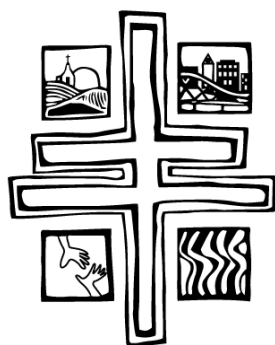


Archdiocese of Dubuque Disaster Preparedness and Response Planning Guide



ROMAN CATHOLIC

ARCHDIOCESE
of DUBUQUE

Policy promulgated at the Pastoral Center of the Archdiocese of Dubuque
Effective April 1, 2010

Most Reverend Michael O. Jackels
Archbishop of Dubuque

TABLE OF CONTENTS

Introduction.....	2
Letter from the Archbishop	3
Definition of Disaster	4
Purpose of the Disaster Guide	4
Expectations of the Archdiocese	5
Outline of Roles and Responsibilities	7
Communication	8
Chapter 1: Getting Organized	10
Establishing a Disaster Planning Committee....	11
Receiving and Giving Proper Notification of a Disaster	16
Determining On and Off-Site Meeting Locations	16
The Basics of Evacuating	17
Evacuation Recovery	17
Training and Exercises	18
Chapter 2: Planning for Parishes & Plants.....	19
Profiling the Parish	20
Volunteers	23
Vulnerable Parishioners.....	25
Protecting Parish Property.....	27
Emergency Supplies Checklists	30
Chapter 3: Planning for Families	31
Chapter 4: Planning for Specific	35
Natural Disasters.....	35
Floods and Flash Floods.....	36
Tornados.....	38
Fires.....	40
Chapter 5: Planning for Specific	46
Unnatural Disasters	46
Medical Emergencies	47
Hazardous Materials (HAZMAT)	49
On-site Disturbances	52
Handling Aggressive Persons.....	52
Unauthorized Intrusion	52
Suspicious Persons	53
Threats.....	53
Abduction	53
Hostage Procedures.....	54
Explosion and Bomb Threats	56
Chapter 6: Where to Go for Help	59
Chapter 7: Recovery Ministries	61
Prayer	62
Volunteering	64
Donating Goods	65
Donating Money.....	65

Appendix I: Parish Preparedness Plan (Forms)	66-120
1-A Members of Parish Disaster Planning Committee.....	67
1 B Parish Staff Contact Information.....	69
1 C Parish Staff Calling Tree.....	71
1D Dubuque Archdiocesan Protection Program (DAPP) Property Damage Report.....	73
1 E Dubuque Archdiocesan Protection Program (DAPP) Accident Report.....	74
1-F Alternate Sites	74
1-G Basics of Evacuating	75
2-A Room Survey	76
2-B Records Retention Table.....	80
2-C Master Schedule of Activities.....	81
2-D Volunteer Talent Bank Survey Results...	82
2-E Parishioners with Special Needs.....	83
2-F Routine Maintenance Checklist	84
2-G Beyond Routine Maintenance Checklist .	85
2-H Inventory of Major Assets	86
2-I (1) Hardware Configurations	87
2-I (2) Software Configurations.....	88
2-J Backup Schedule Chart	89
2-K Vendor Contact List	90
2-L Emergency Supplies List	91
2-M Personal 24-hour Pack	95
4-A Flood Safety Checklist.....	96
4-B Tornado Safety Checklist	97
4-C Fire Safety Checklist	100
4-D Sheltering-in-Place Checklist.....	102
4-E Fire Drill Report.....	104
5-A Handling Aggressive Persons.....	105
5-B Suspect Identification Description Sheet	106
5-C Unauthorized Intrusion	107
5-D Hostage Procedures.....	109
5-E Hostage Checklist.....	111
5-F Documenting a Bomb Threat.....	112
6-A Where to Go for Help	114
7-A Volunteer Time Sheet	115
7-B Volunteer Application.....	116
7-C Release, Hold Harmless, and Indemnity Agreement.....	117
7-D Homeowner Release of Liability Form .	119
7-E Archdiocese of Dubuque Transportation Policy	120
7-F Archdiocese of Dubuque Driver Information Form/Volunteer Drivers Form	121
7-G Sample: Pew Survey.....	122

Appendix II: Family Preparedness Tool Kit.....	123-132
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**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



INTRODUCTION

Purpose of This Planning Guide

INTRODUCTION: Purpose of This Planning Guide

FROM THE ARCHDIOCESAN DISASTER & CRISIS MANAGEMENT COMMITTEE

March 15, 2010

Dear Friends in Christ,

The Archdiocese of Dubuque has experienced the effects of disasters throughout its history. In recent years, the Archdiocese has witnessed the destruction of facilities due to tornado and fire damage. Many communities were affected by devastating flooding in 1993 and 2008. The Archdiocese has also dealt with a variety of other crises, some prompted by human actions.

Representatives from many local and national agencies have assisted the Archdiocese 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 USA and other faith groups. We will continue to work collaboratively with these agencies through membership in the Iowa Disaster Human Services Resources Council to respond to future disasters.

The potential for disasters is ever present in the Archdiocese. Therefore Catholic Charities has coordinated an initiative to develop the *Archdiocesan Disaster Preparedness And Response Planning Guide*. My thanks to Kathy Harmon, Disaster Services Coordinator, who has coordinated this initiative.

I encourage each of our parishes to use the *Archdiocese of Dubuque Disaster Preparedness and Response Planning Guide* as a template for preparedness. Each Pastor/Pastoral Administrator is encouraged to appoint a Parish Disaster Coordinator and establish a Parish Disaster Planning Committee, adapting the model disaster preparedness and response plan to meet local circumstances. Creating an effective disaster response plan for each parish maximizes resources, minimizes duplication of efforts, avoids delays in response, and ensures that those persons who are most in need receive assistance.

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

Most Reverend Jerome Hanus
Archbishop of Dubuque

This manual has been adapted from a variety of resources, including the original *Galveston-Houston Manual* developed by the Archdiocese of Galveston-Houston with technical assistance from Church World Services, *Matthew 25 Disaster Preparedness and Response Manual* from the Diocese of Houma-Thibodaux in Louisiana, and the *Diocese of Davenport Disaster Preparedness Plan*.

In this document, the word disaster will be used to denote natural and unnatural disasters of all scopes including local crises.

The Catholic Charities Archdiocese of Dubuque Disaster Services Coordinator is available to offer assistance in your planning process. Questions regarding this plan may be e-mailed to the Catholic Charities Archdiocese of Dubuque Disaster Services Coordinator, DBQCCPS@dbqarch.org.

INTRODUCTION: Purpose of This Planning Guide

DEFINITION OF DISASTER

The term disaster is used for natural and unnatural (human-caused) disasters of all scopes including local crises such as an 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: tornados) |
| 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, 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 Archdiocesan 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 is also 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 parish property, and (c) promote outreach efforts to assist our neighbors outside of the Archdiocese 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 is divided into three sections:

1. The main section consists of disaster preparation information and work sheets for the Parish Disaster Committee to complete.
2. The second section contains forms to complete with information particular to the parish (**Appendix I**). ***These completed forms will become the Parish Disaster Preparedness and Response Plan.***
3. The third section contains tools for Family Preparedness (**Appendix II**).

A copy of the completed disaster plan created by the parish should be kept by each person on the Disaster Planning Committee with a duplicate copy at each team member's home.

For the purposes of this guide, Pastor also refers to Pastoral Administrators and other administrators of Archdiocesan entities. The term parish could also refer to setting up disaster planning in schools and institutions.

INTRODUCTION: Purpose of This Planning Guide

EXPECTATIONS OF THE ARCHDIOCESE

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, county, police, and fire departments, etc.).

The Archdiocese of Dubuque, through its parishes, schools, and institutions, collaborates with these agencies in providing maximum disaster response and works 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 (Voluntary Organizations Active in Disasters - VOAD's) and provides financial assistance to individuals and families only. FEMA does not provide disaster relief assistance for damage to parish facilities except through insured losses in its National Flood Policy.

The Archbishop of the Archdiocese of Dubuque will establish a Disaster and Crisis Management Committee. The 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 Archdiocese in building a system of early responders for local community response and recovery.
3. Monitor the environment for potential disasters and provide advisories to the Archdiocese.
4. Provide advice to the Archdiocese during disasters.
5. Assist the Archdiocesan Pastoral Center safety team in planning for disasters that affect the Archdiocesan Pastoral Center staff.

Relief Agencies

In the Archdiocese of Dubuque, the Archbishop has designated Catholic Charities USA (CCUSA) and Catholic Relief Services (CRS) for domestic and international relief efforts.

Domestic Disasters

Catholic Charities USA has been designated by the U. S Conference of Catholic Bishops (USCCB) 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.

The President of the USCCB 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. Funds are available from Catholic Charities USA to local Catholic Charities for "lesser" community impacting disasters and are limited to \$10,000.

INTRODUCTION: Purpose of This Planning Guide

International Disasters

It is the Archdiocese'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.
3. Specification of the need for financial resources versus in-kind goods.

The Archbishop of the Archdiocese of Dubuque will inform Pastors about the timing and extent of assistance needed to help our brothers and sisters outside the United States

Abbreviations Used

CCUSA	Catholic Charities USA
CISD	Critical Incident Stress Debriefing
COAD	Community Organizations Active in Disaster
CRS	Catholic Relief Services
DAPP	Dubuque Archdiocesan Protection Program
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FRS	Family Radio Services
HAZMAT	Hazardous Materials
ICC	Iowa Catholic Conference
IDHRC	Iowa Disaster Human Resources Council
LTRO	Long Term Recovery Organization
MSDS	Material Safety Data Sheets
NFPA	National Fire Protection Association
NOAA	National Oceanic and Atmospheric Administration
NWR	NOAA National Weather Radio
OCF	Order of Christian Funerals
PDC	Parish Disaster Coordinator
USCCB	United States Conference of Catholic Bishops
VOAD	Voluntary Organizations Active in Disasters

INTRODUCTION: Purpose of This Planning Guide

OUTLINE OF ROLES AND RESPONSIBILITIES

A. Archdiocese of Dubuque

1. Provides initial leadership and subsequent direction in establishing Archdiocesan, parish, and institution preparedness and response plans.
2. Establishes an Archdiocesan Disaster Management Team to create a preparedness plan for the Archdiocesan Pastoral Center.
3. Provides leadership and general direction to relief activity.
4. Calls for the mobilization of resources and funds.

B. Catholic Charities – Archdiocese of Dubuque

Designates a specific person to assume the role of Disaster Services Coordinator in the event of a disaster.

1. In preparation for disaster response, represents Catholic Charities on the Iowa Disaster Human Resources Council (IDHRC).
2. Networks with other organizations and faith communities to develop working relationships and plan disaster relief activities (IDHRC participation).
3. Facilitates the coordination of training/updates events with existing community and county resources (IDHRC participation).
4. Arranges technical assistance to help parishes complete the Disaster Preparedness Planning Guide (through 2011).
5. Coordinates the dissemination of disaster recovery resources (via email distribution and Catholic Charities website).

C. Parish/Institution

1. Pastor assigns a Parish Disaster Coordinator.
2. A Disaster Planning Committee is created.
3. All sections of the Disaster Preparedness Planning Guide are completed.
 - a. Develop a relationship with another parish within their deanery for mutual support.
 - b. 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, if needed.
 - c. Identify where emergency worship services could be held.
 - d. Develop a team/s of volunteers willing to serve the community following a disaster.
 - e. Encourage parishioners/staff to develop their own family disaster plan.
 - f. Network with other parishes (and other local faith communities) to share information, ideas, concerns, and resources.
 - g. Identify, protect, and ensure the ready availability of electronic and hard copy documents, references, records, and information systems needed to support essential functions.
 - h. Survey parishioners to determine evacuation needs.
 - i. Communicate promptly with the Archdiocese when impacted by disaster.
 - j. Disseminate disaster-related material/information to parishioners.
 - k. Attend to the spiritual needs of the faith community during and after a disaster.
4. Serve on local Voluntary Organizations Active in Disaster (VOAD) committees as needed.
5. Assess, demonstrate, and improve the ability to execute plans and programs during an emergency through training and exercises coordinated through the local VOAD/Community Organizations Active in Disaster (COAD) or with assistance from the Catholic Charities Disaster Services Coordinator.
6. Create and maintain a list of key parish contacts willing to assist with long-term recovery efforts, as needed.
7. Be prepared to produce a summary report to the Archdiocese of activities, funds received, and funds expended at the conclusion of the disaster recovery period.

Cooperation and collaboration is key to the development and implementation of any disaster response plan. The Church's ability to communicate quickly with key parish and agency personnel, facilitate the continuation of regular religious services and activities, and begin relief activity as soon as possible is vitally important to the well-being of the community.

INTRODUCTION: Purpose of This Planning Guide

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 Archdiocese has provided a phone number for emergency contact, and all clergy should use this number to inform the Episcopal Vicar of their status and location during and after a disaster.

Name of Episcopal Vicar: _____ Phone: _____
Insert this information in **Form 6-A**.

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:

National Oceanic and Atmospheric Administration (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 tornados or blizzards), 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 E-mail & Wireless Network is a free notification service that sends notification to citizens of local, regional, national and international emergencies utilizing the Internet and e-mail. 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 e-mail message using less than 160 total characters in any e-mail client and address it to the cellular number at the carrier's e-mail domain. Remember to remove your signature from the message before sending. E-mail 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 E-mail to cell phone number@....:

Alltel 10digitnumber@message.alltel.com

US Cellular 10digitnumber@email.uscc.net

AT&T 10digitnumber@mms.att.net

Verizon 10digitnumber@vtext.com

Iowa Wireless 10digitnumber.iws@iwspcs.net

Nextel 10digitnumber@messaging.nextel.com

Qwest 10digitnumber@qwestmp.com

Sprint 10digitnumber@messaging.sprintpcs.com

T-mobile 10digitnumber@tmomail.net

INTRODUCTION: Purpose of This Planning Guide

COMMUNICATION WITH THE ARCHDIOCESAN PASTORAL CENTER IN THE EVENT OF DISASTER

See **Form 6-A** in Appendix I for more information.

1. The Pastor/Pastoral Administrator uses information provided by the Parish Disaster Planning Coordinator to contact the Episcopal Vicar with the specifics of a disaster including any damage to parish property and injuries to or disaster-caused illness of staff or parishioners; also contact Dubuque Archdiocesan Protection Program (DAPP), the Archdiocesan self-insurance program, by contacting Richard Earles at rearles@catholicmutual.org.
2. Any damage to sacramental records is reported immediately to the Episcopal Vicar.
3. Any damage to critical computer systems is reported to the Archdiocesan Director of Information Technology.
4. The Episcopal Vicar notifies the Vicar General or the Archbishop and the Chief Financial Officer.
5. The Parish Disaster Coordinator (PDC) 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 USA may provide limited amounts of financial assistance for victims. Assistance requests should be directed to the Catholic Charities Archdiocese of Dubuque Disaster Services Coordinator.
7. Catholic Charities USA coordinates with FEMA and other national partners.
8. Catholic Charities Archdiocese of Dubuque Disaster Services Coordinator may assist 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.
9. **The American Red Cross has primary responsibility for disaster assistance in the short term. Archdiocesan assistance, through its Catholic Charities agency in conjunction with the Parish Disaster Planning Committees, will be dedicated to supplementary early response and long-term recovery.**

Archdiocese of Dubuque Disaster Preparedness and Response Planning Guide



CHAPTER 1

Getting Organized

CHAPTER 1: Getting Organized

ESTABLISHING A PARISH DISASTER PLANNING COMMITTEE

This section is designed to help the Parish Disaster Coordinator and/or the Pastor/Pastoral Administrator work through the steps of setting up a disaster committee in each parish 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 in preparing a parish for a disaster is appointing a Disaster Planning Committee. Each Pastor may approach this step differently depending on the characteristics of his parish. Some Pastors may appoint only a Parish 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. **In order for the Pastor to meet the needs of his people during a disaster, it is highly recommended that the Parish Disaster Coordinator NOT be the Pastor.**

The Importance of Having a Parish Disaster Coordinator

When establishing basic roles for the committee members, it is important that the key position of Parish Disaster Coordinator is appointed early in the planning process. The role of the Parish Disaster Coordinator is crucial for collaboration with neighboring parishes and Office of the Episcopal Vicar. A small disaster that may affect either one or two parishes can be better addressed when multiple parishes join resources to help the community recover. The Parish Disaster Coordinator can also be responsible for setting up activities to meet the needs of the persons affected by the disaster.

The Parish Disaster Coordinator should have access to keys for the buildings and an intimate knowledge of their layouts as well as of the local community.

The Parish Disaster Coordinator should be:

- FLEXIBLE.
- Detail oriented and self-motivated.
- Able to work well with many persons in difficult situations.
- Able to work full time – or nearly full time – during a disaster.
- Able to have ready access to e-mail and websites.

The Parish Disaster Coordinator is crucial for:

- Ensuring that the parish has a plan for a disaster.
- Coordinating activities and volunteers during a disaster.
- Ensuring disaster volunteer activities are added to Parish Time & Talent Survey.
- Participating in local disaster organizations (VOAD, COAD, LTRO - Long Term Recovery Organization).
- Helping the parish decide its role in the local community during a disaster.
- Coordinating a disaster training for the parish.

The Parish Disaster Coordinator will meet with the Disaster Services Coordinator and other Parish Disaster Coordinators to establish roles and responsibilities during a disaster.

The Parish Disaster Coordinator reports directly to the Pastor/Pastoral Administrator and will work closely with the Catholic Charities Archdiocese of Dubuque Disaster Services Coordinator as needed.

Enter the information for the Parish Disaster Coordinator in the appropriate section of **Form 1-A** in Appendix I.

CHAPTER 1: Getting Organized

Appointing Disaster Committee Members

Once the Parish Disaster Coordinator is identified, committee members need to be appointed to ensure all disaster preparedness and tasks are accomplished. Later on in this manual, committee members will be guided through the development of tools to implement their disaster plan and may be assigned specific disaster preparedness tasks or response tasks.

The Local Parish Disaster Team:

- Pastor/Pastoral Administrator
- Parish Disaster Coordinator
- Facility Maintenance Staff

Additional Parish Disaster Team members are appointed as appropriate for the individual parish. It is suggested a minimum of 4-5 individuals in addition to the Parish Disaster Coordinator and no more than 9-13 members to facilitate functionality. Potential members may include:

- Volunteer Coordinator
- Finance Committee Representative
- Pastoral Council Member/Representative
- Administrative Staff
- Maintenance Staff Member
- Other

Be sure to designate a backup Parish Disaster Coordinator in the event the primary Parish Disaster Coordinator is unavailable due to illness, vacation, or another life situation.

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. Subcommittees may be formed as needed.

It is useful to recognize that many parishes have historically participated in disaster relief activities, such as cleaning out homes after floods, cooking food for disaster survivors or volunteers, distributing donated goods, providing for emergency expense, etc. Therefore, activities should be identified that are already taking place at the parish, assesses their utility, and include them in the formal plan.

CHAPTER 1: 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 Parish Disaster Planning Committee. Complete the list of additional members of the Disaster Planning Committee and the staff found in Appendix I (Form 1-A and Form 1-B).

Including representatives from various groups may enhance your parish’s ability to prepare for and respond to disasters. Some examples are:

- Youth Group Leaders
- Boy Scouts/Girl Scouts
- Spanish-Speaking Representatives
- Knights of Columbus Councils
- Catholic Daughters
- Saint Vincent DePaul Society
- Parish Social Ministry

CHAPTER 1: Getting Organized

Scope of the Committee

Once the Pastor and/or the Parish 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 committee(s) 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(es) 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.

Our committee will meet, e.g., quarterly or monthly:

CHAPTER 1: 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 updated on disaster planning and lessons learned from previous disasters, consider distributing a copy of the committee’s goals to the Pastor/Pastoral Administrator, Pastoral Council, and parishioners. Some recommendations include putting the minutes in a weekly bulletin, making announcements on Sunday, making a web page 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. The Parish Disaster Coordinator may appoint a secretary or a record keeper to facilitate this important step; however, the Parish Disaster Coordinator is ultimately responsible for maintaining these records.

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 parish information board.

How will our parish formally recognize the committee?

CHAPTER 1: 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: _____

Parish Staff Communication

It is important to keep a list of current parish staff with updated contact information and accessibility in the event of a disaster. Be sure to include volunteers who may be in charge of various programs, since they are an integral part of parish activities, **Form 1-B**.

Make sure that each staff member has access at all times to an employee roster and phone tree. A call from the Parish Disaster Coordinator or Pastor/Pastoral Administrator initiates the phone-calling process. The Pastoral 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 1-C** in Appendix I.

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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator.
2. Based on the warning, the Parish Disaster Coordinator or the Pastor/Pastoral Administrator activates the appropriate 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator implements plans for evacuation based on the emergency situation.
6. The parish office is responsible for immediately notifying the Office of the Regional Episcopal Vicar of damage to the parish and filling out and sending the Property Damage Report (**Form 1-D**) and the Accident Report (**Form 1-E**) from Appendix I to Rich Earles at rearles@catholicmutual.org.

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), if needed. 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 property 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 Office of the Regional Episcopal Vicar of the intention to evacuate and the parish's alternative location.

Complete **Form 1-F** in Appendix I.

CHAPTER 1: Getting Organized

THE BASICS OF EVACUATING

See **Form 1-G** in Appendix I 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 Catholic Charities Archdiocese of Dubuque Disaster Services Coordinator.

Be sure that the alternative receiving facility identified in **Form 1-F** 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 **Form 2-1**, 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 head count easier.

EVACUATION RECOVERY

This section focuses on basic information about helping the parish recover after a disaster. There is information in Chapters 3 and 4 about recovery specific to each type of disaster. Chapter 6 discusses how the parish can help its community in need.

Re-entry into the Facility

The Pastor/Pastoral Administrator should be the individual responsible for authorizing re-entry into the parish facilities. Re-entry should occur only after the Pastor/Pastoral Administrator is assured that the safety of the parish has been restored. Local authorities, the Dubuque Archdiocesan Protection Program (DAPP), risk manager, and/or local contractors will make this determination.

Designated members of the Disaster Committee, with designated 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 and/or assign these responsibilities in **Form 1-A** in Appendix I.

CHAPTER 1: Getting Organized

Damage and needs assessments as well as injury reports should be compiled by the team and should be submitted to the Parish Disaster Coordinator to pass on to the Pastor/Pastoral Administrator and to Rich Earles, Claims/Risk Manager at rearles@catholicmutual.org as soon as possible after a disaster has occurred (see **Form 1-D** and **Form 1-E**).

In the event the parish is damaged to the extent that a portion or the entire parish facilities are uninhabitable, plans will have to be developed to address the relocation of both parish services and staffing to alternate facilities until repairs are made or the parish facilities are 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 1-F**.

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. Parishes are encouraged to begin training their staffs immediately, incorporate training into "New Employee Orientation," and continue to offer training to staff throughout their employment 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator.

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 reviewed annually.

Key staff should review the plan. They should verify information with suppliers and emergency contacts to ensure all information is correct and current. This review could be scheduled during the month of September of each year. (Disaster Preparedness Month)

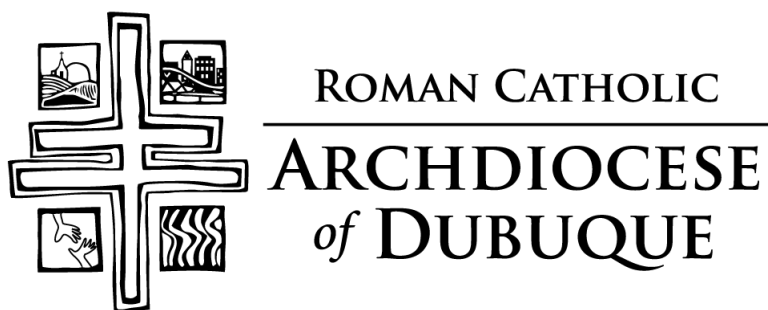
Tabletop Exercise

Key staff should consider organizing a disaster preparedness tabletop exercise.

Full Scale Exercise

Key staff should participate in county-sponsored full-scale disaster exercises.

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



CHAPTER 2

Planning for Parishes & Plants

CHAPTER 2: Planning for Parishes & Plants

PROFILING THE PARISH

It is recommended that the Disaster Planning Committee contact key parish personnel before working on this section. Key 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 Appendix I, [Form 2-A](#).

Analyze the Parish Facility

Begin by locating blueprints or floor plans 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.

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, noting emergency-related items (e.g. door exits, window exits, smoke detectors, etc.).

INSERT YOUR PARISH FLOOR PLAN HERE

CHAPTER 2: Planning for Parishes & Plants

Inventory All Equipment

It is necessary to have all physical contents documented prior to a disaster or event. **The documentation should be written, videotaped, or photographed.** It is recommended that the inventory be generated in at least two different media and copies stored off-site.

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 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 of computers and electronics will be taken as part of protecting parish property on **Form 2-1**.

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>

CHAPTER 2: Planning for Parishes & Plants

Documenting Parish Activity

It is important to create a general schedule of activities keyed to the specific rooms, buildings, or areas in order to have a better awareness of all the activities occurring at the parish. Create a general schedule of parish activities and insert it into **Form 2-C** in Appendix I. Review the general schedule semi-annually, updating as needed. It is equally important to identify the age groups of parishioners involved in activities, 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 general schedule, use it to determine if more staff are 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? Include these places on a list of activities.

List the capacity of any buildings used to gather large numbers 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.

CHAPTER 2: Planning for Parishes & Plants

VOLUNTEERS

Like staff, volunteers are a key component during disaster preparedness and relief activities. Parishes or parishioners who have areas of expertise may 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 the building, protection of archival records, backing up 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 volunteer spontaneously after a disaster event.

Creating a Talent Bank of Volunteers

Each year, the Parish Disaster Coordinator should profile the parish to identify and gather a pool of volunteers who could aid in time of disaster.

- A first step to this process is using the following **Parish Disaster Preparedness Interest Work sheet** to identify specific disaster ministries that the parish may wish to provide if a disaster occurs (see **Form 2-N** in Appendix I).
- The second step is to utilize a survey process to identify a pool of volunteers within the parish for each type of ministry that has been selected from the **Parish Disaster Preparedness Interest Work sheet**. **Be sure the survey includes the following information: volunteer name, address, e-mail address, phone numbers, emergency contact information, and a checklist/choice of the disaster recovery ministries provided by your parish.**

Insert labeled rosters from the survey results into **Form 2-D** in Appendix I.

NOTE: Check with your county preparedness planning group or Community Organizations Acting in Disasters (COAD) to find out if a countywide electronic registration process will be utilized for coordinating clean up and/or rebuild volunteers. If this is the case in your county, instruct parishioners to register through the county electronic process.

NOTE: The Parish Disaster Coordinator and the Pastor/Pastoral Administrator 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 with 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?

CHAPTER 2: Planning for Parishes & Plants

Parish Disaster Preparedness Interest Work sheet For Future Disaster Response and Recovery

Name of Parish: _____ Date Completed: _____

In the left-hand box, please CHECK the community Disaster Ministries that may apply to your parish.

	Parish Partners. Create a roster of parishioners wishing to participate in Parish Partners Ministry Teams that provide a ministry of presence for disaster affected parishioners during their recovery, i.e., praying for a family, providing helping hand services such as transportation, and other neighborly ministries.
	Create a roster of parishioners interested in participating in <i>Disaster "Muck and Gut" Ministry Teams</i> for early relief/response and long-term recovery efforts.
	Create a roster of parishioners interested in participating in <i>Disaster Repair and Rebuild Ministry Teams</i> for long-term recovery efforts, identifying persons with specialized skills such as plumbing, electrical, site supervision, and rebuild cost and material assessment.
	Create a roster of parishioners interested in participating in <i>Disaster Food Preparation Ministry Teams</i> for early response and long-term recovery efforts, i.e., prepare meals and snacks for visiting volunteer teams, community gatherings, special programs for children, senior adults, or other survivor groups, "thank you" events, food baskets for those with special diet needs, and community recovery activities coordinated through interfaith groups.
	Disaster Hospitality Ministries: Use of parish facility to provide lodging for visiting volunteer groups.

Please indicate other Disaster Early Response or Recovery Ministries that may apply

	During the relief phase, help parishioners who are survivors and vulnerable seek basic food, clothing, and shelter needs provided by other caregivers
	Host a neighborhood/community food bank at the parish.
	Other:
	Other:

Other notes:

CHAPTER 2: Planning for Parishes & Plants

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 Appendix I, [Form 2-E](#).

Parish staff can provide a list of those who receive Communion at home and in nearby care facilities. Others 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.

CHAPTER 2: Planning for Parishes & Plants

PROFILING THE PARISH PROPERTY

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 property due to its location.

Disasters that the parish may be susceptible to include tornados, 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 Hazardous Materials [HAZMAT] vehicles).

List any disasters on which the parish should focus.

Determine if your parish is in the floodplain.

Is the parish located within the 100-year or 500-year floodplain? ___Yes ___No ___100 ___500

Chemical and hazardous materials also are of concern in a community due to the large concentration of industrial facilities in the area.

List of the hazardous materials facilities found within five (5) miles of the parish. Use the EPA's website: www.epa.gov to identify these facilities.

How far is your parish from the nearest nuclear reactor? Obtain a copy of the Emergency Action Plan and how that might apply to your parish.

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.

CHAPTER 2: Planning for Parishes & Plants

PROTECTING PARISH PROPERTY

This section focuses on how to minimize damage to the parish property through 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, create a “pre-existing condition.” It is imperative that the building and grounds be routinely checked for maintenance issues and that problems are fixed as soon as they are identified. A leaky pipe may cause major mold problems in the future. Likewise, an unchecked fire extinguisher could malfunction, resulting in a larger fire that causes significant damage. As part of the Archdiocesan 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 ([Form 2-F](#) and [Form 2-G](#)) 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 to save the parish facilities 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 shut down 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 is more likely that electrical power will fail over a wide area. Water and gas lines that are generally buried are not as vulnerable unless a building is damaged.

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

Storing and Protecting Parish Records

Inactive records should be stored in fireproof 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 lighted 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.

CHAPTER 2: Planning for Parishes & Plants

The sacramental record books and marriage packets should be stored in a fireproof cabinet. Only the Pastor/Pastoral Administrator and his/her assistants, deacon(s), 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 records, 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/Pastoral Administrator 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 Archdiocesan Pastoral Center immediately.

See the Archdiocesan Record Retention Policy found in the Archdiocesan Policy Manual: [Form 2-B](#)

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 ([Form 2-H](#)) 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-I \[1 & 2\]](#)) 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. (e.g., publishing the parish bulletin and newsletters, maintaining sacramental records, etc.). From the lists prepared in Items 1d and 1e, identify which hardware and software is critical to and needed for the recovery of the administrative functions of the organization.
- e. Develop a Recovery Priority List

CHAPTER 2: Planning for Parishes & Plants

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 I **Form 2-3**) to log backup activities.

3. Backup Processing Facilities

Develop a plan for utilizing other computer systems as a backup for critical processing needs. It is highly recommended to make vendor agreements and team with other parishes.

4. Contact List

- a. Keep an updated list of support personnel and vendors (Appendix I **Form 2-k**).
- 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 computer access with the use of passwords. Additionally, it is very important to obtain updated virus software signatures from your anti-virus software vendor.

6. Environment

- a. Business equipment should be located away from risks, e.g., 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 off-site (e.g., in a safe depository).

CHAPTER 2: Planning for Parishes & Plants

EMERGENCY SUPPLIES CHECKLISTS

It is important that a parish have adequate disaster supplies on hand before the threat of a storm occurs. The staff do 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 not 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.

Form 2-I and **Form 2-M** outline emergency supplies that should be stocked in preparation for cleaning the parish facilities after a disaster and in preparation for at least a 24-hour on-site stay by staff.

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



CHAPTER 3

Planning for Families

CHAPTER 3: Planning for Families

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 the information and resources in [Appendix II: Family Preparedness Tool Kit](#) to all families within the parish. Families may download the Family Preparedness Kit from the Catholic Charities Archdiocese of Dubuque website after March 15, 2010. Also, 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.

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. 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 more 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.

CHAPTER 3: Planning for Families

- Teach Children:
 1. How to call for help (emergency numbers).
 2. When to call each emergency number.
 3. How to dial long distance.
 4. 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.

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

- If the Emergency Management Office recommends evacuating, take its 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.
- 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 in your 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 behind interior doors.
- Stay inside until "all clear" is announced.
- Be alert for and ready to seek shelter from tornados, which can happen during a severe thunderstorm.

CHAPTER 3: Planning for Families

Tips for Storing and Using Water

Purify water by boiling it for 5 –10 minutes. 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.

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 and size.

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/

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



CHAPTER 4

Planning for Specific Natural Disasters

CHAPTER 4: Planning for Specific Natural Disasters

FLOODS, FLASH FLOODS, and OTHER WATER HAZARDS

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 4-A** in Appendix I.

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, but not always. Progressive situation reports will be available from the National Weather Service or other governmental agencies.

Flood Hazard Zones

Is the parish located in a 100 or 500 year flood plain? ___yes ___no If so, which one ___100 ___500?

Any parish is susceptible to flooding, natural as well as those caused by mechanical failures.

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 water damage of any sort?
Is there watertight storage available for valuables?

CHAPTER 4: 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. Electrocutation 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. Remember: Never cook with charcoal indoors 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.

If you have a basement, to avoid structural damage to the foundation of parish buildings 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 are 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.

CHAPTER 4: Planning for Specific Natural Disasters

TORNADOS

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 into 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 anytime 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>.

CHAPTER 4: 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 a tornado with very little warning time.

The tornado safety checklist is found in **Form 4-B** in Appendix I.

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-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 tornados 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 tornados are clearly visible while others are obscured by rain or nearby low-hanging clouds.

CHAPTER 4: 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 individuals designated by the Parish Disaster Planning Committee. Assign this task on **Form 1-A**. Report any hazardous equipment to the Parish Disaster Coordinator. 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 facilities 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.

CHAPTER 4: 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 deadly 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 4-C** in Appendix I.

- 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 on-site 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.
- After attending to the basic safety procedures for persons in the facility, report to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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.

CHAPTER 4: 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 on-site staff person in charge and the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator.

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; shut off 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.

CHAPTER 4: 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 that reduces the likelihood of re-ignition. 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 re-ignite. 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.

CHAPTER 4: Planning for Specific Natural Disasters

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 Parish Disaster Coordinator or his/her designee to be recharged.

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 persons will assemble at: _____
(location). Enter this location in **Form I-F** in Appendix I.
2. After person(s) have been evacuated, the staff member in charge will conduct a "head count" to verify that all persons 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, the first priority is to ensure the safety of persons in the immediate area. Get them clear of the fire as soon as possible. Instruct available staff to assist all persons 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 persons out of the building.
3. If time and staffing permit, instruct staff 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.

CHAPTER 4: Planning for Specific Natural Disasters

Sheltering In-Place and Exiting From a Room

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

1. Instruct persons 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 the 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 accomplish this. Have staff members go outside to assist people climbing out of windows.
5. Check on persons periodically until the fire department has advised that it is safe to discontinue the protective actions.
6. When the fire department has given the "ALL CLEAR" sign, move relocated persons back to their respective locations.

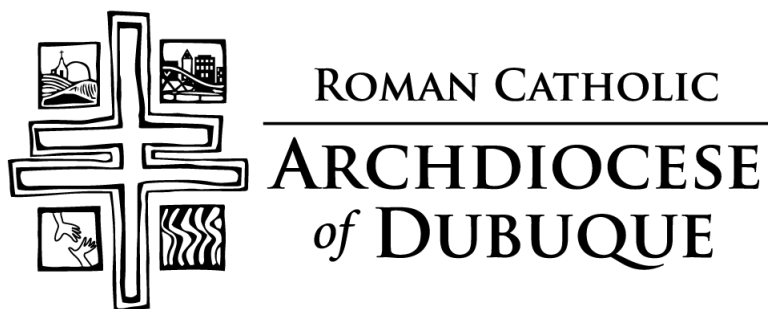
Silencing the Fire Alarm

- Alarm only to be silenced when instructed to do so by authorized personnel.
- Wait for fire department.
- Contact the Parish Disaster Coordinator or the Pastor/Pastoral Administrator.
- 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 4-E** in Appendix I. It should be completed by the person in charge of the drill and given to the Parish Disaster Coordinator or his/her designee.

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



CHAPTER 5

Planning for Specific Unnatural Disasters

CHAPTER 5: Planning for Specific Unnatural Disasters

MEDICAL EMERGENCIES

A medical emergency can be caused by an everyday 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator of the situation.
- Notify victim's family member or emergency contact person of the situation.
- Begin cleanup procedures:
 - Ask for assistance from individuals with biohazard cleanup training to assist with cleanup 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 solution.²
 - 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 cabinet.³
- 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 Parish Disaster Coordinator 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.

² Bleach Solution: 1 part bleach to 5 parts water; must be less than 24-hours old.

³ It is recommended that the supplies in the medical cabinet be inventoried annually.

CHAPTER 5: 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 everyone, the recovery from critical incident stress will likely 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 persons in recovering as quickly as possible from the stress associated with the event. Every plan should include a list of professionals who are trained in the critical incident stress debriefing process recommended by the Disaster Behavioral Health Response Team and have agreed to respond when needed.

Conducting a Debriefing

It is recommended that an outside mental health professional be called in by the group to conduct the debriefing. That professional will outline the appropriate size group and length of time for the situation. Ideally, the debriefing takes place between 24 and 72 hours after the 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 person(s). However, it may mitigate most presenting problems and accelerate 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.

CHAPTER 5: 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, complete this step before planning for HAZMAT spills.

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.

Off-site 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 are directed to notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 facilities, contact the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 facilities are closed due to the HAZMAT incident and will open when authorities lift the evacuation order.
- Evacuate to a pre-determined location.
- Contact the Episcopal Vicar to inform him of the evacuation and closure of the parish facilities.
- Do not return to the parish property until authorities say it is safe to return.

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 I **Form 4-D**) 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.

CHAPTER 5: Planning for Specific Unnatural Disasters

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 cleanup 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 Facilities

Although a hazardous materials incident on the parish property 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.

CHAPTER 5: 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 (e.g., "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 should not be accepted by anyone employed by 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 on the Parish Property

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

- Notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- Move all person(s) 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 cleanup can be performed.
- Look in the MSDS for the listing of the substance spilled. If proper equipment is available, cleanup 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.**

CHAPTER 5: Planning for Specific Unnatural Disasters

ON-SITE DISTURBANCES

Handling Aggressive Persons

Safety and Protection of Persons

See **Form 5-A**

- Upon hearing or witnessing a disturbance, immediately notify the on-site staff in charge and the Parish Disaster Coordinator or Pastor/Pastoral Administrator 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 physical appearance (height, build, eye color, hair color, clothing, accessories, and 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 (e.g., 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 (**Form 5-B**).
- 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 (e.g., intoxication, erratic behavior, under the influence of drugs, etc.).

See **Form 5-C**

Damage Assessment and Recovery

- Contact the Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- Notify a family member if someone is injured.
- Cooperate fully with law enforcement personnel.
- Report property damage to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- Complete an Archdiocesan incident report and deliver to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator within two 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 parish 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator.
- Never admit any person into the parish facilities without first identifying his/her reason for entry. If in doubt about the reason, immediately dial 911 to notify the authorities.
- If confronted by the intruder, ask what he/she wants and try to get the intruder to leave. If the intruder threatens you or others with violence, do instructed 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 fill out the suspect description sheet (**Form 5-B**).

CHAPTER 5: Planning for Specific Unnatural Disasters

Suspicious Person(s)

Whenever a suspicious person is noticed, notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 situation warrants, contact law enforcement.

Threats

If any threats or discussion about a specific abduction or kidnapping are overheard, notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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, call 911 and notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- If the incident involves a school, the principal should immediately take a student head count and lock down 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator or his/her 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 family.
 - The Episcopal Vicar and if a school-aged person is involved, the Superintendent of Schools.

Staff Duties During an Abduction Alert

The Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 from 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 pickup areas, grounds, and unlocked storage areas.
- Ask each person on duty to search his/her own areas and report findings back to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator.

CHAPTER 5: 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator, in conjunction with the law enforcement agency, should terminate parish involvement as instructed.
- Document the incident as follows:
 - Administrative incident report
 - School records (if applicable)
 - Teacher notes
 - Other staff notes
 - Family notification information (conducted by the Pastor/Pastoral Administrator or his designee)
 - An evaluation about how the event was handled should be written by all staff and sent to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator.

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

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.

Notification of a Hostage Situation

See Appendix I [Form S-D](#)

- Staff members who become aware of a hostage incident must contact 911 and the Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- The Parish Disaster Coordinator or the Pastor/Pastoral Administrator must ensure that the following are notified:
 - The law enforcement via 911
 - All on-duty staff
 - The Episcopal Vicar
 - The family

CHAPTER 5: Planning for Specific Unnatural Disasters

Staff Duties During an Active Hostage Situation

- Remove all noninvolved personnel and visitors from the immediate area.
- Permit no movement into the area.
- At the direction of law enforcement personnel, the Parish Disaster Coordinator or the Pastor/Pastoral Administrator or other designated staff should be the only people to move person(s) if applicable.
- Establish an emergency command center to facilitate the exchange of information.
- Provide law enforcement with floor plans showing the following **MAKE A LINK TO PARISH FLOOR PLAN.**
 - ☐ 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator will notify all staff. The Parish Disaster Coordinator or the Pastor/Pastoral Administrator should complete an incident report.
- A written critique by those involved in the incident should be provided to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator within three working days of the incident.
- The Parish Disaster Coordinator or the Pastor/Pastoral Administrator should consider arranging stress debriefing sessions.

CHAPTER 5: 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 an open flame. Gas lines should be color-coded yellow.
- Know the location of gas shut-off valves and electric service. Locate a gas shut-off 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; do not use the telephone or use any open flames.
- Evacuate the affected area and initiate gas turn-off procedures.
- Contact the fire department by calling 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.
- From this point on refer to fire procedures ([Form 4-C](#)).

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.

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
- In person
- Delivered item

CHAPTER 5: Planning for Specific Unnatural Disasters

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 I **Form 5-f**.

- 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator who will alert remaining staff.
- Contact emergency services by calling 911.
- Contact the insurance company.
- Contact the Episcopal Vicar.
- 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.

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 (**Form 5-f**) and observe the person carefully.

CHAPTER 5: Planning for Specific Unnatural Disasters

Delivered Item

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?

Ending of Threat

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

- A thorough search reveals nothing suspicious.
- 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator should:

- Inform staff that threat is over.
- Direct students/staff back to their original area.
- Instruct all personnel to return to their duties.

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



CHAPTER 6

Where to Go for Help

CHAPTER 6: Where to Go for Help

Archdiocese

Within the Archdiocese of Dubuque 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 I [Form 6-A](#).

Insert any additional community resource lists, e.g., the United Way 211 Lists available electronically.

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 Pastor/Pastoral Administrator and the Parish Disaster Coordinator. See Appendix I [Form 1-A](#) and [Form 1-B](#).

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

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



CHAPTER 7

Recovery Ministries

CHAPTER 7: Recovery Ministries

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 there is. 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 membership 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.

Planning Phases

- Distribute via parish bulletins or other means prayers specifically tailored to a variety of potential disaster situations (e.g., 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 church 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.

CHAPTER 7: Recovery Ministries

Response Phase

- Stay connected with the parish through prayer.

Recovery Phase

- Continue prayer.
- Based upon the work of cleanup volunteers, determine those individuals and families in need of prayers as a result of disaster. See Appendix I (**Form 7-G**).
- Refer those most distraught to counseling.
- On the anniversaries of significant community and national disasters, hold a prayer service in remembrance.

The Archdiocesan Office of Worship 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 the parish 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 September 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 military 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 — e.g., *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 military personnel.

CHAPTER 7: Recovery Ministries

VOLUNTEERING

In Chapter 2, "Profiling your Parish," 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 Parish Disaster Coordinator and/or the county COAD (Community Organizations Active in Disaster) will call volunteers to action once an assessment has been made of the needs.
- Sample forms related to volunteers can be found in Appendix I (**Form 7-B, Form 7-C, Form 7-D, Form 7-E, Form 7-F**). These include a **Volunteer Application** and a **Release, Hold Harmless, and Indemnity Agreement** that all volunteers must sign before they are deployed to a community recovery assignment, a **Transportation Policy**, a **Driver Information Form**, and a **Homeowner Release of Liability form**.
- Some volunteers may require background checks and required training, e.g., volunteer case managers.
- Family – Volunteers and their families must first be prepared to respond to their own needs, as they otherwise will not be able to assist others. All volunteers must have their family disaster plan in place.
- Parish – Volunteers will respond to the parish and its geographic area after the volunteer's family needs have been addressed.
- Deanery or outside parish – Some disasters overwhelm a small parish but are not big enough to necessitate an Archdiocesan-wide response. One of the goals of the Archdiocesan Disaster Plan is to pair parishes so they can help each other during these difficult times.

Archdiocesan Pastoral Center – Some disasters may require an Archdiocesan-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 Archdiocese?

Community – Some disasters may affect the entire community. Instead of duplicating disaster efforts provided by the Red Cross, Salvation Army, or other larger relief agencies, the Archdiocese 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?

Serving on the local COAD (Community Organizations Active in Disaster) or attending COAD informational meetings will help clarify the roles of relief agencies and help coordinate the pre-determined agency/parish response assignments outlined in the county disaster preparedness plan.

CHAPTER 7: Recovery Ministries

Long-term – Some disasters, like tornados, 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?

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 report on a regular basis the number of hours worked and services provided (**Form 7-A**).
- Volunteers should be thanked publicly by their Pastor/Pastoral Administrator, 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: _____

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 Archbishop may call for a second collection from all parishes on or near the weekend nearest the event.

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



APPENDIX I
Parish Preparedness Plan (Forms)

Completed for:

(Parish)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 1-A

Disaster Planning Committee

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 1-A

Additional Disaster Planning Committee

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Name _____

Role/Designated Tasks: _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 1-B

Parish Staff Contact Information

Parish Main Phone Number _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 1-B

Additional Parish Staff Contact Information

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

Role/Job Title _____ Name _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Emergency Contact _____ Relationship _____ Phone _____

APPENDIX I: Parish Preparedness Plan (Forms)
FORM 1-C
Insert Staff Calling Tree

APPENDIX I: Parish Preparedness Plan (Forms)
FORM 1-D
Dubuque Archdiocesan Protection Program (DAPP)
Property Damage Report

NAME OF PARISH/SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

PHONE NUMBER _____

PERSON REPORTING _____

DATE FORM COMPLETED _____

DATE OF INCIDENT _____ TIME OF INCIDENT _____

LOCATION OF DAMAGE _____

WERE PHOTOGRAPHS TAKEN? _____

(Please take photos for damage in excess of \$5,000)

DESCRIBE INCIDENT. IF VANDALISM OR THEFT, POLICE MUST BE NOTIFIED. GIVE POLICE REPORT NUMBER

DESCRIBE BUILDING AND/OR CONTENTS DAMAGE (IF ADDITIONAL SPACE IS NEEDED PLEASE ITEMIZE ON SEPARATE SHEET OF PAPER)

SPECIAL INSTRUCTIONS:

- ***PARISHES SHOULD PROCEED WITH ANY EMERGENCY REPAIRS NEEDED TO PREVENT FURTHER DAMAGE.***
- ***TWO ESTIMATES ARE REQUIRED FOR ALL NON-EMERGENCY REPAIRS, UNLESS PRIOR APPROVAL IS OBTAINED FROM DAPP.***
- ***REPORT TO DAPP THE SAME OR NEXT BUSINESS DAY. SEND ORIGINAL TO ADDRESS BELOW AND KEEP ONE FOR YOUR RECORDS.***

Mr. Rich Earles
Claims/Risk Manager
Catholic Mutual Group
PO Box 479
Dubuque, IA 52004-0479

If you have questions please call:

(800) 876-3546 or
(563) 556-2580 Ext. 224

APPENDIX I: Parish Preparedness Plan (Forms)
FORM 1-E
Dubuque Archdiocesan Protection Program (DAPP)
Accident Report (Liability Claim)

NAME OF PARISH/SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

PHONE NUMBER _____

PERSON REPORTING _____

DATE FORM COMPLETED _____

DATE OF ACCIDENT _____ TIME OF ACCIDENT _____

WHERE ACCIDENT OCCURRED _____

WERE PHOTOGRAPHS TAKEN? _____

DESCRIBE ACCIDENT _____

PARTY INVOLVED NAME _____ STUDENT? _____

D.O.B. _____ S.S.# _____

IF STUDENT, PARENT NAME(S) _____

ADDRESS _____

CITY AND ZIP _____

PHONE NUMBER _____ WORK NUMBER _____

INJURY/DAMAGE _____

TRANSPORTED BY AMBULANCE? _____

WITNESSES (PLEASE INCLUDE ADDRESS AND PHONE NUMBER)

DESCRIPTION OF ACCIDENT

*****NOTE: REPORT TO DAPP THE SAME OR NEXT BUSINESS DAY. SEND COPY TO ADDRESS BELOW AND KEEP ONE FOR YOUR RECORDS.***

Mr. Rich Earles
Claims/Risk Manager
Catholic Mutual Group
PO Box 479
Dubuque, IA 52004-0479

If you have questions please call:
(800) 876-3546 or
(563) 556-2580 Ext. 224

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 1-F Alternate Sites

Emergency Operations Center (EOC) at the parish:

Building: _____ Room: _____

Off-site Emergency Operations Center Location:

Building: _____ Room: _____

Fire evacuation location:

Name _____ Address _____

Phone _____ Contact _____

Off-Site emergency parish office:

Name _____ Address _____

Phone _____ Contact _____

Alternate off-site emergency parish office:

Name _____ Address _____

Phone _____ Contact _____

Partner parish where masses will be held:

Name _____ Address _____

Phone _____ Contact _____

Pastor/Pastoral Adm. _____ Home Phone _____

Pastor/Pastoral Adm. Cell Phone _____ E-mail _____

Alternate location/site where masses will be held:

Name _____ Address _____

Phone _____ Contact _____

Pastor/Pastoral Adm. _____ Home Phone _____

Pastor/Pastoral Adm. Cell Phone _____ E-mail _____

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 1-G Basics of Evacuating

KEEP YOURSELF SAFE!

THE BASIC RULE OF EVACUATION IS PERSONAL SAFETY.

- ☐ 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 head count 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 take his/her personal 24-hour pack (see **Form 2-M** in Appendix I).
- ☐ Take with you the previously prepared photos and video documentation (**Form 2-H**) for insurance purposes.
- ☐ Take a hard copy of the Parish Disaster Plan with you.
- ☐ Shut off water, gas, and electricity if told to do so.
- ☐ Prepare reports outlining needs and damage assessment.
- ☐ Contact the Episcopal Vicar and the Archdiocesan self-insurance claims risk manager to report damage to parish facilities. You may need to wait until he arrives 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.

APPENDIX I: Parish Preparedness Plan (Forms)
FORM 2-A
Room Survey - Page 1 of 4
(Room survey is four (4) pages long - need 4-page set for each room/hallway.)

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 necessary?

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 walk-through. 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? _____

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-A

Room Survey - Page 2 of 4

(Room survey is four (4) pages long - need 4-page set for each room/hallway.)

Room: _____

List the contents of this room: _____

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

Furniture

(go to page 3)

APPENDIX I: Parish Preparedness Plan (Forms)
FORM 2-A
Room Survey - Page 3 of 4
(Room survey is four (4) pages long - need 4-page set for each room/hallway.)

Room: _____

Other items (include archival⁴ 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?

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

⁴ 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.

APPENDIX I: Parish Preparedness Plan (Forms)

(go to page 4)

FORM 2-A
Room Survey - Page 4 of 4
(Room survey is four (4) pages long - need 4-page set for each room/hallway.)

Room: _____

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.)

APPENDIX I: Parish Preparedness Plan (Forms)**FORM 2-B****Record Retention Table**

Type of Record	Length of Retention
Audit Reports	Permanent
Bank Statements, Cancelled Checks	Current Fiscal Year and 5 Previous Fiscal Years
Collection Envelopes	Current Calendar Year and 2 Previous Calendar Years
Construction Records (Contracts, Correspondence, Specifications, Drawings, etc.)	Permanent
Contribution Records	Current Calendar Year and 5 Previous Calendar Years
Correspondence Files (Letters and Memos to and from Pastor and Staff Members)	Permanent
Deeds, Decree of Election, Blueprints	Permanent
General Ledger	Permanent
Marriage Packets	80 Years from the Date of Marriage
Minutes of Councils, Organizations, and Groups	Permanent
Paid Bills and Receipts Current	Fiscal Year and 5 Previous Years ¹
Parish Bulletins	Permanent
Parish Census	Permanent
Personnel Files	10 Years after Termination of Employee
Receptionist Logs/Visitor Sign-in Sheets	Current Calendar Year and 3 Previous Calendar Years
Sacramental Registers (Baptism, First Communion, Confirmation, Marriage, Burials)	Permanent
State and Federal Tax-Related Documents	Current Calendar Year and 5 Previous Calendar Years
Tax Exemption Records (Certificates and Correspondence)	Permanent
Telephone Message Books/Pads	Current Calendar Year
Time Cards/Sheets	Current Calendar Year and 3 Previous Calendar Years

¹ Bills and receipts for capital expenditures should be kept for the life of the equipment.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-C Master Schedule of Activities

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-D Volunteer Talent Bank Survey Results

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-E Parishioners with Special Needs

Parish: _____ City: _____

Name: _____ Spouse: _____

Address: _____ Phone: _____

List names and ages of additional household members:

Do you only speak a language other than English? ☐ 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 (e.g., 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? ☐ No ☐ Yes How many? _____ What kind? _____

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

Would you need transportation in an emergency? ☐ Yes ☐ No

If yes, what type? ☐ Standard Vehicle ☐ Wheelchair access ☐ Ambulance

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-F 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.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-G Beyond Routine Maintenance Checklist

**If weather conditions warrant it, take the following actions
if given sufficient warning before a 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 Archdiocesan self-insurance program and the Episcopal Vicar if the parish facility has sustained damages as a result of the storm.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-H

[illegible]

Note: Take digital photos of all major assets and store on a memory card and on a backup located off-site

FORM 2-I (1)

[illegible]

FORM 2-I (2)

[illegible]

FORM 2-J

[illegible]

FORM 2-K

Archdiocese of Dubuque Disaster Preparedness and Response Planning Guide

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-L Emergency Supplies List

Equipment for Facility Preparation and Cleanup

- ☐ 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
- ☐ Buckets⁵
- ☐ Brooms
- ☐ Disinfectant/cleaning compounds
- ☐ Bleach (at least 3 gallons)
- ☐ Rubber boots
- ☐ Rubber gloves
- ☐ Work gloves
- ☐ Masks
- ☐ Duct tape
- ☐ Back-up electrical generator
- ☐ 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

⁵ 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.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-M Personal 24-Hour Pack

- ☐ 1800 cubic inch back pack

Personal/First Aid Kit

- ☐ quart size Ziploc bag for this kit
- ☐ "Ziploc" 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
- ☐ 4x4 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 "Ziploc" 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 repellant
- ☐ note pad & pencil

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 2-N

Parish Disaster Preparedness Interest Work sheet For Future Disaster Response and Recovery

Name of Parish: _____ Date Completed: _____

In the left-hand box, please CHECK the community Disaster Ministries that may apply to your parish.

	Parish Partners. Create a roster of parishioners wishing to participate in Parish Partners Ministry Teams that provide a ministry of presence for disaster affected parishioners during their recovery, i.e., praying for a family, providing helping hand services such as transportation, and other neighborly ministries.
	Create a roster of parishioners interested in participating in <i>Disaster "Muck and Gut" Ministry Teams</i> for early relief/response and long-term recovery efforts.
	Create a roster of parishioners interested in participating in <i>Disaster Repair and Rebuild Ministry Teams</i> for long-term recovery efforts, identifying persons with specialized skills such as plumbing, electrical, site supervision, and rebuild cost and material assessment.
	Create a roster of parishioners interested in participating in <i>Disaster Food Preparation Ministry Teams</i> for early response and long-term recovery efforts, i.e., prepare meals and snacks for visiting volunteer teams, community gatherings, special programs for children, senior adults, or other survivor groups, "thank you" events, food baskets for those with special diet needs, and community recovery activities coordinated through interfaith groups.
	Disaster Hospitality Ministries: Use of parish facility to provide lodging for visiting volunteer groups.

Please indicate other Disaster Early Response or Recovery Ministries that may apply

	During the relief phase, help parishioners who are survivors and vulnerable seek basic food, clothing, and shelter needs provided by other caregivers
	Host a neighborhood/community food bank at the parish.
	Other:
	Other:

Other notes:

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 4-A Flood Safety Checklist Page 1 of 3

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 I [Form 2-G](#)).
- ☐ 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.

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

Form 4-A Flood Safety Checklist Page 2 of 3

Evacuation Necessary

- ☐ If evacuation is necessary, evacuate staff, students, and parish visitors as quickly as possible to a pre-assigned area. Contact the Office of the Episcopal Vicar 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator.
- ☐ Do not return to look for the missing person. Special search teams have been developed for this purpose.

After the Flood

- ☐ Once determined safe to enter, 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 at a time to ensure proper working condition.
- ☐ Record detailed documentation (photos, video) for submission to DAPP.
- ☐ Prepare reports outlining needs and damage assessment. Fax report to DAPP.
- ☐ Prepare list of initial needs as well as damage assessment and give to the Pastor/Pastoral Administrator or his/her designee.
- ☐ Contact the Episcopal Vicar and the Archdiocesan self-insurance claims risk manager and give him a report outlining damage to parish facility. You may need to wait until he arrives before beginning cleanup.
- ☐ Insure that all archival records are safe.

(go to page 3)

APPENDIX I: Parish Preparedness Plan (Forms)

Form 4-A Flood Safety Checklist Page 3 of 3

- ☐ 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.
- ☐ 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 plant is to remain closed, activate alternative site for pastoral and liturgical services.
- ☐ Begin organizing volunteers to help community after the disaster.

APPENDIX I: Parish Preparedness Plan (Forms)

Form 4-B Tornado Safety Checklist Page 1 of 3

Tornado Watch Issued

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

- ☐ Review the Beyond Routine Maintenance Checklist (See Appendix I [Form 2-G](#)).
- ☐ 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.

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 4-B Tornado Safety Checklist Page 2 of 3

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.

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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator of any injuries sustained.
- ☐ 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.

(go to page 3)

APPENDIX I: Parish Preparedness Plan (Forms)

Form 4-B Tornado Safety Checklist Page 3 of 3

- ☐ 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 Episcopal Vicar and the Archdiocesan self-insurance claims risk manager to report damage to parish facilities. You may need to wait until he arrives before beginning cleanup.
- ☐ Ensure that all archival records, the Blessed Sacrament and holy oils are safe. If records are damaged contact the Archdiocesan 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 plant is to remain closed, activate the alternative site for pastoral and liturgical service.
- ☐ Begin organizing volunteers to help community after disaster.

APPENDIX I: Parish Preparedness Plan (Forms)

Form 4-C Fire Safety Checklist Page 1 of 2

Planning and Preparing for Fire Prevention

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/Pastoral Administrator or Parish 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 4-B](#)).

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-feet from electrical panels.
- ☐ Maintain at least a 3-foot clearance from heating surfaces, air ducts, heaters, and lighting fixtures.
- ☐ Do not store combustible materials in mechanical rooms.

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 4-C Fire Safety Checklist Page 2 of 2

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 3-prong adapters that allow a 3-pronged plug to plug into a 2-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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 I-F** in Appendix I).
- ☐ 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 Episcopal Vicar and the Archdiocesan self-insurance program.
- ☐ Do not enter and inspect the parish after a fire; leave the inspection to the fire chief, building inspectors, and the insurance representatives.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 4-D

Sheltering-In-Place Checklist Page 1 of 2

- ☐ 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 Episcopal Vicar 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 parish-wide public address system from the room where the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 ([Form 2-M](#)) and the facility emergency supplies kit ([Form 2-L](#)). 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.

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 4-D Sheltering-In-Place Checklist Page 2 of 2

- ☐ 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.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 4-E 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

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-A Handling Aggressive Persons

Safety and Protection of Persons

- ☐ Upon hearing or witnessing a disturbance, immediately notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 ([Form S-B](#)).
- ☐ 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- ☐ Notify a family member if someone is injured.
- ☐ Cooperate fully with law enforcement personnel.
- ☐ Report property damage to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- ☐ Complete an incident report and deliver to the Parish Disaster Coordinator or the Pastor/Pastoral Administrator within two hours.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-B 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: _____

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-C

Unauthorized Intrusion Page 1 of 2

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 parish facilities can prevent an intrusion from progressing into a more dangerous situation.

- ☐ Anyone who discovers an intruder and determines that he/she may have criminal intentions should immediately call 911, then the Parish Disaster Coordinator, the Pastor/Pastoral Administrator or on-site staff in charge.
- ☐ Never admit any person into the parish facilities without first identifying his/her reason for entry. If in doubt about the reason, immediately dial 911 to notify the authorities.
- ☐ If confronted by the intruder, ask what he/she wants and try to get him/her 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 description sheet (**Form 5-B**).

Suspicious Person(s)

Whenever a suspicious person is noticed, notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 situation warrants, contact law enforcement.

Threats

If any threats or discussion about a specific abduction or kidnapping are overheard, notify the Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator immediately.
- ☐ If the incident involves a school, the principal should immediately take a student head count and lock down 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator or his/her 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 Episcopal Vicar and if a school aged person is involved, the superintendent of schools.
 - ☐ The family.

(go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-C Unauthorized Intrusion Page 2 of 2

Staff Duties During an Abduction Alert

The Parish Disaster Coordinator or the Pastor/Pastoral Administrator will coordinate 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 from 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/Pastoral Administrator or the Parish 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator, in conjunction with the law enforcement agency, should terminate parish involvement as instructed.
- ☐ Document the incident as follows: _Dubuque Archdiocesan Protection Program Report of Accident or Injury, **Form 1-E** in Appendix I.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-D Hostage Procedures Page 1 of 2

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 who 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 call 911 and notify the Parish Disaster Coordinator and the Pastor/Pastoral Administrator immediately.
- ☐ The Parish Disaster Coordinator or the Pastor/Pastoral Administrator needs to ensure that the following are notified:
 - ☐ The law enforcement via 911
 - ☐ All on-duty staff
 - ☐ The Episcopal Vicar
 - ☐ 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 Parish Disaster Coordinator, the Pastor/Pastoral Administrator or other designated parish staff 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. (go to page 2)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-D Hostage Procedures Page 2 of 2

- ☐ No orders should be accepted from the hostage taker prior to the arrival of authorities unless life is in immediate danger.
- ☐ 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator will notify all staff. The Pastor/Pastoral Administrator should complete an Event Report.
- ☐ A written critique by those involved in the incident should be provided to the Parish Disaster Coordinator within three working days of the incident.
- ☐ The Parish Disaster Coordinator or the Pastor/Pastoral Administrator should arrange stress debriefing sessions for all those involved.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-E 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator 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, and identification of personnel involved in the situation.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-F

Documenting a Bomb Threat Page 1 of 2

(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)

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 5-F Documenting a Bomb Threat Page 2 of 2

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

Background Noises: ☐ Factory Machinery ☐ Trains
 ☐ Chaos ☐ Animals ☐ Music
 ☐ Quiet ☐ Office machines ☐ Airplanes
 ☐ Voices ☐ Mixed
 ☐ 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 Parish Disaster Coordinator or the Pastor/Pastoral Administrator.
- ☐ Call 911 and notify emergency services.

APPENDIX I: Parish Preparedness Plan (Forms)

Form 6-A 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: 911 (Law Enforcement, Fire, Rescue, Emergency Medical Services)

Gas: _____

Electric: _____

Water: _____

Sewer: _____

Telephone: _____

Internet Service Provider: _____

American Red Cross: _____

Salvation Army: _____

Other: _____

Other: _____

Federal Emergency Management Agency (FEMA)

If the President declares a national disaster: 1-800-621-FEMA (3362) <http://www.fema.gov/>

Within the Archdiocese, in all cases involving disaster situations contact the Dean within your region:

Name of Dean: _____

Address: _____

Phone number: _____ **Alternate phone number:** _____

FAX number: _____ **Email Address:** _____

Within Catholic Charities

Disaster Services Coordinator: _____

Address: _____

Phone number: _____ **Alternate phone number:** _____

Email Address: _____

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-A Volunteer Time Sheet

Name: _____ Program: _____
Home address: _____ Month/year: _____

Volunteer end date: _____
Phone: _____ Cell phone: _____

Date	Activity	Start Time	Stop Time	Total Time	Signature

TOTAL TIME _____

I hereby certify that the above is an accurate record of volunteer hours for this month.

Supervisor's signature

Date

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-B Volunteer Application

Name: _____ Date: _____

Address: _____

Area of town in which you live/closest major intersection: _____

Phone: () _____ Alt. Phone: () _____ Age: _____

Email: _____

Emergency Contact: _____ Phone: () _____

Availability: Would you prefer to commit to

- Eight hours a week, one or two week days, between 8:30 and 4:30
- Four hours a week, one week day, between 8:30 and 4:30
- A given short-term project, if my schedule permits

Have you even been convicted of a crime? ____ Yes ____ No (If yes, please explain the nature of the crime and the date of the conviction and disposition.) Are you currently under court supervision? ____ Yes ____ No If yes, please explain.

Conviction of a crime is not an automatic disqualification for volunteer work. We may conduct a criminal background check if you are working in special situations.

Please read the following carefully and check the circle to signify your acceptance of this policy.

- ☐ **I understand this is an application for volunteering and not a commitment from <insert agency> and certify the information provided is true, correct and complete. I understand misrepresentations or omissions by me may be cause for my immediate rejection or termination as a volunteer.**
- ☐ **During my volunteer service I will act in a professional manner in adherence with the mission of <Insert agency> _____. Failure to do so may result in disciplinary action, including but not limited to termination of my volunteer services.**
- ☐ **Waiver:** I agree to assume the risk of any accident or injury to person or property that may be sustained in connection with my participation with <insert agency> _____ and the Archdiocese of Dubuque. In addition, I agree to release and discharge <insert agency> _____ and the Archdiocese of Dubuque and any of their directors, officers, employees, volunteers, partners, affiliates and successors from all liability or responsibility for any such accident or injury. I will disclose any physical or psychological ailment that might impede my work. If I enter a course of treatment that might adversely affect my performance of volunteer duties, I will disclose such to my supervisor.
- ☐ **Permission for Public Release:** I hereby authorize <insert agency> to use or broadcast photos, film and audio recordings of me and/or my children and to publish any copy I or my children have written. I further authorize <insert agency> to release or circulate the same in any manner for all purposes in any form. I understand the copy, photos and/or videos will be viewed by the public and that other use may be made of them.
- ☐ **I will maintain, protect and safeguard the privacy and confidentiality of <Insert agency> _____ clients and donors at all times.**

<Insert agency> Volunteer Signature _____ **Date** _____

FOR THOSE UNDER THE AGE OF 18, Parent's or guardian's permission is required. I, as the parent/guardian of _____ give permission for him/her to volunteer with <Insert agency> _____ and agree to the policies stated contained herein.

Signature of Parent or Guardian

Date

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-C

Release, Hold Harmless, and Indemnity Agreement (Page 1 of 2)

In consideration of my being allowed to participate in the repair and clean-up effort sponsored by (organization), in _____, Iowa, I, _____ (hereinafter “Releasor”) a person of the full age of majority and a resident of the County/Parish of _____, State of _____, do hereby acknowledge that:

1)I voluntarily have chosen to travel to the foregoing area to perform cleanup and/or construction efforts in disaster relief at various types of houses and/or buildings (hereinafter “volunteer effort):

2)I understand that this volunteer effort entails a risk of physical and/or mental and/or emotional injury and often involves hard physical labor, heavy lifting, and/or strenuous activity, which activity may include climbing on ladders and building framing other than on ground level:

3)I understand that the volunteer effort may expose me to harmful and/or illness-causing substances, including but not limited to mold and/or mildew:”

4)I am in good health and physically and emotionally able to perform the foregoing volunteer effort.

I further understand that I am engaging in this volunteer effort at my own risk and will be exposed to various injury-causing risks, including but not limited to contracting of illnesses and/or incurring physical injuries. I also understand that I am assuming any and all risk of any injury or damages of any type that I may sustain, including but not limited to physical, mental, or financial injuries (e.g., loss of wages). I also understand that I am solely responsible for any and all costs and/or expenses that I may incur arising out of my participation in the volunteer effort, including but not limited to any costs and/or expenses arising out of housing, meals, and/or losses from theft. I also understand that in performing services for the volunteer effort that if I become injured, because of the conditions of (city) and its environs I may not have available to me the same level of medical care that I may be accustomed to which may subject me to further, additional risks of physical and/or emotional injury or damage and/or may increase the severity of such injury or damage.

I further understand that in the event that I am offered any housing accommodations while participating in the volunteer effort, I will abide by whatever regulations may be in effect for the accommodations at the time.

In consideration of my being able to participate in the volunteer effort, which participation I acknowledge has intrinsic value and worth to me, I further agree to release, indemnify and hold harmless (organization), the Archdiocese of Dubque, any other related entity of (organization), whether separately incorporated or not, including but not limited to schools, parishes, and their members, officers, directors, executives, administrators, pastors, clergy, faculty, employees, representatives, insurers, reinsurers and/or self-insurance administrators, assigns and/or representatives (hereinafter collectively referred to as “the Releases”) of and from any and all manner of actions, suits, liens, debts, damages, injuries (including but not limited to claims for bodily injury, mental anguish and/or death), economic damages (including but not limited to loss of wages and loss by theft), claims arising from travel or lodging and any and all other claims and demands whatsoever (hereinafter, collectively, “claims”), at law or in equity, and arising out of or under any law of the United States, or any of the several states, including but not limited to the laws of the State of Iowa, including but not limited to the laws of obligations and/or laws of tort and/or delict, arising from my participation in volunteer effort, whether such claims or causes of action arise from my own negligence, strict liability or fault or from the negligence, strict

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-C

Release, Hold Harmless, and Indemnity Agreement (Page 2 of 2)

liability or fault of Releases or any third parties for whom the volunteer effort is performed. Releasor specifically acknowledges that this agreement includes a Release, Hold Harmless and Indemnity in favor of Releasees and third parties for their own negligence, strict liability or fault of any kind or nature whatsoever.

I further agree that this Agreement shall be construed in accord with the laws of the State of Iowa, which shall be the forum for any dispute concerning my participation in the volunteer effort. I further acknowledge and agree that the terms and conditions of this Agreement shall be severable and that if any term or condition shall be held to be illegal, unenforceable or in conflict with the laws of the State of Iowa, the validity of the remaining portions of the Agreement shall not be affected thereby and shall remain in full force and effect.

I further agree that this Agreement supersedes any previous and/or contemporaneous verbal agreements in regard to my participation in the volunteer effort and cannot be changed and/or amended unless in writing.

Signature: _____ Date: _____

Print Name: _____

Person to contact in case of emergency: _____

Telephone or means of contacting them: _____

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-D Homeowner Release of Liability Form

Name: _____
Daytime Telephone: _____
Evening Telephone: _____
Address: _____

I/we, _____, certify that I/we am/are the owner(s) of the above listed property. I/we give permission to volunteers from (organization) to work on my property for the purpose of cleaning and/or removing walls, floors or other structural components and/or repairing my/our home. I/we understand that these are not professionals working for profit, and that no warranty is made as to the quality of work done.

In consideration of the volunteer services to be rendered to me/us or on my/our property by the volunteers, I/we, the undersigned, release and agree to indemnify and hold harmless (organization), the Archdiocese of Dubuque and any other related entity of (organization) whether separately incorporated or not, including but not limited to Parishes, and their members, officers, directors, executives, administrators, pastors, clergy, faculty, administrators, employees, representatives, insurers, re-insurers and/or self-insurance administrators, assigns and/or representatives (hereinafter collectively referred to as "the Releasees") from any and all claims, liability, damages, injury (including but not limited to physical and/or mental injury and/or death and/or property damage), delay or irregularity related to the aforementioned volunteer services.

This release covers all rights and causes of action of every kind, nature and description, which the undersigned ever had, now has/have and, but for this release, may have. This release binds the undersigned and his/her/their heirs, representatives and assignees.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-E

Archdiocese of Dubuque Transportation Policy

Commercial carrier or contracted transportation is the most desirable method to be used for offsite events, field trips and, whenever possible, this mode of transportation should be provided. If commercial carriers are used (e.g., commercial airlines, trains, or busses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the Archdiocese of Dubuque. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined Single Limit).

LEASED VEHICLES

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or your local agent. **THE ARCHDIOCESE OF DUBUQUE DOES NOT AFFORD COVERAGE FOR RENTED OR LEASED VEHICLES.**

PRIVATE PASSENGER VEHICLES

If a private passenger vehicle must be used, then the following information must be supplied/obtained and this information must be certified by the driver in question on the Driver Information Sheet/Volunteer Drivers Form.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the state minimum limits of liability.
5. All vehicle manufacturer recommendations must be followed. Examples: Number of passengers should not exceed number of seat belts. Seat belts must be worn by driver and all passengers. If vehicle has airbags, children under specified vehicle manufacturer age should not occupy front seat.
6. Each driver and/or chaperon should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.
7. A completed Driver Information Sheet/Volunteer Drivers Form must be obtained prior to the trip.

DISTANCE LIMITATIONS (For non-contracted transportation)

1. Daily maximum miles driven should not exceed 500 miles per vehicle.
2. Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30 minute break.

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-F Archdiocese of Dubuque Driver Information Sheet/Volunteer Drivers Form

DRIVER

Name _____ Date of Birth _____
Address _____
Social Security # _____ Phone # _____
Driver's License # _____ Date of Expiration _____

VEHICLES THAT WILL BE USED

Name of Owner _____ Model of Vehicle _____
Address of Owner _____
Make of Vehicle _____ Year of Vehicle _____
License Plate # _____ Date of Expiration _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

INSURANCE INFORMATION

Please be aware that as a volunteer driver, your insurance is primary.

There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.
(If you are driving an Archdiocesan owned vehicle, our insurance coverage is primary.)

Insurance Company _____
Policy # _____
Date of Policy Expiration _____
Liability Limits of Policy* _____

*All vehicles must carry \$100,000/\$300,000 minimum limits of liability.

Edition 062810

DRIVING INFORMATION

In order to provide for the safety and well-being of our students or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents, moving violations or any DUI, DWI or drug related violations they have had in the last five years:

CERTIFICATION

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle. Further, I have been provided with and agree to adhere to the provisions as outlined on the Archdiocese of Dubuque Transportation Policy addressing use of Private Passenger Vehicles (1-7).

Volunteer Driver Signature _____ Date _____

APPENDIX I: Parish Preparedness Plan (Forms)

FORM 7-G

Sample: Pew Survey

Parish Disaster Recovery Survey, Side 1

First Name: _____ Last Name: _____
Day Phone: _____ Evening Phone: _____
Email: _____

DAILY LUNCH HELP

I can help prepare/serve lunches:

- ☐ Monday ☐ Tuesday
☐ Wednesday ☐ Thursday
☐ Friday ☐ Saturday
☐ Sunday

I can provide food:

Food items needed: meat, cheese, fruit

Individual Packs: cookies, bars, chips

- ☐ Monday ☐ Tuesday
☐ Wednesday ☐ Thursday
☐ Friday ☐ Saturday
☐ Sunday

OTHER HELP

Provide: ☐ Prayer ☐ Clerical ☐ Financial support

- ☐ Provide hauling, pick-up truck
☐ Flood damage removal (heavy lifting)
☐ Clean-up (light duty chores)
☐ Sack lunch delivery

Times I can offer help:

Day Shift 9:00AM-1:00PM

Weekdays: (circle) Mon Tue Wed Thu Fri

Weekends: (circle) Sat Sun

Afternoon Shift: 4:00PM – 8:00 PM

Weekdays: (circle) Mon Tue Wed Thu Fri

Weekends: (circle) Sat Sun

Parish Disaster Recovery Survey, Side 2

Contacts: *(Contact information for the Parish Disaster Coordinator - phone number, email address, and Parish website)*

I'M IN NEED/I KNOW THE NAME & LOCATION OF A PARISHIONER DISPLACED BY THE DISASTER.

If you are in need of help or know a parishioner in need, please provide us with as much information as you have.
(please print)

Name: _____ Parish: _____

Needs: _____

Phone: _____

Address: _____

Other: _____

- ☐ I would like to have counseling ☐ This person would like to have counseling

Please use the space below for any suggestions and comments.

PLEASE NOTE: We will do our best to connect those with needs with volunteers. If we do not have the volunteers requested we will contact you so you can seek help from other service organizations.

**Archdiocese of Dubuque
Disaster Preparedness
and
Response
Planning Guide**



ROMAN CATHOLIC

ARCHDIOCESE
of DUBUQUE

APPENDIX II
Family Preparedness Tool Kit (Forms)

Completed for:

(Family Name)

APPENDIX II: Family Preparedness Tool Kit

Personal 24-Hour Pack

- ☐ 1800 cubic inch back pack

Personal/First Aid Kit

- ☐ quart size Ziploc bag for this kit
- ☐ Ziploc 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
- ☐ 4 x 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 "Ziploc" 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 repellant
- ☐ note pad & pencil

Appendix II: Family Preparedness Tool Kit

Longer-Term Shelter-In-Place Kit Page 1 of 2 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

(go to page 2)

Appendix II: Family Preparedness Tool Kit

Longer-Term Shelter-In-Place Kit Page 2 of 2

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

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

Baby Needs

- | | |
|---|--|
| <input type="checkbox"/> disposable diapers | <input type="checkbox"/> powdered milk |
| <input type="checkbox"/> formula | <input type="checkbox"/> medications |
| <input type="checkbox"/> bottles | <input type="checkbox"/> changes of clothing |

Adult/Elderly Needs

- | | |
|--|---|
| <input type="checkbox"/> extra months' supply of prescription medicine refills | <input type="checkbox"/> extra set of prescription glasses/contacts |
| <input type="checkbox"/> denture needs | <input type="checkbox"/> entertainment – books and games |
| | <input type="checkbox"/> extra set of car keys |

Appendix II: Family Preparedness Tool Kit


Emergency Telephone Numbers and Information

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


Appendix II: Family Preparedness Tool Kit

<p style="text-align: center;"><u>Important Work Numbers</u></p> <p>Employer #1</p> <p>Name:</p> <p>Telephone:</p> <p>Supervisor:</p> <p>Telephone of supervisor:</p> <p>Union representative:</p> <p>Telephone:</p> <p>Employer #2</p> <p>Name:</p> <p>Telephone:</p> <p>Supervisor:</p> <p>Telephone of supervisor:</p> <p>Union representative:</p> <p>Telephone:</p> <p>Employer #3</p> <p>Name:</p> <p>Telephone:</p> <p>Supervisor:</p> <p>Telephone of supervisor:</p> <p>Union representative:</p> <p>Telephone:</p> <p>You should attach any information about the places where you work.</p> <p style="text-align: center;"><u>Important Information of Your Vehicles</u></p> <p>Vehicle 1 – license plate number:</p> <p>Identification number:</p> <p>Car loan:</p> <p>Insurance:</p> <p>Vehicle 2 – license plate number:</p> <p>Identification number:</p> <p>Car loan:</p> <p>Insurance:</p> <p><i>Attach a copy of the registration of each vehicle and a photograph of each vehicle.</i></p>	<p style="text-align: center;">Important Records of Your Family:</p> <p>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).</p> <p style="text-align: center;"><u>Important Numbers of School and Daycare</u></p> <p>School #1</p> <p>Name of child:</p> <p>Name of school:</p> <p>Name of teacher:</p> <p>Telephone:</p> <p>School identification number:</p> <p>School #2</p> <p>Name of child:</p> <p>Name of school:</p> <p>Name of teacher:</p> <p>Telephone:</p> <p>School identification number:</p> <p>School #3</p> <p>Name of child:</p> <p>Name of school:</p> <p>Name of teacher:</p> <p>Telephone:</p> <p>School identification number:</p> <p><i>You should attach any policy or plan for disasters existing in the school of your children.</i></p> <p style="text-align: center;"><u>Social Security Numbers or ITIN</u></p> <p>Name:</p> <p>Number:</p> <p>Name:</p> <p>Number:</p> <p>Name:</p> <p>Number:</p> <p>Name:</p> <p>Number:</p>
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Appendix II: Family Preparedness Tool Kit


	<p style="text-align: center;">Medical Information and Identification of Your Family</p> <p>Attach a copy of his or her birth certificate, records of vaccination, and a photograph of each member of your family.</p>
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:	Organ donor: Yes No
Allergies:	
Medications:	
Medical conditions & medical history:	

Appendix II: Family Preparedness Tool Kit


	<p style="text-align: center;">Medical Information and Identification of Your Family</p> <p>Attach a copy of his or her birth certificate, records of vaccination, and a photograph of each member of your family.</p>
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:	

<u>Persons who CAN pick up my children from school/day care</u>	<u>Persons who CANNOT pick up my children</u>
Name:	Name:
Date of birth:	Name:
Telephone (Home):	Name:
Telephone (Work):	Name:
Relationship:	
Name:	<p>*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.</p>
Date of birth:	<p>*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.</p>
Telephone (Home):	
Telephone (Work):	
Relationship:	
Name:	
Date of birth:	
Telephone (Home):	
Telephone (Work):	
Relationship:	

Appendix II: Family Preparedness Tool Kit

	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>
Attorney:	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>	

Appendix II: Family Preparedness Tool Kit

	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:	