

#2.9

EMERGENCIES, HURRICANES AND OTHER DISASTERS

POLICY: To establish the Policy and Procedure for all Staff in the event of an emergency or disaster at Chapel by the Sea and/or Fort Myers Beach.

SCOPE: All Staff shall follow the established Procedures in the event of a disaster, e.g., hurricane, tornado, fire or flood.

PROCEDURE:

1. Each Staff shall understand the process to follow in case of a disaster affecting the Chapel and its environs.
2. Each Staff shall be responsible for orienting volunteers on their respective Committees with this Policy.
3. A Staff member shall call 911 in case of a disaster, e.g., fire, explosion, restricted to the Chapel environs. No Staff shall endanger himself/herself, and shall leave the disaster area in control of proper officials.
4. In case of fire or explosion, all areas shall be evacuated in an orderly manner. Staff shall ensure that the Sanctuary, all classrooms, offices, restrooms and other space are evacuated and proceed across Chapel Street to the parking area. If children are among the evacuees, Staff shall be certain they are under supervision and stay within a confined area. Every effort shall be made to contact parents to minimize panic and fear.
5. If there should be need for first aid, Staff should have had Red Cross first aid and CPR training to respond as needed until the emergency medical team arrives. Training of Staff and volunteers by the Red Cross should be on a bi-annual schedule.
6. No Staff shall interfere with or hinder the function of officials.
7. All orders and instructions issued by community, county or state emergency personnel shall be carried out in an orderly manner. In cases in which a mandatory evacuation order is given on a Sunday morning, a worship service (possibly abbreviated) may be held so as to have prayer and to provide information and encouragement to residents and vacationers. Evacuation orders for the Chapel and/or the beach area shall be obeyed in a timely manner as instructed.
8. A Checklist of preparatory steps for evacuation is attached, and the responsibility to complete the items rests with the Office Administrator and Sexton. See APPENDIX.
9. If the emergency occurs after hours, the Fire or Police Department will notify a designated contact the Sexton, Office Administrator or Chairperson of Facilities and Property Management Committee.
10. The Office Administrator shall shutdown the server for the computer network. If possible, all computers and auxiliary office equipment shall be disconnected prior to evacuation. Each Staff shall be responsible for the removal to a secure location of her/his backup disks and other critical materials, as feasible.

11. The Office Administrator shall be responsible for removal to a secure location, the ACS People and Financial backups, plus other critical materials.
12. The Office Administrator shall have an up-to-date inventory of safe contents. He/she shall ensure that critical documents are at elevations for protection from storm surge or flood.
13. The Office Administrator shall ensure the security of Chapel official records.
14. If the disaster is restricted to Chapel property only, all data backups and critical records must be taken off site and secured.
15. Annual Emergency Passes are issued by the City of Fort Myers Beach and are obtained through that office. Passes are restricted and only permit access to the island to evaluate the status of the physical property. Four (4) passes shall be obtained annually by the Office Administrator. Persons given passes shall be the Pastor, Office Administrator, Sexton and Chairperson of Administration and Finance Committee.
16. When local officials declare Chapel property and/or the beach reopened, the Pastor, Office Administrator, Sexton and Chairperson of Facilities and Property Management Committee should inspect the premises and, if safe and secure, notify remaining Staff.
17. The Office Administrator and Sexton together with the Facilities and Property Management Committee and the Administration and Communication Committee shall determine the damage, contact the insurers, documenting when possible with photos and videos.
18. Chapel by the Sea is not a primary shelter in a disaster; therefore no one can or may use Chapel property as such. Liability insurance is a critical issue.
19. Chapel by the Sea has agreed that Silver Hall may be used by the Red Cross as a secondary shelter for temporarily displaced local residents, e.g., condo building fire, hazardous material spill.
20. In the event of a local disaster, Chapel has an agreement with the Lee County Board of County Commissioners, and Lee County Emergency Management, that the property may be used for up to seven (7) days by the County as a staging area for emergency response equipment, an emergency distribution point, a multi-agency coordinating center, a disaster recovery center or other related emergency related uses.

RESPONSIBILITY: All Staff shall comply with disaster Procedures as instructed by the above Policy and/or local emergency personnel.

APPENDIX

EVACUATION PREPARATION CHECK LIST
Chapel by the Sea Presbyterian Church (USA)

RESPONSIBLE STAFF: Office Administrator

1. Run backups on all ACS Financial and People Data on the server, financial work sheets and Word. Remind other Staff to backup data, not on the network.
2. With backups completed, sign off the server and all workstations. Unplug all PCs and peripheral equipment, including the UPS.
3. PC towers and Uninterruptible Power Sources (UPS) on the floor must be moved to the desktop.
4. Unplug all office equipment.
5. If feasible, move items to higher and drier locations.
6. Remind other Staff to check offices for items to be moved to safer locations.
7. Important documents and books should be stored in waterproof bags and stored in safe, dry area.
8. All check stock shall be stored on the top shelf of the safe.
9. Confirm that appropriate personnel have a Beach Emergency Access Card.

RESPONSIBLE STAFF: Sexton

1. Remove all outside items to the inside.
2. Shut off water power supply.
3. All movable items should be placed in a higher location.
4. Store all power equipment on upper shelves of the storage room extension.
5. Chapel vehicles must be moved inland to a predetermined location.
6. Secure all windows and doors.
7. Close and fasten all shutters on windows.
8. With the Office Administrator, conduct a final walk through of property before departing the promise.
9. For Category 3, 4, 5 Hurricanes, lock all outside double doors with chain and padlock.