

# *OUR LADY OF THE LAKE HURRICANE DISASTER PLAN Archdiocese*

**DEVELOPED BY:** Mark Faust, Jimmy Maxwell, Chuck Billeaud, Sister Joycelyn Staempfli, Loyce Traugott, Colleen Rapp, Laura Myers, Susie Childress, Holly Caffarel, Loretta Mercola, Father Kenneth Allen, Chris Schott, Thomas Schneidau, Terry Holzenthal, Frank Capenegro, Jay Helluin, Johneva Fritscher, Tom Biggio, Chris Bean, Lewis Nolan, Charmaine Power, Frank Smith, Brian Strand, Deacon Ed Kelley, Shelley Pribyl, Brenda Anderson, C.J. Giffin,, Tresa McAuliffe, Rick Miller, Jean Miller, and Diane Wheelock

**UNDER THE DIRECTION OF:** Father John Talamo, Pastor, Our Lady of the Lake Parish

**FACILITATED BY:** Suzette Plaisance Bryan

This plan developed by the OLL parish leadership and staff address issues germane to both OLL church and school. Actions that should be taken prior to a hurricane, immediately prior to a hurricane, during a hurricane, and after a hurricane are addressed. The overall goals of this plan are to prepare as adequately as possible, to secure church and student records, to enhance communication, and to offer parish services as quickly as possible subsequent to a hurricane. Father John as pastor of Our Lady of the Lake Parish is responsible for implementation of the plan, but all of us as parishioners of OLL are responsible for assisting him as needed. This assistance is essential prior to any storm and includes such activities as sandbagging and securing of buildings.

## Church:

### Prior

- Financial and parish data will be backed up and placed on a secure off-site server
- Parish records are available via microfiche; originals are secured
- Church staff will develop a master list of employees & contact information; a phone tree has been devised; password protected web area created for staff
- Staff has developed networks with services that may be need post storm
- Generators, other equipment purchased
- Necessary supplies secured – plywood, protection for stained glass windows at church
- On-line forum has been created for staff to access
- Digital photos have been created for all valuables, offices have been videoed
- Pastor designated as St. Tammany Parish contact

- Important documents will be consolidated
- Cash account will be obtained at intra-state bank
- Use of flood gates will be investigated

### Immediately prior

- Records, artifacts will be gathered by staff and taken off site
- Buildings will be secured according to established criteria
- All electrical equipment will be disconnected and secured as possible
- Pastor will coordinate with St. Tammany parish officials
- Cash will be obtained as needed as per strict guidelines for immediate recovery supplies

### During

- Staff will provide updates to website as feasible
- Pastor will coordinate with St. Tammany parish

### After

- Damage assessed and preliminary remediation plans made as per previously established criteria
- Updates posted on web site and at church (as feasible)
- Funds accessed as needed through accounts set up previously
- Chain of command implemented; phone tree utilized to contact OLL Parish leadership
- Repair, debris removal began immediately
- Headquarters established
- Radio and television stations notified with updates
- Archdiocesan web site utilized as needed

## School:

### Prior

- Emergency cards updated for both school staff & students
- All school student data and vital school information backed up
- Emergency plan disseminated to all students: families will be asked to keep the plan in a prominent location; updates will be provided at regularly scheduled intervals (such as prior to semester break, at the beginning, and at the ending of the school year)
- Principal will provide inservice training to faculty and families regarding emergency procedures.

- Laptop computers will be secured for staff and faculty to use in the event of evacuation
- Principal and assistant principal will familiarize themselves with out of state web server
- Staff notified to contact school officials within 72 hours after hurricane; all staff have been given emergency contact information
- School will maintain a link with Emergency Management authorities
- Payroll issues addressed: all staff will be required to utilize direct deposit
- Resources identified to install temporary classrooms/buildings if needed

### Immediately Prior

- School will follow emergency procedures of Archdiocese of New Orleans Schools regarding school closures and cancellation of classes
- School personnel will prepare classrooms and school by packing or storing items, unplugging all electrical items, and raising computers.
- School administration will secure copies of student data and school information
- School buildings will be secured.

### During hurricane

- Pastor and school administration will provide updates as possible to web site

### After hurricane

- School faculty and staff will contact administration within 72 hours
- Updates will be available through a link on the Parish website
- Updates may also be available through Archdiocese web site
- Notices will also be posted if possible at the church entrance
- School & church leadership will meet to assess damage and implement priorities

(Please note: The following was included in the Parish Presentation)

# ***Finally, what is most important to you as a parishioner?***

- (1) Your parish is prepared: records are secured.
- (2) For information after a hurricane, check the web sites, ([www.ollparish.info](http://www.ollparish.info), [www.archdiocese-no.org](http://www.archdiocese-no.org)), radio and television stations (WWL, WDSU , ABC 26, FOX 8, WLAE, WYES) and posted notices on the church building.
- (3) The Eucharist will be protected and masses and the sacraments will be reinstated as soon as possible after any emergency.
- (4) Resumption of school will be a priority.
- (5) Most importantly, Our Lady of the Lake needs YOU: to assist in securing the facilities prior to a storm.