- Begin organizing volunteers to help during and after disaster.

**Form B-5
Disaster Exercise Planning Form**

Date of Initial Planning Meeting:		
Present at Initial Planning Meeting:		
Exercise is Planned For: (circle) • Parish • School • Campus System Exercise will Involve: • Other Parishes • Other Agencies • Off-Site Locations		
Type of Exercise to Be Planned (circle)		
Natural: • Blizzard • Ice Storm • Tornado • Epidemic	Technological: • Communication Failure • Electrical Failure • Utility Failure • Evacuation	Human: • Biological Terrorism • Chemical/Radiological Terrorism • Bomb Threat • Mass Casualty • Infant/Child Abduction • HazMat/Radiological Incident
Exercise Summary:		
Exercise Date:	Exercise Time:	
Length/Duration of Exercise:		
Exercise Objectives/Strategies/Tactics:		
Will Victims Be Needed? • Yes • No If Yes, How Many: _____ Resource(s) for Victims: _____ Responsible for Signing Up/Coordinating Volunteers: _____		
Evaluation Comments:		

**Form C-1
Room Survey**

Room: _____

Where is the nearest emergency exit for this room? _____

Is there an outside door to this room? If so, is it kept locked during work hours?

Examine the windows. Could the windows provide an emergency exit if possible?

Is there fire suppression equipment in this room? If yes, check the equipment for current inspection tags. Note the equipment's location on the plans. If the equipment needs an inspection, keep a list to arrange for inspection after the walkthrough. If not, locate the nearest equipment. _____

Where is the nearest fire alarm to this room? _____

Where is the nearest exit and route posting to this room? Is the posting current and clearly labeled? _____

Could this room be labeled as a "safe room" based on the ability to shut off all outside airflow? _____

**Form C-1
Room Survey**

Room: _____

List the contents of this room: _____

Electronic Equipment: (List number of items in each room. A detailed inventory should be taken later).

Furniture

**Form C-1
Room Survey**

Room: _____

Other Items (Include Archival⁵ Records)

Answer the following questions based on the walk-through of the facility.

Examine the exits and exit routes. Are all the exit routes marked on the drawings? If not, mark them now.

Are the room locations exactly as marked?

Have there been any modifications to the facility that are not reflected on the plans?

Has landscaping changed any of the exits to the buildings?

Are there any new playing fields that do not appear on the drawings?

⁵ Archival records include audit reports, bank statements, construction records, contribution records, correspondence files, deeds and blueprints, log of destroyed records, general ledger, marriage packets, minutes of meetings, paid bills and receipts, parish bulletins, parish census information, personnel files, receptionist logs, sacramental registers, state and federal tax-related documents, tax exemption records, time cards and time sheets and the disaster plan.

**Form C-1
Room Survey**

Note the doors on the drawings. Are any of the doors kept locked during the day?

Is the sprinkler system connected to the main water supply?

How will shutting down the water system impact the sprinklers?

Is the fire alarm system local only, or connected to a fire company or alarm company?

Is there an independent power source for the alarm system so that shutting down the power will not shut down the alarms?

Is there an independent power source for telephone and intercom systems?

How will shutting down the central power impact communications? Determine alternatives for other forms of communicating if necessary. (consider the use of cellular phones and portable radios.)

Form C-2
Master Schedule of Activities and Room Use

**Form C-3
Organizational Chart**

**Form C-4
Telephone Calling Tree**

Form C-5
Volunteer Talent Bank Survey Results

Form C-6
Special Needs Parishioners

Parish Name: _____ City _____

Name: Spouse: _____

Address: _____ Phone: _____

List names and ages of additional household members:

Do you only speak a foreign language? No Yes Language _____

Residence Type: Single Family Mobile Home Apt. __Floor _____

Name of Residential Complex: _____

Medical Disability: _____

Are you Legally Blind Deaf Mute Aphasic

Are you homebound? Yes No

Do you use a wheelchair? Always Most of the Time Sometimes

Do you use a walker/cane? Always Most of the Time Sometimes

Do you require a special diet? No Yes Type: _____

Special Medical Needs (Ex: severe cardiac, diabetic on insulin)

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

Family Physician: _____ Phone: _____

Emergency Contact: _____ Phone: _____
(not living with you)

Do you have any pets? Yes How many? ____ What kind? _____ .

(Note: Pets are not allowed in shelters. Make evacuation-shelter arrangements for them before a disaster strikes.)

Do you have transportation in an emergency? Yes No Maybe

Would you need transportation in an emergency? Yes No Maybe

If yes, what type? Standard Vehicle Wheelchair access Ambulance

Form C-7
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 semiannually. 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 critical equipment.
- Clean out gutters and drains biannually.
- 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 semiannually.
- Check vehicles for updated preventative maintenance.
- Check for availability of jumper cables.

Form C-8
Beyond Routine Maintenance Checklist

If weather conditions warrant it, take the following actions if given sufficient warning before the storm:

- 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 insurance company and the Vicar General if the Parish facility has sustained damages as a result of the storm.

Form C-13
Emergency Supplies List

Equipment for Facility Preparation and Clean-up

- Copy of disaster plan
- Plastic garbage bags
- Sealable plastic bags
- Plastic tarps
- Waterproof boxes
- LED Flashlight/ extra flashlight batteries
- Plastic sheeting/ tarps
- 2-way radios/extra batteries
- Plywood (for boarding windows)
- Ladders
- Hammer and nails
- Mops
- Buckets⁶
- Brooms
- Disinfectant/cleaning compounds
- Bleach (at least 3 gallons)
- Rubber boots
- Rubber gloves
- Work gloves
- Masks
- Duct tape
- Small dehumidifiers/portable fans
- Wet Vac
- Extension Cords/50', 3 wire grounded
- Portable Incandescent lamps / extra bulbs
- Power saws/hand saws
- Shovels
- Crowbar
- Wheelbarrow/cart
- Jumper cables
- Cameras (standard, disposable, digital, or video)
- Battery or crank operated radio/weather radio
- Portable gas/electric stove
- Ice chests

Disaster Supplies for Persons Onsite:

See Disaster List in Next Section, FORM 2-L

⁶ 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.

Form C-14
Personal 24 hour Pack

- 1800 cubic inch back pack

Personal / First Aid Kit

- quart size zip lock bag for this kit
- "zip lock" plastic bags for medications
- acetaminophen or aspirin tablets
- antihistamine (25mg benadryl)
- antacid tablets
- sugar packets
- multivitamins
- disposable exam gloves
- antiseptic cleansing pads
- towelettes
- antiseptic ointment
- alcohol-based hand sanitizer
- various size band aids
- 4x 4 dressing pads (nonstick)
- feminine napkins
- ½ roll Saran Wrap, compressed
- self-adhering roller bandage
- large safety pins
- cotton swabs
- moleskin
- single edge razor blade
- tweezers
- magnifying lens
- multi-purpose scissors
- sunscreen lotion
- container of tissue papers or baby wipes
- personal medications, medical ID info, copies of prescriptions
- personal identification

Food & Water

- 2 water containers (1 quart each)
- water purification tablets
- various size Ziploc plastic bags for food
- protein bars, bags of nuts
- 3 non-perishable "MRE" meals
- metal cup or pot containing soup packets, tea, etc.
- long burning candle
- 1 can Sterno

Shelter

- 8' X 10' plastic tarp
- "space" or "emergency" blanket

Tools

- compass
- map of the area
- LED flashlight & extra batteries.
- multi-purpose knife / tool
- cigarette lighter
- steel wool
- woven steel wire 5-10' long
- plastic wire ties
- 50 feet of "para" cord (grade 550)
- watch
- 10- feet of duct tape wrapped around pencil
- large plastic leaf bag

Signaling

- whistle
- small mirror
- telephone calling card

Clothing

- large "zip lock" clothes bag
- bandanna or large handkerchief
- cap or head gear
- rain poncho
- pair extra socks
- change of clothing suitable for climate
- durable work style all season gloves
- sun glasses 97% UV protection
- spare prescription glasses
- goggles or eye protection (clear)
- insect repellent
- note pad & pencil

Longer Term Shelter-in-Place Kit

- ❑ Stored in clean plastic bins or “Tupperware” containers

Personal / First Aid Kit

- ❑ larger version of the personal kit in the 24 hour pack, stored in a container within the shelter-in-place kit
- ❑ Medications

Food & Water

- ❑ 3 week supply of bottled drinking water – one gallon of water per person per day. Don’t forget water for pets. Store water in sealed unbreakable containers. Replace every 6 months.
- ❑ 3 week supply of nonperishable, packaged or canned food (e.g. Canned or dried juice mixes, powdered or canned milk, peanut butter, jelly, crackers, unsalted nuts, trail mixes, cereals, rice, cookies, hard candies, instant coffee, tea bags)
- ❑ basic food seasoning (salt/pepper)
- ❑ manual can opener
- ❑ plastic plates
- ❑ plastic cups
- ❑ steel pot
- ❑ aluminum foil
- ❑ propane grill with extra propane bottles

Shelter

- ❑ plastic sheeting / tarps

Tools

- ❑ battery-powered flashlights (LED type preferred) with extra batteries
- ❑ map to follow evacuation routes/ find shelters
- ❑ fire extinguisher (small ABC type)
- ❑ duct tape
- ❑ waterproof matches and cigarette lighter
- ❑ sewing kit
- ❑ plastic storage containers
- ❑ paper & pencils
- ❑ basic tool kit (adjustable wrench, screwdrivers, pliers, hammer, etc.)
- ❑ deck of cards

Signaling

- ❑ battery operated weather alert and AM radio with crank backup and tone alert (note: some radios can also charge cell phones)

Clothing

- ❑ clothing for each person
- ❑ sturdy shoes or work boots
- ❑ rain gear
- ❑ blankets, pillows and sleeping bags
- ❑ hat and work gloves
- ❑ thermal underwear
- ❑ insect repellent and sun screen
- ❑ cash or Travelers Checks and change

Sanitation Supplies

- ❑ plastic buckets with tight lid
- ❑ toilet paper, towelettes
- ❑ plastic garbage bags with ties
- ❑ soap, liquid detergent
- ❑ feminine supplies
- ❑ personal hygiene items
- ❑ disinfectant
- ❑ unscented household bleach

Family Documents (stored in a water-proof container or zip-lock bags) see following list:

- birth certificates
- marriage certificates
- death certificates
- ownership documents
- insurance policies
- passports/ visas
- social security cards
- bond/stock Issues
- wills/ living trusts
- power of attorney (medical & legal)
- medical records/ children's vaccinations histories
- photocopies of all cards carried in wallet
- backup disks of computer information
- irreplaceable photographs/videotapes/family heirlooms
- inventory of personal property for filing insurance claims. List everything and include receipts of big-ticket items.
- videotape or photos of home contents to supplement your written inventory of your home.

Baby Needs

- disposable diapers
- formula
- bottles
- powdered milk
- medications
- changes of clothing

Adult/Elderly Needs

- extra months' supply of prescription medicine refills
- denture needs
- extra set of prescription glasses/ contacts.
- entertainment – books and games
- extra set of car keys.

Emergency Telephone Numbers and Information

<u>Emergency Telephone Numbers</u> In case of a serious emergency, call 911	<u>Numbers of Insurance Policies</u>
Police (from the house):	Health Insurance: Company: Telephone:
Police (from school):	Policy Number:
Fire Department:	Car Insurance: Company: Telephone:
School	Policy Number:
School	Home Insurance: Company: Telephone:
Preschool/Childcare	Policy Number:
<u>Family/Important Contacts</u>	<u>Important Medical Information</u>
Name:	Doctor (Name):
Telephone (Home):	Telephone:
Work:	
Relationship:	Doctor (Name):
Name:	Telephone:
Telephone (Home):	
Work:	
Relationship:	Pediatrician (Name):
Name:	Telephone:
Telephone (Home):	
Work:	
Relationship:	Clinic Name & Address:
Name:	Telephone:
Telephone (Home):	
Work:	
Relationship:	Hospital Name & Address:
Name:	Telephone:
Telephone (Home):	
Work:	
Relationship:	Pharmacy Name & Address:
Name:	Telephone
Telephone (Home):	Telephone:
Work:	
Relationship:	

<u>Important Work Numbers</u>	Important Records of your Family Use this form in order to have all important information in the same, accessible place. Put the originals of each document in a safe place (for example, in a lock box).
Employer #1	
Name:	<u>Important Numbers of School and Daycare</u>
Telephone:	School # 1
Supervisor:	Name of child:
Telephone of Supervisor:	Name of school:
Union Representative:	Name of teacher:
Telephone:	Telephone:
	School identification number:
Employer #2	School #2
Name:	Name of child:
Telephone:	Name of school:
Supervisor:	Name of teacher:
Telephone of Supervisor:	Telephone:
Union Representative:	School identification number:
Telephone:	
Employer #3	School #3
Name:	Name of child:
Telephone:	Name of school:
Supervisor:	Name of teacher:
Telephone of Supervisor:	Telephone:
Union Representative:	School identification number:
Telephone:	
You should attach any information about the places where you work.	<i>You should attach any policy or plan for disasters existing in the school of your children.</i>
<u>Important Information of your Vehicles</u>	
Vehicle 1 - license plate number:	<u>Social Security Numbers or ITIN</u>
Identification number:	Name:
Car loan:	Number:
Insurance:	Name:
Vehicle 2 - license plate number:	Number:
Identification number:	Name:
Car loan:	Number:
Insurance:	Name:
	Number:
<i>Attach a copy of the registration of each vehicle and a photograph of each vehicle.</i>	Number:



**Medical information and identification of
your family**

Attach a copy of his or her birth certificate, records of
vaccination, and a photograph of each member of your family.

Family Member 1

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Family Member 2

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Family Member 3

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Family Member 4

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical Conditions & medical history:

Family Member 5

Name:

Date of Birth:

Allergies:

Medications:

Medical conditions & medical history:



Medical information and identification of your family

Attach a copy of his or her birth certificate, records of vaccination, and a photograph of each member of your family.

Family Member 6

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Family Member 7

Name:

Date of Birth:

Organ Donor:

Yes

No

Allergies:

Medications:

Medical conditions & medical history:

Persons who CAN pick up my children from school/ day care

Name:

Date of Birth:

Telephone (Home):

Telephone (Work):

Relationship:

Name:

Date of Birth:

Telephone (Home):

Telephone (Work):

Relationship:

Name:

Date of Birth:

Telephone (Home):

Telephone (Work):

Relationship:

Persons who CANNOT pick up my children

Name:

Name:

Name:

*Be sure to inform personnel at your children's school that the persons listed in these sections have permission to pick up your children or do not have permission and have the most up to date and complete information.

*If there is a restraining order, attach a copy of this order and file another copy with the school or day care of your children.



Contacts for Legal Problems, Identity Theft, and Fraud

For your security, DO NOT NOTE the numbers of your credit cards or account numbers on this document

<u>Credit Card Companies</u>	<u>Contacts for your Financial Affairs</u>
Card # 1	Checking Account #1
Company: Number (toll-free): Names on card:	Bank: Number (toll-free): Persons with access to account:
Card # 2	Checking Account # 2
Company: Number (toll-free): Names on card:	Bank: Number (toll-free): Persons with access to account:
Card # 3	Savings Account # 3
Company: Numbers (toll-free): Names on card:	Bank: Number (toll-free): Persons with access to account:
	Savings Account # 4
<i>Remember to report any theft of credit cards immediately.</i>	Bank: Number (toll-free): Persons with access to account:
<u>Potential Contacts</u>	<u>Civil Legal Assistance</u>
Actuary:	Legal Assistance:
Public Prosecutor:	Civil Attorney:
Program for Domestic Violence:	Criminal Attorney:
Place to report child abuse:	Victims' Defense:
<u>Other important & necessary numbers:</u>	



Emergency Care for Pets
 Attach a photograph of each pet.

Pet 1	
Name:	
Date of Birth:	
Breed:	
Description:	
Registration Number:	
Medications:	
Medical Problems:	
Pet 2	
Name:	
Date of Birth:	
Breed:	
Description:	
Registration Number:	
Medications:	
Medical Problems:	
<u>Veterinarian</u>	<u>Emergency Veterinarian</u>
Name:	Name:
Telephone:	Telephone:
Emergency Telephone:	Address:
<u>Emergency Housing for Pets/ Humane Society</u>	<u>Other Notes:</u>
Name:	
Telephone:	
Address:	

Form D-1 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 (appendix Form C-8).
- 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.
- Continue any type of indoor activity.
- Check all emergency food supplies and procure more water if necessary.

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/ Program Directors
- Inform all visitors, students, and staff that a flood warning has been issued and prepare for transfer to a safe area (if located in the floodplain).
- Transfer the Blessed Sacrament and Holy Oils 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 and as off the floor as possible. See Chapter II for materials lists.
- 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 equipment off the ground.
- Prepare parish records for immediate removal.
- Office personnel should continue to monitor telephones.
- 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.

Evacuation Necessary

- If evacuation is necessary, evacuate staff, students, and parish visitors as quickly as possible to a pre-assigned area. Contact the Diocesan office to report evacuation.
- If evacuation is ordered, unplug all electrical office equipment.
- Follow all instructions issued by local authorities.
- 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 or Incident Commander immediately.
- Do not return to look for the missing person. Special search teams as have been developed for this purpose.

After the Flood

- Call key staff and discuss preliminary needs and damage assessment. Damage assessment needs to be complete within the first 24 hours.
- Inspect all rooms for damage and/or water leaks. Call 911 if lines are down and if there is the smell of fire, gas, or smoke. Use flashlights to inspect building. 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 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.
- Have professionals turn on the utilities only after advised it is safe to do so and turn on one a time to ensure proper working condition.
- Record detailed documentation (photos, video) for submission to insurance company claims.
- Prepare reports outlining needs and damage assessment. Fax report to the insurance company.
- Prepare list of initial needs as well as damage assessment and give to the Pastor or his designee.
- Contact the Vicar General and the Diocesan insurance carrier and give them a report outlining damage to parish facility. You may need to wait until the insurance company provides a representative before beginning cleanup.
- Insure that all archival records are safe.
- 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..
- 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 D-2
Tornado Safety Checklist

Tornado Watch Issued

Conditions are favorable for tornadoes 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 (See appendix Form C-8).
- 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.
- 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.
- Make sure that the dumpster and storage area is secure.
- Keep people away from the windows.
- Draw all windows and blind coverings.
- Have first aid kits and disaster kits available.
- Secure all confidential records.
- Bring all personnel inside and ensure they remain inside until the "all clear" message is given.

Tornado Warning Issued

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

- 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 without windows or exterior walls.
- Provide each exposed person with a blanket or other material to use as a cover against flying objects.
- Close all doors.
- If time permits, be certain electricity, water, and fuel lines are shut off.
- Office personnel should continue to monitor telephones.

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. If utilities were shut off, have a professional restart.

If a Tornado Hits

- 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. Use Incident Report Form.
- Inform staff, students, and visitors not to panic. Help will be on the way as soon as possible. There should be ambulances, rescue units, law enforcement, firefighters and other emergency professionals arriving within minutes of the disaster. However, emergency services may be delayed due to the scope of the disaster.
- If the facility has sustained substantial damage, implement evacuation procedures and move to an alternate location.
- If evacuating, make sure to take all portable 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.
- Inspect all rooms for damage and/or water leaks. Call 911 if lines are down or if there is the smell of fire, gas, or smoke.

- Inspect exterior of building for damage.
- Check cable TV and TV antenna 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. Have a professional restart.
- Take detailed documentation (photos, video) for submission to insurance company claims.
- Prepare reports outlining needs and damage assessment.
- Contact the Vicar General and the Diocesan insurance company to report damage to parish facilities. You may need to wait until the Diocesan insurance company sends a representative before beginning cleanup.
- Ensure that all archival records, the Blessed Sacrament and Holy Oils are safe. If records are damaged contact the Diocesan Chancellor.
- 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 animals.
- Call parish staff if office is to remain closed.
- If parish is to remain closed, activate the alternative site for Pastoral service.
- Begin organizing volunteers to help community after disaster.

Form D-3 Fire Safety Checklists

Planning and Preparing for Fire

A fire must have three things to ignite and maintain combustion: fuel, heat, and oxygen. The basic strategy of fire prevention is to control or isolate sources of fuel and heat in order to prevent combustion. If all three are not present in sufficient quantities, a fire will not ignite or a fire will not be able to sustain combustion.

- Schedule fire drills quarterly under the direction of the Pastor or Disaster Coordinator.
- Check for the proper location for fire extinguishers, extinguisher type and current servicing.
- Assign fire duties for personnel. Each floor should have a staff person assigned to assist.
- Complete a Parish Fire Drill Report (Form D-5).

Housekeeping

- Work areas, aisles, walkways, stairways, and equipment should be kept clear of loose materials, trash, scraps, etc.
- Never block aisles, fire exits, emergency equipment, or alarm pull stations with equipment or materials.
- Avoid build up of combustible trash and waste such as paper, wood, cardboard, etc.
- Keep use and storage of flammables and combustibles to a minimum.
- Clean up all spills such as grease, oil, or water immediately. A delay could result in accidents

Storage

- No storage is allowed in corridors and stairwells. A cluttered hallway could slow down emergency evacuation.
- Storage must not exceed a plane of 18 inches below sprinkler heads or smoke detectors. Storage that breaks this plane may prevent sprinkler heads from fully covering room during a fire.
- All storage must be at least 3 ft from electrical panels.
- Maintain at least a 3ft clearance from heating surfaces, air ducts, heaters, and lighting fixtures.
- Do not store combustible materials in mechanical rooms.

Flammable and Combustible Liquids

- Identify locations of flammable and combustible liquids and mark on the property floor plan.
- Flammable liquids must be stored away from ignition sources in cool, well ventilated areas away from incompatible materials
- Limit the amount of flammable and combustible liquids to the minimum amount necessary.
- As a general rule, no more than 10 gallons of flammable materials should be outside of approved flammable liquid storage cabinets or approved storage rooms.
- Room storage limits of flammable and combustible materials depend on various factors such as sprinklers and storage cabinets.

Electrical Hazards

- Never use three prong adapters that allow a three pronged plug to plug into a two prong outlet.
- Never use any item with a damaged or frayed electrical cord.
- Space Heaters are not allowed in campus buildings.
- Never daisy chain or piggy back multi-plug strips and electrical cords (plugging strips and cords into each other).

Discovering a Fire

- Pull the fire alarm.
- Call 911 immediately and report the location and type of fire if possible. Also report the presence of hazardous materials if known.
- Notify the Pastor or the staff person in charge. Take the disaster manual and visitor/staff log if available.
- Evacuate all personnel to the predetermined fire evacuation location. Staff the off-site Emergency Operations Center if needed (see Form B-3 in appendix).
- Confine the fire during the process of evacuating if possible.
- If the fire is small, attempt to extinguish the fire using correct methods and equipment.

After the Fire

- Call key staff and discuss preliminary needs and damage assessment. Contact the Vicar General and the Diocesan insurance company.
- Do not enter and inspect the parish after a fire, leave the inspection to the fire chief, building inspectors and the insurance representatives.

Form D-4
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 live, 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. Keep in mind heavy use of cell phones may cause loss of signals to the tower.
- 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 Vicar General 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. If there is time, 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.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Ideally, provide for a way to make announcements over the school or parish-wide public address system from the room where the Incident Commander takes shelter.
- Instruct staff familiar with your building's mechanical system to turn off all fans, heating, and air conditioning systems. Systems which automatically provide for exchange of inside air with outside air must be turned off, sealed, or disabled.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone. 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.
- Gather personal 24 hour packs and the facility disaster supplies kit. Supplies should be distributed between shelters.
- 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.

**Form D-5
Fire Drill Report**

Parish Name: _____ City _____

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 personnel required assistance? List Names.

What personnel, if any, refused to participate in the drill? List names.

Comments: _____

Person in Charge of Fire Drill: _____ / _____
Signature of Employee Date Completed

Form E-1
Handling Aggressive Persons

Safety and Protection of Persons

- Upon hearing or witnessing a disturbance, immediately notify the Incident Commander of the situation.
- If necessary, dial 911.
- Be sure to put the protection of individuals before protection of property.
- Escort the aggressor out of the building as soon as possible.
- If a medical situation arises, treat accordingly.

Steps for protecting yourself

- Have an escape plan. Find the nearest escape route. Position yourself away from the person.
- Take note of the aggressor's characteristics (height, build, what they were wearing, hair color, clothing, accessories, distinguishing features such as scars or facial hair).
- Fill out the Suspect Description Sheet as soon as it is safe to do so (appendix Form E-)
- Listen for verbal clues and search for a meaning behind the words
- Active listening may de-escalate the situation. Speak with a calm, firm voice, being careful not to challenge the aggressor.
- Make additional notations about the intruder's mental condition (i.e. intoxication, psychotic, under the influence of drugs, etc.).

Damage Assessment and Recovery

- Contact the Incident Commander and Pastor immediately.
- Notify a family member if someone is injured.
- Cooperate fully with law enforcement personnel.
- Report property damage to the Incident Commander and Pastor immediately.
- Complete an incident report and deliver to Incident Commander within 2 hours.

Form E-2
Suspect Identification Description Sheet

Race: _____ Male: Female: Age _____

Height: _____ Weight: _____ Build: _____

Complexion: _____ Hair Color: _____ Type/ length of Hair Cut: _____

Type of facial hair/ distinguishing facial marks: _____

Wearing a hat? _____ Glasses? _____ Mask? _____

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

Fast Slow Distorted

Accent _____

Language: Excellent Good Fair Poor

Foul Other: _____

Manner: Calm Angry Rational Irrational

Coherent Incoherent Deliberate

Emotional Righteous Laughing

On foot vehicle Direction of travel _____

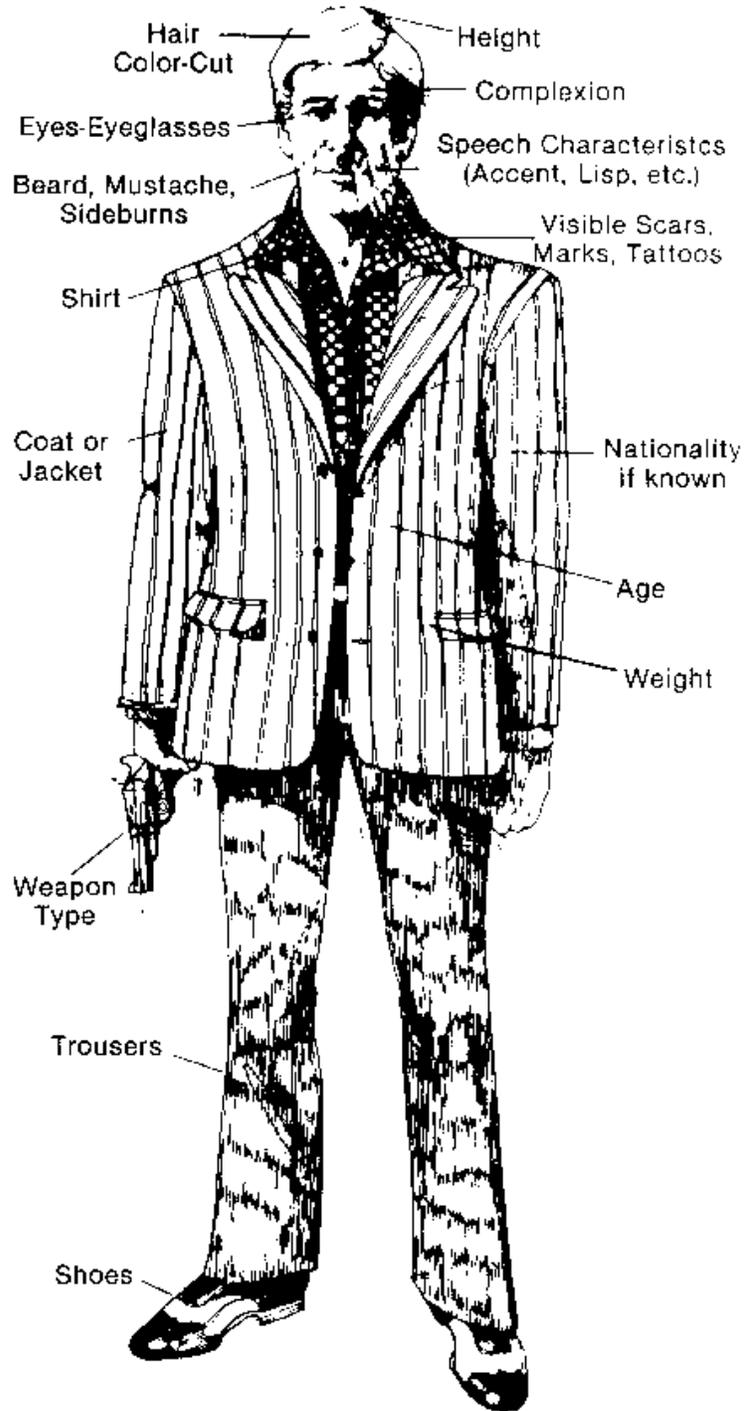
Vehicle Description: Color: _____ Year: _____ Make: _____ Model: _____

2 door 4 door Loud muffler Other details: _____

Accomplices? (complete additional description forms) _____

Comments: _____

Form E-2
SUSPECT IDENTIFICATION CHART
Physical Description



FORM 4-C

Form E-3 Unauthorized Intrusion

The first line of defense against an unauthorized individual in the building is an inquiring member of the staff. Being more aware and knowledgeable of the people in the church facilities can prevent an intrusion from progressing into a more dangerous situation.

- Anyone who discovers an intruder and determines that they may have criminal intentions should immediately call 911, then the Incident Commander and Pastor.
- Never admit any person into the parish without first identifying their reason for entry. If in doubt about their reason, immediately dial 911 to notify the authorities.
- If confronted by the intruder, ask what they want and try to get them to leave. If the intruder threatens you or others with violence, do as they say and resist only if you or others are faced with an imminent act of violence.
- Try to make mental notations of the intruder's physical appearance as well as his/her mental condition and examine the suspect identification chart (found on page 153).

Suspicious Person(s)

Whenever a suspicious person is noticed, notify the Incident Commander and the Pastor immediately. Be sure to provide a complete physical description of the intruder. A student census may be conducted to determine if an abduction is suspected. If the Incident Commander feels the situation warrants, contact law enforcement.

Threats

If any threats or discussion about a specific abduction or kidnapping are overheard, notify the Incident Commander and the Pastor as soon as possible and provide as much information as possible.

Abduction/Suspected Abduction

- When a staff member becomes aware of an abduction or suspected abduction, notify the Incident Commander and the Pastor immediately.
- If the incident involves a school, the principal should immediately take a student head count and lockdown the building.
- Determine if a physical description of anyone unusual in the area can be obtained.
- Collect statements made by the person(s) last seen with the student or staff member before the abduction.
- Once the preliminary investigation is complete and it has been determined (by the Pastor or his designee) that an abduction has occurred, notify the following:
 - All staff that will help in the search and with securing the building.
 - Law enforcement via 911.
 - The Vicar General and if a school aged person is involved, the superintendent of schools.
 - The family.

Staff Duties during an Abduction Alert

The Incident Commander will direct all activities in conjunction with law enforcement.

If a student is abducted from the area:

- Secure the area and all exit doors
- Control access by the media
- Screen incoming visitors
- Collect the following information about the abducted student or staff member to the staff:
 - Name
 - Race
 - Age
 - Gender
 - Approximate height and weight
 - Hair color and style
 - Type and color of clothing (if known)
 - Include a photo of the individual
- Screen all parties leaving the building; Ask those exiting to provide identification. Inform those exiting that the parish is doing a routine security drill, not that there has been a kidnapping.
- Do not allow anything to be touched.
- Isolate the family to avoid panic.
- Conduct a thorough search of all buildings and surrounding areas, including playgrounds and nearby areas.
- Check all parking and pick-up areas, grounds, and unlocked storage areas.
- Ask each person on duty to search his/her own areas and report findings back to the Pastor or the Disaster Coordinator.

At the End of the Crisis

- Once an abducted person has been located or the buildings and grounds have been searched with no result, the Incident Commander, in conjunction with the law enforcement agency, should terminate church involvement as instructed.
- Document the incident as follows:
 - Administrative Incident Report
 - School Records (If applicable)
 - Teacher notes
 - Other staff notes
 - Family notification information (conduct by Pastor or principal)
 - An evaluation about how the event was handled should be written by all staff and sent to the Incident Commander.

Form E-4 Hostage Procedures

Hostage takings are public acts of control. Any violent confrontation in order to obtain some goal jeopardizes the lives of everyone involved.

A hostage taker may be a parent, spouse, or other individual who is known to staff. There are four basic types of hostage takers:

- The criminal – who may pretend to be a parishioner in need.
- The aggrieved person – who perceives a legitimate grievance.
- The estranged person – who uses force to maintain a relationship.
- The acutely mentally ill – many of whom have no prior diagnosis.

Law enforcement agencies maintain a trained team to handle negotiations in hostage situations. Upon arrival of law enforcement, the staff will comply with their directions.

Notification of a Hostage Situation

- Staff that become aware of a hostage incident need to contact the Incident Commander and the Pastor immediately.
- The Pastor needs to ensure that the following are notified:
 - The law enforcement via 911
 - All on-duty staff
 - The Vicar General
 - The family

Staff Duties during an Active Hostage Situation

- Remove all non-involved personnel and visitors from the immediate area.
- Permit no movement into the area.
- Law enforcement personnel and at their direction, the Incident Commander, the Pastor and the principal should be the only people to move students (if applicable).
- Establish an emergency command center to facilitate the exchange of information.
- Provide law enforcement with floor plans showing the following:
 - Ventilation ducts
 - Electrical panel boxes
 - Water supply shut-off valves
 - Telephone numbers and extensions within the area
- Maintain strict access control by keeping the area secure. Pay close attention to the media.
- Staff members have no decision-making authority in the event that demands are made. Demands are to be handled by the law enforcement agency negotiator only. Be sure the hostage taker realizes that you are not able to make final decisions or accept deadlines.

- No orders should be accepted from the hostage taker unless life is in immediate danger prior to the arrival of authorities.
- Attempt to build rapport with the hostage taker by expressing feelings of understanding and empathy. Displaying calmness implies the hostage taker will have less control.
- Encourage the hostage taker to talk unless a violent or suicidal theme starts to develop.
- Do not lie to the hostage taker. Answer questions truthfully, but do not volunteer unnecessary information.

If you are in a hostage situation

- Do not argue. Do as you are told and do not make suggestions.
- Be observant. You may be released and be an information source to law enforcement.
- Rest, but keep facing the hostage taker.
- Do not speak unless spoken to during the initial phase of an incident.
- Remain calm. If you become agitated, the hostage taker’s emotions and actions may escalate.
- Stay out of negotiations.
- Obey the orders of the hostage taker; be unobtrusive and do not take obvious command of the group.
- If a rescue attempt is made, expect loud noise and light flashes. If an attempt is made, fall on the floor and do not move.
- In a robbery attempt, give the assailant what she/he demands.

Ending the Crisis

- The crisis will be over only at the direction of the on-scene law enforcement agency.
- A medical assessment should be performed on all who sustained an injury or who were taken hostage.
- Once the crisis is terminated, the Incident Commander will notify all staff. The Pastor should complete an Event Report.
- A written critique by those involved in the incident should be provided to the Incident Commander within three working days of the incident.
- The Pastor should arrange for Critical Incident Stress Debriefing (CISD) sessions for all those involved.

Hostage Checklist

- _____ Dial 911 to notify law enforcement.
- _____ Meet law enforcement officials outside.

Obtain the following available information:

Date / Time: _____

- Description: _____
- Number of Terrorists: _____
- Weapons Involved: _____

Who they have taken hostage: _____

- Demands Made: _____

- Notify the Incident Commander and the 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

Form E-5
Documenting a Bomb Threat
(This form also may be used for obscene phone calls)

- 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:
- Speech:** Fast Slow Distinct Distorted
- Stutter Nasal Slurred Lisp
- Accent:** Not Local Region
- Language:** Excellent Good Fair Poor
- Foul Other: _____

go to page 2

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 the Incident Commander and the Pastor
- Call 911 and notify emergency services

Form F-1
Where to Go for Help

Within The Community

For immediate and short-term relief from a disaster, your first call for help should be made to:

Emergency Services:
(Law Enforcement, Fire, Rescue, Emergency Medical Services) 911

Utilities: _____

Gas: _____

Electric: _____

Water: _____

Sewer: _____

Telephone: _____

Internet Service Provider: _____

American Red Cross: _____

Salvation Army: _____

Federal Emergency Management Agency (FEMA) – if the President declares a national disaster:
1-800-621-FEMA (3362) <http://www.fema.gov/>

Within The Diocese – Contact the Chancery

Chancery	www.davenportdiocese.org
main switchboard	563-324-1911
direct line	563-324-1912 + extension

The following individuals and departments have been identified as your first call for assistance within the Chancery:

In all cases involving disaster situations contact:

Vicar General 563-324-1912 ext 238
866-363-3772 ext 238

alternate:

Director of Communication 563-324-1912 ext 230
cell: 563-349-1814

In the case of property damage or injury contact:

Chief Financial Officer 563-324-1912 ext 233
cell: 563-940-0367
Guide One 563-324-1011

In the case of disasters involving schools contact:

Director of Faith Formation 563-324-1912 ext 263

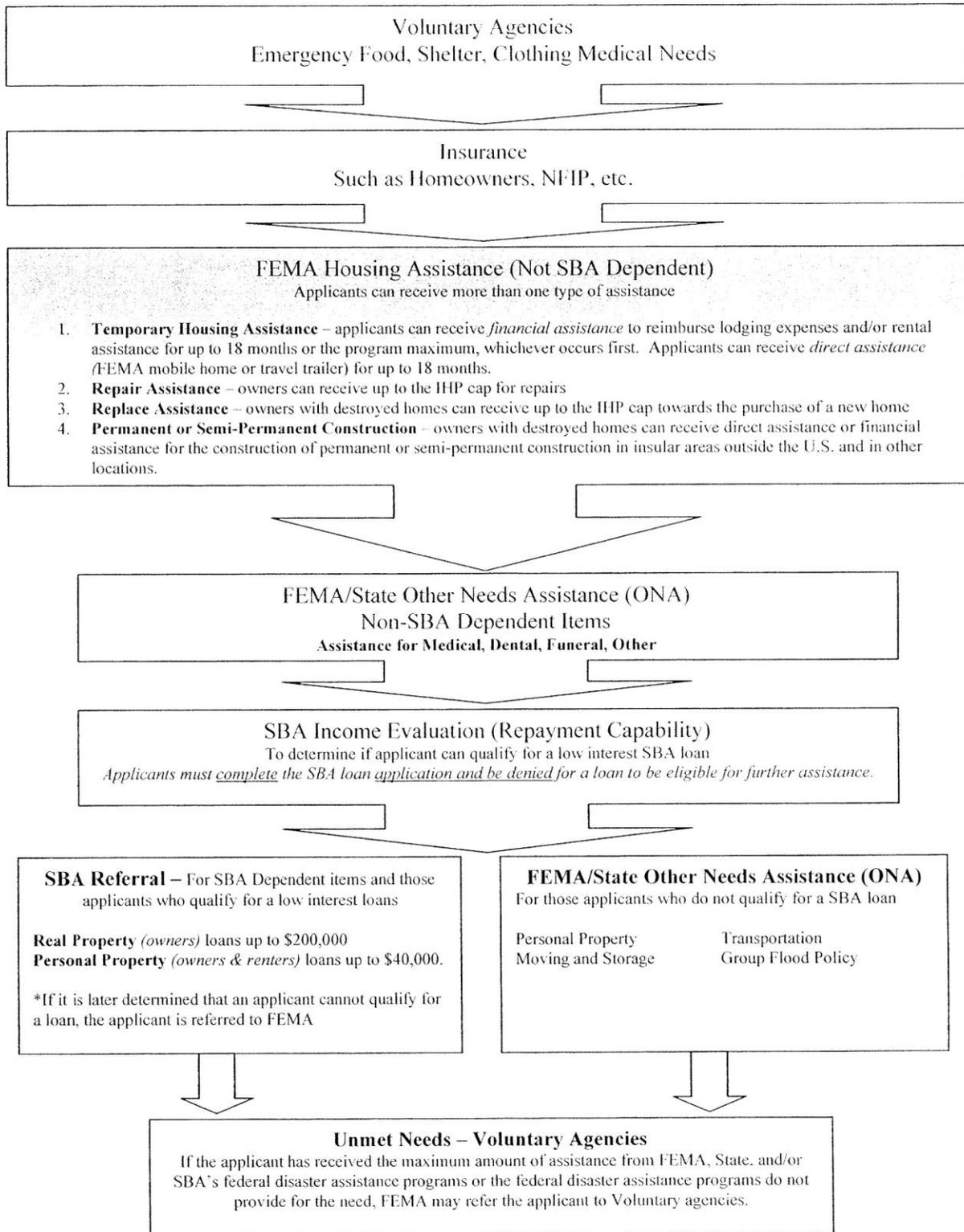
In case of damage to the archives or sacramental records contact:

Chancellor 563-324-1912 ext 254

In the case of damage to computer systems contact:

Director of Technology 563-324-1912 ext 273

Individual Assistance Sequence of Delivery



NOTE: Eligibility is based on a FEMA inspection conducted on the damaged property. Max amount of Individuals and Households Assistance (IHP) is adjusted annually according to the CPI index. The maximum amount for FY08 is \$28,800.

DIOCESE OF DAVENPORT



Policies Relating to Planning for Pandemic Influenza and other Influenza Outbreaks

These pages may be reproduced by parish and Diocesan staff for their use

Policy promulgated at the Pastoral Center of the Diocese of Davenport—effective September 3, 2006
The Feast of St. Gregory the Great
Interim Update Effective 4-07-08
Revised DRAFT (as of 05 26 2009)

Most Reverend Martin J. Amos
Bishop of Davenport

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§II-9100 POLICIES RELATING TO PLANNING FOR PANDEMIC INFLUENZA

§II-9101 PART ONE: GENERAL INTRODUCTION

§II-9101.1 General Introduction - Planning for Pandemic Influenza

Introduction to 2006 Policy

We live in an increasingly interconnected world: what affects a community in one part of our globe affects all of us. This observation is especially true in regards to infectious diseases. The availability of relatively easy world travel has made the possibility of world-wide spread of infectious diseases a significant possibility.

Among the infectious diseases that pose a particular risk is influenza (flu). Due to its ability to mutate and spread easily, it has been the source of three major pandemics in the 20th century. There is increasing concern that we are approaching the conditions necessary for another world-wide pandemic. It is therefore incumbent upon all of us to begin planning and preparing for the possibility of an influenza pandemic.

It is important to note that the planning that takes place in response to the threat of pandemic influenza will benefit overall emergency preparedness. It is our hope that by attending to the issues raised by this document our parishes and schools, our lay and ordained ministers, and all the faithful of the Diocese will be better prepared for a natural or human-made disaster.

This document addresses the implications that pandemic influenza would have on the life of parishes and schools in the Diocese. Worship, pastoral care, and educational and formational programs would all be affected in the event of a pandemic. In promulgating this document, it should be stressed that two extremes are to be avoided: apathy and panic. Rather, we urge the exercise of the virtue of prudence. Prudence does not require certainty; no one can, for example, guarantee that we will experience pandemic influenza at any particular time. Prudence does require that a realistic assessment of the situation be made and reasonable preparations be undertaken. It is this measured approach which characterizes this document.

The information used to prepare this document was obtained from the World Health Organization, the U.S. Centers for Disease Control and Prevention, the U.S. Department of Health and Human Services, the U.S. Department of Homeland Security, and the Iowa Department of Public Health. In addition, documents prepared by the United States Conference of Catholic Bishops, the Catholic Diocese of Lancaster, U.K (by Deacon Nick Donnelly), and by Rev. Lee Moore were consulted.

This policy was prepared primarily by Deacons Frank Agnoli, M.D. and David Montgomery, and by Mary Wieser, the Diocesan Director of Faith Formation. Consultants were Dr. Cheryl Wagner, MSN, MBA, PhD, Teresa K. Lynn, RN, BA, MSN, CLCP, LNCC and Deacon Bob McCoy, R.Ph. This policy was reviewed by the Diocesan Board of Education, the Diocesan Liturgical Commission and the Chancery Directors and staff. Comments were also received from others around the world working on similar plans for their communities of faith, or with particular expertise (canonical, ministerial, or clinical) in the matters raised in this document. The assistance of these individuals and agencies is gratefully acknowledged. Appendix A offers a number of websites that can be accessed for more information.

Finally, it must be acknowledged that during a pandemic, medical and other life-sustaining resources will be limited. In particular, resources such as adult and pediatric hospital beds, intensive care unit beds, ventilators, prescription and non prescription medicines, food and fuel may be in short supply in many areas. Our economic infrastructure, which is based on long supply chains, “just-in-time” delivery, and minimal warehousing, is especially vulnerable to disruption.

The Diocese calls on all healthcare providers and suppliers of life-sustaining goods and services to use sound ethical and scientific criteria when allocating scarce life-sustaining resources, keeping in mind the good health of

all in the community. In particular, the Diocese is an advocate for those people whose social condition puts them at the margins of our society and makes them particularly vulnerable to discrimination.

Additional Introduction to the 2009 Revision:

Two events prompted the revising of our initial pandemic influenza plan. First, the diocese undertook the preparation of a comprehensive document to assist parishes and other diocesan entities in their efforts to prepare for natural as well as human-made disasters. Therefore, sections of the previous pandemic influenza policy that are applicable to planning for disasters in general have been moved to the new Disaster Preparedness and Response Planning Guide. Second, the outbreak of a novel strain of Influenza A/H1N1 around the world afforded us the opportunity to test our initial policy in a “real world” infectious disease outbreak.

A core group of professionals was once again gathered and the lessons learned from parish and diocesan responses to the H1N1 outbreak were reviewed and the policy revised accordingly. Individuals participating in this process included:

From the Diocese:

Deacon Frank Agnoli, MD, DMin; Director of Liturgy and Deacon Formation
Deacon David Montgomery; Director of Communication
Ms. Virginia Truillo; Office of Faith Formation

Outside consultants:

Teresa K. Lynn, RN, BA, MSN, CLCP, LNCC
Ms. Kay Temple, RD
Bob Weis, MD; Internal Medicine Specialist

Preparing for an influenza pandemic is not optional. In fact, it flows from our duty as Christians to be of service. As Pope Benedict XVI reminded us in his encyclical, Deus Caritas Est: “Following the example given in the parable of the Good Samaritan, Christian charity is first of all the simple response to immediate needs and specific situations: feeding the hungry, clothing the naked, caring for and healing the sick.... The church’s charitable organizations... ought to do everything in their power to provide the resources and above all the personnel needed for this work” (#31a).⁷

Abbreviations Used:	BCDW	Bishops’ Committee on Divine Worship (of the USCCB)
	c. (cc.)	Canon(s) from the <i>Codex Iuris Canonici</i> (Code of Canon Law)
	CDC	Centers for Disease Control and Prevention
	EMHC	Extraordinary Minister of Holy Communion
	FEMA	Federal Emergency Management Agency
	GIRM	General Instruction of the Roman Missal
	HHS	Department of Health and Human Services
	IDPH	Iowa Department of Public Health
	OCF	Order of Christian Funerals
	PSI	Pandemic Severity Index
	RCIA	Rite of Christian Initiation of Adults
	UK	United Kingdom
	USCCB	United States Conference of Catholic Bishops
	WHO	World Health Organization

⁷ Cited in *Pandemic Influenza: Guidelines for planning and response by Caritas organizations* (Caritas Internationalis, April 2009).

§II-9101.2 Influenza

Access to timely and accurate information is crucial in planning and preparing for the possibility of an influenza pandemic. The following definitions will be used:

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available. Seasonal flu is caused by both Influenza A and Influenza B viruses.

A *novel (new) flu* virus is one to which the human population has not yet been exposed. Such an Influenza A virus results from the mixing of genetic material among existing flu strains as well as from new mutations. As a result, there is no human immunity and no vaccine is available. Therefore, the emergence of a novel strain of influenza raises the possibility of a pandemic.

Examples of novel Influenza A viruses include the H5N1 virus (which is one cause of avian [or bird] flu that occur naturally among wild birds; this variant is deadly to domestic fowl and can be transmitted from birds to humans) and the H1N1 virus which caused a worldwide outbreak in 2009 (“swine” flu).

Pandemic flu is human flu that causes a global outbreak, or pandemic, of influenza. Because there is little natural immunity, the disease can spread easily from person to person. The disease caused by the

II-9101.2 Policy

Those in positions of leadership in the Church have the responsibility to become and remain well-informed regarding possible risks to their communities, including pandemic influenza. The diocesan Bishop may mandate attendance at specific information sessions, the publication of specific policies, or the enactment of specific programs in response to the risk or presence of pandemic influenza.

novel strain of influenza virus may range from relatively mild to very severe.

Procedures

More information on the Influenza virus and pandemic flu is included in Appendix B. A table summarizing the U.S. government’s suggested preparation for pandemic influenza is found in Appendix C.

§II-9101.3 Pandemic Classification Schemes - Introduction

In order to provide for a common nomenclature and exchange of information among local, national, and international agencies, the World Health Organization has devised a six-phase classification system in regards to pandemic influenza. The United States government has adopted a separate nomenclature system.

II-9101.3 Policy

Church leaders are to be familiar with both systems of nomenclature. Diocesan policies will use WHO Phases, the Federal Response Stages and Pandemic Severity Index as their guides.

Procedures

Official nomenclature systems are summarized in Appendix D.

§II-9101.4 Reporting

Good communication between the Diocese and the parishes is essential in preparing for and responding to a major disaster, such as an outbreak of pandemic influenza.

II-9105 Policy

Parishes and deaneries are to report their progress in complying with these policies to the Diocese. In addition, parishes and deaneries will report their experiences during and after a pandemic or other infectious disease disaster to the Diocese.

Procedures

The Diocese will develop planning and reporting forms that each parish, school, and deanery will use to report their condition to the Diocese.

1. The “Diocesan Entity Status Report Form” (Appendix E) will be filled out as specified in the policy below in order to report weekly the number of pandemic influenza cases and deaths in addition to significant changes in operation. The form is to be returned to the Vicar General, who will send a copy to the Director of Faith Formation and Director of Communication.
2. This form will be filled out at any other time at the request of the Bishop, Vicar General, or Director of Faith Formation.
3. The “Post-Disaster Reporting Form” is to be completed and submitted to the Vicar General within 30 days of the end of a significant influenza outbreak, as specified in the policy below. The Vicar General will send copies to the Director of Faith Formation and Director of Communication. The form is contained in the Disaster Preparedness and Response Planning Guide.

§II-9101.5 Introduction: Liturgical-Pastoral

Liturgy

The liturgy stands at the center of our lives as Catholics. Certainly, in times of crisis, we would expect an increased turn to the Church’s rites as people seek comfort, hope, and a sense of meaning in the midst of suffering. At the same time, it must be admitted that the very actions that are central to our identity may, in themselves, assist in spreading pandemic influenza. Gathering as a community, touch, and the sharing of common articles can all be instrumental in spreading the flu.

In this light, it is important to recall c. 223.2: “In view of the common good, ecclesiastical authority can direct the exercise of rights which are proper to the Christian faithful.” In other words, individual rights can be subsumed to the common good in case of need. The adjustments in liturgical and pastoral practice called for in this document reflect the canon’s call that all the faithful, in exercising their rights, must also “take into account the common good of the Church, the rights of others, and their duties toward others” (c. 223.1).

Thought should be given to the possibility of using televised liturgies as a way to better include the homebound.

Pastoral Care of the Sick

The obligation to care for the sick, the dying, and the bereaved seriously binds all clerics. Canon 213 states that “[t]he Christian faithful have a right to receive assistance from the sacred pastors out of the spiritual goods of the Church, especially the word of God and the sacraments.”

At the same time, it is to be acknowledged that fulfilling this serious obligation does itself put the cleric at risk for influenza and its complications, including death. It is also to be noted that in no current government plans are clerics or lay volunteers serving the sick mentioned on the list to receive vaccines or anti-viral medications.

As noted in the summary to “Pastoral planning for a flu pandemic” (Deacon Nick Donnelly, Diocese of Lancaster, UK), “[i]f all the clergy attempt to run parishes and provide pastoral care among those with ‘flu, there is a high probability of two things happening: 1) All the clergy will become sick; 2) The clergy—either during the incubation period or not showing symptoms—will infect members of their community.”

Therefore, as outlined in this policy, it would be prudent for each deanery to plan on naming at least 2 priests and, if available, at least 2 deacons to care for the sick in the event of a pandemic. Caring for the sick and dying, the dead and bereaved, would be their only duties. Other clerics in the deanery would cover their usual pastoral duties. Again, it is important to recall c. 223 in this context.

Lay persons could certainly partner with clerics in exercising this ministry. However, while the clergy have a serious obligation (cf. c. 1003.2) to assist the sick and dying, it would be strictly voluntary for the laity to put themselves and their families at risk by offering to assist in the care of those suffering from pandemic flu.

It should be noted that not every person has the gifts or disposition to care for the sick while putting themselves at risk. Therefore, in accepting volunteers for such a ministry requires discernment. To assist in such discernment, it may be helpful to ask potential volunteers—cleric or lay—to describe themselves as “willing to accept the risk,” “willing to accept the risk if others are not available,” or “unable or unwilling to accept the risk.”

Care of the Poor

It is likely that the poor will be among the hardest hit should a pandemic develop. For example, living on a limited income allows little buffer to use for stockpiling necessities. Therefore, in their planning, parishes, schools, and all diocesan entities ought to ask the question: How will we respond to those in material need in the midst of a pandemic? Thought should be given to developing larger stockpiles that can be accessed by those in need, and even to providing housing for the poor who are ill and without other resources.

In addition, thought should be given on how to assist those who live alone—or those who are single parents. While no one wishes to contemplate such things, there may be an increase in the number of orphans after a pandemic, and planning should take their care and welfare into consideration.

§II-9101.6 Introduction: Schools and Faith Formation

Local schools/parishes play an integral role in protecting the health and safety of their staff, students and their families. This section of the document is designed to provide guidance to schools and faith formation programs concerning pandemic influenza. It is important that you periodically (at least quarterly) review this material and the Crisis Management Plan to maintain familiarity and for any updates. These documents should be review by the Board of Education/Faith Formation committee yearly. It is also required that this plan be reviewed with all of your staff each fall and that they have a copy of what pertains to their area of ministry.

A school plan to respond to pandemic influenza is required by the State of Iowa. This document is intended to assist schools meet that requirement.

While school in the diocese must be in compliance with this policy, other resources are available to assist schools in developing their particular pandemic flu plan. These include:

- *HHS and CDC checklists: <http://www.pandemicflu.gov/plan/checklists.html>.*
- *The U.S. Department of Education's Practical Information on Crisis Planning: A Guide For Schools and Communities: <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>*

We thank you for the time and effort that you will expend on this matter. It will have a positive impact on our students, families, staff, and entire community.

No matter the crisis situation, the following three principles must always be observed:

1. *Your safety and the safety of our children is the highest priority.*
2. *Remain calm and reassure the children.*
3. *Follow the policies and procedures, but in all cases use common sense.*

Please note that the policies regarding liturgical practices in Part Two below apply to liturgies in school and faith formation programs as well.

§II-9102 PART TWO: DIOCESAN PROTOCOLS⁸

§II-9102.1 Remote Preparation

“Remote preparation” refers to the planning required in anticipation of an influenza pandemic at some time in the future. The provisions of this policy apply as well to ongoing preparations for season influenza as well as to preparations for other infectious disease emergencies.

II-9102.1 Policy

Diocesan, parish, and school leadership are to review existing policies, and begin planning. Special attention is to be given to issues of hygiene and to reminding individuals that those who are ill (with fever or other flu-like symptoms) should stay home. The Diocese is to provide updated information and education for the clergy, parish leadership, and the faithful.

Triggers

- In-between seasonal outbreaks of influenza
- WHO Phases 1-3

General Procedures:

- a) Diocesan, parish, and school leadership review existing policies dealing with infection control and diocesan, parish, and/or school preparations for a possible pandemic. It may be helpful to form a specific committee (including health professionals, such as the parish nurse(s), physicians, pharmacists, etc.) to do this work, or may be the same committee called for in the Disaster Preparedness and Response Planning Guide. Necessary changes are made to local policies and practices. Planning will include the issues raised in below.
- b) Parishes, schools, and diocesan offices should post signs in washrooms reminding individuals of proper hand-washing techniques and of “cough-etiquette” (how to minimize spread of infection). See Appendix G. In addition, other means (e.g. bulletin articles or inserts, newsletters, e-mails) are to be used to remind individuals of proper hygiene and its importance. Example bulletin information and signage are found in Appendix I and J.
- c) Parishes/schools and diocesan offices are to have bottles of alcohol-based hand sanitizer (minimum of 62% alcohol; kills 99.9% of most common germs; for example: Purell®) available for staff and students. For example, these may be placed in office, and classrooms. See Appendix G.
- d) All are to be reminded that if they are ill (with fever or flu-like symptoms), they ought to stay home.
- e) Those taking communion to the sick, visiting the homebound, or caring for a sick individual at a school, parish, or office, are reminded to wash their hands both before and after visits. For example, ministers to the sick may choose to carry a small bottle of alcohol-based hand sanitizer with them.
- f) Parishes, schools, and the St. Vincent Center are to review their current housekeeping practices. If not already doing so, parishes/schools are to ensure that door handles and flat surfaces in all common areas (water fountains, lunchroom, restrooms, classrooms, gym, etc.) are washed each day (schools: several times each day) the space is used with an appropriate disinfectant.

Specific Procedures: Liturgical-Pastoral

⁸ A Summary of this section is found in Appendix F.

- a) All ministers of communion, ordinary and extraordinary, are to be reminded of the importance of proper hand-washing before and after distributing communion, and of proper technique to be used in distributing communion. This may be done in formation sessions or by written memo.
 1. The person responsible for preparing the gifts before Mass is to be reminded to carefully wash his or her hands prior to touching the hosts and pouring the wine. If ill, a substitute should be found.
 2. Parishes are to have bottles of alcohol-based hand sanitizer available for communion ministers. For example, these may be placed in the front pews (or other discreet but convenient place) for EMHCs to use on their way to the sanctuary and after ministering communion. See Appendix G.
 3. All ministers are reminded to wash their hands properly before the beginning of Mass. In addition, a bottle of hand sanitizer is to be placed at the credence table (or other discreet but convenient place) for the ordinary ministers to wash their hands after the sign of peace.
 4. Ministers are to use proper technique in distributing communion. For example:
 - i. Care must be taken not to touch the mouth, tongue, or teeth of a communicant wishing to receive communion on the tongue. If there is any significant accidental contact, ministers should change the hand with which they are distributing communion. If there is gross contamination, the minister is to go wash his/her hands.
 - ii. When ministering the Cup, ministers must take care to wipe both the inside and outside lip of the chalice, to turn the chalice before the next person receives, and to move the purificator for each wipe so the same location on the purificator is not used over and over.
 - iii. Ministers are reminded that self-intinction is not allowed. While intinction using the proper procedure is allowed, it is also the method that is most likely to pass infection and is therefore discouraged.
 - iv. In some parishes, it is the practice to make brief contact with the communicants hand while placing the Host on the person's palm. It is also the practice in some places to bless non-communicants. In both instances, any contact should be brief and with the fingers that are not used to pick up the Host.
 - v. Where it is the practice to hold the communicants hands while distributing communion to them, this practice is to be discontinued immediately.
 5. The person responsible for the care of the vessels after Mass is to ensure that they are properly cleaned. After being purified according to the rubrics, Mass vessels should be washed with hot, soapy water.
 6. Purificators are also to be laundered according to liturgical norms. After soaking in water (which is then poured into the *sacrarium*), the purificators are laundered normally. Hot water and laundry detergent should be used.
- b) While there has never been a documented case of an infectious disease being transmitted through the sharing of the Cup, the congregation ought to be regularly reminded (in the bulletin, by announcement, or in formation sessions—such as RCIA, preparation for First Communion, or adult formation groups) that if one is ill with a fever he or she should stay home, or at least refrain from the Cup. They are also to be reminded that self-intinction is not allowed.
- c) Parishes are urged to ensure that there are properly trained lay leaders of prayer available. In an emergency, these individuals may be called upon to lead Sunday Celebrations in the Absence of a Priest, funeral rites, and in extreme situations even the extraordinary forms of baptism and, very rarely, marriage (see below).
- d) Changes to communion practices mandated in the event of an influenza outbreak or pandemic (see below) may especially affect those with Celiac Disease (gluten-sensitive enteropathy), for example, when communion from the Cup is no longer possible. Pastors are urged to discuss options with their parishioners with this condition—such as the use of extremely-low gluten hosts or even the consecration of a separate chalice for the affected parishioner's communion. The Office of Liturgy is available to assist in this delicate pastoral matter.

Specific Procedures: Schools and Faith Formation Programs

- a) Parishes/schools are urged to ensure that there are properly trained substitute teachers / catechists available.
- b) The Diocesan Office of Faith Formation will assist schools and faith formation programs in the preparation of resources to be used in case of a pandemic (for example, lesson plans and catechetical materials for children, as well as home prayer resources). See Appendix A for Internet-based resources and Appendix K.

Planning Considerations

- a) Planning for pandemic flu, or any other disaster, requires that a number of issues be carefully considered. Many of the topics listed here are also discussed in the Disaster Preparedness and Response Planning Guide.
- b) Planning at all diocesan entities should address the following issues:

Area of Concern	Planning Issues
Self-care	Ensure proper diet/nutrition (including the use of a multivitamin if recommended by health care provider), hydration, and rest before and during a pandemic. Consult health care provider for preventative health care and to ensure that chronic health problems are well controlled.
Absence of Priest & Staff Reductions	Presume that up to 40% of staff, including the pastor, may be absent. Develop contingency plans and prepare sick leave policy.
Material Needs (stockpile 3-week supply) ⁹	Non-perishable food and water (see checklist in Appendix H) ¹⁰ Prescription and over-the-counter medications (for example: aspirin [consult physician for use in children under 16 years old], acetaminophen, ibuprofen, sore throat and cough lozenges, anti-diarrheals) Masks and gloves for pastoral visits and caring for the sick; (see Appendix G) Sanitary materials (cleansers, bags, tissues, toilet paper, paper towels, etc; (see Appendix G) Alternative sources of heat in case of utility disruption Materials needed for the sacraments (wine, hosts; olive oil to bless for Oil of the Sick)
Finances	Have cash on hand in the event of ATMs and credit cards cannot be used. Prepare for loss of income (collections, tuition payments), including developing policies for delinquent payments in the event of an emergency.
Education of community	Develop local plan for educating the parish; take into consideration those for whom English is a second language. See Appendix I and J.
Pastoral Care	Make plans for providing care to the homebound and quarantined (e.g., regular phone or e-mail contact). Consider the needs of those with limited incomes, those who live alone, or others who would be most vulnerable during a pandemic. How will the parish help care for them?
Communication	Ensure that lines of communication within the parish as well as between the parish and the chancery and public health authorities are functioning well.
Travel	Those responsible for planning trips should look into the issue of travel insurance should a trip need to be cancelled, and for what options would be available if restrictions are imposed while the group is overseas.
Deanery-level issues	How will the deanery work together to provide housing for priests if quarantines or separating individuals is necessary? How will clergy work together to ensure that both parish needs are met and the sick are cared for—while minimizing the risk of exposure to others? What resources could be put at the disposal of public health authorities (for example, are there buildings which could be used as vaccination sites, clinics, hospitals,

⁹ It is important to stress that food, bottled water, and medications do have expiration dates. Materials from the stockpile should be used and replaced on a regular basis (“replace and rotate”) and expiration dates closely watched to prevent the problem of outdated supplies. As applicable, kitchen staff and visiting / parish / school nurses should be consulted in this process.

¹⁰ “Meals Ready to Eat” (MREs) may be useful, but are costly and difficult to find (even on the Internet).

	<p>or even morgues)?</p> <p>It is recommended that in each deanery at least 2 priests and at least 2 deacons (if available) be given the sole responsibility to care for the sick and dying, and of burying the dead, during an outbreak of pandemic flu. This ministry should be undertaken on a volunteer basis. If any of these become ill or succumb, the next names on the list would rotate in. These clerics should live separately from others, in order to prevent cross-infection. In their absence, the other priest and deacons of the deanery would cover their other pastoral duties at the parish. Lay persons may also volunteer for this ministry.</p>
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§II-9102.2 Immediate Preparation

At this point, events outside of the diocese suggest the increased risk for a pandemic—prompting the need to review plans and preparations for such an emergency. The same steps should also be taken in anticipation of each flu season.

II-9102.2 Policy
 The Diocese, deaneries, and parishes are to ensure that all resources and protocols are in place for a pandemic. The Diocese will assist in keeping clergy and parishes informed. The following procedures, focusing on local preparation and planning, are followed.

Triggers

- In antitipation of seasonal flu
- Pandemic Threat (novel virus):
 - WHO Phase 4 (community outbreaks overseas)
 - Multiple confirmed or suspected cases in the US (but not locally) suggesting human-to-human transmission

General Procedures:

- a) Review and update existing plans and protocols at all levels (parish/schools, deanery, Diocese).
- b) Remain alert for changes in the situation and heed mandates from Public Health authorities.
- c) Complete any tasks from Phases 1-3 that remain undone.
- d) In case of a pandemic threat, Diocesan offices prepare and distribute resources to be used during a pandemic (for example, a home prayer book to be used in case of quarantine, prayer and catechetical materials for children, etc.).
- e) If any community is distributing communion by intinction, such a practice stops at this point.

§II-9102.3 Response to Threat

At this point, there is a growing and immediate threat to the diocese, or entities within the diocese, due to an outbreak of either novel (pandemic) or seasonal influenza. The focus shifts from preparation to response, with the emphasis placed on hygiene and social distancing interventions.

II-9102.3 Policy

The Diocese, deaneries, and parishes are to ensure that all resources and protocols are in place for a pandemic. The Diocese will assist in keeping clergy, parishes, and schools informed. The following procedures are followed depending on geographic distribution of the outbreak (for example, by following public health reports, such as surveillance reports from the CDC) and severity of the illness being caused (for example, by following the Pandemic Severity Index). These procedures focus on personal hygiene and social distancing. The steps are incremental and cumulative.

Given the rapidity of change in a pandemic situation, there may not be a declared PSI and an uneven distribution of disease across the US would make the Federal Response Stages inapplicable. Therefore, in consultation with public health officials, the Bishop will implement an incremental approach to interventions. The Bishop may specify interventions for particular parishes or areas of the diocese, or for the entire diocese, depending on the local situation. Pastors are asked to consult with the chancery before imposing restrictions on their own.

Likewise, it may be that an outbreak begins in the US or affects our communities prior to an official designation of Phase 6 by the WHO. Taking the local situation into account, the Bishop may call for implementation of the diocesan plan prior to such a declaration.

At all times, pastors and others in leadership should remain alert for changes in the situation and heed the mandates of Public Health authorities.

Examples of triggers are listed under each Step. In the event of seasonal flu in a community, the declaration of Phase 5 by the WHO, or at the mandate of the Bishop, Step 1 interventions should be enacted by the pastor. The local situation, or the emergence of a more severe strain of seasonal flu, may precipitate the enactment of Step 2, 3, or 4 protocols by the Bishop. Pastors are asked to consult with the chancery before imposing these restrictions on their own.

Possible scenarios and a summary of Steps 1-4 are found in Appendix L.

Procedures: Step 1

Triggers

- Seasonal flu in the community
- Pandemic Threat
 - WHO declares Phase 5
 - Outbreak of novel virus is spreading in the US; there may be a few cases in the region but no local outbreak has been reported

Interventions

- a) Review and update existing plans and protocols; complete any tasks from Phases 1-4 that remain undone.
- b) Parish/institutional leadership are to remind staff, students, and parishioners of proper cough etiquette, hygiene, and social distancing measures (See Appendix I and J for bulletin contents and signs)
- c) Set up hand-washing stations (tissues, trash receptacles, hand sanitizer, instructions/signage) whenever there is a large group gathering (including at church entrances); especially if there are insufficient washroom facilities.
- d) Remind diocesan staff, clergy, and parish/school communities of possible future steps. It is crucial that everyone be prepared for what to expect in the event of a pandemic.
- e) Bring stockpiles up to levels that would allow for at least three weeks of activity without restocking.
- f) Schools should finalize plans for possible closure. Parents should be asked to prepare for this possibility, and should be reminded that:
 - If students are dismissed from schools, they should be encouraged not to re-congregate outside of school in large numbers.
 - If childcare facilities close and there is a need for childcare, families could plan to work together with two to three other families to supervise and provide care (using the same caregivers each day) for a small and consistent group of infants and young children while their parents are at work (studies suggest that childcare group size of five or fewer children may be associated with fewer respiratory infections).
- g) Reporting
 1. Parishes, deaneries, and schools are to keep the Diocese informed re: status of their preparations and their communities. The chancery is to review the information submitted.
 2. An initial Diocesan Entity Status Report Form (Appendix E) should be submitted within a week of this Step being activated in the context of a threatened pandemic (not in the context of annual flu).

Procedures: Step 2 (implement at the mandate of the Bishop)

Triggers

- Local Seasonal flu outbreak increasing in severity¹¹
- Pandemic Threat
 - Consider if novel virus is causing seasonal-influenza-like outbreak locally (e.g., WHO Phase 6; PSI = 1)
 - Moderate disease in the US, but not in Iowa or surrounding states (e.g., WHO Phase 6; PSI = 2/3)

¹¹ Local severity is gauged by absenteeism, emergency room/clinic usage, hospitalizations, school closures, etc.

- Severe disease in North America (e.g., WHO Phase 6; PSI = 4/5)

Interventions

a) Buildings

1. All sick individuals, including clergy, are to stay home. Signs are posted on chancery, church, and parish/school doors instructing those with fever or other flu-like symptoms not to enter. See Appendix I.
2. In addition, post signs describing what practices are in effect. Include information in newsletter, bulletin and, if applicable, on website. Announce practices from the pulpit. See Appendix I and J.
3. Supplies are assessed twice per week by maintenance, kitchen, and office staff. Supplies are replenished weekly.
4. Set up hand-washing stations in all buildings: tissues, trash receptacles, hand sanitizer, instructions (signage).

b) Liturgy: in addition to previous provisions, the following changes are made

1. In addition to careful handwashing, the person preparing wine and hosts for Mass is to wear a mask (see Appendix G). The vessels containing the bread and wine are to remain covered until placed on the altar.
2. Communion from the Cup is suspended. Only the priest (and deacon [see GIRM #128], if present) are to commune from the Chalice—and then from opposite sides of the rim.¹²
3. In distributing communion, the Host shall be placed in the communicant's hand without the minister touching the communicant. Communion on the tongue is discontinued (c.223).
4. The practice of touching a non-communicant for a blessing is also to be discontinued.
5. After being properly purified (in order to prevent cross-contamination, this should be done by the priest or deacon who has already received from the Cup), All Mass vessels (chalices, patens, and ciboria) are to be carefully washed in hot, soapy water after each Mass.
6. Sharing of the Sign of Peace by handshake or hug is suspended; rather, a simple bow/nod to one another will be used. Holding hands during Lord's Prayer or any other part of the Mass is suspended. Ministers (incl. clergy and ministers of hospitality) are asked not to shake hands when they greet parishioners.
7. Priests, deacons, readers, and servers—since they will be touching items in common—are to sanitize their hands before and after Mass, and during Mass if their hands become contaminated.
8. On Good Friday, the Cross will be venerated by bow or genuflection, not by touch or kissing. In those places where it is the practice to venerate icons with a touch or kiss, that practice, too will be replaced with a bow.

c) Reporting

1. Parishes, deaneries, and schools are to keep the Diocese informed re: status of their preparations and their communities. The chancery is to review the information submitted.
2. Reports (Appendix E) should be submitted weekly.

Procedures: Step 3 (implement at the mandate of the Bishop)

Triggers

- A severe outbreak of seasonal (or novel seasonal-like [PSI = 1]) flu; local medical resources are becoming strained
- Pandemic Threat
 - Consider if a novel virus is causing moderate outbreaks in the state or region (e.g., WHO Phase 6; PSI = 2/3) or if local outbreaks are growing in severity

¹² If concelebrants are present, they commune by intinction (as is done at Papal Masses; source: USCCB BCDW (the risk for infection is low since there are not a large number of individuals intincting and they are placing the host only in their own mouths).

- Activate if a novel virus causing severe illness is circulating in the US (e.g., WHO Phase 6; PSI = 4/5)

Interventions

a) Buildings

1. People are asked to stay home if ill or someone in their household is ill. Post signs describing what practices are in effect. Include information in newsletter, bulletin and, if applicable, on website. Announce practices from the pulpit. See Appendix I and J.
2. Turn off water fountains or mark them as not to be used. Bottled water should be available in case of necessity. Schools are required to supply bottled water.
3. Empty holy water fonts; parishes should have pre-filled bottles of holy water available.
4. Staff or volunteers to clean door handles and other hard surfaces (such as pews, water fountains, desks, tables, countertops washrooms) with disinfectants; to wear masks, gloves, and goggles when doing so and when emptying trash receptacles.
 - a. Disinfecting should be done in parishes and chapels after each Liturgy (at least daily)
 - b. Disinfecting should be done in schools and faith formation programs after each class transfer
5. Supplies are assessed daily by maintenance, kitchen, and office staff. Supplies are replenished 3 times/week.
6. Large group meetings should be postponed if at all possible. If not, participants should be seated with at least a 3' distance between individuals.

b) Liturgical-Pastoral

1. Practices at Mass

- a. The person preparing wine and hosts for Mass is to wear a mask and non-latex gloves (see Appendix G). The vessels containing the bread and wine are to remain covered until placed on the altar.
- b. Distribute diocesan home prayer booklet and other resources in case large group gatherings are suspended by Public Health authorities. See Appendix K.
- c. Collection baskets are not to be passed person-to-person. It is preferred that a collection basket or locked “poor box” be placed at the entrance(s) of the church; alternatively, baskets with handles may be used (in which case ushers are to wear gloves and immediately wash their hands after the collection). Because the influenza virus can remain viable on surfaces for some time, the money collected is to be “quarantined” for 3 days before being counted. Those removing money from the collection baskets or boxes are to wear gloves and wash their hands afterwards. The collection is not carried in procession as part of the preparation of the gifts and altar.
- d. Worship aids, if used, should be printed for each occasion and then destroyed. Applicable copyright laws ought to be followed. Missalettes and song books should not be used.
- e. To the extent possible, the assembly will be seated in alternating rows, thereby increasing distance between individuals. In addition, it may become necessary to limit the number of individuals present for any one Mass.
- f. Non-essential gatherings—such as Children’s Liturgy of the Word and post-Mass social gatherings / refreshments—are to be cancelled.

2. Reconciliation

- a. The use of “box” confessionals is suspended.
- b. A distance of 3 to 6 feet is to be maintained between penitent and confessor. Hard surfaces in the room used for reconciliation, including the screen, are to be disinfected after each visit.

- c. Penitents who are ill should arrange for the priest to celebrate the sacrament in their homes.
- d. At home or at church, if the person is infected he/she should have tissues and be asked to cover his/her mouth and nose when coughing and to put the tissues into a wastepaper basket or box. The priest and penitent may consider wearing a mask. (See Appendix G)

3. Baptisms

- a. Only immediate family and godparents are to attend (only if they have not been exposed to the flu).
- b. There are to be no large group baptisms.
- c. Fresh water is to be used for each baptism, and then discarded properly afterwards. If more than one person is being baptized, the water is to be blessed in individual vessels and then poured over the candidate into the font.

4. Weddings

- Only immediate family and witnesses are to attend (only if they have not been exposed to the flu). Clergy are not to attend related social functions; parishes are not to host receptions.

5. Funerals

- a. Be aware that there could be an increased need for funeral services and pastoral care to the bereaved.
- b. The liturgical celebrations may need to be altered, both to prevent spread of influenza and because of time and energy constraints:
 - i. the Funeral Vigil may be omitted, or the time at a “wake” shortened, in order to prevent prolonged group gatherings,
 - ii. the Funeral Liturgy outside of Mass should be used,
 - iii. the Rite of Committal is used (outdoors if possible) with the Funeral Liturgy, or by itself,
 - iv. priests should make use of deacons and lay Parish Life Administrators (who may preside over the vigil, funeral liturgy, and rite of committal) and trained lay leaders of prayer (who may preside over the vigil and rite of committal) in order to prevent becoming overwhelmed (see OCF #14).
- c. Only immediate family is to attend the funeral liturgies. Plans for memorial Masses after the pandemic resolves should be made.

6. Pastoral Care to the Sick

- a. Activate plan to care for those who are quarantined or home-bound, such as regular phone or e-mail contact. Coordinate with parish nurse(s) and other outreach ministries. Stress the importance of thorough handwashing.
- b. Gloves and masks are worn for pastoral visits, including for the Anointing of the Sick. Gloves smeared with oil are to be placed in a sealed bag and later burned or buried. In case of necessity, the priest may use a suitable instrument (e.g., a cotton-tipped swab) to anoint in order to avoid direct physical contact. In such cases, the instrument must also be disposed of by burning or burial. If gloves are not worn for the anointing, meticulous handwashing will be necessary. Consider adding Tea Tree Oil to the Oil of the Sick (see Appendix G).
- c. The activation of Step 3 includes permission for a priest other than the pastor to anoint the sick (c. 1003.2) and for another priest, deacon, or EMHC to celebrate the *Rite of Viaticum* in the pastor’s absence (c. 911). See Appendix K.

c) Schools and Faith Formation

- 1. If large groups are prohibited from meeting, parish and school administrators, with their staffs, should prepare and distribute catechetical or academic resources (for example, lesson plans and catechetical materials for children, as well as home prayer resources; see Appendix A for internet resources and Appendix K for diocesan resources).

2. Social Distancing (it is recommended that a distance of three feet be maintained between all individuals)

a. School ought to use e-mail for attendance and lunch counts and configure classroom seating to maintain 3' distance (e.g. every other desk, if possible)

b. In order to maintain a recommended three-foot distance between persons, other large-group gatherings will need to be modified.

i. Contact sports (competition and practice), dances, retreats, youth rallies, and the like will be suspended.

ii. Thought should be given to also canceling plays, concerts, lectures/assemblies, and non-contact sporting events. In the event that they are held, seating is to be limited to every other row.

d) Reporting

1. Parishes, deaneries, and schools are to keep the Diocese informed re: status of their preparations and their communities. The chancery is to review the information submitted.

2. Reports (Appendix E) should be submitted weekly.

Procedures: Step 4 (implement at the mandate of the Bishop)

Triggers

- A very severe outbreak/epidemic of seasonal (or novel [PSI = 1]) flu; local medical resources are overwhelmed
- Pandemic Threat :
 - Consider for novel virus causing severe outbreak locally (e.g., WHO Phase 6; PSI = 2/3)
 - Activate if a novel virus causing severe illness is circulating in the state or region (e.g., WHO Phase 6; PSI = 4/5)

Interventions

a) Supplies are assessed daily by maintenance, kitchen, and office staff. Supplies are replenished daily.

b) Liturgical-Pastoral

1. Celebration of the Mass

a. If not already done so, distribute diocesan home prayer booklets and other resources in case large group gatherings are suspended by Public Health authorities.

b. If Public Health authorities mandate that all large-group gatherings be suspended, parishes will comply and stop offering the Mass and other sacraments to groups. If such were to occur, the Bishop dispenses from the Sunday obligation to attend Mass.

c. The Bishop, or, in his absence, the Vicar General, may also order the suspension of Masses and public celebration of the sacraments and other liturgical rites. If such occurs, the Bishop (or Vicar General) also dispenses from the Sunday obligation to attend Mass.

d. If public celebration of the sacraments is suspended, signs to that effect will be posted at entrances to the church and parish offices. See Appendix I.

2. Reconciliation¹³

a. In accord with c. 961, once Step 4 is activated, the Bishop grants permission for Form III of the Sacrament of Reconciliation (“General Absolution”) at the discretion of the local pastor. Pastors should instruct their parishioners that anyone who receives general absolution has the responsibility to

¹³ The validity of the Sacrament of Reconciliation requires the bodily presence of both the priest and penitent. All are therefore reminded that phones, e-mail and other electronic media may not be used to celebrate the sacrament. In these situations, the penitent should be assisted in making an act of perfect contrition.

make an integral confession (Form I) as soon as it is possible to do so. The appropriate rite from the *Rite of Penance* is to be used.

b. The faithful should be instructed in how to make an act of perfect contrition in the event of danger of death, and the unavailability of a priest. Deacons and lay ministers should be instructed in how to assist individuals in making an act of perfect contrition while avoiding simulation of the sacrament of reconciliation. See Appendix K.

3. Baptisms

a. In keeping with c. 861.2, the faithful are to be aware of the special forms of the rite of baptism to be used in the danger of death or if in an emergency an ordinary minister is not available. The Diocese will provide a booklet containing the extraordinary rites of baptism. See Appendix K.

b. For the baptism of those less than seven years of age, the ritual *Rite of Baptism for Children in Danger of Death When No Priest or Deacon Is Available* (# 157ff) is to be used, and the lay minister is to ensure that the baptism is recorded at the parish after the pandemic resolves. For the baptism of those who are 7-years-old and older, the rite for *Christian Initiation of a Person in Danger of Death* is to be used (RCIA #375ff).

c. Once Step 4 is activated, the Bishop grants permission for baptism to be celebrated in the home, at the discretion of the local pastor (c. 860).

4. Weddings

In extreme circumstances (danger of death, the expected absence of an ordinary minister for over a month), canon law (c.1116.1) allows for an extraordinary form of marriage before witnesses only. Recourse to such an option should not be made before exhausting all possibilities of having an ordinary minister present, and then only after contacting the pastor, dean, or Vicar General. The civil requirement of a wedding license is not waived¹⁴ and all canonical requirements for validity apply.

5. Funerals

a. Activate deanery-wide plans naming select clerics to be solely responsible for ministry to the sick and dying and to move priests to individual housing. Ensure that these ministers have a support network in place.

b. In those parishes where the pastor is named as one of the clerics assigned solely to minister to the sick and dying, another priest is to be named as administrator, in the following order: (1) another priest residing at the parish (a retired priest, a parochial vicar); (2) the Dean of the deanery; and (3) the Vicar General. The name of the priest is communicated to the chancery, and the individual is granted the faculties of a pastor until the pastor is able to resume his duties or a new pastor is named.

c. Depending on Public Health directives, it may not be possible to gather for the Funeral Liturgy, or at the graveside for the Rite of Committal. If the body is not present, the proper rites are used and adaptations made.

d. In order to assist them in their pastoral care to the dead and the bereaved, ministers are to familiarize themselves with the options available in the *Order of Christian Funerals*. In addition, a shortened funeral rite for use during this phase of the pandemic will be prepared (see Appendix K).

e. A record of those who die during the pandemic is to be kept, and memorial Masses offered once the pandemic has resolved.

6. Pastoral Care to the Sick

a. Gloves and masks mandated for pastoral visits, including for the Anointing of the Sick. (See Appendix G) Gloves smeared with oil are to be placed in a sealed bag and later burned or buried. In

¹⁴ In the State of Iowa, those entering marriage without a license, their two witnesses, and the officiant are each subject to a \$50.00 fine. The officiant avoids the fine by completing the necessary registration after the fact.

case of necessity, the priest may use a suitable instrument (e.g., a cotton-tipped swab) to anoint in order to avoid direct physical contact. In such cases, the instrument must also be disposed of by burning or burial.

b. Those ministering to the sick should plan on removing street clothes immediately upon returning home. The clothes should be handled with gloves and washed immediately. The minister should then shower/bathe before having contact with others.

c) Schools and Faith Formation

1. Events allowed in Step 3 (plays, concerts, lectures/assemblies, and non-contact sporting events) are now to be cancelled.

2. If Public Health authorities mandate that all large-group gatherings be suspended, schools and parishes will comply.

a. If large groups are prohibited from meeting, parish and school administrators, with their staffs, should prepare and distribute catechetical or academic resources (for example, lesson plans and catechetical materials for children, as well as home prayer resources; see Appendix A for internet resources and Appendix K for diocesan resources).

b. If schools or faith formation programs are suspended, signage to that effect will be posted at entrances to the parish or school offices. See Appendix I.

d) Reporting

1. Parishes, deaneries, and schools are to keep the Diocese informed re: status of their preparations and their communities. The chancery is to review the information submitted.

2. Reports (Appendix E) should be submitted twice per week.

3. If necessary, and if permissible, the Diocese may request that resources be shifted to best respond to influenza outbreaks (for example, ask for volunteers to minister in a community that is particularly hard hit).

§II-9102.4 Recovery

During this period, the emphasis is on recovery, as well as on learning from experiences during the past crisis

II-9102.4 Policy

In the post-pandemic phase, church response will focus on (1) ministry to the bereaved and those suffering from the physical and psychological after-effects of a pandemic, (2) restoring normal functioning at the diocesan, deanery, and parish/school levels, (3) critiquing response to the pandemic and updating policies as needed, and (4) preparing for the next wave of the pandemic.

Triggers

- Conclusion of annual influenza season
- WHO Post-Peak Period and WHO Post-Pandemic Period
- US Federal Response Stage 6

and preparing for the next possible wave of influenza.

General Procedures:

a) Guided by directives from local Public Health authorities, the Diocese will provide directives for a graded return back to pre-pandemic practices begins. For example, Step 2 protocols may be discontinued while Step 1 interventions remain in place.

- b) Ministry to the bereaved and those suffering from the physical and psychological effects of the pandemic is the Church's first priority. This priority includes ministry to those clerics and lay volunteers who were on the "front lines" during the outbreak. Referrals to specialized counseling should be made when needed.
- c) The Diocese, deaneries, parishes, and schools will review their response to the pandemic. The appropriate information / forms are returned to the chancery (Post-Disaster reporting Form, found in the Disaster Preparedness and Response Planning Guide). Policies will be updated accordingly.
 - 1. During the post-peak period, weekly status report form (Appendix E)
 - 2. Once the post-pandemic phase is declared, a final status report form is submitted (Appendix E)
 - 3. Once the post-pandemic phase is declared, the post-disaster reporting form is submitted.
- d) Preparations for the next wave of the pandemic take place, including replenishing stockpiles.

Specific Procedures: Liturgical-Pastoral

- a) Once it is safe to do so, parishes are to celebrate memorial Masses for those who died in the pandemic. The Office of Liturgy will produce materials to assist with planning such liturgies.

Specific Procedures: Schools and Faith Formation

- a) Schools and faith formation programs must be able to assist students and their families in accessing any specialized care that they may need to be able to integrate their grief. The Diocesan Office of Education will prepare a list of possible resources. It may be helpful to ritualize the mourning that students are experiencing. The Office of Liturgy will produce materials to assist with planning such liturgies.

Appendix A: Internet Sources of Information

Diocese of Davenport: <http://www.davenportdiocese.org/disaster/flu.htm>

Nationwide Planning Resources

www.pandemicflu.gov/#map

This site provides “one-stop access to U.S Government and pandemic flue information.”

www.cdc.gov/

The home page for the Centers for Disease Control.

<http://www.cdc.gov/flu/weekly/fluactivity.htm>

Influenza surveillance nationally and from around the world.

www.fema.gov

The FEMA homepage. See <http://training.fema.gov/EMIWeb/IS/is100.asp> for a free online course about the FEMA Incident Command System.

Posters

<http://www.cdc.gov/germstopper/materials.htm>

Posters (in English, Spanish, Vietnamese) can be downloaded from this site.

State of Iowa

<http://www.idph.state.ia.us/default.asp>

The homepage for the Iowa Department of Public Health

www.protectioniowahealth.org/documents/Exec_Summary_Pandemic_Annex.pdf

This is the executive summary of Iowa’s plan in case of pandemic influenza.

World Health Organization

<http://www.who.int/csr/disease/en/>

The WHO Epidemic and Pandemic Alert and Reponse (EPR) webpage. From here, specific information regarding avian influenza, H1N1, and other infectious diseases can be accessed.

Church / Liturgy

<http://usccb.org/liturgy/>

USCCB’s Committee on Divine Worship’s very basic and general information on the flu and liturgical celebrations.

<http://www.churchresponse.org/>

Resources for churches dealing with emergency preparedness, including preparations for a possible influenza pandemic. Canadian and ecumenical.

Faith Formation Resources

www.faithfirst.com/

Resources for use with children.

<http://your.harcourtreligion.com/home/index.html>

The Harcourt Publishing website offer access to the Sunday readings with related activities and faith-sharing questions (such as the “Question of the Week”). These resources are geared to learners of all ages.

www.smp.org/

Under “complementary resources,” one may find activities and prayer services for adolescents and their families.

www.usccb.org/nab/

This website of the U.S. Bishops provides access to each day’s readings.

Other Resources

<http://www.cidrap.umn.edu/index.html>

CIDRAP: The Center for Infectious Disease Research and Policy.

<http://www.pandemicprep.org/>

Includes a collection of helpful presentations and planning tools.

Appendix B: An Introduction to Influenza (Q&A)

What is “influenza?”

Influenza is a contagious respiratory illness caused by any number of influenza viruses. The symptoms of the flu include high fever, headache, malaise, cough, and sore throat. Each year, about 10-20% of U.S residents get “seasonal” flu—resulting in 114,000 hospitalizations and 36,000 deaths. There are three types of influenza viruses: A, B, and C. Type A is the one capable of causing a pandemic.

What are the differences between “seasonal” flu, “novel” flu, and “pandemic” flu?

The influenza type A virus is known to be genetically unstable. Because it does not have the usual mechanisms to repair its RNA (genetic material), and because it exchanges genetic material with other organisms, it changes fairly rapidly over time. This is called “antigenic drift” – which is why we have different viruses causing “seasonal” flu each year, and why we have to develop a new vaccine each flu season. Because the changes are relatively small, over time, most people develop immunity to these viruses. The Influenza A virus is named for two important proteins on its surface—H and N—that change. For example, the virus that caused the flu pandemic in 1918 is known as H1N1. That strain of the Influenza A virus, and two others, are the ones responsible for “seasonal” flu right now.

However, every so often, there is a major change in the virus—“antigenic drift”—to the point that it is “novel” or completely unknown to our immune systems; one with different “N” and “H” proteins on its surface. No one would be immune to this new “novel” virus. Currently, there are a number of “novel” influenza viruses circulating in animal populations, including H5N1 (the “bird: or “avian” flu virus).

This table, from the *National Strategy for Pandemic Influenza: Implementation Plan*, compares seasonal and pandemic influenza:

Seasonal Influenza	Pandemic Influenza
Caused by influenza viruses that are similar to those already affecting people.	Caused by a new influenza virus that people have not been exposed to before. Likely to be more severe, affect more people, and cause more deaths than seasonal influenza because people will not have immunity to the new virus.
Symptoms include fever, cough, runny nose, and muscle pain. Deaths can be caused by complications such as pneumonia.	Symptoms similar to the common flu may be more severe and complications more serious.
Healthy adults usually not at risk for serious complications (the very young, the elderly, and those with certain underlying health conditions at increased risk for serious complications).	Healthy adults may be at increased risk for serious complications.
Generally causes modest impact on society (e.g., some school closings, encouragement of people who are sick to stay home).	A severe pandemic could change the patterns of daily life for some time. People may choose to stay home to keep away from others who are sick. Also, people may need to stay home to care for ill family and loved ones. Travel and public gatherings could be limited. Basic services and access to supplies could be disrupted.

What needs to happen in order to have a pandemic?

First, we have a new virus to which humans are not immune (for example, H5N1). Second, we have documented spread from birds to people, resulting in severe illness. Finally, the virus needs to mutate (change) and become

more contagious between people. This last step has not yet occurred with H5N1; it did occur with H1N1 (“swine” flu).

It is not known when, or even if, this will happen with H5N1. Scientists are concerned, however, because the current strain of H5N1 is showing some of the genetic traits of the virus that caused the 1918 pandemic, is becoming more severe in birds, and has even spread to mammals that were previously resistant.

Of great concern is the increased availability of international travel. It is estimated that a novel strain of influenza virus will make its way across the globe within 3 months of the first appearance of significant human-to-human infections. As we saw with H1N1 in 2009, worldwide dissemination of the virus occurred quickly. Once established, the virus will most likely circle the globe in 2 or 3 waves, each lasting several months.

How many sick and dead can we expect from a pandemic?

This is impossible to predict. Infection rates may range from 10% to 50%; most experts suggest a 30% infection rate to be a reasonable estimate. Fatality rates may be as low as 0.2% to as high as 5%. “Pandemic” flu planners in the U.K. suggest that 2.5% is a reasonable estimate.

Using these numbers (30% infection rate; 2.5% fatality rate), if there are about 110,000 Catholics in the Davenport Diocese, it would be prudent to plan for 33,000 individuals falling ill and—of these—825 dying. If Catholics are about 14% of the population, then in the Diocese of Davenport we may see as many as 236,000 people ill and 5900 deaths.

It should be emphasized that these are very inexact estimates, since we have no way of knowing how easily the virus will spread and how severe an illness it will cause. For example, the Iowa Department of Public Health suggests that there may be as few as 900 to 2000 deaths across the entire state.

How does the flu spread?

Flu viruses spread through the air (droplets from coughing, sneezing, or speaking), which is then breathed in or it comes in contact with the lining of the nose, mouth, or eyes. While larger droplets come to rest quickly, smaller droplets containing the virus may remain airborne for quite some time and be circulated around a room or building. The virus can also be caught through direct contact with a surface with the flu virus on it (such as a door) and then touching one’s nose, mouth, or eyes. Without moisture, the virus lives for only 48-72 hours or so. People are contagious for up to 2 days before experiencing symptoms; with a new virus, this “asymptomatic but contagious” period may be as long as 10 days.

What can be done to decrease the risk of spreading or catching the flu?

Preventing the spread of the influenza virus rests on basic public health measures: good hygiene and increasing social distance. Detailed information is provided in Appendix G; educational materials are found in Appendix I and J.

Personal Protection / Hygiene

- The most important “first step” in preventing spread of the flu is frequent and proper hand washing, especially after having come in contact with another person or with a potentially contaminated surface.
- Proper “cough etiquette” should always be followed. The best approach is to cough or sneeze into a tissue, and then immediately dispose of the tissue properly and wash one’s hands. If a tissue is not available, coughing or sneezing into the crook of the arm is preferable to coughing or sneezing into the hand.
- The use of masks, gloves, and even goggles may be necessary—depending on the degree of exposure

risk. According to the WHO and CDC, masks should meet or exceed the NIOSH N95 standard.

- Surfaces that are frequently touched, such as doors, table surfaces, shared phones, should be regularly disinfected.

Social Distancing

- To the extent possible, stay away from people who are sick. Avoid unnecessary trips to the hospital.
- Minimize handshaking. Stay away from crowds and large gatherings. Avoid nonessential travel.
- If sick, stay home.
- In addition, the government could impose travel restrictions, mandatory “snow days,” and quarantines.

What about vaccines and medications?

The flu vaccine is crucial in helping prevent the spread of “seasonal” flu. Each year, vaccine manufacturers produce a “trivalent” vaccine. That means that it is a vaccine against three strains of the flu virus: the two most common strains of Influenza A and the most common strain of Influenza B.

Once it appears that a pandemic is beginning, manufacturers will switch from making the “trivalent” vaccine to a new “monovalent” vaccine against the virus causing the pandemic. However, it could take 3 months or longer to develop a vaccine to this new influenza strain. In addition, supplies would be limited and would be given out according to a priority list developed by the government.

Anti-viral medications may be used to both prevent and treat a flu infection. How effective they will be against a novel strain of the virus is unknown, and resistance could quickly develop. In either case, just as with vaccines, the government has a priority list of who would receive anti-viral medication.

Appendix C: Table—Summary of Government Pandemic Flu Response Plan
 (From the *National Strategy for Pandemic Influenza: Implementation Plan*)

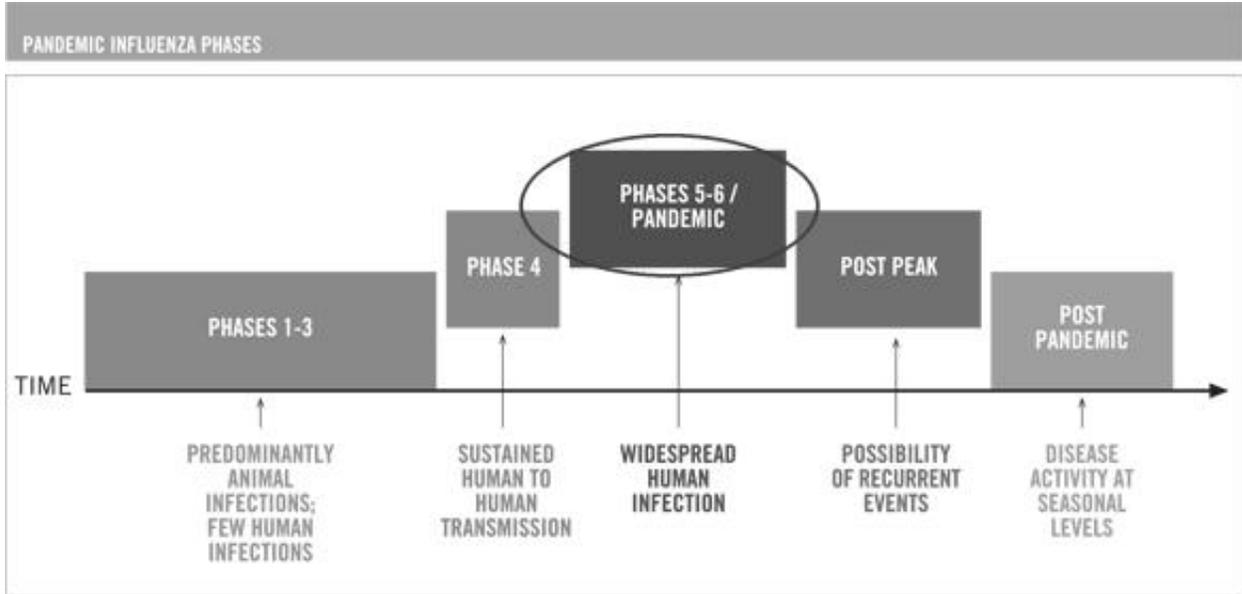
Response	Individuals and Families	At School	At Work	Faith-Based, Community, and Social Gatherings
Be Prepared	Review the <i>Individual and Families Planning Checklist</i> www.pandemicflu.gov <u>v</u>	Review the <i>School Planning Checklist</i> www.pandemicflu.gov <u>v</u>	Review the <i>Business Planning Checklist</i> www.pandemicflu.gov <u>v</u>	Review the <i>Faith-Based and Community Organizations Preparedness Checklist</i> www.pandemicflu.gov <u>v</u>
Be Aware	Identify trusted sources for information; stay informed about availability/use of anti-viral medications and vaccines.	Review school pandemic plan; follow pandemic communication to students, faculty, and families	Review business pandemic plan; follow pandemic communication to employees and families	Stay abreast of community public health guidance on the advisability of large public gatherings and travel
Don't Pass it On	If you are ill—stay home; practice hand hygiene/cough etiquette; model behavior for your children; consider voluntary home quarantine if anyone ill in household	If you are ill—stay home; practice hand hygiene/cough etiquette; ensure sufficient infection control supplies	If you are ill—stay home; practice hand hygiene/cough etiquette; ensure sufficient infection control supplies	If you are ill—stay home; practice hand hygiene/cough etiquette; modify rites and religious practices that might facilitate influenza spread
Keep Your Distance	Avoid crowded social environments; limit non-essential travel	Prepare for possible school closures; plan home learning activities and exercises; consider childcare needs	Modify face-to-face contact; flexible worksite (telework); flexible work hours (stagger shifts); snow days	Cancel or modify activities, services, or rituals; follow community health social distancing recommendations

<p>Help Your Community</p>	<p>Volunteer with local groups to prepare and assist with emergency response; get involved with your community as it prepares</p>	<p>Contribute to the local health department’s operational plan for surge capacity of health care (if schools designated as contingency hospitals)</p>	<p>Identify assets and services your business could contribute to the community response to a pandemic</p>	<p>Provide social support services and help spread useful information, provide comfort, and encourage calm</p>
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Appendix D: Pandemic Classification Schemes – Detail

WHO Phases / Definitions¹⁵

“In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.”



WHO Phase	Description
<p>Remote Preparation Mostly animal infections; few human infections.</p>	
<p>Phase 1</p>	<p>“In nature, influenza viruses circulate continuously among animals,</p>

¹⁵ Information from: http://www.who.int/csr/disease/avian_influenza/phase/en/index.html.

	<i>especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1 no viruses circulating among animals have been reported to cause infections in humans.”</i>
Phase 2	<i>“In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.”</i>
Phase 3	<i>“In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.”</i>
Immediate Preparation Sustained human-to-human transmission of a new virus.	
Phase 4	<i>“Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.”</i>
Response to Threat Widespread Human Infection	
Phase 5	<i>“Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.”</i>
Phase 6	<i>“Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.”</i>
Recovery Levels of influenza infection drop	
Post-Peak Period	<i>“During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.</i> <i>“Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate ‘at-ease’ signal may be premature.”</i>

Post-Pandemic Period	<i>“In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.”</i>
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Federal Response Stages¹⁶

The WHO describes pandemic phases in terms of global spread. The US Federal Response Stages “characterize the stages of an outbreak in terms of the immediate and specific threat a pandemic virus poses to the U.S. population” (CDC Interim Guidance, p. 21). As seen in the 2009 H1N1 outbreak, spread within the US can be uneven and the outbreak can even begin here before spreading overseas. Therefore, these stages are less helpful and are included here more for information.

Federal Response Stage	Description
Stage 0	New domestic animal outbreak in at-risk country.
Stage 1	Suspected human outbreak overseas (human-to-human transmission)
Stage 2	Confirmed human outbreak overseas
Stage 3	Widespread human outbreaks in multiple locations overseas
Stage 4	First human case in North America
Stage 5	Spread throughout United States
Stage 6	Recovery and preparation for subsequent waves

Pandemic Severity Index⁹

In addition to geographic spread, an outbreak of influenza may also be categorized according to severity, in order to better allocate public health resources. However, data used to calculate the PSI may not be available early in an outbreak.

Pandemic Severity Index (PSI)					
	Category 1	Category 2	Category 3	Category 4	Category 5
Case Fatality Ratio (%) [est. # deaths]	<0.1 [< 90,000]	0.1-<0.5 [90-450,000]	0.5-<1.0 [450-900,000]	1.0-<2.0 [0.9-1.8 million]	>2.0 [> 1.8 million]
Example	Seasonal influenza	1957 & 1968 Pandemics			1918 Pandemic
Interventions by Setting:					
Home:	Recommended	Recommended	Recommended	Recommend	

¹⁶ From: *Interim Pre-pandemic Planning Guidance: Community Strategy for Pandemic Influenza Mitigation in the United States* (CDC, 2007); available on the web at <http://www.pandemicflu.gov/plan/community/commitigation.html> or in PDF at http://www.pandemicflu.gov/plan/community/community_mitigation.pdf.

Voluntary isolation of the ill			
Home: Voluntary quarantine of contacts	Generally not recommended	Consider	Recommend
School: Child social distancing	Generally not recommended	Consider	Recommend
Workplace / Community: Adult social distancing	Generally not recommended	Consider	Recommend
Typical Duration of Interventions	7-10 days	≤ 4 weeks	≤ 12 weeks

Appendix E: Diocesan Entity Status Report Form

Diocesan Entity Name:	City:	Pastor / PLA / Administrator:
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The purpose of this form is to track the status of Diocesan entities that are affected by pandemic influenza. Entities shall complete the applicable parts of this report and send it to the Chancery when the status of the entity changes significantly. This includes: confirming the change in the Diocesan steps, reporting of illness and deaths due to influenza, and significant changes in operation. Reporting schedule:

- A single report within a week after step 1 is declared (in the context of a pandemic; not annual flu season);
- Weekly reports after step 2 or 3 is declared;
- Twice weekly reports after step 4 is declared.
- Weekly reports in the Post-Peak Period and Post-Pandemic Period

Make a copy to send to the Chancery and retain the original. Additional information should be added to the original and copies sent as needed. E-mail to: communication@davenportdiocese.org; or Fax: 563-324-5842.

	Confirmation of Change in the Diocesan Response Step:			Dates When Corresponding Steps in Diocesan Policy are Implemented	
	Message Received from Chancery			Date	Steps
	Date	By	Via		
Step 1 (single report)					
Step 2 (weekly)					
Step 3 (weekly)					
Step 4 (2x / week)					
Post – Peak Period (weekly)					
Post – Pandemic Period (single report)					

Appendix F: Preparing for Pandemic Flu—An Overview of our Diocesan Policy

Why a diocesan flu policy?

We live in an increasingly interconnected world: what affects a community in one part of our globe affects all of us. This observation is especially true in regards to infectious diseases. The availability of relatively easy world travel has made the possibility of world-wide spread of infectious diseases a significant possibility.

Among the infectious diseases that pose a particular risk is influenza (flu). Due to its ability to mutate and spread easily, it has been the source of three major pandemics in the 20th century. There is increasing concern that we are approaching the conditions necessary for another world-wide pandemic. It is therefore incumbent upon all of us to begin planning and preparing for the possibility of an influenza pandemic.

It is important to note that the planning that takes place in response to the threat of pandemic influenza will benefit overall emergency preparedness. It is our hope that by attending to the issues raised by our policy our parishes and schools, our lay and ordained ministers, and all the faithful of the Diocese will be better prepared for a natural or human-made disaster.

Phases, Stages, and PSI—oh, my!

Our policy refers to phases, stages, and the Pandemic Severity Index (PSI). It is important to understand what these mean if you are going to use the policy effectively.

The World Health Organization (WHO) uses PHASES in their planning. In phases 1-3, infections are mostly in animals with rare human cases at most. Phase 4 signals that spread between humans is increasing while phase 5 means that human-to-human spread is becoming more common in at least two countries. Finally, phase 6 refers to a pandemic: sustained spread in various parts of the world.

The U.S. uses STAGES to refer to what the government is doing to respond to an outbreak of flu around the world and in this country. Again, the higher the number the more immediate the problem. At the same time, the US adjusts its interventions based on the SEVERITY of an outbreak (the PSI).

The PSI is a five-point scale, with 1 = seasonal flu and 5 = a severe flu like the 1918 pandemic.

Therefore, when we prepared our policy we took all these factors—where the infection is located, how widespread it is becoming and how rapidly, and how severe individual cases seem to be—in planning our response.

An overview of the diocesan plan:

Readers are referred to the full plan, available on the diocesan website, for detailed information. But, in general, our plan calls for the following steps:

Remote Preparation (e.g., Phases 1-3)

Reinforce proper hygiene (including washing of hands by communion ministers before and after distributing communion)

Remind all that those who are ill should stay home

Planning at diocesan, school, and parish levels

Education of all clergy, staff, students, and parishioners regarding pandemic influenza

Begin or update stockpiling of needed resources

Immediate Preparation (e.g., Phase 4)

Ensure that all resources and protocols are in place for a pandemic
Complete any tasks from Phases 1-3 that were left undone

Response to Threat (e.g., Phases 5-6)

*even if these Phases are not officially declared, the Bishop can call for these interventions based on local circumstances

Step 1

Complete any tasks from the previous phases/stages that remain undone
Remind people of cough etiquette and good hygiene, and to stay home if ill.
Remind schools and parishes as to what will need to be done in future stages.
(For example, schools should have finalized plans for possible closure.)
Bring stockpiles up to levels that would allow for three weeks of activity.

Step 2

General

All sick individuals (including clergy, staff and volunteers) are to stay home.

Post appropriate signs and set up handwashing stations (especially if inadequate washroom facilities)

Liturgical changes:

Communion from the cup and in the hand are suspended.

Sharing the sign of peace with a handshake and holding hands at the Lord's Prayer are discontinued.

Weekly reports are submitted.

Step 3

General

Stay home if anyone at home is ill. Post appropriate signs.

Turn off water fountains.

Empty holy water fonts.

Begin more aggressive disinfection of surfaces.

Begin using masks and gloves in high-risk situations

Liturgical changes:

Discontinue use of collection baskets passed person-to-person, hymnals, misallettes

Alternate-row seating (if possible)

Discontinue non-essential gatherings (e.g., Children's Liturgy of the Word; after-Mass refreshments)

Discontinue use of "box" confessionals

No large-group baptisms, weddings, funerals

Adjust practices for pastoral care to the sick

Schools/Faith Formation

Social distancing interventions

Contact sports, dances, retreats, youth rallies and the like are suspended.

Reports submitted twice per week.

Step 4

Liturgical changes:

Anticipate that large group gatherings will be cancelled, including Mass.

Form III of Reconciliation allowed.

Emergency provisions for baptisms and weddings in force.

Adjust practices for funeral and pastoral care to the sick.

Schools/Faith Formation

Anticipate school closure.

All extracurricular gatherings are now suspended.

Reports submitted twice per week.

Recovery (e.g., Post-Peak/Post-Pandemic Phases)

Heed public health and diocesan directives as to when to return to pre-pandemic practices in a graded fashion, providing for post-trauma pastoral care and counseling needs, providing for memorial liturgies for victims of the pandemic, and critiquing responses to the past wave of the pandemic and preparing for the next.

Appendix G: Hygiene / Cough Etiquette / Personal Protection

Hand Washing

The CDC gives the following advice regarding hand washing:

Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. It is best to wash your hands with soap and clean running water for 20 seconds. However, if soap and clean water are not available, use an alcohol-based product to clean your hands. Alcohol-based hand rubs significantly reduce the number of germs on skin and are fast acting.

When washing hands with soap and water:

Wet your hands with clean running water and apply soap. Use warm water if it is available.

Rub hands together to make a lather and scrub all surfaces.

Continue rubbing hands for 20 seconds. Need a timer? Imagine singing "Happy Birthday" twice through to a friend!

Rinse hands well under running water

Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet

Remember: If soap and water are not available, use alcohol-based gel to clean hands.

When using an alcohol-based hand sanitizer:

Apply dime-sized amount of the product to the palm of one hand

Rub hands together

Rub the product over all surfaces of hands and fingers until hands are dry.

When should you wash your hands?

Before preparing or eating food

After going to the bathroom

After changing diapers or cleaning up a child who has gone to the bathroom

Before and after tending to someone who is sick

After blowing your nose, coughing, or sneezing

After handling an animal or animal waste

After handling garbage

Before and after treating a cut or wound

Hand Sanitizers

Brand-name hand-sanitizers that contain at least 62% alcohol are recommended. Alternatively, and especially if brand-name products become cost-prohibitive or difficult to find, 70% rubbing alcohol (perhaps delivered by spray bottle/mister) can easily be used. Flammability is a risk, and the plain alcohol may be more drying.

Chlorhexidine is another possible product that can be used as a hand sanitizer; while no product is currently on the market, at least one company is in the final stages of the approval process necessary before their “Chlorhexidine Antimicrobial Hand Sanitizer” can be marketed.

Cough Etiquette (Source: www.cdc.gov)

If you or those around you have a respiratory infection i.e. a "cough" or the flu, please remember to protect both yourself and others by:

- **Covering your nose and mouth** with a tissue (or at least your upper sleeve) when coughing or sneezing. These illnesses spread from person to person by tiny droplets sprayed into the air when the infected person coughs or sneezes.
- **Using tissues** and disposing of them immediately in the nearest receptacle after use.
- **Always wash your hands!** Wash your hands thoroughly and often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizers (see below) when you are unable to wash your hands with soap and water.
- **Avoid touching your eyes, nose or mouth.** Germs are spread when you touch something contaminated with germs. Germs can live for two hours or more on surfaces like doorknobs, desks or chairs.
- Avoid close contact with others who are sick.

Use of Masks

Masks that meet or exceed the NIOSH (National Institute for Occupational Safety and Health) N95 standard recommended by the WHO may provide good protection. At the very least, they prevent inadvertent touching of the mouth and nose. Masks should be discarded if they become wet, or after 4 to 6 hours. They should not be re-used or shared. Hands should be washed after tasking off a mask.

Those who are well may choose or be required to wear a mask to possibly help prevent catching the flu; those who are ill may be asked or required to wear a mask to help prevent spreading it.

Use of Gloves and Protective Eyewear

Disposable patient examination gloves should be used in situations where exposure by touch may occur. These gloves are made from latex, nitrile, vinyl or polyethylene. A number of individuals are allergic to latex, so—at a minimum—some latex-free gloves ought to be stocked. Although more expensive, thought may also be given to stocking only non-latex gloves. Gloves should be powder-free to decrease risk of allergy and irritation.

Non-medical gloves (such as Playtex® gloves) can be used for housekeeping.

Wearing gloves does not replace the need for hand washing. Hands should be washed and carefully dried immediately before putting gloves on—and immediately after they are taken off. Gloves may have small, unapparent defects or may be torn during use, and hands can become contaminated during removal of gloves. If the integrity of a glove is compromised (e.g., if the glove is punctured), the glove should be changed as soon as possible.

It is important to remember that just like hands, gloves become contaminated—and infection can be spread by touching other persons or surfaces with contaminated gloves. Therefore, it is crucial to change gloves if they should become soiled, and between visits to different individuals.

Protective eyewear with solid side shields or a face shield, as well as gowns, should be worn if there is a risk of being splashed or sprayed with contaminated materials or body fluids. Protective eyewear protects the mucous membranes of the eyes from contact with microorganisms.

Surface Cleaners / Disinfectants

Inexpensive disinfectants include alcohols, hypochlorites (such as bleach), and iodines. They each have their drawbacks, however. Alcohol is flammable, bleach is corrosive and is inactivated by organic material, and iodines cannot be used to clean hard surfaces. All are effective against influenza.

Of these options, bleach (such as Clorox®) is the most versatile and easy to use, but requires significant contact time to be effective. To clean blood spills, it can be mixed 1 part bleach to 9 parts water; the solution requires 10 minutes of contact time to work. To use as a surface disinfectant, it can be diluted 1 part bleach to 50 (or 30) parts water; the solution needs 5 minutes of contact time to work. An easy recipe is ¾ cup bleach in 1 gallon of water. Bleach must be used in a well-ventilated area and gloves should be worn.

The following commercially available cleaners may be considered:

There are a number of excellent disinfectants available; however, most are not recommended for wood surfaces. For use on hard, non-porous surfaces, the following may be considered:

Lysol® All Purpose Cleaner / Disinfectant

Virkon® – available on the AllMed website (www.allmed.net)

Virex® – available from Johnson Wax products (www.johnsondiversey.com)

Searching the Internet revealed two products that are safe to use on wood and a host of other surfaces (of course, testing on any surface before large-scale use is always recommended):

Coil® Disinfectant (www.rectorseal.com)

Sporicidin® (www.americanairandwater.com) – a variety of products from sprays to towwettes to room foggers are available. They state that “it can be used on wood, painted walls, vinyl wall coverings and most any surface or materials that can be safely cleaned with water...[including] carpet cleaning” with the warning that one should always do a color test on fabrics (such as on upholstery) first.

The influenza virus is also sensitive to UV light, and the company that makes Sporicidin® also makes UV systems for HVAC units.

Tea Tree Oil

Fr. Marciano Baptista, an Australian Jesuit who serves in Hong Kong and ministered to patients with SARS during the epidemic, suggests that Tea Tree Oil be added to the Oil of the Sick (1 part Tea Tree Oil to 9 parts Oil of the Sick) in order to help prevent spread of viruses by touch. Tea tree oil has been shown to have antiseptic properties, and is safe for external use (though, rarely, rash has been reported). The oil is commercially available in the U.S., usually from establishments specializing in alternative health care or aromatherapy. More information is available at a number of websites, including:

<http://www.geocities.com/chadrx/teatree.html>;

<http://www.drugdigest.org/DD/PrintablePages/herbMonograph/0,11475,551982,00.html>

<http://health.enotes.com/alternative-medicine-encyclopedia/tea-tree-oil/print>

Appendix H



PANDEMIC FLU PLANNING CHECKLIST FOR INDIVIDUALS & FAMILIES

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist (based on the CDC's checklist: www.PandemicFlu.com) will help you gather the information and resources you may need in case of a flu pandemic.

1. To Plan For A Pandemic:

- Store a three week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters. You should keep enough water to give each person a gallon to a gallon-and-a-half of water per day.
- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs. Mail order prescriptions can provide a three month supply.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

2. To Limit The Spread Of Germs And Prevent Infection:

- Teach your children to wash hands frequently with soap and water, and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.

3. Items To Have On Hand For An Extended Stay At Home:

Examples of food and non-perishables	Examples of medical, health, and emergency supplies
<ul style="list-style-type: none"> <input type="checkbox"/> Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups <input type="checkbox"/> Protein or fruit bars <input type="checkbox"/> Dry cereal or granola <input type="checkbox"/> Peanut butter or nuts* <input type="checkbox"/> Dried Fruit <input type="checkbox"/> Crackers <input type="checkbox"/> Canned juices <input type="checkbox"/> Bottled water <input type="checkbox"/> Canned or jarred baby food and formula <input type="checkbox"/> Pet food <input type="checkbox"/> Other nonperishable foods <input type="checkbox"/> Extra propane tank <input type="checkbox"/> Matches <input type="checkbox"/> Candles <input type="checkbox"/> Powdered Milk* <input type="checkbox"/> Disposable Tableware (if hot water becomes an issue) 	<ul style="list-style-type: none"> <input type="checkbox"/> Prescribed medical supplies such as glucose and blood-pressure monitoring equipment <input type="checkbox"/> Soap and water, or alcohol-based (60-95%) hand wash <input type="checkbox"/> Medicines for fever, such as acetaminophen or ibuprofen <input type="checkbox"/> Thermometer <input type="checkbox"/> Anti-diarreal medication <input type="checkbox"/> Vitamins <input type="checkbox"/> Fluids with electrolytes <input type="checkbox"/> Cleansing agent/soap <input type="checkbox"/> Flashlight <input type="checkbox"/> Batteries <input type="checkbox"/> Portable radio <input type="checkbox"/> Manual can opener <input type="checkbox"/> Garbage bags <input type="checkbox"/> Tissues, toilet paper, disposable diapers <input type="checkbox"/> Gloves (patient care) *beware of allergies <input type="checkbox"/> Masks (Meeting the N95 standards)

*please check on food allergies

Appendix I: Signage

Signs instructing individuals on cough etiquette and hygiene issues can be found at: <http://www.cdc.gov/flu/protect/stopgerms.htm#PrintableMaterials>. Parishes and schools should reproduce these resources and post them in appropriate places (such as washrooms, classrooms, and waiting areas).

A poster describing avian flu is available at: <http://www.health.state.ri.us/flu/>

The following are also included in this document:

Signs:

- STOP and stay home if sick
- Changes in Mass practices (by Step)
- Church closure



PLEASE DO NOT ENTER

IF YOU HAVE SYMPTOMS OF THE FLU:

FEVER (100°F or more)

DRY COUGH / SORE THROAT

HEADACHES / BODY ACHES

NAUSEA / VOMITING / DIARRHEA

CALL _____ IF YOU HAVE ANY QUESTIONS



PLEASE DO NOT ENTER

IF YOU HAVE SYMPTOMS OF THE FLU:

FEVER (100°F or more)

DRY COUGH / SORE THROAT

HEADACHES / BODY ACHES

NAUSEA / VOMITING / DIARRHEA

CALL _____ IF YOU HAVE ANY QUESTIONS

Influenza Outbreak Response: Step 1 Reminders:

- **Cover your nose and mouth with a tissue when you cough or sneeze (or cough/sneeze into your elbow – not your hand). Throw the tissue in the trash after you use it.**
- **Wash your hands often with soap and water (using the appropriate technique for at least 20 seconds), especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.**
- **Avoid touching your eyes, nose or mouth. Germs spread that way.**
- **Stay home if you get sick. If you do come to Mass, do not drink from the chalice or receive communion on the tongue. Share**

the sign of peace by a bow or a wave; do not hold hands with others.

Influenza Outbreak Response: Step 1 Participation at Mass:

- **Sunday Obligation: The Obligation to attend Mass on Sunday other Holy Days of Obligation, (Canon 1247) is the ordinary expectation of Catholics. Obviously, extraordinary circumstances such as sickness, travel, or severe weather excuse the faithful from this obligation. If you are not feeling well, especially during this time of concern, please stay at home and do not risk spreading infection to others.**
- **Sign of Peace: Members of our congregations should not be offended if someone chooses not to shake the other person's hand at the sign of peace. If you are ill (and still come to Mass), the appropriate response to someone extending a sign of peace might be to bow to them and say, "Peace be with you," to avoid bodily contact or one might wave slightly at the other person.**
- **Reception of Holy Communion: While it is the teaching of the Church that the Fullness of the Body and Blood of Christ are contained in the Holy Eucharist, under the form of the Host that is distributed at the Mass, the Church has also extended the privilege to receive communion in the form of wine. However, if you are feeling sick, please receive communion in the hand,**

and refrain from receiving communion under the form of the Blood of Christ.

- **Pregnant Women and Persons with Compromised Immune Systems: Persons who have been directed by their medical advisors that they are particularly susceptible to infection (or to complications due to the flu in particular) may choose to refrain from any practices by which they might become sick, including shaking hands, receiving Holy Communion on the tongue, and drinking from the Chalice.**

Influenza Outbreak Response: Step 2

MASS CHANGES IN EFFECT:

- ✓ **If you are sick, please stay home (notify us, and we will bring Communion to you if possible)**
- ✓ **Communion will not be distributed under the form of wine**
- ✓ **Communion will not be distributed on the tongue**
- ✓ **The Sign of Peace will not be shared with a handshake (rather, a bow will be used)**
- ✓ **We will not hold hands during the Lord's Prayer**
- ✓ **Father, and the other ministers, will not be shaking hands in greeting**
- ✓ **Hand washing stations have been set up for your use**

Pandemic Influenza Reponse: Steps 3/4

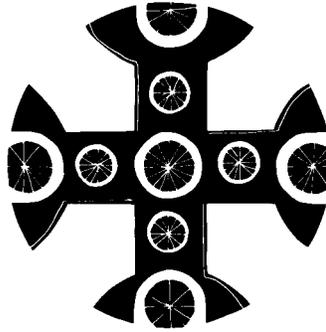
MASS CHANGES IN EFFECT:

- ✓ **If you are sick, or if someone at home is sick, please stay home
(notify us, and we will bring Communion to you if possible)**
- ✓ **Communion will not be distributed under the form of wine**
- ✓ **Communion will not be distributed on the tongue**
- ✓ **The Sign of Peace will not be shared with a handshake
(rather, a bow will be used)**
- ✓ **We will not hold hands during the Lord's Prayer**
- ✓ **Father, and the other ministers, will not be shaking hands in greeting**

- ✓ **Hand washing stations have been set up for your use**
- ✓ **Collection baskets will not be passed**
- ✓ **Hymnals and misallettes will not be used**
- ✓ **Seating will be in alternate rows (as much as possible)**
- ✓ **The “box” confessionals will no longer be used**
- ✓ **Holy Water fonts will be emptied; bottles of holy water will be available**
- ✓ **There will be no large group baptisms, weddings, or funerals**
- ✓ **Children’s Liturgy of the Word and after-Mass refreshments are discontinued**

**DUE TO THE INFLUENZA OUTBREAK,
LARGE GROUP GATHERINGS ARE
NOT ALLOWED.**

**THEREFORE,
THE PUBLIC CELEBRATION OF MASS
AND THE SACRAMENTS
IS TEMPORARILY SUSPENDED**



**PLEASE CALL THE PARISH AT _____
IF YOU HAVE ANY QUESTIONS
OR ARE IN NEED OF A PRIEST**

Appendix J: Bulletin Inserts/Announcements

Bulletin Inserts: WHO Phases 1-4

Communion from the Cup

Every so often, the question of whether or not communion from a shared cup is safe or not. What are the risks of catching an infection? Based on forty years of experience, we can say that sharing the cup *is* safe – as long as some common-sense practices are followed. First, if you have a weakened immune system and catch infections easily, it is probably better that you not drink from the cup. Second, if you are sick with a fever or other cold or flu symptoms, don't share from the cup. Finally, it is up to all ministers of communion to carefully wipe the lip of the cup and turn the cup between communicants.

What is a "Pandemic?"

A pandemic is a world-wide outbreak of an infection. A flu pandemic is caused by a flu virus that is new to humans. Therefore, no one has natural resistance (immunity) to it and there is no vaccine, or flu shot, against it. Sometimes, the flu caused by such a new virus can act like the flu we see each winter. Other times, it can cause a much more severe disease. Therefore, in preparing for a pandemic, we need to be aware of the possibility that not only would millions become ill and die, but that there would be problems with the availability of supplies (including food, water, medicines) and utilities. Schools, day care centers, and many places of business would probably be closed.

What can we be doing to get ready?

The Diocese of Davenport, after careful research, has put together a plan for the Diocese, parishes and schools to help plan for an influenza pandemic. All pastors have a copy of this plan, and are being asked to form committees to prepare for this emergency. Included in the plan is a checklist that can be used by families at home. Or, you can visit our website (<http://www.davenportdiocese.org/disaster/flu.htm>) or www.pandemicflu.gov for more information.

What can we do to avoid getting influenza?

- ✓ Wash your hands frequently with soap and water (or an alcohol-based gel)
- ✓ Avoid close contact with those who have the flu (and if you're sick, stay away from others)
- ✓ Avoid touching your eyes, nose, or mouth
- ✓ Cover your mouth and nose when you cough or sneeze; use a tissue and throw it away right away—and wash your hands; if you don't have a tissue, use the crook of your elbow
- ✓ For seasonal flu: get the flu shot every year

Bulletin Inserts: Phase 5 (Step 1)

Sunday Obligation: The Obligation to attend Mass on Sunday other Holy Days of Obligation, (Canon 1247) is the ordinary expectation of Catholics. Obviously, extraordinary circumstances such as sickness, travel, or severe weather excuse the faithful from this obligation. If you are not feeling well, especially during this time of concern, please stay at home and do not risk spreading infection to others.

Sign of Peace: Members of our congregations should not be offended if someone chooses not to shake the other person's hand at the sign of peace. If you are ill (and still come to Mass), the appropriate response to someone extending a sign of peace might be to bow to them and say, "Peace be with You," to avoid bodily contact or one might wave slightly at the other person.

Reception of Holy Communion: While it is the teaching of the Church that the Fullness of the Body and Blood of Christ are contained in the Holy Eucharist, under the form of the Host that is distributed at the Mass, the Church has also extended the privilege to receive communion in the form of wine. However, if you are feeling sick, please receive communion in the hand, and refrain from receiving communion under the form of the Blood of Christ.

Pregnant Women and Persons with Compromised Immune Systems: Persons who have been directed by their medical advisors that they are particularly susceptible to infection, or to complications due to flu in particular, may choose to refrain from any practices by which they might become sick, including shaking hands, receiving Holy Communion on the tongue, drinking the Precious Blood from the Chalice, etc.

Bulletin Inserts: Phase 6

Changes at Mass: Step 2

- ✓ If you are sick, please stay home (notify us, and we will bring Communion to you if possible)
- ✓ Communion will not be distributed under the form of wine
- ✓ Communion will not be distributed on the tongue
- ✓ The Sign of Peace will not be shared with a handshake (rather, a bow will be used)
- ✓ We will not hold hands during the Lord's Prayer
- ✓ Father, and the other ministers, will not be shaking hands in greeting
- ✓ Hand washing stations have been set up for your use

Changes at Mass: Step 3/4

- ✓ If you are sick, or if someone at home is sick, please stay home (notify us, and we will bring Communion to you if possible)
- ✓ Communion will not be distributed under the form of wine
- ✓ Communion will not be distributed on the tongue
- ✓ The Sign of Peace will not be shared with a handshake (rather, a bow will be used)
- ✓ We will not hold hands during the Lord's Prayer
- ✓ Father, and the other ministers, will not be shaking hands in greeting
- ✓ Hand washing stations have been set up for your use
- ✓ Collection baskets will not be passed
- ✓ Hymnals and misallettes will not be used
- ✓ Seating will be in alternate rows (as much as possible)
- ✓ The "box" confessionals will no longer be used
- ✓ Holy Water fonts will be emptied; bottles of holy water will be available
- ✓ There will be no large group baptisms, weddings, or funerals
- ✓ Children's Liturgy of the Word and after-Mass refreshments are discontinued

Resources Available (PENDING)

The following booklets, produced by the Diocese are available at the back of church or on the diocesan website (www.davenportDiocese.org):

- ✦ Diocesan home prayer booklet
- ✦ Baptism in emergency
- ✦ Resources for children

Step 4: The Sacrament of Reconciliation

Permission has been given by the Bishop to celebrate the Sacrament of Reconciliation with General Absolution. Those talking advantage of this opportunity are reminded that they are to make a "private" confession with a priest as soon as possible, and before they receive general absolution again.

Appendix K: Liturgical Resources (PENDING)

In accord with c. 839.2, the Diocese of Davenport will produce the following resources, and post them on the diocesan website:

Praying at Home in Times of Crisis

This diocesan home prayer booklet from the Office of Liturgy will contain:

(1) a Word Service and other prayers for home use in case of quarantine or closure of churches (c. 1248.2);

(2) other prayers;

(3) an explanation of what is meant by an "Act of Perfect Contrition" and provide an appropriate text; and

Extraordinary Form of Baptism

This booklet from the Office of Liturgy will contain:

(1) for Adults in Danger of Death (RCIA #375-399)

(2) for Children in Danger of Death (Rite of Baptism for Children #157-164).

Funerals in an Emergency

This booklet from the Office of Liturgy will contain a simplified rite to be used for funerals during a pandemic

Prayers and Catechetical Activities for Children

This booklet, prepared by the Office of Faith Formation, will contain prayers and activities suitable for younger children.

Other Resources for Ministering to the Sick and Dying

The usual rites for bringing communion to the sick are found in a convenient booklet form from the Liturgical Press. The resource is entitled *Communion of the Sick* (ISBN 0-8146-1368-3; \$2.95) and can be ordered by phone (1-800-858-5450) or via the Web (www.litpress.org). However, that small booklet does not include the Rite of *Viaticum*. A more extensive collection, which does include the Rite of *Viaticum*, is *A Ritual for Laypersons* (ISBN 0-8146-2150-3; \$15.95). Another equivalent collection may also be used.

The USCCB publishes a booklet entitled *Pastoral Care of the Dying* that contains the rites for the Commendation of the Dying and *Viaticum*, as well as Prayers for the Dead (ISBN 1-57455-487-5; \$4.95 (\$2.95 each if ordering 25+); www.usccbpublishing.org).

In addition, Liturgy Training Publications (www.ltp.org; 1-800- 933-1800) publishes small prayer books that can be used with the sick and the dying: *Rites of the Sick* (ISBN 1-56854-141-4; \$5.00) and *Prayers with the Dying* (ISBN 1-56854-115-5; \$5.00)

Appendix L: Summary of Incremental Interventions and Possible Scenarios

SUMMARY	STEP 1	STEP 2	STEP 3	STEP 4
Buildings	Review plans and complete tasks; reinforce hygiene; make stockpiles ready	Sick to stay home; signage; hand-washing stations	Stay home if family ill; water fountains off; signage; empty holy water fonts; disinfection; postpone meetings	
Liturgical	Announcements	No chalice or communion on tongue; no shaking or holding hands	No passing collection baskets person-to-person, hymnals, or misallettes; no “box” confessions; no large group baptisms, weddings, funerals	Anticipate suspension of large group gatherings; if so, Sunday obligation dispensed; Form III allowed; emergency provisions for baptisms and

				weddings
Pastoral			Ensure that homebound are receiving care; gloves and masks	Continue with provision of care to the homebound / quarantined
Schools / Formation	Finalize plans for possible closure		Social distancing (incl. cancelling of most events)	All extracurriculars cancelled; anticipate closures
Reporting	Initially	Weekly	Weekly	2x/week
Supplies	Ensure 3-week stockpile	Check 2x/week replenish weekly	Check daily; replenish 3x/week	Check and replenish daily

Possible Scenarios and Implementation of Diocesan Policy				
SCENARIO	STEP 1	STEP 2	STEP 3	STEP 4
Normal flu season	X			
Novel Flu Virus WHO Phase 5				
More serious seasonal flu outbreak	X	Consider if in Iowa/Midwest (e.g. if schools closed)	If an outbreak with either seasonal flu or a novel flu virus which is acting like seasonal flu (PSI + 1) grows in severity, interventions from these steps may be necessary and may be ordered at the discretion of the Bishop.	
Novel Flu Virus WHO Phase 6 PSI = 1				
Novel Flu Virus WHO Phase 6 PSI = 2/3	X	In the US	Consider if in Iowa/Midwest Or local outbreak growing in severity	Consider if severe outbreak locally
Novel Flu Virus WHO Phase 6 PSI = 4/5	X	In North America	In the US	In Iowa/Midwest
*It may be that an outbreak begins in the US or affects our communities prior to an official designation of Phase 6. Taking the local situation into account, the Bishop may call for implementation of the diocesan plan prior to a WHO declaration that a pandemic is occurring.				

