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 / Hurricane Watch** - An announcement that tropical-storm or hurricane conditions are possible within the specified area.

  Because outside preparedness activities become difficult once winds reach tropical storm force, watches are issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

  *Action*: During a watch, prepare your home and review your plan for evacuation in case a Hurricane or Tropical Storm Warning is issued. Listen closely to instructions from local officials.

- **Tropical Storm / Hurricane Warning** - An announcement that tropical-storm or hurricane conditions are expected within the specified area.

  Because outside preparedness activities become difficult once winds reach tropical storm force, warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

  *Action*: During a warning, complete storm preparations and immediately leave the threatened area if directed by local officials.

- **Extreme Wind Warning** - Extreme sustained winds of a major hurricane (115 mph or greater), usually associated with the eyewall, are expected to begin within an hour.

  *Action*: Take immediate shelter in the interior portion of a well-built structure.

3. **Storm Preparation**

Storm preparation and recovery procedures are described in Appendix A.
Since the College may be closed at the issuance of a Hurricane Warning, as many preparations as possible, except for executing the call list, may need to be done at the Hurricane Watch level to allow adequate time for completion and while personnel are still on campus.

Once the order to close the College has been issued, the Facilities Department will begin 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.

Other than Facilities and Security personnel, no one (faculty, staff or students) should 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 decision to close the College’s Center for Early Learning will be situationally dependent.

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 Center 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 by Administration.

5. Notification of Emergency Closing
The President or Vice President of Administration & Business Services will notify the following College administrators relative to College closing (see Appendix B, Communications Flow Chart):

- Vice Presidents
- Executive Director of Human Resources
- Director of College Relations & Marketing
- Director of Facilities
- Director of Procurement
- Director of Security & Risk Management
- Chief Information Officer
- Controller
- Campus Provosts

**Vice Presidents** will contact:

- College Division staff

**Director of College Relations & Marketing** will contact:

- College Information Center
- Web Communications Coordinator
- News media and social media
- College Community through Blackboard Connect, web site, email social media and LED signs

**Director of Facilities** will contact:

- Facilities Department

**Director of Security & Risk Management** will contact:

- Campus Security Supervisors
- Safety & Risk Manager

**Controller** will contact:

- Payroll

**Campus Provosts** will contact:

- Deans
- Campus Managers
The individuals notified as indicated above will also notify the groups and individuals reporting to them, as per Appendix B, Communication Flow Chart.

Closing announcement information may be found in the following areas:

- Web site
- All user email
- Student email
- Phone messages
- LED/entrance signs
- News media (TV and radio) and social media
- College department meetings
- Blackboard Connect – instant messaging system

6. **Storm Recovery**

Storm preparation and recovery procedures are described in Appendix A, Storm Preparation and Recovery Procedures.

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 re-open after conferring with the Director of Facilities regarding damage assessment, debris removal and availability of electric power. Information regarding re-opening 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.
- 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.
- Remove food from offices and refrigerators to exterior dumpsters, as electric power will likely be interrupted. DO NOT UNPLUG REFRIGERATORS.
- 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. Athletics, Student Activities, Provost, Vice President of Administration & Business Services
B. Central Receiving
C. College Relations & Marketing
D. Education and Training Complex
E. Facilities
F. Finance
G. Information Technology
H. Library Learning Resource Center (LLRC)
I. Media Technology and Instructional Services (MTIS)
J. Procurement
K. Safety & Risk
L. Science
M. Security & Risk Management
N. Student Learning Center
O. Theatre

A. Athletics, Student Activities, Provost, Vice President of Administration & Business Services (All campuses, as appropriate)

Hurricane Warning
- Deliver assigned golf carts and vehicles to designated warehouse/garage space for parking inside during the storm, if space is available and if so notified.

Post-Storm Recovery
- Remove any golf carts and vehicles parked in warehouse/garage space for security during the storm.

B. Central Receiving (All campuses, as appropriate)

Hurricane Watch
- Clear loading dock of all material and cancel scheduled deliveries.
- Clear areas within warehouse and other storage spaces to the extent possible to allow for parking of golf carts and other vehicles inside during the storm.

Hurricane Warning
- To the extent that space is available, accept and position golf carts and vehicles delivered to warehouse and other storage spaces for security during the storm.
Post-Storm Recovery

• Remove/coordinate removal of any golf carts and vehicles parked in warehouse and other storage spaces for security during the storm.

C. College Relations & Marketing (Lake Worth)

Hurricane Warning
• Alert the College community through Blackboard Connect, web site, email, social media and campus LED signs to indicate College closing.
• Alert the public through web site, LED signs, news media and social media.

Post-Storm Recovery
• Alert the College community of College-open status through Blackboard Connect, web site, email, social media and campus LED signs to indicate College closing.
• Alert the public of College-open status through web site, LED signs, news media and social media.

D. Education and Training Complex (Lake Worth)

Hurricane Watch
• Clear areas within garage space to the extent possible to allow for parking of golf carts and other vehicles inside during the storm.

Hurricane Warning
• Move assigned golf carts and vehicles into the garage space for security during the storm. To the extent that space is available, accept and position golf carts and vehicles from other departments.

Post-Storm Recovery
• Remove/coordinate removal of any golf carts and vehicles parked in the garage space for security during the storm.

E. Facilities Department (All campuses)

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 Manager (or designee) on each campus assumes responsibility as the duty coordinator for all campus Facilities personnel. Under direction of the Facilities Manager, personnel will begin preparation for the expected storm event in accordance with plans. Facilities staff, supported by Security personnel, 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:

<table>
<thead>
<tr>
<th>Pre-Storm</th>
<th>Form</th>
<th>Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Facilities Manager</td>
</tr>
<tr>
<td></td>
<td>2A/B</td>
<td>Maintenance Staff</td>
</tr>
</tbody>
</table>

**Form 1 Pre-Storm Work Assignment Form**

*Completed by: Facilities Manager*

The Facilities Manager will use Form 1 to indicate 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.

Additional storm preparation activities include:

- Suspend unnecessary activities and begin to secure identified areas with minimal disruption to students.
- Clear areas within warehouse, other storage and garage space to the extent possible to accommodate parking of golf carts and other vehicles inside during the storm.
- Remove debris from campus grounds and building roofs.
- Check trees for necessary trimming.
- Remove banners.
- Check gutters and remove obstructions.
- Store loose/portable items, trash receptacles, newspaper bins, umbrellas and other outside equipment, as required, 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 hatches.
• 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, District Supervisor or Director of Security & Risk Management 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 Mechanical Buildings and all air-handlers, VFD and/or other mechanical-related devices.
• Verify that outside air louvers are closed.
• Move assigned golf carts and vehicles into warehouse, other storage and garage space for security during the storm. To the extent that space is available, accept and position golf carts and vehicles from other departments into these spaces.
• Turn off non-essential Facilities equipment.
• Move trash from buildings to compactor.
• Adjust satellite dishes and antennas to minimize wind resistance.
• 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.
• Secure building doors.
• Sandbag identified areas.
• Uninstall and properly secure traffic signs.

**Post-Storm Recovery**
• Reverse preparations completed during Hurricane Warning/Watch.
• After conferring with Facilities Managers, the Director of Facilities or his designee will decide to remove none, part or all of the storm shutters.
• Remove/coordinate removal of any golf carts and vehicles parked in the warehouse, other storage and garage spaces for security during the storm.
• Conduct Storm Damage Assessments. Teams of two persons are required. Assess and photograph damage to both grounds and buildings.
• Remove debris and perform general clean-up.
• Develop accessible staging and storage areas outside the damage zone.
• Director of Security & Risk Management 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 below, is also helpful in providing good documentation.
It may be possible for the College to recover the costs of storm damage (repair/replacement) from the Federal Emergency Management Administration (FEMA)/Florida Public Assistance. Storm-damaged items should be kept on-site until removal is authorized by Safety & Risk following FEMA approval of disposal. Photographs of the damage/damaged items must be taken to support documentation of the damage.

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:

<table>
<thead>
<tr>
<th>Post-Storm</th>
<th>Form</th>
<th>Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A/B</td>
<td>4</td>
<td>Trained Assessor</td>
</tr>
<tr>
<td>5A/B</td>
<td>6</td>
<td>Trained Assessor</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>Maintenance Staff</td>
</tr>
</tbody>
</table>

**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 in support of insurance or disaster assistance/reimbursement claims.

F. Finance (Lake Worth)

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.

G. Information Technology (All campuses)

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.

Hurricane Warning
- Assist College Relations & Marketing staff in changing the LED/entrance sign(s) to indicate College closing.

Post-Storm Recovery
- Assist College Relations & Marketing staff in changing the LED/entrance sign(s) to indicate College-open status.
- Activate Information Technology disaster recovery plan as appropriate.

H. Library Learning Resource Center (LLRC) (Lake Worth and Palm Beach Gardens)

Hurricane Watch
- Cancel scheduled deliveries.

Hurricane Warning
- Evacuate patrons.
- Notify CCLA and SEFLIN of closure.
I. Media Technology and Instructional Services (MTIS) (All campuses)

Hurricane Watch
- Store high-end equipment and essential records and documents on upper shelves away from windows.
- Back up data (media and video files) on PCs and other computers. Store back-up media in plastic covered box or bag on upper shelf.
- Broadcast Weather Channel or local news over CCTV Ch. 11.
- Review schedule log, assess service termination level necessary for CCTV, computer operations, deliveries, lecture halls and any action that would endanger personnel or equipment due to lightning, rain, wind, tornado and hurricane with flooding.
- Retrieve all delivered/check-out equipment on campus.
- Empty PantherCard kiosks and deposit money to Cashier’s Office.

Hurricane Warning
- Evacuate patrons in the Media Lab/LLRC.
- Change voicemail message to include changes in College closings.
- Verify that all items under the Hurricane Watch have been completed.
- Turn off remaining office equipment.

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.

J. Procurement (Lake Worth)

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

K. Safety & Risk (Lake Worth)

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/Florida Public Assistance 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.
• Assemble claim packages, including necessary documentation, and submit to appropriate agency or organization.

L. Science (All campuses)

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.

M. Security & Risk Management (All campuses)

Hurricane Watch
• Confirm that telephone notifications are in place.
• Assist the Facilities Department in storm preparation activities, as required.

Hurricane Warning
• Close entrances to campus; install barricades/cones and closing signs.
• Assist Facilities in locking elevators at the top floor and securing buildings.
• Fill all Security vehicles with gas.
• Transfer calls to cell phone.
• Assist in the evacuation of the campus.
• Deliver assigned golf carts and vehicles to designated warehouse/garage space for parking inside during the storm, if space is available and if so notified.

Post-Storm Recovery
• Assess campus for security risks.
• Remove any golf carts and vehicles parked in warehouse/garage space for security during the storm.
• Patrol campus.
• Assist with College opening activities, as required.

N. Student Learning Center (Lake Worth, Palm Beach Gardens, and Boca Raton)

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 to appropriate media, e.g., thumb drives.

O. Theatre (Lake Worth, Palm Beach Gardens and Belle Glade)

• Follow established Hurricane Closing Procedures for storm preparation and recovery.
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

**Blackboard Connect** – Emergency Notification System