



# Disaster Recovery Information

This document contains information that may be needed for the parish to recover from a disaster such as fire or vandalism, and to facilitate the resumption of normal functioning.

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## Disaster Recovery Information

### Trustees with Financial Authorization Approval

The roles listed below have the authority to sign work authorizations on site so that work can begin without delay in case of disaster.

Office Administrator  
Treasurer  
Senior Warden  
Junior Warden

### Insurance Contacts

Notify the insurance providers of the problem as soon as possible.

<b>Insurance Carrier Name:</b>	<b>Brotherhood Mutual</b> 4906 Main St. Suite 101 Lisle, IL 60532
<b>Policy #</b>	<b>Multi-peril: 12M5A0439371</b> <b>Workman's comp: 12W5A439489</b>
<b>Insurance Broker Name:</b>	<b>Laurie Ruble</b>
Phone:	<b>847-507-6258</b>
Email	<b>laurie@selectchurchinsurance.com</b>
<b>Location of original policy</b>	<b>In church office on desk shelf</b>



**Diocese Contacts**

If a disaster has occurred that affects the parish, contact the following parties at the Diocese:

Director of Operations (Courtney) 312.751.6725

Deanery contact

**Building and Grounds**

Specifications regarding the building and grounds can be found in the Building and Grounds manual in the church office.

Building and Grounds Contractors

Service	Business	Contact name	Telephone
Window cleaning	Brite & Clear Windows	Robert Love	847-590-5707
Carpet repair		John	847-942-1006
Carpet repair		Greg Kuttbauer	847-815-7298
tree removal	Cesar Lawn & tree		847-741-6524
Handyman	Dean Thompson		847-741-8329
Piano service	DeLegge Piano Service	Tom	630-231-9371
Locks	Elgin Key and Lock		847-742-7006
Cleaning	Elgin Professional Cleaning	Rosario	847-695-4697
Water softeners	Fox Valley H2O Treatment	Doug	847-669-1950
Internet	Fox Valley Internet	John / Paul	847-742-4623
Trash	Groot Industries		630-775-1200
Septic	Hallman Sanitary		630-529-7532
Carpet cleaning	Jeff's Cleaning Service	Jeff	847-741-4444
Lawn mowing	Karner & Sons	Charlie	847-488-9126
HVAC	McGarel Air	Jack	630-461-8719
Parking lot	Midwest SealCoating	Dan	847-482-5555
Carpentry	ProCare Carpentry	Danny Terzo	708-542-1593
Alarm	SMG Alarm Services		847-593-0999
Elevator	Suburban Elevator Service	Carmen Galante, VP	847-783-6200
Elevator	ARC Elevator	Anthony	
Well	Water well service	John	815-814-5433
Well	Suburban Well Service	Jack or Jason Jablonski	847-464-5463



## Disaster Recovery Information

### **Documentation storage and backup**

Vestry minutes are archived on a jump drive and kept at the residence of the Vestry Clerk.

Church records of baptisms, marriages, and funerals are stored in the safe in the church office. A backup copy of these records is stored at the Rector's residence.

A photographic inventory of the church property is on a disk which is stored in the safe in the church office. A back-up of this data is stored at the Rector's residence.

### **Alternative worship location**

If the church building is not usable, services will be held at an alternative location, to be determined based on the situation and available resources. (Elgin Community College might be one possibility)