

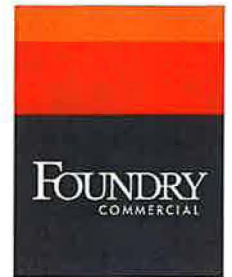
# HURRICANE ACTION PLAN

FPCO Facilities



First Presbyterian Church of Orlando  
106 E Church St  
Orlando, FL 32801

## PROPERTY INFORMATION



### Staff

POSITION	NAME	MOBILE	EMAIL
Property Manager	Rob Polischuck	(407) 864-6168	Rob.polischuck@foundrycommercial.com
Lead Engineer	Tony Rodriguez	(407) 963-6504	Tony.rodriguez@foundrycommercial.com
Engineer	Andrew Hunt	(407) 552-2024	Andrew.hunt@foundrycommercial.com
Security	Guevenel Jean	(321) 460-8621	gjean@fpco.org

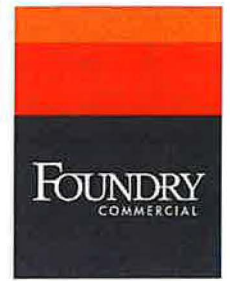
### Service Providers

SYSTEM / SERVICE	COMPANY	CONTACT NUMBER
Disaster / Recovery	Interstate Restoration	(800) 622-6433
Landscaping	Romaga	(407) 235-4992
Tree Trimming	Romaga	(407) 235-4992
Security	Andy Frain	(407) 440-7370
Electrical	Ballentine Electric	(407) 428-1650
Generator	Alternative Power Solutions	(407) 261-5543
Elevator	Otis Elevator	1(800) 233-6847
Janitorial	Rugby	(407) 730-7751
Plumbing	Jim's Plumbing	(407) 679-4173
Glass	Llyod's Glass	(407) 830-4455
Fire Alarm	United Fire	(407) 830-7000
Fire Sprinklers	United Fire	(407) 830-7000

### Utility Companies

SERVICE	CONTACT NUMBER
Electricity	OUC (407) 423-9018
Water / Sewer	OUC (407) 423-9018
Phone	Black Box (919) 674-2318
Internet / Fiber	Spectrum 1(855) 222-0102
Trash	Waste Management (407) 687-5079

# PRE-STORM PREPARATION



## EMERGENCY SUPPLY KIT

At the start of each hurricane season, the following supplies should be on-hand:

### TOOLS

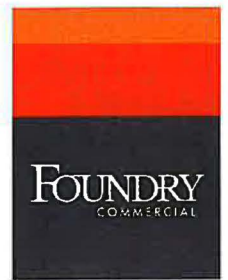
- Generator (assess preventative maintenance on Olympian & Cummins)
- Circular saw (battery operated and fully charged prior to storm)
- Chain saw with fuel
- Wet shop vacuum
- Floor drying fan
- Hand tools and utility knife
- Sawzall
- Drill (battery operated and fully charged prior to storm)
- Rake and shovel
- Flashlights/lanterns

### COMMUNICATIONS

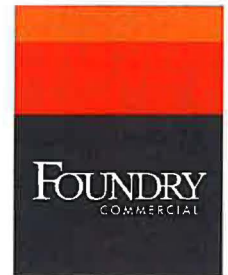
- Cell phone, charger, and 5-10 spare portable chargers (fully charged prior to storm)
- Camera (fully charged)
- Site Plans
- Standard plug in telephone
- Battery operated radio

### SUPPLIES

- Mop and bucket
- Four 5-gallon buckets
- Five 5-gallon gas cans filled
- 5 quarts of oil
- Funnel
- Siphon hose – 8'
- Rain gear
- Gloves
- Rubber boots
- Safety Goggles
- Nuts, bolts, screws, nails
- 5 gallons of bleach
- Batteries for flashlights
- Batteries for emergency lights
- Plywood – 10 sheets 4 X 8 X 3/4
- Tarps – 8, various sizes



- Duct tape – 10 rolls
- First aid kit
- Mosquito repellent
- Garden hoses
- Plastic cups and utensils
- Paper towels
- 3 large coolers
- Canned food and beverages
- Manual can opener
- 6-10 cases of water
- Dry snacks
- Five frozen 1-gallon water jugs
- Garbage bags
- Key spare parts
- Fuses
- Panels
- Spare window glass
- Caulking – 5 tubes
- Rope – 100'
- Temporary roofing material (1,000 square feet)
- Five – 100' extension cords with ground fault devices
- Spare keys
- Cigarette lighter
- Matches in water proof container
- \$1,000 petty cash
- Peel and stick roofing membrane for temporary repairs
- Toiletries



### **PRE-STORM BUILDING PREPARATIONS**

- Fill / top-off fuel tanks for generators and any property vehicles
- Trim trees as needed so loose branches do not become projectiles
- Test emergency lighting
- Test emergency generators
- Determine generator run time (no need to run if building is closed)
- Check roof drains and clear as necessary
- Test Foundry Hurricane Hotline
- Determine if your property is located in an evacuation zone
- Review insurance claim procedures
- Check recovery equipment (flashlights, chainsaws, PPE, etc.)
- Check/restock recovery supplies (water, plywood, tarps, batteries)
- Check fire pumps for operation
- Check storm drains and clear as necessary

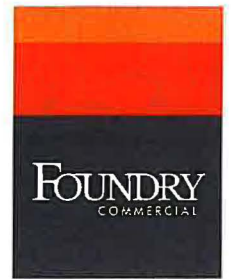
### **HURRICANE WATCH BUILDING PREPARATIONS**

- Repeat all of the above if necessary
- Monitor the storm's progress
- Check in with FPCO leadership and distribute notice to staff, TCS, Rebuild Globally, and Compassion Corner as needed
- Contact all critical vendors and discuss post-storm action plan, verify they have their own plan
- Walk all roofs and clear off any debris
- Ensure all roof drains and scuppers are clear
- Check all satellites and antennas to ensure proper fastening
- Verify sump pumps are operational (AYH basement & mobile unit)
- Participate in Foundry PM and Engineer conference call
- Secure trailers in Admin Parking Garage as necessary

### **HURRICANE WARNING BUILDING PREPARATIONS** (if conditions are safe)

- Repeat all of the above if necessary
- Inform Andy Frain of shutdown period
- Install board over sanctuary stained glass window
- Notify staff, TCS, Rebuild Globally, and Compassion Corner of building closings
- Shut off pumps and timers for irrigation
- Shut off pumps and timers for fountains
- Secure outside items (flags, banners, playground equip., barricades, etc.)
- Secure breezeway gates
- Close CLC garage gate
- Lock all columbarium gates
- Seal lobby entry doors with plastic and rubber mats
- Seal doors leading to WDS playground
- Contact i-Tech to schedule servers offline
- Park bus in a secure location and secure the door
- Shut down and secure elevators as necessary
- Verify buildings are empty and hard lock all exterior doors

# POST-STORM ACTION PLAN



First and foremost, do not leave your home until the storm has clearly passed. The safety of you and your family comes first and you must take care of your personal situation prior to inspecting your properties. Further, roads may not yet be safe to drive on and there could be some periodic wind gusts that make conditions for driving unsafe. The damage is already done to your buildings and a few extra minutes will not change anything. Both property managers and building engineers should inspect the property at the appropriate time but it may not be together since communication options will likely be limited.

## POST-HURRICANE CHECKLIST

- Confirm status of damage assessment team
- Facilities Manager will obtain updates from the Foundry Hurricane Hotline
- Once all clear, dispatch damage assessment team and secure the site
- Check power, water supplies, fire pumps, fire sprinklers, and all other life safety operations
- If pipes or sewage systems are damaged, turn off the main water valve
- Do not turn on lights until you are sure it is safe to do so
  - Use a flashlight for emergency lighting and never use candles and other open flames indoors
- Assess the damage, identify potential hazards, and prioritize repairs
  - Document damage by taking photographs
- Address immediate safety/security concerns
  - Board broken windows/doors, clear drains, clear tree limbs, etc.
  - Remove any broken glass and sharp metal from public areas
- Contact Foundry Hurricane Hotline if phones are working, advise them if the building is open
- Provide initial assessment to FPCO and Foundry leadership
- Contact vendors, implement pre-determined plan, and address immediate major repairs
- Contact Andy Frain to reestablish security presence
- Inspect and run generator test
- Place peel and stick roofing membrane over any obvious holes
  - Place a tarp over larger areas
- Remove and discard porous organic materials that have become wet or visibly contaminated
- Contact i-Tech to bring servers back online
- Reset all timers (lights, sprinklers, etc.)

## RE-OPENING YOUR BUILDING

- Buildings cannot re-open until electricity and water is fully restored
- Staff, TCS, Rebuild Globally, and Compassion Corner should wait for communication from FPCO leadership regarding the status of campus reopening