



DIOCESE OF ST. PETERSBURG

MEMORANDUM

To: Pastors and Principals, Parish and School Administrators, Pastoral Center
Offices, Catholic Charities, Calvary Catholic Cemetery, WBVM and Bethany Center

From: Valerie Burns
Coordinator, Insurance Programs

Date: September 6, 2017

RE: Hurricane Irma – Following the storm

Once the storm passes, our properties will need to be surveyed for potential storm damage and possible claims to be reported.

I have attached an updated Quick Reference Insurance Guide and some “after the storm” guidelines.

Many of our parish and schools depend on volunteers for the support of our ministry, maintenance, and minor repairs. It is important if our area is hit, that the property be locked down and secured until it is surveyed by diocesan/parish employees or professionals who are trained to identify specific damages and are aware of potential hazardous situations.

Once the area is cleared from a safety standpoint, then you may allow volunteers to assist at the direction of your maintenance staff. Please do not take safety for granted. Walk your campus, surveying safety conditions in all buildings, and consider the age and health of your volunteers when assigning duties. Remember that all electrical, roofing, and HVAC repairs must be made by licensed professionals.

*****Please send the name and contact number (cell phone) of your Business Manager/Administrator & Maintenance/Facility Manager to the Insurance Office at vcb@dosp.org by Thursday, 9/7 at 5pm. This will be used only in the case of an emergency.**

You should also review your parish calendar of events for this weekend. At this point, most events planned for this weekend should be cancelled.

To report an insurance claim, please follow the steps listed below in the order they are listed:

1. Normal reporting procedure is to log into the Incident Track System at lossfreeRx.com and enter the claim. Now is the time to make sure your entity contact and back up personnel have access and understand the reporting procedure.
2. If you are unable to log into the Incident Track System please use the attached claim form. Report directly to Catholic Mutual Group (email reportclaim@catholicmutual.org) or to the Insurance Office (email vcb@dosp.org or by fax 727-374-0214) Claim forms are also available on the Insurance web page of the Diocesan Website with a password of “rnl1996” under forms & resources.
3. As a last resort claims may be called directly to Catholic Mutual Group (800-228-6108) or to Valerie Burns (727-743-0309).

We have received several calls regarding our parish and school halls being used as an emergency shelter. This is not advisable. If you are not already an approved shelter and are unequipped to handle evacuees, that would be an appropriate response to any inquiries. If a pastor chooses to open a facility as an emergency shelter, you should contact your local emergency management team prior to opening, as they may offer to run the shelter, or will give you guidance as necessary. If there is a true need as in the case of Hurricane Harvey and you choose to open the hall as a shelter please keep in mind there must be two Chaperones/volunteers (one male & one female) awake and on call 24/7. Chaperones must be background checked per our insurance carrier. There are many other difficulties and liabilities related to operating a shelter; it should not be undertaken lightly.

The Insurance Office is in close contact with our insurance carrier Catholic Mutual Group. If you have any questions or need assistance please do not hesitate to call the Insurance Office.

Insurance Office:

Valerie Burns

(727) 374-0222 (office)

(727)374-0214 (fax)

727-743-0309 (cell)

vcb@dosp.org

Emergency Contact (24/7):

Phil Signore

(727) 341-6843 (office)

(727) 424-4784 (cell)

pps@dosp.org