

EMERGENCY PROCEDURES

PROTECT YOUR COMPUTER INVESTMENT !!!

Keep this checklist in a safe place, easily accessed in case of Threatening Weather.

Electrical Storms:

1. Properly shut down, and power off all copiers, fax machines & computers.
2. Turn surge protector switch off, or unplug surge protectors from wall outlets.
3. Unplug phone lines *going into modems, fax machines & computer networks.*

Extreme Weather / Hurricanes:

1. Listen for up-to-date weather conditions from the Weather Service.
2. Make sure there are backups of all your computer programs, files & documents. And verify that your off-site location is accessible, otherwise determine alternate plans.
*** If time permits, make 2 sets of backups. Put one set in your secured off-site location, and take the other set with you.*
3. Management will decide when weather conditions warrant **emergency** action.
4. When advised, follow procedures listed above for Electrical Storms.
5. Label & move all electrical equipment to the center of the building, preferably in a room or hallway that has no windows. Wrap in plastic, *if possible*. Use Ball point pens (not felt tip), and tape the labels on (do not use post it notes alone).
6. In case your office is damaged, secure emergency operational supplies at your remote site:
Special forms: checks, invoices, stationary, etc.
Computer/printer supplies: diskettes, ribbons/ink/toner for printers
Other supplies needed to perform essential operations.
7. Remove all pictures, etc. off of the walls, and move to a central (safe) location.
8. Remove all items from desktops, tables, filing cabinets (you don't want anything loose that will fly around). Trash bags and trash cans make excellent storage containers.

Emergency Supplies to consider:

Wide masking tape
Heavy duty plastic bags
Plastic to cover things
Boxes

If you have any questions....Please ask....Better Safe than Sorry !!!

PREVENTIVE MAINTENANCE

Preventive Maintenance is the preferred method of maintaining premises and equipment. An inspection routine should be established for all parish buildings. This routine allows the inspector to become familiar with the physical functions of the premises.

Only qualified personnel should attempt certain levels of inspections beyond visual. This qualification involves specific training about the equipment scheduled for inspection. Many times, it is more cost efficient to allow contract service personnel to perform certain functions. Safety procedures must always be followed.

Specific maintenance check lists follow to help facilitate the general directions listed below.

Air Conditioning:

This type of maintenance should be contracted to a reputable air-conditioning company. The company should perform the following:

- 1) Check all air handlers, motors and bearings for unusual temperature and noises. This should be done every Spring and Fall. Freon should be checked every Spring in preparation for the hot days of South Texas. Belts should be checked for fraying, cracking and tension. Air handler rooms should be checked for leaks as well as condensation from the piping system. Each drip pan should be checked for proper draining. Add a Clorox mixture to drip pans to avoid algal build up.

Air filters should be checked approximately every six weeks or as needed.

- 2) Maintain record of service calls and repairs made.

Building Maintenance:

- 1) A visual inspection of the building exterior should be made at least once a month.
- 2) Check interior of building for cracks on walls or paint, etc.
- 3) Check bathrooms for drips in showers, lavatories and water closets. Develop ability to anticipate problems before they become emergencies.
- 4) Check each building for lighting, i.e., exit lights, hall lights, stair lights, etc. Replace as necessary. Ensure electrical outlets/switch plates are in place. Make sure emergency lighting is operational.

Any electrical work must be performed by licensed electrical contractors.

- 5) Ensure that floors are in good condition. Make sure floors are not slippery. Use a non-slip wax on slick surfaces (marble, tile, etc.). Check for tears or buckling of carpet. Highlight abrupt changes in floor levels.
- 6) Provide doormats during wet weather. Use a "Caution" or a "Wet Floor" sign where necessary.
- 7) Do not allow electrical cords to lie across walkways.

Fire Check:

- 1) Check each building exit to ensure nothing has been placed in the way that would create an exiting problem if a fire broke out.
- 2) Check door closures.
- 3) Check the charge on all fire extinguishers to ensure that it has not been tampered. Ensure that the expiration date is current. An accredited company should inspect extinguishers annually.

Boilers:

If a boiler heats the parish church, hall, school or other buildings, the parish should consider entering into a contract with a reputable company to maintain the boilers.

A report should be provided at each inspection. This will assist you in maintaining a proper chronology of events and repairs. Make sure Boiler Certificates are posted.