

Palm Beach State College

Florida's First Public Community College



HURRICANE PREPAREDNESS PLAN

2012

PALM BEACH STATE COLLEGE HURRICANE PREPAREDNESS PLAN

1. Purpose and Introduction

The Palm Beach State College Administration and staff recognize their responsibility for the life safety of individuals associated with the College as well as the protection of College property in the event of a major storm. This Hurricane Preparedness Plan provides direction for those involved in these efforts. The plan is not all-inclusive, however, and may be supplemented by additional actions.

2. Basic Hurricane Information

Hurricane season extends from June 1 through November 30, which is the time period when climatic conditions are optimum for the formation and sustained movement of hurricane winds. The stages of hurricane announcements given by the National Hurricane Center are as follows:

Tropical Storm

Winds in excess of 39 mph can be expected.

Hurricane Watch

Winds of at least 74 mph may affect the area within 24-36 hours.

Hurricane Warning

Winds of at least 74 mph are expected in the area within 24 hours.

3. Storm Preparation

Storm preparation and recovery procedures are described in Appendix A.

At the hurricane watch level, the Director of Facilities will be stationed in the office of Vice President of Administration & Business Services to assist with implementation of the plan, coordinate communication and monitor storm progress.

Since the College will likely be closed at the issuance of a Hurricane Warning, all preparations, except for executing the call list, need to be done at the Hurricane Watch level to allow adequate time for completion.

Once the order to close the College has been issued, the Facilities Department will be installing shutters, powering down A/C units, moving trash and paper bins indoors, securing buildings, placing sandbags, locking elevators and performing other duties related to storm preparation.

Non-Facilities personnel should no longer be present on the campus during this phase of preparation.

4. Decision to Close

The decision to close the College will be based upon the hurricane threat projections. Bulletins issued by the National Hurricane Center, the Palm Beach County Office of Emergency Management and the Palm Beach County School Board will be considered in determining the implementation of emergency procedures.

The President or Vice President of Administration & Business Services may close the College in advance of a hurricane warning depending on local conditions. However, once a hurricane warning has been issued by the National Hurricane Center, all classes will be canceled. The College's Centers for Early Learning will close upon the announcement of closure by the School Board.

All facilities in the district will be closed upon announcement of the decision to close the College.

CLOSING LEVELS

Level 1 Closing – No scheduled classes or College activities will be held. College offices, theatres and child care centers remain open and operating.

Level 2 Closing – No scheduled classes or activities will be held, and all services are suspended. College offices are open only to allow employees to engage in shut-down operations. Employees are to prepare their work areas for closure and are to leave the campus by no later than the time designated. Theatre events are to be canceled, and parents of children in the Centers for Early Learning are to be contacted to pick up their children by the designated time.

Level 3 Closing – College is closed. No classes, services or activities are being held. No employees or other persons are permitted on campus unless they are specifically designated to be there.

5. Notification of Emergency Closing

The President or Vice President of Administration & Business Services will notify the following Administrators relative to College closing (see Appendix B, Communications Flow Chart):

- Vice Presidents
- Director of College Relations & Marketing
- Director of Facilities
- Director of Security
- Campus Provosts

Vice Presidents will contact:

- College Division staff

Director of College Relations & Marketing will contact:

- Media (see Appendix C, Media Contacts for Storm-Related Information)
- Web Master for the College
- Human Resources Department
- College Information Center
- College Community through E-2 Campus Alert

Director of Facilities will contact:

- Facilities Department
- Controller
- Information Technology Department

Campus Provosts will contact:

- Deans
- Campus Managers

Closing announcement information may be found in the following areas:

- Web Page
- Alluser E-mail
- Student E-mail
- Phone Messages
- LED/Entrance Signs
- News Media (TV and radio)
- College Department Meetings
- E2Campus – instant messaging system

If the President or Vice President of Administration & Business Services is unavailable, Administrators among those listed below may make this determination:

Individual

Office Phone

Vice President, Student Services	(561) 868-3142
Vice President, Academic Affairs	(561) 868-3147
Provost, Belle Glade	(561) 993-1126
Provost, Boca Raton	(561) 862-4400
Provost, Lake Worth	(561) 868-3400
Provost, Palm Beach Gardens	(561) 207-5400

6. Storm Recovery

Storm preparation and recovery procedures are described in Appendix A.

Facilities personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on campus during this damage assessment should monitor local media sources for information about re-opening.

The President or Vice President of Administration & Business Services will issue a directive to reopen after conferring with the Director of Facilities regarding damage assessment, debris removal and availability of electric power. Information regarding reopening will be available through the media but should be confirmed to employees within each department by utilizing the departmental call list.

Upon returning to the College, employees are to reverse preparations completed during the Hurricane Watch. Requests for assistance should be made to the Facilities Department.

APPENDIX A STORM PREPARATION AND RECOVERY PROCEDURES

Storm Preparation and Recovery Procedures - All Departments

Annually by June 1

- Develop/update systematic notification list.
- Verify and duplicate vendor phone and address list.
- Distribute copy of this plan to staff.
- Meet with staff to discuss specific duties and procedures.

Hurricane Watch

- Relocate personal, privacy sensitive, perishable and critical items from offices/work areas to predetermined alternate location(s).
- Back up Outlook PST files or personal folders only. All other files will be backed up on the College servers (My Docs and/or Documents). For assistance with this, view the tutorial on the iTAC Helpdesk tutorial page or call the Helpdesk at X13100.
- **Remove food from offices and refrigerators to dumpsters, as electric power will likely be interrupted. DO NOT UNPLUG REFRIGERATORS.**
- Relocate items placed near windows away from them.

Hurricane Warning

- Upon closure directive from the President or designee – Execute notification list.
- Verify that all items listed under Hurricane Watch have been completed.
- Turn off office machines, electrical appliances and lights.
 - Cover and unplug computer *from electrical outlet only*.
 - Do not move computers.
- Close and lock windows and doors.
- Leave campus.

Post-Storm Recovery

- Follow public broadcast instructions regarding passing of the storm and information on the College reopening.
- Activate notification list.
- Reverse preparations completed during Hurricane Watch.
- Report damaged building or building contents to Facilities Department.

Storm Preparation and Recovery Procedures – Department-Specific

In addition to following Storm Preparation and Recovery Procedures – All Departments, the departments listed below have specific requirements pertaining to storm preparation and recovery:

- A. Central Receiving
- B. Education and Training Complex (Lake Worth campus)
- C. Facilities
- D. Security
- E. Finance
- F. Information Technology
- G. Library Learning Resource Center
- H. Media Technology and Instructional Services
- I. Purchasing
- J. Student Learning Center
- K. Science
- L. Theatre
- M. Safety & Risk Management

A. Central Receiving

Hurricane Watch

- Clear loading dock of all material and cancel scheduled deliveries.

B. Education and Training Complex (Lake Worth)

Hurricane Watch

- Suspend unnecessary activities and begin to secure identified areas with minimal disruption to students.

Hurricane Warning

- Relocate equipment and furniture in preparation for possible use of the building as a Red Cross command post.
- Dispose of loose debris outside the building and within the retaining wall.
- Complete debris check of building exteriors.
- Secure building doors.
- Secure ETC outside gate.

C. Facilities Department

Hurricane Watch

Upon the announcement of a Hurricane Watch by the National Weather Service, Facilities personnel are to make arrangements for the safety of their families and personal property in case employees are needed at the College. The issuing of a Hurricane Watch automatically places employees on 24-hour call to duty.

The campus Facilities Managers (or their designees) assume responsibility as the duty coordinator for all Facilities personnel on their campuses. Under direction of the Facilities Managers, personnel will begin preparation for the expected storm event in accordance with the prepared plan. Staff will remain on site, continuing these preparations until they are complete. In the absence of the Facilities Manager, the District Supervisor will assume these responsibilities.

Storm preparation will be accomplished using the documentation procedures and checklists for the securing of College property and assets prior to storm events. The checklist maintains clear and concise documentation pertaining to items requiring attention during storm preparation. Such information includes building numbers and names, building floor plans, site plans and the location of specific items (e.g., smoke hatches, lock-down roof hatches, elevators, windows that require shuttering, areas that need to be sandbagged). Once the Pre-Storm Checklists are completed, documentation is forwarded to the Director of Facilities, with a copy retained at each campus for reference and assistance with recovery activities. The following forms must be completed and sent to the Director of Facilities for Pre-Storm documentation:

<u>Pre-Storm</u>	<u>Form</u>	<u>Completed by</u>
	1	Facilities Manager
	2A/B	Maintenance Staff

Form 1 Pre-Storm Work Assignment Form
Completed by: Facilities Manager

Facilities Managers will use Form 1 to who is assigned to secure each building and site quadrant. Each building and site quadrant is listed separately on this form, thereby providing documentation that the entire campus had been reviewed and prepared prior to a storm. As maintenance staff submits completed Pre-Storm Building Checklists (Form 2), the Facilities Manager will track the progress of campus closing efforts and report the status to the Director of Facilities.

Form 2A/B Pre-Storm Building Checklist/Item Location
Completed by: Maintenance Staff

Maintenance staff completes Forms 2A and 2B as buildings and site quadrants are secured during storm preparation. Form 2A, Pre-Storm Building Checklist, identifies tasks that are to be performed at specific locations. Form 2B, Pre-Storm Checklist – Item Location, indicates the specific location, such as elevators, smoke hatches, shutters and sandbag placement, for each task. Maintenance staff submits completed Forms 2A and 2B to the Facilities Manager, who makes copies and forwards them to the Director of Facilities.

Pre-Storm Activities include:

- Suspend what is not necessary and begin to secure identified areas with minimal disruption to students.
- Remove debris from campus grounds and building roofs.

- Check trees for necessary trimming.
- Remove banners.
- Check gutters and remove obstructions.
- Place trash receptacles and newspaper bins in secure areas.
- Verify that generator and vehicle fuel tanks are full.
- Install shutters on designated areas.
- Secure moveable bleachers.
- Evaluate construction areas and request contractors to secure items on their sites.
- Chain smoke hatches to structure and lock down roof hatch.
- Prepare back-up copies of important computer files, Facilities documents, including inventory records (Property Records), and information necessary to support Post-Storm recovery activities on portable media (e.g., flash drive, thumb drive).

Hurricane Warning

Upon the announcement of a Hurricane Warning by the National Weather Service, the College is officially closed. Full-time employees requested by the Facilities Manager or District Supervisor to report to work will be compensated at two and one-half times their normal wages. Part-time employees requested to report to work and Exempt employees approved by Administration will be compensated at two times their normal wages.

- Verify that all items listed under the Hurricane Watch have been completed.
- Check all buildings to confirm that evacuation is complete.
- Shut down power to CMB and all air-handlers, VFD and/or other mechanical-related devices.
- Move trash from buildings to compactor.
- Relocate loose/portable items from outside to inside buildings.
- Adjust satellite dishes and antennas to minimize wind resistance.
- Stage College vehicles in a safe zone.
- Coordinate with ETC staff to relocate equipment and furniture in preparation for possible use of the building as a Red Cross command post.
- Document, by photograph if possible, items not properly secured by contractors.
- Complete tour of building exteriors.
- Lock elevators at top floor with door closed.
- Secure outside gate at ETC in the closed position.
- Assist Theatre/Information Technology staff in changing the LED/entrance sign(s) to indicate College closing.
- Secure building doors.
- Sandbag identified areas.
- Uninstall and properly secure traffic signs.

Post-Storm Recovery

- After conferring with Facilities Managers, the Director of Facilities or his designee will decide to remove none, part or all of the storm shutters.

- Conduct Storm Damage Assessments. Teams of two persons are required. Assess and photograph damage to both grounds and buildings.
- Assist Theatre/Information Technology staff in changing the LED/entrance sign(s) to indicate College closed/open status.
- Remove debris and perform general clean-up.
- Develop accessible staging and storage areas outside the damage zone.
- Reverse preparations completed during Hurricane Watch.
- Director of Security will contact Facilities Managers to provide them with Security scheduling information.

For storms that are minor in nature, staff should contact supervisors before reporting as prearranged by their supervisor. For major storms where wind or flood damage has occurred, Facilities staff, including administrative assistants, should report to work for a minimum of three hours.

One of the primary objectives of Palm Beach State College is to reopen as quickly as possible following a major storm. Storm Damage Assessments are to be conducted as soon as it is safe to do so using the forms described below. A Storm Damage Assessment Took Kit will facilitate the conduct of the assessment and should include such items as:

- Flashlight
- Dry erase marker
- Dry marker eraser
- Whiteboard (small enough to be taped to the back of a clipboard)
- Clipboard
- Tape measure
- Pen
- Band-aids
- Zippered pouch to hold the smaller items listed above
- Digital camera

Use of the whiteboard to document the location and damage recorded in the photographs taken by the digital camera will greatly facilitate the assessment process. The whiteboard, with its narrative, becomes part of the scene in the picture, as shown in the photographs below. Use of the camera's "date" feature, as illustrated in the first photograph, is also helpful in providing good documentation.



Upon completion of the Storm Damage Assessments by the campus assessment teams, the following forms must be completed and sent to the campus Facilities Manager for information and use, as well as copying, prior to forwarding to the Director of Facilities for Post-Storm documentation:

<u>Post-Storm</u>	<u>Form</u>	<u>Completed by</u>
	3A/B	Trained Assessor
	4	Trained Assessor
	5A/B	Trained Assessor
	6	Facilities Manager and Director of Facilities
	7	Maintenance Staff

Form 3A **Building Exterior Damage Assessment**
Completed by: Trained Assessor

Post-Storm campus damage assessment begins with grounds and building exteriors. Assessors will inspect the exterior of identified buildings indicating their findings for any wall, window and door damage, roof damage and damage to covered walkways on Form 3A. This form captures specific measurements to quantify the extent of damage. The designations “GSF” and “NSF” at the bottom of the form are for “Gross Square Footage” and “Net Square Footage.” *A photograph of damage is required.*

A drawing of the roof is attached to help identify and clarify roof area. Since drawings are not submitted as part of our insurance claim, damage must be documented in the appropriate section of Form 3A and 3B.

Form 3B Grounds Damage Assessment
Completed by: Trained Assessor

Assessors will inspect the campus grounds, including exterior furniture (such as bleachers or playground equipment) fencing, lighting, sign/sign posts, parking lot/roadways, trees/shrubs and vehicles/ground equipment, indicating the findings on Form 3B. *A photograph of damage is required.*

Form 4 Room Number Sheet
Completed by: Trained Assessor

This form lists room numbers within each building and is used by the assessor to confirm that every room in the building has been inspected for damage. *If damage is present, a photograph of it is required* and documented on this form. (If interior damage is found, it will be documented in detail on Form 5 A/B).

A floor plan for each building is provided to help identify room locations. Since drawings are not submitted as part of our insurance claim, damage must be documented in the appropriate section of Form 5A and 5B.

Form 5A Interior Damage Assessment
Completed by: Trained Assessor

Assessors will document damage to the interior of a building (ceiling, wall, windows, doors and flooring) on Form 5A. *A photograph of damage is required.* Damage to building contents is documented on Form 5B.

Form 5B Content Damage Assessment
Completed by: Trained Assessor

Assessors will describe damage to the contents of the building (e.g., furniture, fixtures, equipment and supplies) in detail on Form 5B. For example, how many shelves on a bookcase are damaged? Is the entire chair wet or only the legs? *A photograph of damage is required.* The cost and total loss for contents damage is entered by Property Records staff in the grayed area of the form at a later time.

Form 6 Bldg. Damage Repair/Replacement & Occupancy Assessment
Completed by: Facilities Manager and Director of Facilities

Form 6 is a summary document used to provide information on whether individual buildings can be occupied and, if there is damage, to provide a rough estimate of the cost to repair. Information for completing this form is obtained from Forms 3 through 5. The Facilities Manager will describe damage and building occupancy availability. The Director of Facilities will insert the preliminary estimated repair costs to be submitted to insurance carrier.

Form 7 Facilities Work Assignment Form
Completed by: Maintenance Staff

Maintenance staff uses Form 7 to document the work (man-hours and materials) on a damaged building or facility related to recovery efforts after a storm. Completed forms are to be forwarded to the Facilities Manager.

Photographs

All digital photographs are to be copied to a separate disk. Disks containing photographs and copies of completed forms are to be forwarded to the Director of Facilities.

Completed forms and photographs will be made available to Safety & Risk Management in support of insurance or disaster assistance/reimbursement claims.

D. Security

Hurricane Watch

- Confirm that telephone notifications are in place.
- Assist the Facilities Department in Pre-Storm preparation as needed.

Hurricane Warning

- Close entrances to campus using barricades and cones.
- Secure buildings.
- Lock elevators at the top floor.
- Fill all Security vehicles with gas.
- Transfer calls to cell phone.
- Assist in the evacuation of the campus.

Post-Storm Recovery

- Assess campus for security risks.
- Patrol campus.
- Assist with College opening activities, as required.

E. Finance

Post-Storm Recovery

- If unable to process payroll, a duplicate of the last payroll will be taken to a nearby state college for processing (should be pre-arranged).

- If unable to process accounts payable, bills will be paid by hand-typed checks with the amount being entered into the system when business resumes.
- Student cashiering can take place only if there is access to the system because of the need to determine the student's balance before collection.

F. Information Technology

Hurricane Watch

- Change voicemail message to include pending changes in schedule.
- Provide assistance as necessary to College personnel who wish to back up their computer files.

Post-Storm Recovery

- Assist Information Technology/Facilities staff in changing the LED/entrance sign(s) to indicate College reopen status.
- Activate Information Technology disaster recovery plan as appropriate.

G. Library Learning Resource Center

Hurricane Watch

- Cancel scheduled deliveries.

Hurricane Warning

- Evacuate patrons.
- Notify CCLA and SEFLIN of closure.

H. Media Technology and Instructional Services

Hurricane Watch

- Store high-end equipment and essential records and documents on upper shelves away from windows.
- Back up data on PCs and other computers. Store back-up media in plastic covered box or bag on upper shelf.
- Broadcast Weather Chanel or local news over CCTV Ch. 11.
- Review schedule log, assess service termination level necessary for CCTV, Satellite downlink, computer operations, deliveries and any action that would endanger personnel or equipment due to lightning, rain, wind, tornado and hurricane with flooding.
- Retrieve all delivered equipment orders that are complete.

Post-Storm Recovery

- Restore power and reprogram office, Media Lab and CCTV distribution equipment as room availability permits.
- Check secondary office/electronic equipment for operation/damage.

I. Purchasing

Hurricane Watch

- Identify disaster recovery agency phone numbers.
- Verify safe location of Manual Purchase Orders and emergency supplies.

J. Student Learning Center

Hurricane Watch

- Post signs to alert students of pending change in schedule.
- Secure files, videotapes and other selected items to safe areas within the labs.
- Back up computer files.

K. Science

Hurricane Watch

- Label lab items that may be hazardous to cleanup crews after a storm with a warning that includes “Danger Biohazard Material, Authorized Personnel Only”.
- Relocate specimens to a secure area in the room at the discretion of Faculty and laboratory personnel.
- Remove any chemicals from fume hoods and store in proper locations.
- Relocate paper items stored on the floor to a higher location.
- Disconnect electronic laboratory equipment.
- Tear down lab set ups and clean the area.
- Arrange to have Bio Waste removed.

L. Theatre

Hurricane Watch

- Secure lobby and notify artists, crew and other workers.
- Complete deposits to be taken to Cashier’s Office.

M. Safety & Risk Management

Hurricane Watch

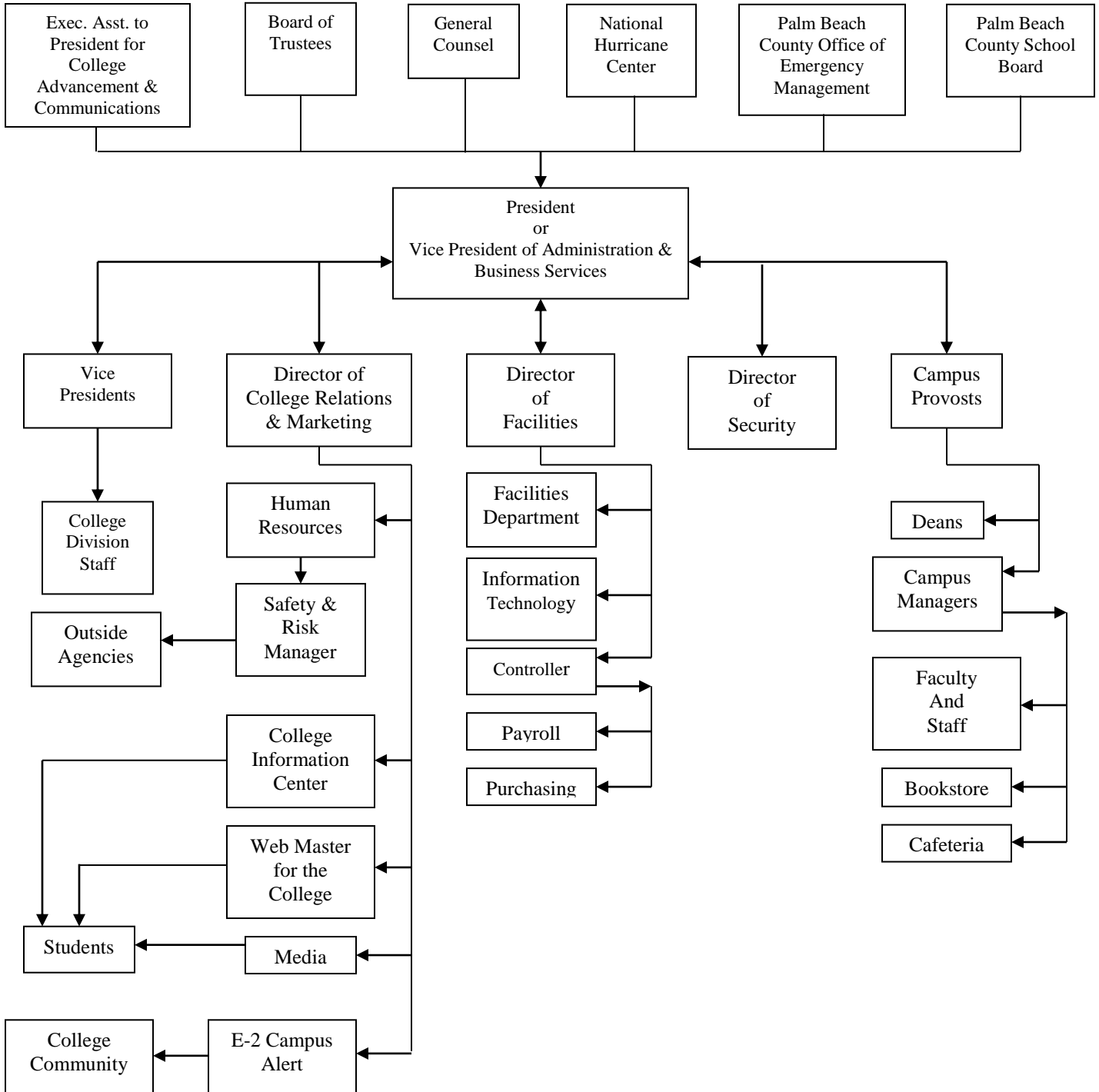
- Coordinate with Facilities and Purchasing on getting photographs of damage, invoices for repair/replacement and corresponding purchase orders copied and organized for later filing with FEMA and/or insurance company.
- Coordinate with the Florida College System Risk Management Consortium (FCSRMC) and the Florida Department of Community Affairs, Division of Emergency Management, on steps to take and forms to complete for Post-Storm claims submission.

Post-Storm Recovery

- Assist in determining whether specific damage or other conditions present a safety risk to personnel undertaking recovery efforts.

- Coordinate with Facilities Managers and the Director of Facilities to determine claims to be filed by campus/building.

Appendix B Communication Flow Chart



Appendix C
Media Contacts for Storm-Related Information

Television

WFLX TV 29 (FOX)

WPBF TV 25 (ABC)

WPEC TV 12 (CBS)

WPTV TV 5 (NBC)

Radio

WBGF 93.5 FM

WBZT 1230 AM

WDLI 95.5 FM

WEAT 104.3 FM

WIRK 107.9 FM

WJNO 1290 AM

WKGR 98.7 FM

WOLL 105.5 FM

WRMF 97.9 FM

WSWN 900 AM

Newspapers

Palm Beach Post

Sun Sentinel

Boca Raton Tribune

E2Campus – Emergency Notification System