

Emergency Plan

FOR

The Church of the Good Shepherd

639 Edgewater Drive

Dunedin, Florida 34698



2023

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, May 2020,
April 2021, May 2022, May 2023.

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 their designee will implement the Plan based upon the most accurate information available at the time.

In time of emergency several 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 ensure 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 website.

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 15th and approved by the Vestry prior to June 1st.

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 |
| Senior Warden | Altar Guild |
| 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 15th 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 damage 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 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.
- Parish Administrator computer (office)—Word, Excel
- “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—1Password
- Disaster Team contact numbers—Emergency Supply Box, Cloud

Plant and Property

The insurance for Good Shepherd is:

| | | |
|-------------------------|---|----------------------------|
| Claims Hotline (24/7): | Church Insurance Agency Corporation 800.223.5705 | |
| Agent / Representative: | Paul Stephens PStephens@cpg.org 615.599.6830 | <u>(Prior to 7/1/2023)</u> |
| Agent / Representative: | Bill Lodico WLodico@cpg.org 917-796-9271 | <u>(After 7/1/2023)</u> |
| Customer Service (CSR): | Jennifer Vongsavanh JVongsavanh@cpg.org 800-293-5325 | |

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 their designee at the direction of Emergency Management.
- Electrical disconnects at the Edgewater Dr. and Albert St. houses.

Temporary Parish Location

In the event Good Shepherd must be evacuated, the parish offices may be moved to the following location.

Holy Trinity Episcopal Church
3200 McMullen Booth Road
Clearwater, FL 33761
Telephone: 727.796.5514
Fax: 727.791.8781

This move must be coordinated with their Rector as space at Holy Trinity is limited.

The Reverend Daniel Lemley
813.957.8024
dlemley@holymtrinityclw.org

Emergency Supplies

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

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

Generator

Two small generators capable of delivering 115v are kept in the storage building at the Edgewater Dr. house. Generators should be started annually and run for a minimum of 5 minutes. 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 properly stabilized, stored, and changed on a regular basis.

Prior to a hurricane the generators should be stored in the men's restroom on the second floor of 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 generators 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.**

First Aid Kits and AED

First Aid Kits are in the Sacristy, Kitchen, Flower Room, Sunday School hallway and upstairs by the restrooms. These kits should be checked monthly and replenished as necessary. An Automated External Defibrillator (AED) is in Kirk Hall. The AED should be checked monthly.

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 break out, all people will immediately leave the building and proceed to Peace Park (non-paved) or the area between the Edgewater Dr. house 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 Edgewater Dr. house 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 impede the ability of the responders to get equipment where it is needed.**

Terrorist Activity, Active Shooter, Intruder 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, active shooter, or a bomb threat, 911 must be called and all buildings evacuated to Peace Park if possible.
- During worship hours Ushers and Greeters should be aware of their surroundings and react appropriately to any suspicious activity.
- Ushers and Greeters must have a cell phone and be ready to call 911 in the event of any threatening situation.
- Intruders should be handled with great care to ensure the safety of all. There may be others in the congregation who will assist in asking the person to leave the building. 911 should be called if the person refuses to leave or poses a danger.
- A Security Guard may be employed for services held at night or at other times at the discretion of the Rector.
- The Sunday School is equipped with security doors which must be locked when children are in the room.

Note: The Church Insurance Claims (800.293.3525) should be contacted as soon as there is a determination of actual or probable loss 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. People 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. People 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, people 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 their 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 their designee will contact the Emergency Management Team via phone or text. As soon as it is possible the Team will meet at the church or via phone or video conference to implement a plan of action.
- The Parish Administrator or their 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](#). An accurate listing of the locations of the items will be made. Items to be safeguarded should be stored in plastic containers, as required, and placed on the second floor as specified in Appendix C. **Note: the plastic containers are stored in the second-floor storage room.**
- The Communion vessels and items made of precious metal (stored in Sacristy), as well as items of sentimental or historic value, should be stored in the second-floor storage room or men's restroom.
- 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: Appendix C may be used as a guideline for storage.**
- The Sexton or their designee will secure the power, water and gas if requested by Pinellas County Emergency Management.
- For elevators: Ensure that no people 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 communication will be established with the congregation via Constant Contact.

Personal Planning

- Parishioners are encouraged to prepare individual emergency plans prior to any emergency. Pinellas County provides an array of resources to assist in your planning. Appendix E identifies several sources of information to assist in this preparation.

Procedures to Follow After a Disaster

- The Rector or their designee will assess the damage with the Emergency Management Team.
- **At no time should anyone enter a building or structure that is deemed unsafe.**
- A thorough documentation of the grounds and buildings will be made in writing and with photographs.
- The insurance company will be contacted, and necessary paperwork filed. Initial contact to be made by the Treasurer or their designee to the insurance company claims hotline, available 24/7. Depending on the scope of the claim, the Vestry shall designate a single point(s) of contact for subsequent correspondence with the insurance company throughout the processing of the claim.
- The condition of the items stored in the second-floor storage room and Classrooms B & C will be assessed. If the building cannot be secured valuable items should be safeguarded at Holy Trinity Episcopal Church (at the discretion of their Rector), in a parishioner's house, or at another off-site location. Any movement of church property from the campus should be coordinated with the insurance company to ensure continued coverage of property moved off-site.
- If the parish is unable to open the office, a temporary office may be set up at Holy Trinity Episcopal Church at the discretion of their Rector.
- The Sexton will make temporary repairs 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 via Constant Contact 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 worshippers may worship with Holy Trinity Episcopal Church or a parish of their own choosing.

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 (verify dates)
4 D batteries (verify dates)
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 2022 version)
1 list of Disaster Team members with phone numbers
Bubblewrap
Portable clothes rack (2)
Water (2 cases of 24 bottles)
Gas cans (3) See Sexton for location
Ice chests (2) See Sexton for location
3600 Watt generators. See Sexton for location

Location of the hand truck: see Sexton

Note: An inventory of these items should be made on or around April 15th 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 Storage

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) G3 handbell in its own case
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 of the Education building

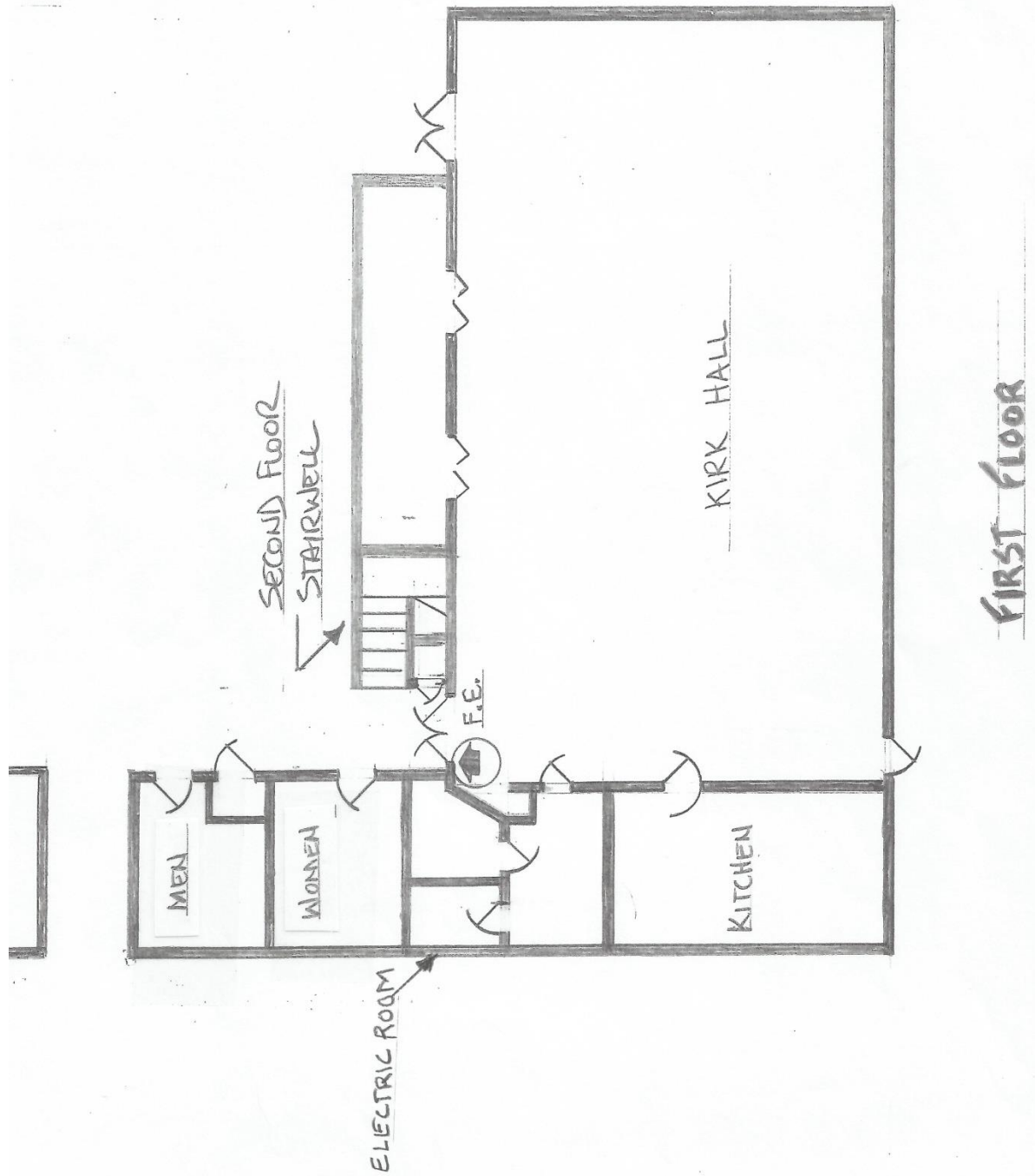
Miscellaneous to cover and/or move as practical:

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.

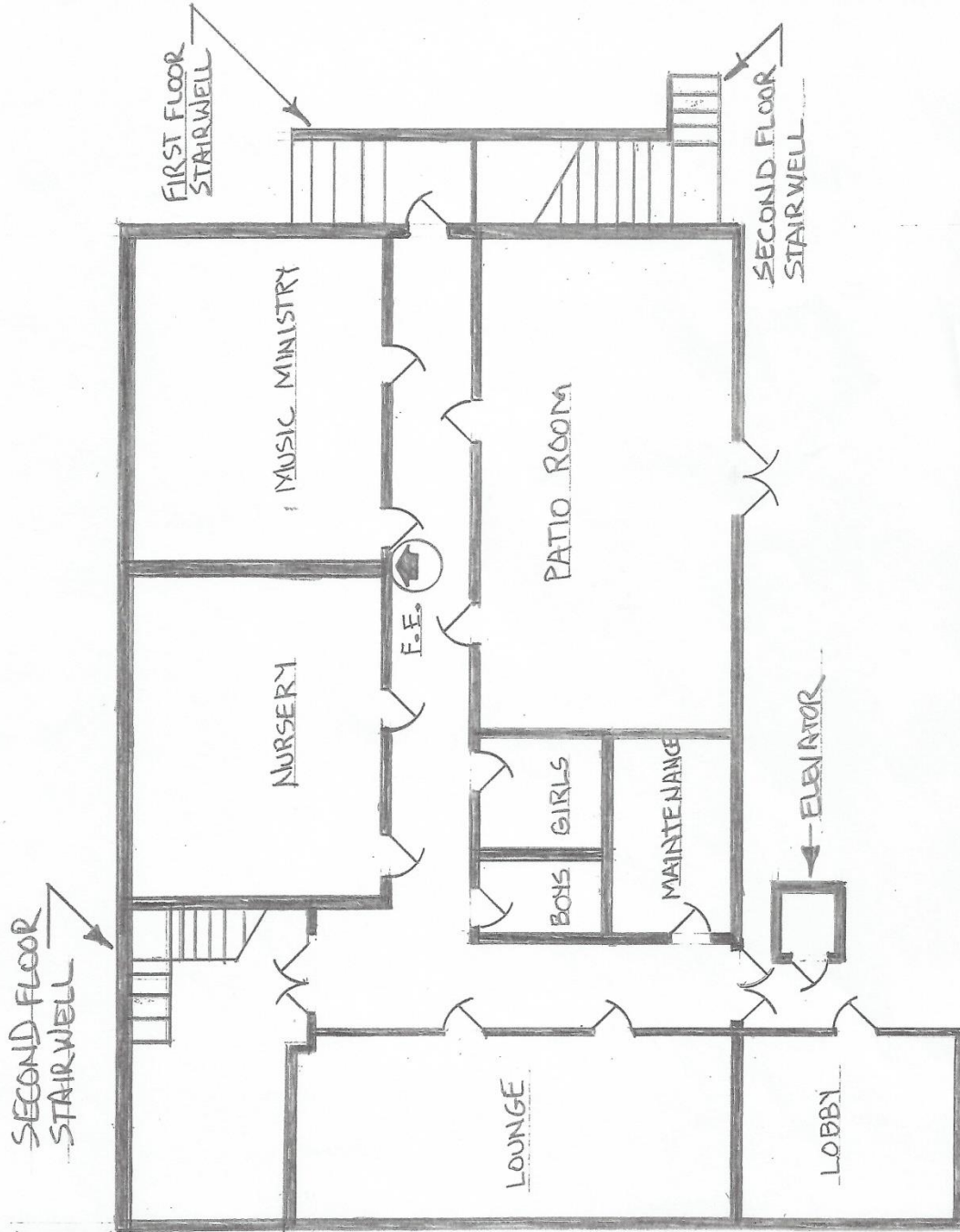
Note: The upstairs men's restroom is an option for storing items.

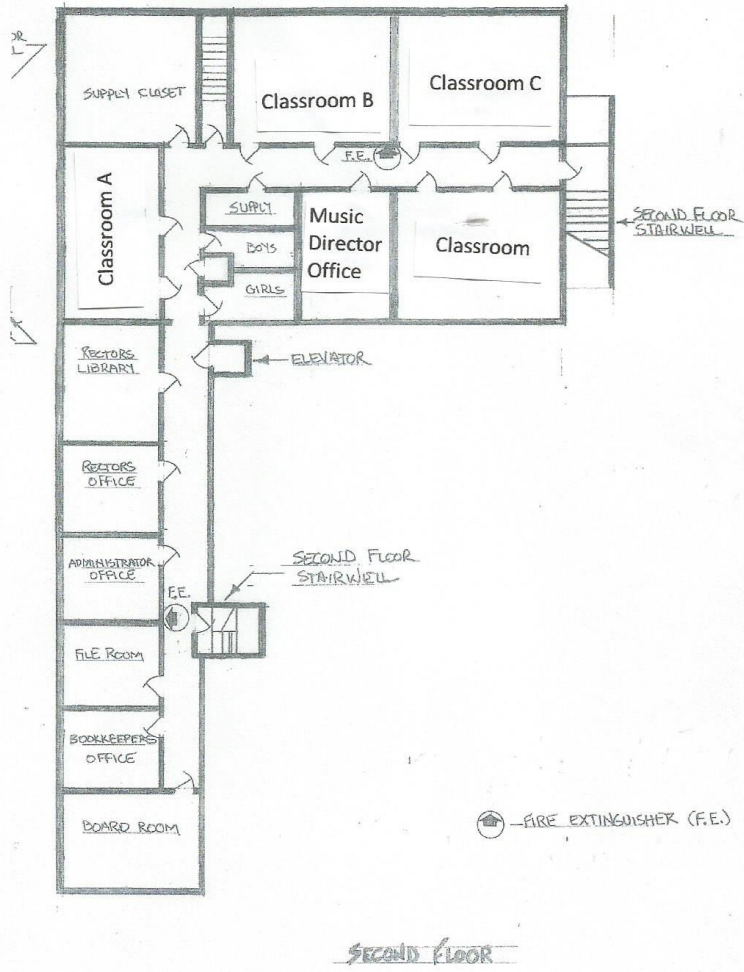
Appendix D: Floor Plans

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



FIRST FLOOR - EDUCATION BUILDING






Appendix E: Emergency Planning Resources

The following document should be updated annually with current information for distribution to the congregation.

Emergency Planning Resources

Every household should prepare now for the upcoming hurricane season. Your preparations should take into consideration your individual needs and situation. This sheet includes links to a few of the many resources available to assist you in your preparations. Find additional guidance and resources by downloading the Pinellas County Hurricane Guide

<https://pinellas.gov/make-a-plan/hurricane-guide-english/>




KNOW YOUR RISK

Assess the risk to you and your home. Consider the location of your home, the type of construction, your pets, and any health conditions or special needs that you or your loved ones may have.

Get your Know Your Zone Report at <https://kyz.pinellascounty.org>

Get additional risk assessment tips at <https://pinellas.gov/know-your-risk/>




MAKE A PLAN

Prepare your home, yard, boat, etc. to enable last-minute prep to be quick and complete. Check your insurance and know who and how to contact them after a storm. Decide where you will go in the event of an evacuation, how you will get there and how long it may take when many others are also evacuating. Don't forget to make a plan for your pet! Assemble your kit taking into account scenarios including evacuation as well as sheltering in place without electricity or water for several days.

Get planning tips at <https://pinellas.gov/make-a-plan/>


A partial list of things to include in your emergency kit can be found at <https://pinellas.gov/make-a-plan/build-your-emergency-kit/>



STAY INFORMED

Identify at least two different methods of getting local weather and emergency information before, during and after a storm. Remember that television and internet may come to your house on the same wire and be lost at the same time. Television, internet, mobile phone apps (including weather and TV/radio station apps), radio and weather radio are all reasonable options. Keep all devices fully charged.

Register for Pinellas County Alert notifications by following the instructions at <https://pinellas.gov/alert-pinellas/>



EPISCOPAL CHURCH OF THE
GOOD SHEPHERD

May 2023