



ARCHDIOCESE OF INDIANAPOLIS

Safety and Loss Control News

September 2014

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Prepared by Gallagher Bassett Services, Inc.

Establishing and Maintaining Safe Alternative Parking Sites

As we are all aware, finding the perfect parking space is a challenge when attending mass or other parish activities. If you don't arrive an hour early, the parking spaces under the shade tree quickly become elusive. And if you arrive late, you will most likely have to park in the overflow area.

For parish personnel, overflow parking has become the norm rather than the exception. In an attempt to make your parish's overflow parking as safe as possible, please consider the following safety tips.

- Make sure the surface area is as flat as possible and not subject to flooding from rainstorms.
- Designate a separate entry and exit, and clearly mark these areas with signage to help with congestion and confusion.
- Inspect the ground to ensure the surface does not contain holes, protruding lawn sprinklers or other trip-and-fall hazards. Also ensure that fire ants, wasp nests, snakes and other biting or dangerous animals are not present in the parking area.
- For special events or first-time use of an overflow lot, have trained staff or volunteers on hand. Equip staff and volunteers with reflective vests and flashlights (especially if the event is taking place at night) to guide cars into designated parking spaces.
- Parking vehicles on an angle is preferable to parking straight up and down. This helps limit separation distances from the next row of parked vehicles.
- Parking areas should be set up so that vehicles are facing at a 90 degree angle to where the Church building or event will be. This allows for people to walk behind parked vehicles and not through them.
- If concrete parking stops are used, make sure they are set with some kind of footer. Footers are a foundation designed to keep the parking stop from sinking into the ground when bumped by vehicle tires. Footers can be another parking stop inverted and placed into a small trench with a second parking stop on top. These can be fastened together with round head bolts rather than rebar. Footers can also be 2x6 inch wood, cement blocks or even bricks. If footers are not being used, take care to routinely inspect each parking stop. If the stops have sunken into the ground they must be reset.
- Parking stops can also be made of railroad ties, cement light poles and brightly colored rope. The use of chains is not recommended.
- The minimum separation distance between rows measured from the back of the parking stall to the back of the parking stall in the adjacent row is 24 feet for angled parking and 16 feet for straight parking.



Safe and effective overflow parking area.

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Boiler Inspections and Maintenance

Boiler malfunctions can result in claims amounting to millions of dollars, not to mention the risk of injury to anyone nearby when the incident occurs.

When heating systems are not properly maintained, failure of the system can result in fire, explosion, frozen pipes, water damage or worse. Basic maintenance and enlisting a qualified service provider help to ensure uninterrupted service and safety. To keep your systems operating smoothly and safely, consider the following tips.

Inspections and Preventative Maintenance

- Develop a regular inspection and maintenance program for all buildings. Annual heating system maintenance can be performed by a local service firm that can also respond to emergencies.
- Assign weekly inspection duties to a competent person. Maintain a written record of each inspection and maintenance visit by keeping a log. The log should be maintained in the maintenance office or in an area that is not in the vicinity of the boiler. If there is an explosion, the log will most likely be destroyed if it is near the boiler.
- Make sure that furnaces are equipped with an emergency shutoff switch that is located in an accessible area. Ensure that the switch is accessible and well marked for emergency use.

Weekly Inspections

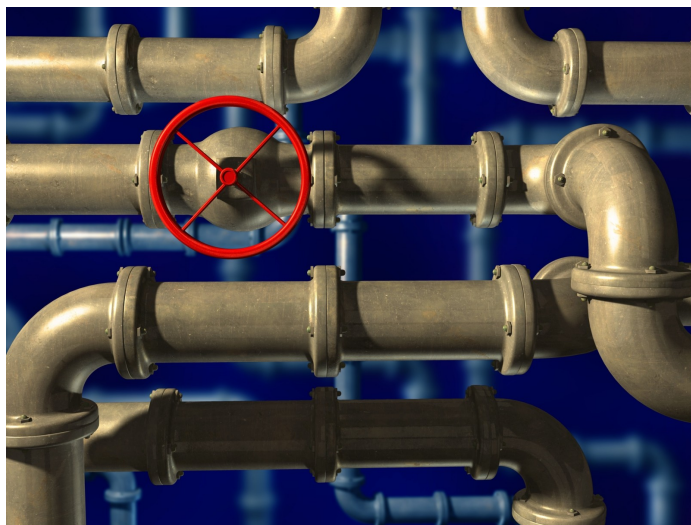
- Check the boiler or furnace room for cleanliness. Remove unnecessary combustibles and maintain 36 in. clearance between heating appliances and any combustibles. Ensure that equipment is unobstructed.
- Check the boiler or furnace room for water leaks and excessive fuel odors. Observe proper firing, if possible.
- Verify that pressures and temperatures are within allowable limits.
- Check the fuel oil storage tank; schedule delivery, if necessary.

Monthly Inspections

- Manually test boiler low-water cutoff.
- Manually test safety relief valve.

Annual Inspections

- Test all safety and pressure relief valves.
- Test all combustion safety controls (i.e., safety shutoff valves, fuel-air interlocks, and flame failure devices).
- Clean the firesides and flue to prevent soot accumulation.
- Disassemble and clean low-water cutoff.
- Analyze combustion burner efficiency.
- Check steam traps for proper functioning.



Develop a regular inspection and maintenance program for all buildings.

Before Cold Weather Arrives and During Cold Spells

- Check windows, doors, and skylights to ensure they close securely to maintain building heat. Repair cracked or broken windows and doors—especially if near water pipes.
- Set thermostats to maintain a temperature of at least 45° F. Post instructional signs at all thermostats.
- Place thermometers in colder areas such as under sinks where water pipes are located and where building heat may not reach. Monitor temperatures to ensure they don't drop below 40° F in these areas.
- Verify that boiler fuel oil supplies are sufficient; schedule a delivery or arrange for automatic deliveries.
- Visit the building on very cold days and nights, if the building is unoccupied that day. Failure of a heating system during unattended periods often goes undetected.

Loss of Electrical Power

- In the event that power is lost for an extended period of time, monitor temperatures and open faucets or drain water pipes to prevent freezing. Never use unapproved heaters or open flames or torches to thaw frozen pipes.

Regulatory Compliance

- Verify that boiler operating, fuel storage or other required certificates are current and properly posted.

-Information excerpted from www.insuranceboard.org/losscontrol.php and www.hillbornlaw.com/RougePlant/boilers.htm.

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If there are any subjects you would like to see addressed in this newsletter, or questions about a topic presented, please contact Ms. Amanda Weller, Gallagher Bassett Services, Inc., Two Pierce Place, Itasca, IL 60143, Telephone: 815-236-5170, Email: Amanda_Weller@gbtpa.com.

The information contained in this report was obtained from sources which to the best of the writer's knowledge are authentic and reliable. Gallagher Bassett Services, Inc. makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.

(Establishing and Maintaining Safe Alternative Parking Sites, continued from page 1.)

- If a lake, small pond, sidewalk, building, trees or other peril is present, a solid barrier must be erected to prevent the vehicle from striking, plunging or otherwise hitting the peril. If this cannot be done, do not allow vehicles to park in or near that area.
- The use of loose fill or gravel is not recommended as surfacing material for parking areas.
- If operating a parking lot at night, it is recommended that portable, self-contained lighting trailers are rented.
- Prior to each use, carefully inspect the overflow parking area to ensure that it is safe for use.
- If there are trees in the parking area, make sure branches are routinely trimmed.
- Keep in mind that designating an area near the facility for dropping off passengers can greatly reduce the number of guests who have to walk in the grass or on other unimproved surfaces.
- Whenever possible, consider installing improved walking surfaces that lead from the unimproved parking lot to an improved surface.
- There are many types of unique products that can be procured and installed in an overflow parking lot that are impervious for water drainage while providing a stable surface. The websites listed provide information on these products:
 - www.invisiblestructures.com/grasspave2.html
 - www.stabiligrd.com/0_overflow_grass_lawn_parking.htm
 - www.boddingtonsonline.com/products/grass-ground-reinforcement/grass-reinforcement-protection/turfprotecta-turf-reinforcement-mesh.php
 - www.terram.com/products/grass-mesh/grassprotecta-grass-reinforcement-mesh.html