

**CONSTRUCTION & PROPERTY SERVICES
CATHOLIC PASTORAL CENTER
2170 E. VICTORY DR.
SAVANNAH, GA 31404-3918
912-201-4100**

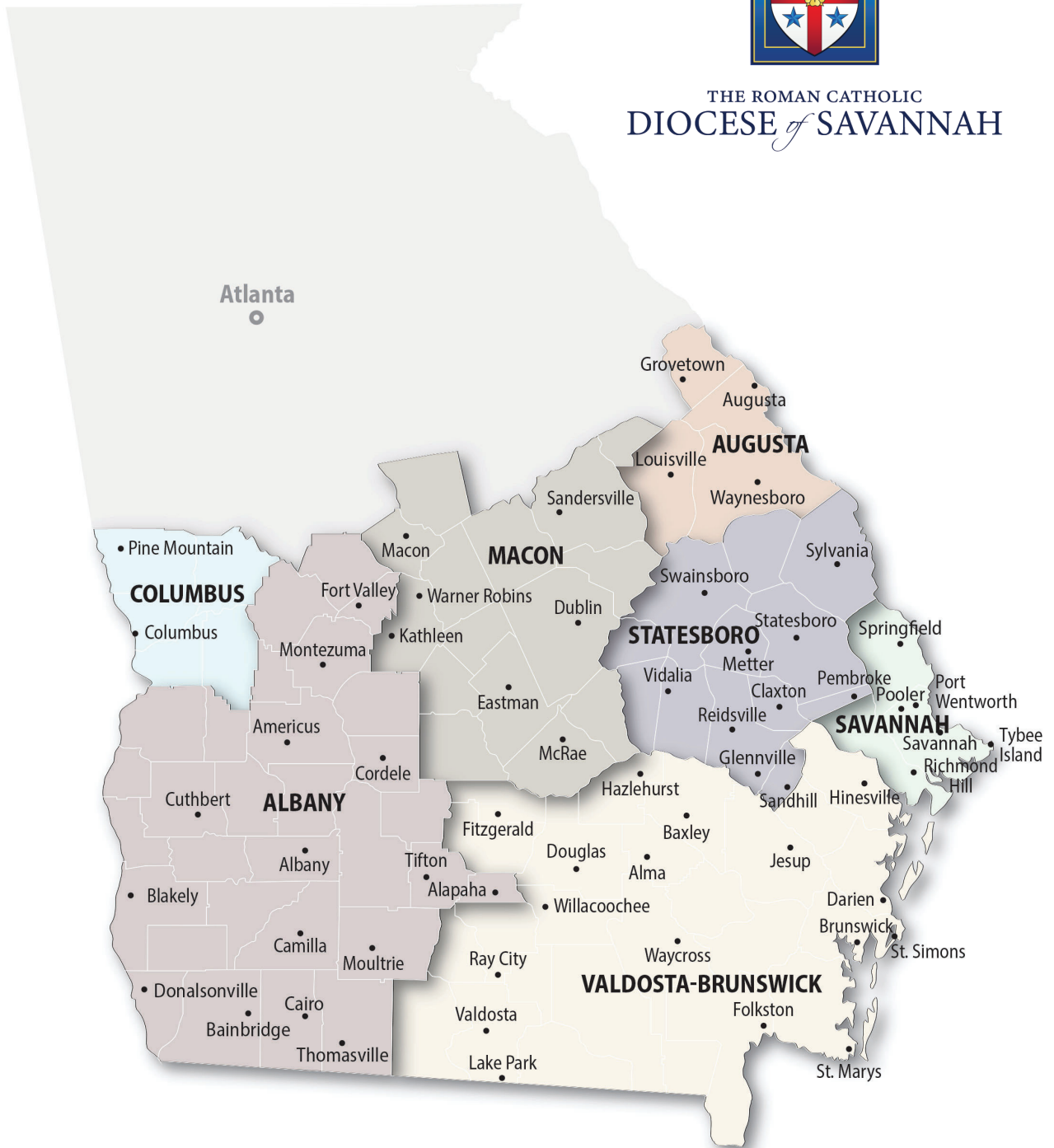
**DIRECTOR
912-201-4066**

**CEMETERY & PROPERTY ADMINISTRATOR
912-201-4044**

<https://diosav.org/emergency-contact>



THE ROMAN CATHOLIC
DIOCESE *of* SAVANNAH



PUBLISHED BY THE OFFICE OF CONSTRUCTION AND PROPERTY SERVICES

DIOCESE OF SAVANNAH HURRICANE/EMERGENCY LIST

Please email the completed form to Heather Anderson (handerson@diosav.org) or
complete the online form at <http://diosav.org/emergency-contact>.

PARISH/ENTITY

NAME
PHYSICAL ADDRESS

PASTOR/PRINCIPAL/AGENCY HEAD

NAME	
CELL	LANDLINE

ADDITIONAL EMERGENCY CONTACTS

PLEASE LIST THE NAMES AND CONTACT INFORMATION FOR TWO ADDITIONAL PEOPLE THE DIOCESE SHOULD ATTEMPT TO CONTACT IF THE PASTOR CANNOT BE REACHED DURING OR AFTER A HURRICANE OR OTHER EMERGENCY.

1		NAME		POSITION
		CELL		LANDLINE
2		NAME		POSITION
		CELL		LANDLINE

EVACUATION STATUS

ARE YOU IN A FORCED EVACUATION AREA? YES NO

IF YES, PLEASE CONTACT: **JOHN GRIM, DIRECTOR OF CONSTRUCTION & PROPERTY SERVICES**
912-201-4066 (OFFICE) OR 912-677-3734 (CELL)

OR

HEATHER ANDERSON, CEMETERY & PROPERTY ADMINISTRATOR
912-201-4044

DEFINITIONS

Tropical Depression – A storm consisting of an organized cluster of thunderclouds over tropical seas with a center of low pressure detectable at the storm’s surface. The highest wind speed of a tropical depression is 38 miles per hour.

Tropical Storm – A tropical depression that has developed wind speeds of 39 to 73 miles per hour. When a storm reaches Tropical Storm strength, it is assigned a name. Severe flooding may occur with a tropical storm.

Hurricane – A tropical storm that has developed wind speeds of 74 miles per hour or more. Hurricanes are rated on a scale called the Saffir-Simpson scale. Ratings are based on wind speeds and the expected height of the storm surge.

Storm Surge – A rise in tide caused by a hurricane as it moves over or near the coastline. The rise in tides along with the devastating waves can cause catastrophic damage to entire buildings. Millions of fish are killed by the crash of the storm surge against the coastline and many people drown in the strong current produced by the surge.

Hurricane Watch – Issued when hurricane conditions pose a potential threat to an area within 36 hours. Landfall is possible.

Hurricane Warning – Issued when a hurricane is expected to strike within 24 hours. Landfall is imminent.

Hurricane Belt – The area along the Atlantic Coast from Virginia to Key West, Florida, and along the Gulf of Mexico from Key West to Texas.

Hurricane Season – The time of year from June 1 through November 30 when ocean temperatures are favorable to the formation of hurricanes. It is possible for hurricanes to form earlier or later than these dates.

Rating Hurricanes: Hurricanes vary in power and speed. The Saffir-Simpson scale breaks them into the following categories according to wind speeds:

- Category 1: 74-95 MPH
- Category 2: 96-110 MPH
- Category 3: 111-130 MPH
- Category 4: 131-155 MPH
- Category 5: 156+ MPH

Categories 1 & 2 – Expect minor damage to stable structures, major damage to mobile homes, vegetation and piers. Some coastal flooding.

Category 3 – Expect structural damage to small residences and utility buildings. Mobile homes are destroyed. Terrain continuously lower than 5 feet above sea level may be flooded inland 8 miles or more.

Categories 4 & 5 – Expect most deadly and destructive consequences, can result in roof failure and building collapse.

BEFORE THE STORM

Parishes/schools need to secure all buildings and their contents at least **48 hours** before a hurricane is due and/or as directed by the Diocese.

- Please place special emphasis on the safety of the **Blessed Sacrament** and the Church vessels.
- Prepare an **emergency contact list** (see the blank form on page 13).
- **Diocesan buildings do not meet the criteria for shelters and should not be offered as shelters.** However, after the storm—if the Construction & Properties Director determines that the building is structurally sound—it may be used for distribution of food and other supplies by either the Red Cross or the Federal Emergency Management Agency (FEMA).
- We recommend that, if possible, at least one **emergency generator** is available for use in the Priest's residence. This generator should have sufficient power to provide essential service while the electrical power is off. It is imperative that a licensed electrician installed the generator. The generator needs to be operated only outdoors or in a properly ventilated area because generators emit dangerous gases, including carbon monoxide.
- All **roof vents** (excluding plumbing vents) must be sealed to prevent water from coming into the building.
- Adequate preparation time should be allowed for the installation of available **protective covers, plywood, shutters**, etc.
- Keep **cash reserves** in a safe place. ATMs and bank computers may be down for two or three weeks, depending on availability of power. Also, Pastors must consider loss of offertory income due to parishioners experiencing the same problems.
- Be aware of **shelter locations** if evacuation is required. This information can be obtained on the County's website or by contacting the County prior to a storm event.
- All employees should be instructed to **contact the parish/school/entity** as quickly as possible after the storm. It is the employee's responsibility to report and not wait to be called. Update employee addresses and telephone numbers.
- **Top off cars and store gas** for generators, mowers, etc. in a properly secured, ventilated area.
- **Take photos and/or video** to document the important features of your buildings and contents.

MANAGING A HURRICANE LOSS

BEFORE THE HURRICANE

Follow the preparatory steps found in the guide.

Take a copy of this guide with you when you leave your office due to a hurricane.

IMMEDIATE AFTER THE HURRICANE – DETERMINE THE EXTENT OF YOUR LOSS

Scene Safety – Before entering the grounds and structure, make sure that there are no fallen power lines or other debris that may cause injury. Debris should be removed from entrances to provide a safe atmosphere. Beware of fallen power lines and other hazards when removing debris.

Assess Your Damage – Determine the extent of damage, number of damaged structures, and their locations, etc. Try to triage to identify the most significantly damaged locations. Take photos and/or videos of the damaged locations. Save the photos and/or videos on a flash drive or disc for future claims processing.

If extra expenses are incurred (security guards, additional labor, etc.), save the receipts to submit as part of your claim. Set up a separate financial report to capture hurricane expenses.

REPORT YOUR LOSS

Contact John Grim or Heather Anderson to report your damage/loss.

John Grim, Director of Construction & Property Services
912-201-4066 (office) or 912-677-3734 (cell) | jgrim@diosav.org

or

Heather Anderson, Cemetery & Property Administrator
912-201-4044 | handerson@diosav.org

PRIEST'S RESIDENCE

Be aware of shelter locations if evacuation is required. Have an evacuation plan in place.

FOOD AND SUPPLIES

Before the Storm: Pastors and Parochial Vicars should make sure that they have the following supplies on hand: spare eyeglasses, adequate supply of prescription medications, hearing aids and spare batteries, flashlights, batteries, radio, digital camera, and cash.

Make sure that enough food is on site. Canned foods are the easiest to stock due to their extended shelf life and easy storage. Be aware that they must be rotated out at least once annually. Identify storage dates and replace every 6 months. Check expiration dates on cans or other products.

Stock ready-to-eat canned meat, fruits, and vegetables. Also, stock canned or dried juice mixes, powdered or canned milk, and high-energy foods (peanut butter, jelly, crackers, unsalted nuts, trail mixes, cereals, and rice). Do not forget comfort foods such as cookies, hard candies, instant coffee, and tea bags. Be sure to include a manual can opener, cooking and eating utensils, and basic food seasoning (salt, pepper, sugar, etc.). Alternative cooking sources should be considered (for example, a sterno stove or camp stove with propane cylinders). Disposable products such as paper plates and cups and plastic eating utensils should be stored. Water may be too contaminated to use for dishwashing. An adequate supply of paper towels, toilet tissue, and Kleenex, should be stored.

WATER

Before the Storm: Plan to store enough water to supply each Priest's residence for three days. The standard recommendation is one gallon per person per day; this will provide adequate supplies for drinking, cooking, and washing. Date the water containers and replace them every 6 months. Drinking water should be purchased in plastic jugs.

Be sure to have at least six buckets (3-gallon or 5-gallon in size) that can be used both to fill with water for flushing toilets and then for necessary cleaning. Note that after a storm, water may be contaminated. Purification tablet kits are available and easy to store. A camper's stove or other portable stove is a good purchase for cooking and boiling water. Check with the local government to find out if the water can be used for drinking, cooking and dishwashing.

CREATE A DISASTER SUPPLY KIT

Use the kit if you are evacuating or staying in place during a disaster. When preparing for a disaster, use the "15-minute rule." This rule states that any essential things you need to evacuate or prepare for a disaster should take you 15 minutes or less to pull together. To make sure that items are readily accessible:

- Assemble the supplies (including prescription medications) in easy-to-carry containers like backpacks and duffle bags.
- Have important papers already packed in waterproof containers.
- Have plastic sheeting easily available, if needed.

SAMPLE ROUTINE MAINTENANCE CHECKLIST

- Monitor use of candles and open flames.
- Assign someone to be in charge of knowing when these will be used.
- Test smoke detectors annually. If the alarms are battery operated, replace the batteries.
- Inspect HVAC equipment annually. If HVAC needs maintenance, schedule for repair.
- Have an electrician inspect the wiring, power connection, and circuit boxes annually.
- Inspect water heaters annually.
- Provide backups and surge protection for all power sources.
- Clean out gutters and drains annually.
- Maintain grounds and fences.
- Trim all trees away from the rooflines annually.
- Check the security of canopies and covered walks on a regular basis.
- Ensure vehicles have updated preventive maintenance.
- Ensure jumper cables are on hand.

SHUTTING OFF UTILITIES & VENTILATION SYSTEMS

Before, during, or immediately after an emergency, it may be necessary to shut down water, power, and/or gas lines before utility company representatives or other emergency services personnel can arrive at the site.

UTILITY CONNECTIONS

Knowing the location of the utility connections (e.g., isolation switches and shut-off valves) and how to operate each of them may save lives and diminish the risks of property damage. Therefore, personnel who are responsible for preparing the facility for a disaster need to know in advance which utility lines should be shut off to prevent damage.

Under extreme conditions such as a hurricane or tornado, it is more likely that electrical power will fail over a wide area. Water and gas lines are generally buried and are not as vulnerable unless a building is damaged.

During hurricane preparation, disconnect all electrical equipment.

UNDERSTANDING THE HVAC SYSTEM

It is important to pay special attention to the ventilation systems (air, heat, fans, etc.) that may transmit toxic emissions in the event of a fire or hazardous materials spill. Every system has some means of shutdown. Be sure to learn in advance how to shut down all ventilation systems **and how to return them to normal operation when it is safe to do so.**