

# Emergency Plan

FOR

**The Church of the Good Shepherd**

639 Edgewater Drive

Dunedin, Florida 34698

2020

The Disaster Plan was written in August 2015 by:

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It was revised in May 2016, May 2017, April 2018, May 2019 and May 2020

It was approved by the Vestry on June 22, 2016

## Purpose, Preparation and Planning

Pursuant to guidelines provided by the Diocese of Southwest Florida, this Disaster Preparedness Plan (the “Plan”) has been created as a written document for the Church of the Good Shepherd; the Rector, Deacon, Wardens, Vestry, Sexton, parish staff members and all individuals and/or organizations who use the church facilities. The Plan outlines procedures to be followed for the following emergencies: Fire, Terrorist Activity or Bomb Threat, Active Shooter, Tornado, Flooding and Hurricanes. In time of emergency the Rector or her designee will implement the Plan based upon the most accurate information available at the time.

In time of emergency a number of church members will be needed to implement the required tasks. Church members must be able to react quickly and efficiently by knowing beforehand their responsibilities as well as their understanding of the total process involved in the preparedness, reaction and recovery effort. The ability to respond appropriately to all disasters will insure that no person in the parish is injured and that the church has the ongoing ability to function from another location if the need arises.

It is important that the congregation is educated to the components of the Plan through Mission Moments, announcements in the Weekly News and up to date information on the web-site.

This Plan is intended to be a “living document” constantly updated and improved through experience and research with changes to be noted in the Plan as they occur. It is intended that this Plan be reviewed and updated each year on or about April 15<sup>th</sup> and approved by the Vestry prior to June 1<sup>st</sup>.

The **Emergency Management Team** will coordinate the Plan with all key church members and organizations. Suggested improvements and administrative changes should be submitted to the committee.

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## **Emergency Management Team**

Rector	Building and Grounds chair
Senior Warden	Member of the church
Junior Warden	Member of the church
Sexton	Member of the church
Parish Administrator	Other members as assigned

The Emergency Management Team is a standing committee which will meet annually on or about April 15<sup>th</sup> to make any updates to the Plan prior to the beginning of hurricane season. The Team will make any updates necessary to the property and valuables inventory and check the Emergency Supplies. The Team will also prepare a list of personnel to assist in the implementation of the Plan. This list will be known as the Emergency Management Team and will be made up of representatives from the various areas of the church including the Altar Guild, and the Music Department. Members of the Emergency Management Team must be physically able to help with the tasks that will be required if there is a disaster. The Team will be updated each year during the Plan update. The committee will meet following a disaster to assess damages and to implement a plan of action.

## **Congregation Monitoring**

An accurate roster of members and associates will be maintained by the Parish Administrator and backed up to the Cloud.

A reporting system for members to communicate during a disaster will be maintained on Google Voice and Constant Contact

## **Financial and Administrative Items**

The following relate to the financial and administrative activities of the Parish.

- Articles of Incorporation—Safe, Server, Cloud
- Insurance policies—Church Insurance Company. Agent is Paul Stephens 615.599.6830. Service: 800.293.3525; Claims 800.223.5705
- Parish Administrator computer (office)—Word, Excel, In Design
- “Server” Also Parish Administrator computer
- Church membership—Cloud, Current Parish Directory, REALM
- Financial records (pledge and payment records)—Cloud, REALM
- Master documents such as worship bulletins, newsletters, etc.—Cloud via website

- Minutes of Vestry and Annual Reports (storage room)—Cloud via website
- Vestry notebook (lobby)
- Endowment Reports (storage room)—Cloud
- Registry of Church Services (storage room, Sacristy)
- Parish Record Books (Green Books)—Office and storage room
- Computer passwords, communication system passwords—Rector and Parish Administrator
- Disaster Team contact numbers—Emergency Supply Box, Cloud

## **Plant and Property**

A review of the facility for insurance purposes was made on October 7, 2015.

The insurance for Good Shepherd is: Church Insurance Company. Service: 800.293.3525; Client Representatives Carol Webster; Paul Stephens 615.599.6830; Claims 800.223.5705.

A written and pictorial inventory of all parish property and valuables should be updated by the Emergency Preparedness Committee every year and uploaded to the Cloud.

Utility Locations:

- Water connection and shut-off—two shut-off valves by gate on Edgewater Drive
- Electrical service entrance and master breaker box—Four panels in Electrical Room
- Telephone and computer connection service entrance—Electrical Room
- Natural gas service connection and master valve—Southeast corner of the Sanctuary
- Security system control connection—Sanctuary
- Fire extinguisher locations—refer to floor plans Appendix D
- In the event of an emergency water, electrical and natural gas will be turned off by the Sexton or his designee at the direction of Emergency Management.
- Electrical disconnects at the Rectory and Sexton's houses

## **Temporary Parish Location**

In the event Good Shepherd has to be evacuated, the parish offices will move to Holy Trinity Episcopal Church, 3200 McMullen Booth Road, Clearwater, FL 33761. Telephone: 727.796.5514; FAX 727.791.8781.

## **Emergency Supplies**

Emergency supplies are stored in the Storage Room on the second floor. Refer to Appendix A (page 13) for a complete list.

The supplies should be checked by the Emergency Management Team on or about April 15<sup>th</sup> and replenished as necessary. **Note: Under no circumstances should these supplies be used for any other purpose.**

## **Generator and Ice Machine**

Two small generators capable of delivering 115v is kept in the storage building at the Rectory. Gas cans are stored with the generator. It is preferable that the cans remain empty. If there is gas in any of the cans it should be changed on a regular basis.

Prior to a hurricane the generator will be stored in the chair room in Kirk Hall. If it is possible the generator can be taken to the second floor men's bathroom in the educational building. A member of the Emergency Management Team will fill an empty gas container and safely store it off campus.

Following a hurricane the generator can be used to power small tools which may be needed to make temporary repairs to the Parish. It is not intended to power any equipment for an extended time such as office equipment or refrigerators. **Note: under no circumstances should the generator be used in an enclosed space.**

An ice machine is located in Kirk Hall and ice bags are stored with the emergency supplies. The presence of the ice machine should be made known to the congregation prior to an emergency and ice distributed as practical before and after a hurricane. The ice machine can be powered by the generator if necessary and can provide ice as long as the water supply has not been interrupted.

## **First Aid Kits**

First Aid Kits are located in the Sacristy, Kitchen, Flower Room, Sunday School hallway and upstairs by the restrooms. These kits should be checked monthly and replenished as necessary.

## **Specific Disasters**

### **Fire**

General Information:

- Fire Extinguishers and the sprinkler system in the kitchen are checked annually by Tyco Simplex Grinnell
- No flammable liquids should be stored in the buildings.

- All Exits must be clear and free of any obstructions. No furniture should be stored in the hallways.
- Should a fire occur all persons will immediately leave the building and proceed to the Albert St. Parking Lot (non-paved) or the area between the Rectory and the Sanctuary. **Note: in case of fire the elevator should not be used.**

Procedures in case of fire during worship services:

- The Rector or Deacon will calmly announce to the parishioners that they need to evacuate the building. **Note: It is imperative that able-bodied parishioners assist those with disabilities in the evacuation of the Sanctuary.**
- There are four exits from the Sanctuary. Parishioners will proceed immediately to the area between the Rectory and the Sanctuary. Parishioners should remain there until emergency responders have arrived and given instructions on leaving the campus. **Note: do not attempt to move vehicles from the parking lot as it may impend the ability of the responders to get equipment where it is needed.**

## **Terrorist Activity, Active Shooter or Bomb Threat**

- Parishioners should always be aware of their surroundings and report suspicious activity to the Rector, Parish Administrator, Sexton or any church staff.
- Upon being notified of terrorist activity or a bomb threat 911 should be called and all buildings should be evacuated to the Albert Street parking lot.
- During worship hours Ushers and Greeters should be aware of their surroundings and react appropriately to any suspicious activity. This may require calling 911.
- Ideally, parish members in each worship service should be identified who can periodically patrol the campus for any suspicious activity and alert the ushers and Sunday School of any potential danger.
- The Sunday School room will be equipped with new doors to make it more secure.
- Panic hardware is installed on the main door to the Educational building.

***Note: The Church Insurance Claims (800.293.3525) should be contacted as soon as there is a warning in any of the following categories:***

## **Tornado**

- A **Tornado Watch** means that conditions are favorable for the formation of a tornado. Keep alert to the sky and stay tuned to the radio or television.

- A **Tornado Warning** means that a tornado has been sighted. Take shelter immediately if you are in the tornado zone.
- In the event of a **Tornado Warning** at Good Shepherd, the Sanctuary and other areas of the church must be evacuated immediately. Persons should move into the lower spaces of the educational building which includes the hallway, maintenance storage room and restrooms. Do not go into any rooms where there are windows or doors. Persons who are working or meeting on the second floor of the educational building should move to the designated areas on the first floor.
- If a tornado is imminent persons should sit on the floor with their back to the wall with head down and hands grasping the back of the head.

## **Flooding**

- In the event of flooding and an adequate warning is given items contained in Appendix C should be removed to the second floor as outlined in the Hurricane section.

## **Hurricane**

- **Hurricane Watch:** About 48 hours ahead of the storm, forecasters will issue a Hurricane Watch for areas that can expect hurricane conditions. Because storms are erratic and can change direction at any time the focus should be on preparing for the warning.
- **Hurricane Warning:** A storm will be about 36 hours from impact when a Hurricane Warning is issued. Generally Pinellas County Emergency Management will issue official evacuation orders not long after a warning.
- **Hurricane Categories:** See Appendix B.

### **Instructions for Good Shepherd:**

**Note: All decisions concerning the Parish will be made by the Rector or her designee.**

Based upon the best information available during the Hurricane Watch, the following procedures will be implemented dependent upon the category of the expected storm:

- The Rector or her designee will contact the Emergency Management Team via phone or text. As soon as it is possible the Team will meet at the church to implement a plan of action.

- The Parish Administrator or her designee will communicate the plans of the Parish through Constant Contact. Information will include the time of the closing of the church and where to receive or provide information during the storm.
- The Emergency Management Team will safeguard the items listed in Appendix C (page 15). An accurate listing of the locations of the items will be made.
- Based upon the severity of the expected storm, three options are available:
  - For a less severe event, the items to be safeguarded can be stored in plastic containers and placed on the second floor as specified in Appendix C. **Note: the plastic containers are stored in the Storage Room.**
  - For a severe event, the items to safeguard should be stored in plastic containers and taken to Holy Trinity Episcopal Church; 3200 McMullen Booth Road; Clearwater, FL 33761. The following person should be called prior to taking them to Holy Trinity Episcopal Church: The Reverend Daniel Lemley (cell 813.957.8024; email: dlemley@holyltrinityclw.org) Parish number 727.796.5514.
  - Dependent upon conditions the items to be safeguarded may need to be removed from the campus by members of the Emergency Management Team and retained by them until it is safe to store them on the campus.
  - In the event that items need to be moved off campus the Furniture Thrift Store trucks will be used. If the trucks are stored at Holy Trinity Episcopal Church care should be taken not to park them under trees if possible.
- The Communion vessels and items made of precious metal (stored in Sacristy) will be handled according to the severity of the storm:
  - The items should be stored in the second floor storage room or men's restroom.
  - The items should be taken to Holy Trinity Episcopal Church.
  - The items should be taken by a member of the Emergency Management Team who can keep it secure.
- The paraments will present challenges due to their size. If it is possible they should be stored in the second floor storage room or men's restroom as described above.
- All effort should be made to identify the contents of the tubs and their locations while stored. **Note: use Appendix C as a guideline for storage.**
- The Sexton or his designee will secure the power, water and gas if requested by Pinellas County Emergency Management.
- For elevators: Ensure that no persons remain in the building who need the use of the elevator. After the building is secure run the elevator to the second floor. Shut down the elevator with the key switch and secure power to the unit.
- During and after the storm the following communication will be established:
  - Constant Contact and/or REALM
  - Becky's Google Voice (727.458.2625)

## Disaster Support Network

- **Objective:** The Disaster Support Network will assess needs of members of the congregation prior to a hurricane or other disaster, determine available resources, provide resources where appropriate and report status to Rector and Chair of the Emergency Management Team.
- **Responsibilities:**
  - Team Captains will provide overall structure, develop databases, assess needs, obtain resources and report to the Rector.
  - Group Leaders (Appendix E) will make phone calls when a hurricane is imminent (potential exists within two weeks) using previous obtained questionnaire (Appendix F)
  - Administrative Assistant will provide new member information to Team Captain so that questionnaire and cover letter can be sent out and new members assigned to a team.
  - Note: In order to proceed effectively when a hurricane is imminent, it is essential to have expeditious effective small group communication. The Captains and Group Leaders will need cell phones to effectively communicate during a power outage.
- **Procedure:**
  - Annually in January of every year review leadership team and reestablish as necessary: Team Captains and Group Leaders
  - Team Captain will develop databases for phone tree and support network.
  - In January the Team Captain will send out a request to the congregation for updates to the database.
  - When a hurricane is imminent (within one week of potential impact) the database will be activated.
  - Group Leaders will make calls, assess needs and report to Team Captains.
  - Team Captains will obtain resources, coordinating with the Rector and the Chair of the Emergency Management Team if necessary.
  - Team Captains will make status report to Rector and Chair prior to a hurricane.
  - Group Leaders will make follow up calls after the event and assess needs.
  - Homebound individuals will be handles as a special group in conjunction with the leaders of this ministry.

### **Procedures to follow after a disaster**

- The Rector and/or her designee will assess the damages with the Emergency Management Team.
- A thorough documentation of the grounds and buildings will be made in writing and with photographs.
- The insurance agent will be contacted and necessary paperwork filed.

- The condition of the items stored in the second floor storage room and Classrooms B & C. If the building cannot be secured valuable items should be safeguarded in a parishioner's house.
- If the parish is unable to open the office, a temporary office will be set up at Holy Trinity Episcopal Church.
- The Sexton will make temporary repairs so as to secure the buildings and make the campus safe through the removal of hazards, etc.
- A damage assessment team will be assembled to survey the campus and with the Rector make the appropriate contact to the insurance adjuster.
- A team will need to be assembled for the purpose of clearing debris from the campus.
- The Parish Administrator will contact the parishioners to inform them as to when and where services will begin.
- If the Parish is still in an evacuation zone on a Sunday, Good Shepherd will worship with Holy Trinity Episcopal Church.

**Appendix A**  
**List of Emergency Supplies**  
(Stored in upper storage room)

Plastic storage containers (21)  
2 blue tarps  
4 white tarps  
1 larger white tarp  
7 rolls duct tape  
2 rolls masking tape  
Packing tape with holder  
1 Exacto snap blade knife  
1 twelve function multi-tool  
10 heavy duty cable ties  
1 50' utility nylon line  
1 50' extension cord  
1 power strip  
2 flashlights with batteries  
4 D batteries  
Electrical tape  
1 spiral notebook  
Identification flags for cables  
4 Uniball pens  
1 can sunscreen  
1 fuel stabilizer (treats 20 gallons)  
1 first aid kit  
1 Membership Directory (updated 2019 version)  
1 list of Disaster Team members with phone numbers  
2 boxes 10lb. ice bags (one located in closet by ice machine)  
Bubblewrap  
Portable clothes rack (2)  
Water (2 cases of 24 bottles)  
Gas cans (3) See Garry for location  
Ice chests (2) See Garry for location  
3600 Watt generators. See Garry for location

Location of the hand truck: see Garry Lumm

Note: an inventory of these items should be made on or around April 15<sup>th</sup> of each year and replenished as necessary.

## Appendix B Hurricane Categories

### Category One Hurricane

Winds of 73 to 95 mph. Low-lying escape routes located inland will be cut off by rising water two to four hours before the arrival of the center of the hurricane. Marinas flooded. Some damage to windows, doors and roofing is expected. Storm surge 5 to 7 feet above normal.

### Category Two Hurricane

Winds of 96 to 110 mph. Low-lying escape routes located inland will be cut off by rising water two to four hours before the arrival of the center of the hurricane. Some structural damage to small buildings. Serious coastal flooding. Storm surge 8 to 10 feet above normal.

### Category Three Hurricane

Winds of 111 to 130 mph. Low-lying escape routes located inland will be cut off by rising water two to four hours before the arrival of the center of the hurricane. Some structural damage to small buildings. Serious coastal flooding. Storm surge 11 to 12 feet above normal

### Category Four Hurricane

Winds of 131 to 150 mph. Low-lying escape routes located inland will be cut off by rising water two to four hours before the arrival of the center of the hurricane. Major damage to lower floors of buildings adjacent to shorelines due to wave battering and flooding. Collapse of roofs of many small residences. Storm surge 13 to 18 feet above normal.

### Category Five Hurricane

Winds more than 156 mph. Low-lying escape routes located inland will be cut off by rising water two to four hours before the arrival of the center of the hurricane. Small

buildings will be overturned and blown away. Extensive shattering of glass in windows and doors. Collapse of roofs of many residential and industrial buildings. Some buildings will collapse. Storm surge greater than 18 feet above normal.

## Appendix C

### List of Items to Safeguard and where to place them

#### **Storage Room:**

Current "Green Books" in Parish Administrator's office  
Register of Church Services (one ledger in the Sacristy)  
The Book in Remembrance of Robert R. Reyborn (located in case by front door of Sanctuary)  
Current Vestry notebook (located in lobby)  
Communion Vessels and items made of precious metals  
Microphones, transmitters and loose equipment from sound systems  
Missal Stand, Gospel Book, Altar Linens  
AED (Automatic External Defibrillator) (Flower Room)  
First Aid Kits from the Sacristy, Kitchen, Flower Room, Sunday School hallway and upstairs by the restrooms.

#### **Classroom B:**

Baptismal Font  
Sexton's CPU in lower office and CPU in workroom. Office, Rector's and Bookkeeper's CPUs can be moved at the discretion of the Emergency Management Team  
Paraments (veils, burses, frontals, etc.), Copes, chasubles, stoles, etc  
Palls, Tabernacle, Christus Rex  
Lenten Cross  
"Pack a Sack" supplies

#### **Classroom C:**

Handbells (4 cases located in choir room)  
Handchimes (2 cases located in choir room)  
Choir robes on portable clothes rack  
Albs on portable clothes rack  
Communion kneeling pads  
Keyboards

Framed photographs from first floor Fulsom-Jones building

**Miscellaneous to cover and/or move as practical:**

Organ and Clavinova

CPU behind organ in Sanctuary

Sound equipment in Sanctuary which can be safely moved

Sound equipment in Kirk Hall which can be safely moved

The safe in the church is to remain in place; items inside can be moved if necessary.

**Note: The upstairs men's restroom is an option for storing items.**

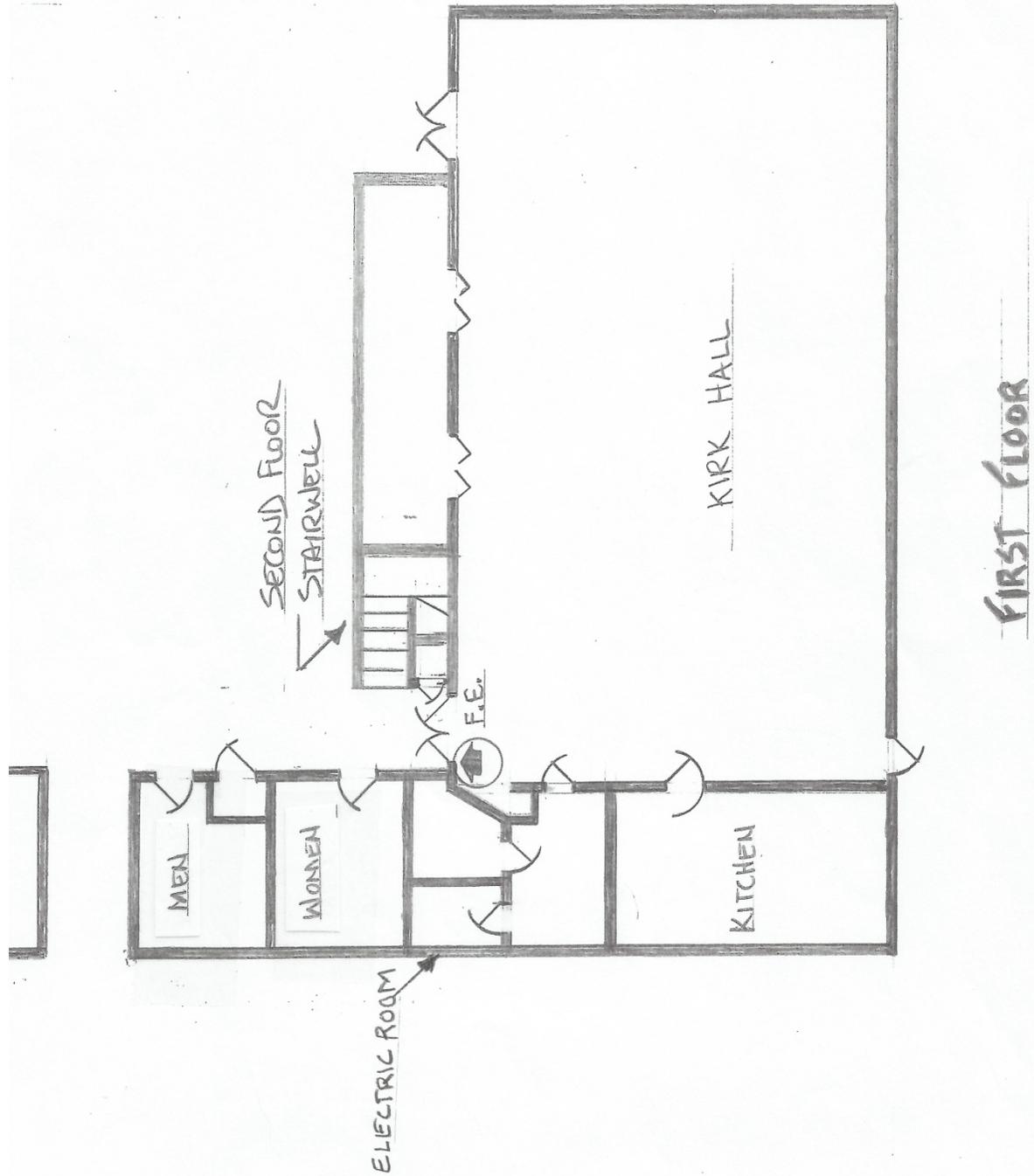
Appendix D

Floor Plans

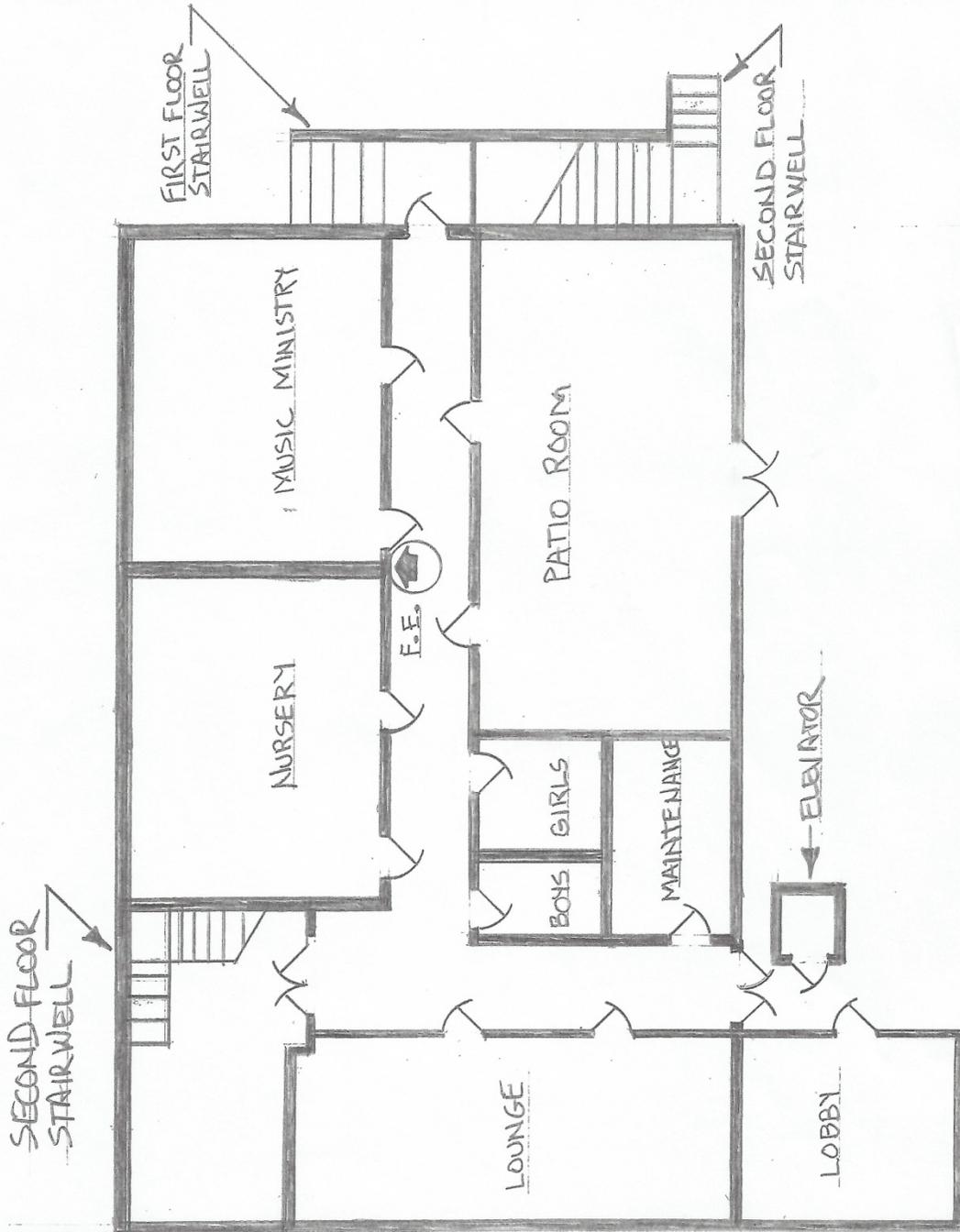
- A. Sanctuary
- B. Kirk Hall
- C. First Floor Education Building
- D. Second Floor Education Building

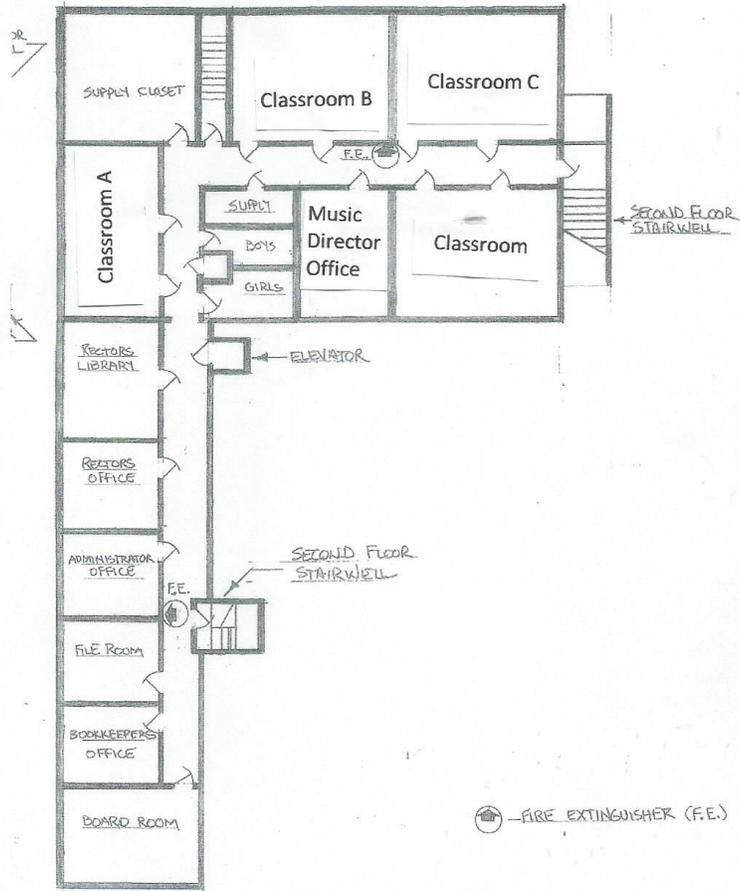






# FIRST FLOOR - EDUCATION BUILDING





SECOND FLOOR

## Appendix E Job Description Small Group Leader for Disaster Support Network

Responsibility: The Small Group Leader helps to coordinate services for members of the congregation during a hurricane or other natural disaster.

Reports to: Team Captains for Disaster Support Network

Job Duties:

- Prior to the start of hurricane season, meets with Team Captains and other Small Group Leaders for overview of the plan.
- Reviews their list of members to be called before an impending hurricane.
- Reviews list of available resources, e.g. members who can provide housing.
- Make calls and reports results and needs to Team Captains
- Coordinates resources for members in need.
- After the “All Clear” calls their list of members to be sure everyone is safe.
- Reports results to Team Captains.
- Attends debriefing meeting to review and improve plan.

Appendix F  
Disaster Support Network Planning Questionnaire

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Number in household \_\_\_\_\_ Evacuation Zone \_\_\_\_\_

Are you a Snowbird (not here during hurricane season)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please disregard the remainder of this questionnaire but return to church office.

Are you in a mobile home or other mandatory evacuation zone?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have your own evacuation plan (e.g. a place to stay if a hurricane is approaching?)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe and include a phone number where you can be reached:

\_\_\_\_\_  
\_\_\_\_\_

If no, please complete the following:

Would you like Good Shepherd to assist you in finding a place to stay?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the following:

Do you have pets?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe \_\_\_\_\_

Do you have mobility issues (e.g. walker, wheel chair, need ramp)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe \_\_\_\_\_

Do you have special medical needs (e.g. medication requiring refrigeration?)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe \_\_\_\_\_

If you evacuate to the home of a church member, will you be bringing a vehicle?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe \_\_\_\_\_

Please complete the following if you can provide temporary shelter to others during a hurricane:

How many individuals can you accommodate? \_\_\_\_\_

Can you accommodate pets?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe any limitations: \_\_\_\_\_

Can you accommodate special needs (see above)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

Please note anything else about your situation that would be helpful to us in planning to meet the needs of church members:

Please return questionnaire to box in Kirk Hall

## Appendix G Hurricane Questions (pre and post)

### Pre-Hurricane Questions

1. Are you aware that a category \_\_\_\_ hurricane is predicted for our area on \_\_\_\_\_?
2. You are in evacuation zone \_\_\_\_\_.
3. You should evacuate by (time) \_\_\_\_\_.
4. If you are evacuating you should go now.
5. Shelters in our area are: (list is in your folder) (pet friendly shelters are also listed).
6. We have the following phone number to reach you at \_\_\_\_\_; is this the best one?
7. Do you have enough medications for 5 days?
8. Ten pound bags of ice may be available at the church until roads are closed for evacuation.
9. My phone number is: \_\_\_\_\_. Please call or text me if I may be of more help.
10. I will contact you again after the hurricane.

### Post Hurricane Questions

1. Are you alright?
2. If the roads are open and you need ice it may be available at the church.
3. Do you know when you can return home if you were evacuated?
4. If church is closed or unusable the office will be moved to Holy Trinity on McMullen Booth Road. If Sunday service is not able to be held at Good Shepherd you may wish to attend Sunday services at St. Alfred's on Curlew Road or Holy Trinity on McMullen Booth Road.

***For information on finding evacuation zones go to:***

***[www.pinellascounty.org/emergency](http://www.pinellascounty.org/emergency) Click the area that says Find Your Evacuation Zone.***