

2010

The Episcopal Diocese of Louisiana

Disaster Preparedness Plan

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DISASTER PLAN OVERVIEW

This plan offers a blueprint for the Episcopal Diocese of Louisiana to prepare for, function during, and respond to emergencies or disasters. While every disaster presents unique challenges, the plan is intended to assist the Diocese in safeguarding lives and in being a good steward of resources. It also establishes procedures for orderly evacuations of Diocesan staff and buildings, and will assist the Diocese in re-assembling staff and re-establishing operations as soon as possible following a disaster.

Definitions

Disaster

An emergency or disaster is an occurrence such as a hurricane, earthquake, tornado, storm flood, high water, wind driven water, tidal wave, drought, blizzard, pestilence, fire, explosion, volcanic eruption, building collapse, transportation accident, civil disorder, terrorist attack or other situation which causes human suffering that the victims cannot alleviate without assistance. A disaster might overwhelm some or all systems for a short period of time.

Catastrophic Disaster

A catastrophic disaster is an occurrence that overwhelms all systems for an extended period of time.

Disaster Cycle

There are four phases in the "disaster cycle": preparation for disasters, disaster response, long term recovery and mitigation. *Preparation* includes the development of plans for responding to disasters, training personnel and testing (exercising) plans. The aim of *response* is to provide immediate assistance to save lives, reduce suffering and assess damage to affected areas. Activities may include search and rescue, providing food and shelter and pastoral or spiritual care. During *recovery*, the affected population begins to restore a sense of normalcy to their lives and rebuild homes and infrastructure. There is no clear line where response becomes recovery. *Mitigation* activities reduce the effects of potential disaster. Examples include building drainage systems and raising structures above the flood plain. These phases may overlap and do not necessarily occur in the same order for every disaster.

Principles of Response

The Episcopal Diocese of Louisiana recognizes and affirms the inherent dignity of every human being. The Church will therefore serve people of all faiths, races, and ethnic backgrounds in its disaster relief and recovery efforts. While seeking and serving Christ in all persons, the Diocese's priority will be to serve the 'least among us.'

NEED TO KNOW INFORMATION SUMMARY
Episcopal Diocese of Louisiana Emergency Plans

Stay Safe

- Please use your best judgment in protecting yourself and the safety of those around you.

- Fire extinguishers are located:
Noland Center:
 1 near reception desk first floor
 1 workroom near kitchen door first floor
 1 near stairwell door second floor
St. James:
 1 by photocopier
 1 by conference room door
 1 hallway near kitchen

- In case of tornado warnings, please find shelter:
Noland Center: 2nd floor hallway St. James: Basement

- If you must shelter-in-place at the Diocesan offices, emergency kits may be found:
Noland Center: In the workroom St. James: By the photocopier

- In case of pandemic flu, employees will be asked to stay home until 24 hours after fever subsides; employees may be encouraged to work from home.

Stay in Touch

- If the Diocesan offices must be suddenly evacuated, staff will reconvene:
New Orleans: Corner of St. Charles Ave. & 7th St./Baton Rouge: Ministry Building Parking Lot

- Daily conference calls will be held after a natural disaster or other emergency:
Staff calls: 9 am Clergy & Executive Board calls: 10 am
 Call in: 1-800-920-7487
 PIN: 83548557#

- The Diocesan phone tree may also be activated. Please keep a copy handy at home and at work.

- The Diocesan back-up telephone number is 901-258-0728.

- All Diocesan staff should familiarize themselves with Skype & text messaging.

EMERGENCY PROCEDURES
Episcopal Diocese of Louisiana
July 10

In the event of an unforeseen disaster or other emergency situation, the Episcopal Diocese of Louisiana will observe the following protocols (for hurricanes and other situations with advance warning, please refer to the Diocesan Hurricane Evacuation Procedures, following this section):

EVACUATIONS

The safety of staff, volunteers, and other visitors is paramount. All persons are encouraged to exercise their own best judgment in protecting themselves and others around them.

As soon as possible once an emergency situation develops, the Bishop or his designee will issue guidance on the evacuation of buildings or general areas.

In the event of a building evacuation, everyone is to exit using fire escape routes and to re-assemble in the following locations:

Baton Rouge: Ministry Building parking lot.

New Orleans: Corner of St. Charles Ave. and Seventh St.

In the event of an evacuation of an entire area, the directions of local officials will be followed. Once in a safe location, staff are to report their whereabouts to their assigned contact person on the phone tree. If necessary, please use the Diocesan emergency phone number: **901-258-0728**. A conference call will be convened at 9 am the next day.

When possible without risk to personal safety, personnel in each office will bring vital documents or disks with them upon evacuation of the building.

Depending on the nature of the disaster, persons may be asked to shelter-in-place using the following nationally-accepted guidance (note that emergency kits are kept in the workroom areas of the Noland Center and the St. James office:

- Go indoors, close all windows and doors.
- Turn off all sources of outside air such as air conditioners or ventilation fans/ducts.
- Choose a small, interior room with no or few windows, ideally one with a land line phone.
- Bring the emergency kit into the room.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Stay tuned to the radio for further instructions or updates.
- Remain indoors until notified that it is safe to move outdoors.
- If you are in your car, close windows and turn off vents and air conditioning.
- If unable to come indoors, protect your breathing by covering your mouth and nose with a cloth or handkerchief.

Fire safety reminders (note that fire extinguishers are kept in the Noland Center and St. James offices):

- Remain calm and get out.
- If you see smoke under the door, find another way out.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- Drop to the floor to avoid smoke and fumes. Crawl to safety.
- If your clothes catch on fire, STOP where you are, DROP to the ground and ROLL over and over to smother the flames.
- Call 9-1-1 from a safe location. Stay on the line until the operator hangs up.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help.
- Do not go back inside the building unless instructed that it is safe to do so.

COMMUNICATION

The Diocesan staff phone tree may be activated. **Please be sure that you have either made actual phone contact with the next person in line, or have received a confirmation text message in reply;** text messages and even voice mail can be unreliable in a crisis.

As soon as possible after an event, daily conference calls will be held; calls will be at 9 am for staff, and 10 am for clergy & the Executive Board. **Call in: 1-800-920-7487; PIN: 83548557#**

Should local cell phones fail, and conference calls are not possible, the phone tree will be suspended. Staff are asked to call **901-258-0728** to report their whereabouts and to retrieve important recorded messages.

Diocesan email accounts are hosted through Google and are not expected to be affected by a local emergency. If phone contact is not possible, communication may take place via the "allyall" email. It is possible that an online staff blog may be activated as well.

When possible, important announcements will be posted to the Diocesan website, peliclergy, pelideacons, and staff emails.

MEDIA

Only authorized staff should make statements to the media.

HURRICANE EVACUATION PROCEDURES

Episcopal Diocese of Louisiana

July 10

The Episcopal Diocese of Louisiana will observe the following protocols in the event of hurricane evacuations. In most cases, these will apply only to New Orleans-based staff; however, a Baton Rouge evacuation is possible. The Solomon Episcopal Conference Center closes in the event of hurricanes.

I. EVACUATION OF PERSONNEL

72 HOURS PRIOR TO LANDFALL, OR EARLIER:

Volunteers will be asked to return home as soon as the Bishop's office has issued a 72-hour directive.

- The ECS Volunteer Coordinator is responsible for communicating this message to each volunteer group's team leader and with each individual long-term volunteer (excluding interns).

The Bishop or Canon to the Ordinary contacts the Deans and the point person for retired clergy to ensure that arrangements are made for hospitalized clergy members. He will also make initial contact with the Solomon Episcopal Conference Center, the point person for Episcopal Schools, the Executive Board and the Standing Committee.

Nell Bolton, or her designee, begins making lodging arrangements for essential staff in Baton Rouge or the alternative remote location.

Liz Carrier prepares ECS vehicles for evacuation.

48 HOURS PRIOR TO LANDFALL, OR EARLIER:

Diocesan & ECS Staff not essential to initial response begin evacuation to their respective evacuation locations.

- All assigned evacuation duties (see Diocesan Disaster Plan Roles & Responsibilities) should be completed prior to departure.
- Evacuation location and emergency contact information should be on file with Episcopal Community Services. Please notify **Betty Evans, 504-330-6370** with any last-minute changes.
- Please report your location on the next staff call or notify your assigned phone-tree contact person.

ECS Crew Chiefs & Interns, under the supervision of the Rebuild Program Coordinator & the NOLA Service Corps Program Director, evacuate to St. James, Baton Rouge or to alternative location.

- The group will travel by caravan, driving both personal vehicles and all ECS trucks.

24 HOURS PRIOR TO LANDFALL:

Remaining Essential Staff complete assigned duties and evacuate to Baton Rouge or the alternative location.

- Essential staff for NO evacuations = Billie Barbier, Nell Bolton, Pete Nunnally, and at least one Rebuild representative. Secondary evacuations from BR = Canon Stevenson, Kenn Elder. **However, all staff are asked to remain readily available via phone and email.**
- These staff will evacuate to the Diocesan offices at St. James, Baton Rouge, and/or to private homes offered by parishioners, or to the alternative remote location.

- Please notify your assigned contact person (on the phone tree and/or conference call) upon departure.

2. EVACUATION OF EQUIPMENT AND GOODS

Please see "Roles & Responsibilities" for detailed assignments.

ELECTRONIC EQUIPMENT:

All computers are to be evacuated. Staff assigned laptop computers should evacuate with their computer; all desktops or unassigned laptops will be moved to the remote location.

The Noland Center photocopier is to be moved upstairs via elevator (if functional).

All other electronic equipment is to be moved to the upper floors of the building and away from the windows.

VEHICLES:

All Diocesan vehicles are to be evacuated. ECS vehicles will ideally be evacuated; however, if staffing levels are insufficient to make this possible, the remaining vehicles will be parked in a secure and elevated location.

OTHER EQUIPMENT:

Valuable tools and equipment are to be loaded in Diocesan vehicles and move to the remote location.

IMPORTANT OFFICE ITEMS:

The following items are to be removed from the Noland Center and evacuate to the remote location:

- Certificates of Ordination
- Archival items marked with a red dot.
- Identified artwork and vestments.

3. COMMUNICATIONS:

TELEPHONES:

The Diocesan staff phone tree will be initiated once the Bishop's 72-Hour Directive is issued, unless another mechanism is chosen (e.g., conference calls only, online survey).

Daily conference calls with staff will be held at 9 am and with clergy at 10 am.

- Call in: 1-800-920-7487; PIN: 83548557#

It is expected that Verizon will have sufficient back-up capacity even in the event of a major storm. Should cell phones fail, however, every effort will be made to transfer staff phone numbers to a temporary provider. In the meantime, the phone tree will be suspended and staff are asked to call **901-258-0728** to report their whereabouts and to retrieve important recorded messages.

Diocesan land lines will be forwarded to the Baton Rouge office and, if necessary, to the Diocesan emergency phone number: 901-258-0728.

INTERNET AND EMAIL:

Diocesan emails are hosted by Google and should be accessible from any computer.

The Bishop's emergency directives will be posted to the website, peliclergy, and staff emails. Updates will also be posted to followers of the Twitter account "edolaorg". A blog page may be created for staff updates.

Information for volunteers and donors will also be posted online on a special disaster response page.

It is expected that our web host has sufficient back-up capacity to keep the site live at all times. Please check the Diocesan website frequently for updates.

POST-DISASTER GUIDELINES

Staff Reporting

- Staff are asked to prepare to return to work as soon as possible following a disaster. Tentative expectations regarding staff return to work will be communicated prior to evacuations, and updated on daily conference calls following any disaster event.
- Staff who change their locations during hurricane evacuations are asked to contact Betty with their new information/location.

Response Coordination

- A central location will be established for coordination of the Diocesan/ECS disaster response effort, and communicated through various mechanisms.
- As clergy report in on daily conference calls, parish and community needs will be assessed. Where necessary, Diocesan staff will assist parishes in establishing contact with Church Insurance and Church Mutual.
- The Diocesan/ECS/parish-based disaster response strategy will be developed in coordination with parish representatives and with local VOADs. As new information is received, the strategy may continue to evolve. Updates will be shared on daily staff conference calls; every effort will be made to circulate notes to those unable to participate, but it is the staff responsibility to participate in the calls whenever possible.
- Large-scale donations and procurement of goods will be coordinated through VOAD and the GNODRP warehouse.
- Information about Diocesan response and needs for donations and volunteers will be posted on the website.
- Depending on the disaster and staff locations, various staff members may be asked to represent the Diocese in VOAD meetings.

Publicity

- Every effort will be made to inform the public and media about the Diocesan response, with messages developed daily during or following conference calls.
- Information and updates will be shared with volunteer lists, both online and via mass emails.

Pastoral Care & Direction

- Pastoral care needs will be discussed during clergy calls and every effort will be made to meet them.
- The Bishop will provide pastoral direction regarding maintaining regular service schedules.

EMERGENCY CHECKLIST

- Have all emergency agencies been contacted? e.g. police, fire, EMS, utilities, etc.
- Is anyone shocked or injured?
- Are all personnel (including volunteers) accounted for?
- Are the building structures intact?
- Are all entrances and exits clear and able to be locked?
- Are the utilities functional?
- Are the computers intact and functional?
- Have the phone tree and call-in systems been activated?
- Have back-up communication systems been activated?
- Has ERD been notified?
- Have insurance companies been notified?
- Has the Chancellor been notified?
- Have banking arrangements been activated?
- Have food and lodging arrangements been activated?
- Have necessary emergency equipment/computers (and their battery chargers) been set up?

2010 DISASTER/HURRICANE EVACUATION PLAN ROLES & RESPONSIBILITIES

Episcopal Diocese of Louisiana

Notes:

1. Disaster Plan enactment will be determined by Bishop Thompson in consultation with executive staff.
2. All staff are to report the completion of their assigned tasks, including their own evacuation, on a daily conference call if possible, or otherwise using the current Diocesan Phone tree.
3. In case of hurricanes and other situations with advance warning, staff are encouraged to evacuate prior to the designated times if possible; however, all assigned duties must be completed before departure.
4. The default "remote location" is our office at St. James, Baton Rouge. In the event of an evacuation from Baton Rouge, the new remote location will be communicated to staff using the phone tree and to the general public via the website and Diocesan phone message. Staff evacuating to other locations are asked to keep the Diocese informed of their whereabouts.

Category	Person Responsible	Annually, by June	Hurricane Evacuations		
			72-Hour Directive	48-Hour Directive	24-Hour Directive
ADMINISTRATION & LOGISTICS (Note: Administrative staff in Baton Rouge and New Orleans are asked to operate on the buddy system to assist one another with evacuation preparations).	Canon Mark Stevenson	Maintain back-up cell phone (901-258-0728) and keep handset charged in office at all times. Identify options for remote shelter, communications, and command centers. Ensure Diocesan phone tree is current and staff are trained.	Issue Bishop's Directive; convey to clergy, Executive Board, Solomon Episcopal Conference Center Director, and point persons for retired/non-parochial clergy and Episcopal schools. Consult with Chancellor and other Diocesan Officers as needed.	Issue Bishop's Directive. Establish communications center at remote location. Establish & communicate expectations for staff reporting post-evacuation/event.	Issue Bishop's Directive. Provide oversight to remote location and communications center. Secure Baton Rouge office in the event of evacuation. In the event of a BR evacuation, depart with BR and NO evacuation boxes.
	Agatha Townsend	Organize vital records from	Assist Bishop with any	Change direct line	

	(with assistance from Harriet Murrell as needed)	<p>Bishop's office and Noland Center. Ensure that essential files are stored in fire-resistant cabinets, as available. Ensure that essential electronic files are included in regular back-ups. Mark clearly those papers to be moved in case of evacuation.</p> <p>Identify which vital items from the Bishop's office should be evacuated.</p>	<p>evacuation preparations.</p> <p>Prepare vital documents and essential items for evacuation.</p>	<p>message to inform of evacuation location and contact.</p>	
Liz Shortess		<p>Maintain the following on file:</p> <ul style="list-style-type: none"> • Clergy contact list. • Personnel (Diocesan staff & Warden) contacts. • Property documents (lease, mortgage). • Equipment documents (lease, ownership). • Corporate documents. • Key parish disaster plan information. <p>Ensure that appropriate electronic copies of the above</p>	<p>Contact all clergy and Diocesan staff to initiate parish and family disaster plans.</p>	<p>If applicable, prepare hard copies of files for evacuation from BR offices.</p>	<p>Verify that appropriate information is included in BR evacuation boxes.</p>

	<p>(with assistance from Harriet Murrell as needed)</p>	<p>Bishop's office and Noland Center. Ensure that essential files are stored in fire-resistant cabinets, as available. Ensure that essential electronic files are included in regular back-ups. Mark clearly those papers to be moved in case of evacuation.</p> <p>Identify which vital items from the Bishop's office should be evacuated.</p> <p>Provide point person for</p>	<p>evacuation preparations.</p> <p>Prepare vital documents and essential items for evacuation.</p>	<p>message to inform of evacuation location and contact.</p>	
	<p>Liz Shortess</p>	<p>Maintain the following on file:</p> <ul style="list-style-type: none"> • Clergy contact list. • Personnel (Diocesan staff & Warden) contacts. • Property documents (lease, mortgage). • Equipment documents (lease, ownership). • Corporate documents. • Key parish disaster plan information. <p>Ensure that appropriate electronic copies of the above</p>	<p>Contact all clergy and Diocesan staff to initiate parish and family disaster plans.</p>	<p>If applicable, prepare hard copies of files for evacuation from BR offices.</p>	<p>Verify that appropriate information is included in BR evacuation boxes.</p>

		are included in regular system backups.			
		Ensure that fire-safety mechanisms in the BR office are properly maintained.			
Jennifer Hirstius		Maintain the following on file: <ul style="list-style-type: none"> • Insurance files, insurance contacts. • Ordination and clergy files. 			If applicable, prepare hard copies of above files for evacuation from BR offices.
		Ensure that ordination & clergy files are stored in fire-resistant cabinets, as available.			
		Prepare and maintain emergency kit for Baton Rouge office (see supply list).			
Betty Evans		Update emergency staff contact list & evacuation plan spreadsheet.		Verify that all pertinent ECS files, especially grants, contracts, and client documents, are loaded in plastic bins and ready to be evacuated.	Secure Urban Ministry Center; turn off gas and water.
		Work with ECS staff to identify essential files to be stored in fire-resistant cabinets (as available) and moved in case of evacuation.			
		Work with ECS staff to update list of essential business contacts.			

	<p>Ensure that essential electronic files are included in regular system back-ups.</p> <p>Maintain updated ECS inventory.</p> <p>Ensure that exterior hazards at Urban Ministry Center are properly addressed and that fire-safety mechanisms are properly maintained.</p> <p>Prepare and maintain emergency kit for Noland Center (see supply list); ensure water-resistant bins are available for possible file evacuation.</p>	<p>Work with volunteer Archives Assistant to identify any items to be transported to BR for storage.</p> <p>Ensure that all archival material to be evacuated is marked clearly with a red dot.</p> <p>Identify list of important Noland Center wall hangings and other items (certificates, artwork, etc.) to be evacuated.</p>	
		<p>Prepare archives marked with a red dot, Noland Center wall hangings, and non-washable vestments for transfer to Baton Rouge.</p> <p>Ensure that items with a yellow dot and art & fabrics that are not being evacuated are moved to an interior space on the second</p>	
		<p>Ensure that exterior hazards at Noland Center are secured, and coordinate with Cathedral on common areas.</p> <p>Ensure that relevant archives, wall hangings, and vestments are loaded for evacuation.</p>	

COMMUNICATION & TECHNOLOGY	Kenn Elder	<p>Ensure that fire-safety mechanisms in the Noland Center are properly maintained.</p> <p>Ensure that exterior hazards at Noland Center are properly addressed.</p> <p>Update inventory of Diocesan electronic equipment. Identify items at risk and develop mitigation plans.</p> <p>Back up shared network files on a regular basis. Ensure that copies of the disk are stored in a fire-resistant location.</p> <p>Provide training to staff in backing up files on the network drives and/or Google Docs.</p> <p>Verify cell-phone, land-line, and server back-up capacity and run tests as needed.</p> <p>Develop staff blog page.</p>	<p>floor of the Noland Center.</p> <p>All other items in the Archives space are to be moved to high shelves in the room.</p> <p>Post Directive to website and listservs (staff, Peliclergy, Constant Contact).</p> <p>Working with New Orleans-based staff, collect all desktop computers and other large electronic equipment to be evacuated.</p> <p>Contact phone company to begin call forwarding process.</p> <p>Verify wireless/broadband capabilities of all staff forming core response team.</p>	<p>Post Directive to website and listservs (staff, Peliclergy, Constant Contact).</p> <p>Ensure that all computers & electronic equipment, as well as back-up disks, are transported to remote location.</p> <p>If remote location will be elsewhere than Baton Rouge or New Orleans, initiate server transfer.</p> <p>Activate online survey tool (if used).</p>	<p>Post Directive to website and listservs (staff, Peliclergy, Constant Contact).</p> <p>Forward land-line phones to remote location.</p> <p>Change message on the following Diocesan and ECS phones to inform of evacuation location and contact information: 225-706-6634 504-895-6634 504-895-4304</p> <p>Evacuate to remote location.</p> <p>As needed, switch server, land line and</p>
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						cell phone service to new remote locations; post online & Twitter updates as directed.
	Rebecca Pitre	Compile list of relevant media contacts.	Draft and seek approval of talking points on evacuation & anticipated response. Notify media of disaster plan enactment.	Assist in setting up of communications center.		
CLERGY & PARISHES	Bishop Thompson or his designee(s) (Current point person on retired & non-parochial clergy: Mary King Dodwell.) (Current point person for Episcopal Schools: Cindy Harlan)	Meet in spring with Deans to: <ul style="list-style-type: none"> • Inform parishes of disaster planning resources. • Encourage establishment of clergy phone tree by deanery. • Encourage rectors to collect parishioner evacuation contacts and identify special needs. • Establish mechanism to contact all retired and non-parochial clergy & spouses. New clergy will be provided with a briefing on disaster preparedness.	Point person ensures that all retired and non-parochial clergy/spouses are informed of Directive, and assists with any evacuation needs. Point person contacts Diocesan schools to commence disaster plans. Designee coordinates with hospitalized clergy to assist with any evacuation needs. Designee contacts missions & chapels to commence disaster plans.	Coordinate with Canon to the Ordinary on pastoral needs of clergy and staff. Request parish status update from deans.		

		<p>As part of the annual Parochial Reports, request from parishes a status update on their Disaster Plans, including:</p> <ul style="list-style-type: none"> • Clergy evacuation contacts; • Copies of each page of all insurance policies; • Current bylaws; • Current Articles of Incorporation & Corporate Status. • Labeled keys to every Church building. 			
FINANCE	Billie Barbier	<p>Ensure that electronic files of financial and donor records are backed up on a regular basis, with copies stored in the fire-resistant cabinet.</p>	<p>Prepare the following for potential evacuation from BR:</p> <ul style="list-style-type: none"> • Supply of blank checks. • Deposit books for all accounts. • IRS certificates. <p>Verify online access to bank systems.</p>	<p>Initiate emergency banking and payroll procedures.</p>	<p>Obtain cash for Diocesan operations.</p> <p>Evacuate to remote location.</p> <p>In the event of a BR evacuation, confirm that all pertinent items are transported to the remote location.</p>
VEHICLES	Liz Carrier for ECS vehicles	<p>Ensure that vehicle maintenance is up-to-date.</p> <p>Prepare and maintain emergency kits for each</p>	<p>Ensure that all vehicles are fueled up. Fill up extra gas cans.</p> <p>Supply each vehicle</p>	<p>Coordinate with assigned drivers to ensure that all vehicles are being evacuated.</p>	

VOLUNTEERS & INTERNS	Pete Nunnally	<p>vehicle (see supply list). Identify and assign drivers for vehicle evacuation.</p>	<p>with water and emergency kit. Coordinate with assigned drivers to ensure all vehicles will be evacuated. Coordinate loading of vehicles with tools and equipment, including computers and Noland Center archives.</p>	<p>Confirm with each volunteer housing base that all volunteers have left and property is secured. Work with Rebuild staff to ensure that tools and equipment are secured. Ensure that intern housing is secured and that interns have evacuated.</p>	<p>Help to load any remaining essential items from Noland Center, including containers with essential records and vital items from the Bishop's office. Evacuate to remote location.</p>
	<p>Request all short- and long-term volunteers to depart New Orleans area; ensure this message is received by each group leader & each individual long-term volunteer. Offer assistance with departure logistics as needed. Inform worksite and housing base coordinators of 72-hour directive. Oversee interns' evacuation preparations.</p>	<p>Inform all inquiring volunteers of Diocesan hurricane evacuation plans. Orient Service Corps interns to Diocesan disaster plan. Ensure that interns have essential Diocesan contact information. Send annual inquiry to identify experienced volunteer teams interested in assisting with early response.</p>			

				Post online information for potential volunteers & responders.		
	Liz Carrier	<p>Orient all Rebuild crew chiefs to Diocesan disaster plan.</p> <p>Ensure that interns have essential Diocesan contact information.</p> <p>Encourage and assist those we serve to make evacuation plans.</p>	<p>Oversee crew chiefs' evacuation preparations; load mattresses.</p> <p>Load any tools and equipment to be evacuated.</p>	<p>Ensure that warehouse, work sites, and crew chief housing are secure.</p> <p>Evacuate with crew chiefs/interns.</p>		
RESPONSE PREPARATIONS	Neil Bolton	<p>Establish relationships with official, faith-based and nonprofit relief agencies; liaise with local and state VOADs; maintain contact list.</p> <p>Work with Canon to the Ordinary to identify remote shelter, communications, and command locations.</p> <p>Establish remote location for mobile response unit.</p> <p>Ensure that Diocesan re-entry credentials are up-to-date, and procure vehicle placards.</p> <p>Encourage and assist those we serve to make evacuation plans.</p>	<p>Initiate staff and intern shelter arrangements in remote location.</p> <p>Notify relief agencies, VOAD, FEMA and Episcopal Relief & Development of disaster plan enactment.</p> <p>Assist with oversight of disaster plan implementation.</p> <p>Request ECS staff to complete 'current project' reports.</p> <p>Explore procurement of extra gas cans,</p>	<p>Assist with oversight of NO evacuation.</p> <p>Remain in contact with VOADs.</p>	<p>Secure Noland Center; turn off water and gas.</p> <p>Evacuate to remote location.</p> <p>Remain in contact with VOADs.</p>	

		<p>Work to develop a list of parish-based response coordinators.</p> <p>Ensure registration with GuideStar & AidMatrix</p>	<p>batteries, and/or items to pre-position mobile unit for response.</p> <p>As feasible, work with parish-based response coordinators to pre-position materials as requested.</p>		
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EMERGENCY KITS

These kits are to be prepared and updated on an annual basis.

Offices (To be maintained in Baton Rouge by Jennifer Hirstius and in New Orleans by Betty Evans):

Each office is to maintain the following:

- Adequate supply of drinking water (minimum 15 gallons)
- Fire extinguisher(s) in good working condition
- Adequate supply of paper goods including toilet paper, paper towels, and cups.
- First-aid book and kit
- At least one cooler

And in a plastic bin:

- 2 heavy-duty flashlights, each with 7 sets extra batteries
- Portable radio (hand-crank or battery-operated with extra batteries as needed)
- Solar cell phone charger
- Water purification kit
- Supply of non-perishable snacks
- Manual can opener
- 2 buckets with tight-fitting lid
- Antibacterial towelettes
- Dust masks
- Mosquito repellent
- Box of plastic garbage bags with twist-ties
- 2 plastic tarps, duct tape and rope
- Pliers, hammer, nails
- Blanket, Towel
- 2 disposable cameras
- Whistle or distress flag(s)
- Laminated map of the area
- Laminated copy of local emergency contact numbers

Diocesan Vehicles:

Prior to hurricane season, the following items are to be prepared for each vehicle in water-resistant bins:

- Laminated maps with evacuation and contra-flow routes clearly marked
- First aid kit
- Heavy-duty flashlight with 3 sets of extra batteries
- Instant tire sealer
- Whistle and/or distress flag
- Plastic tarp
- Antibacterial towelettes and/or gel sanitizer
- Non-perishable snacks
- Cups and paper towels

In the event of an evacuation, each vehicle is also to be supplied with three gallons of water.

EPISCOPAL DIOCESE OF LOUISIANA

Phone Tree

July 10

Bishop Thompson			
Canon Stevenson 225-615-4755 c 225-454-6684 h		Agatha Townsend 985-774-1858 c 985-649-7228 h	
Jennifer Hirstius 225-615-6258c	Kenn Elder 504-994-6670	Carl Speed & Winston Rice 931-210-3696 c 985-748-3498 h SECC Staff (Tree TBD)	Nell Bolton 504-202-5831 c 251-554-9103 p
	Billie Barbier 504-259-3902 c 504-508-0516 pc 504-508-0516 h	Rebecca Pitre 225-615-0257 c 225-892-4274 pc 225-448-2192 h	Arthur Johnson 504-210-9402 c 504-241-1654 h
Amy Sanders 225-571-2680 c 225-644-7203 h	Harriett Murrell 504-884-5967c 504-891-7205h	Pete Nunnally 504-259-1417c 504-339-1100 pc	Liz Carrier 504-330-6365 c 412-915-2883 p
	Fr. Rich Clark ADD NUMBERS	Rashonda Bell 504-330-6362 c 504-339-0881 h	Matt McDonagh 504-258-7521 c 708-533-2805 p
Liz Shortess 225-315-4287 c 225-663-6884 h	Jericho Road Staff & Fellows (Tree TBD) Via Holly Heine 504-237-3804 c 504-864-8131 h	Elaine Clements 504-866-1069 h 504-330-6366 c 504-236-1133 p	Rebutid Staff & Crew Chiefs (Tree TBD, end@Liz)
Kenn Elder		Nell Bolton	

Please call the next person(s) in the column below your name. Actual phone contact OR a text confirming receipt is necessary. (Later versions will include personal email addresses). The last person in each column should call Kenn or Nell, respectively, to close the feedback loop. Shaded boxes will have their own feedback loops.

2008 EMERGENCY CONTACTS

STATE OF LOUISIANA

Governor's Office of Homeland Security and Emergency Preparedness

7667 Independence Blvd.

Baton Rouge, LA 70806

(225) 925-7500

<http://www.ohsep.louisiana.gov>

BATON ROUGE		
Agency	Contact Details	Phone
EMERGENCY OFFICIALS		
Baton Rouge Police	Jeff LeDuff	225-389-2000
Sheriff's Office	Elmer Litchfield	225-389-5000
Fire Department	Ed Smith	225-654-5275
Health Unit	Marguerite Walker	225-242-4860
Office of Emergency Preparedness East B.R.	JoAnn Moreau	225-389-2114
Mayor's Office	Mayor Kip Holden	225-389-3100
UTILITIES		
Xpedius Telephone Co.	Account #9296666	877-962-1900
Entergy		800-9OUTAGE
Baton Rouge Water Co.	Account #8050490010	225-925-2011
EMERGENCY SERVICES		
Red Cross		800-435-7669
FEMA		800-621-3362
HOSPITALS		
Baton Rouge General Medical Center	3600 Florida Blvd.	225.387.7000
Baton Rouge General Medical Center	8585 Picardy Ave.	225-736-4000
Earl K. Long Hospital	5825 Airline Hwy.	225-765-6565
Our Lady of the Lake	5000 Hennessy Blvd.	225-765-6565
Summit Hospital	1-12 at O'Neal Lane	225-752-2470

2008 EMERGENCY CONTACTS

NEW ORLEANS		
Agency	Contact Details	Phone
EMERGENCY OFFICIALS		
Police Department	Ronal Serpas	504-821-2222
Fire Department	Charles Parent	504-565-7800
Health Department	Dr. Sandra Robinson Deputy & Interim Director	504-658-8700
City of New Orleans Office of Homeland Security and Public Safety	City Hall Ste. 8E15	504-658-6900
UTILITIES		
Telephone	Charles Rice	800-368-3749
Sewerage & Water Dept.	Marcia St. Martin	504-585-2170
Entergy	J. Wayne Leonard	800-368-3749
EMERGENCY SERVICES		
Red Cross	Kay Wilkins	866-438-4636
FEMA-Region VI	James Stark	800-621-3362
HOSPITALS		
Ochsner Foundation Hospital, Dr. Patrick Quinlan, CEO	1516 Jefferson Hwy.	842-3000
Tulane University Hospital, Dr. Robert Linch, CEO	1415 Tulane Ave.	504-588-5263
Touro Infirmary, Jim Montgomery, CEO	1401 Foucher St.	504-897-7011
Tulane-Lakeside Hospital, Robert Linch, CEO	4700 So I-10 Service Road, Metairie	504-885-3333
East Jefferson Hospital, Dr. Mark Peters, CEO	4200 Houma Blvd., Metairie	504-454-4000
Ochsner Medical Center, Kenner Paolo Zambito, CEO	180 W. Esplanade Ave., Kenner	504-468-8600
Children's Hospital, Steve Worley, CEO	200 Henry Clay Ave.	504-899-9511