

St. Lucie

PUBLIC SCHOOLS



# Facility Emergency Preparedness and Response Plan

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## **INTRODUCTION**

The geographical location of St. Lucie County is vulnerable to many natural disasters. In the event of a natural disaster, primarily hurricanes, the St. Lucie County School Board (SLCSB), in cooperation with the American Red Cross (ARC) and the St. Lucie County Board of County Commissioners (BOCC) and at the direction of the St. Lucie County Emergency Operations Center (EOC) have entered into an agreement to open and operate shelters utilizing SLCSB educational facilities. These buildings shelter displaced individuals during a natural disaster.

School facilities are often thrust to the forefront of the community recovery process by functioning as shelters, distribution points and relief centers. The way we respond can make or break community resolve and spirit. Efficient operation of shelters and relief centers are an important facet of recovery but the single most important thing a District can do is recover the educational process as quickly as possible to provide a sense of normality.

Throughout hurricane season as well as during the remainder of the school year, it shall be the responsibility of the school Principal (site administrator) to coordinate the preparation of their facility in an effort to minimize loss or damage resulting from the shelter use.

The purpose of this manual is to provide procedures and direction regarding the preparations for, use of, and recovery from the shelter operations and to assist with the reporting of damage in order to return the facilities to their normal operation as soon as possible after the event.

The primary disaster referenced herein, will be a hurricane. However, it is important that everyone understand that the emergency may be any type of disaster, which may affect the population of St. Lucie County. Although this manual primarily references those facilities serving as a shelter, it also holds valuable information for every facility and shall be utilized at every facility within the District.

**The list of SLCSB shelter locations is available as [Exhibit A](#).**

## **CONDITIONS/CODES**

### **TROPICAL STORM / HURRICANE / TORNADO**

NORMAL	Day-to-day operations
WATCH	First indication that a geographical area may be threatened by specified conditions within twenty-four to forty-eight (24-48) hours.
WARNING	Factors indicate that specified conditions are expected to strike a geographical area within twenty-four (24) hours.
LANDFALL	Point when specified force winds are noted within a geographical area.

## **SAFFIR-SIMPSON SCALE FOR HURRICANE STRENGTH CATEGORIZATION**

Category 1 – Winds 74 to 95 mph

Category 2 – Winds 96 to 110 mph

Category 3 – Winds 111 to 130 mph

Category 4 – Winds 131 – 155 mph

Category 5 – Winds exceeding 155 mph

## **SLCSB ACTIVATION CODES**

PREPAREDNESS – 2 weeks prior to the end of the school year and within 1 week of the start of the new school year.

- a. Phase "A" – AWARENESS - A 12 hour period, commencing at forty-eight (48) hours to approximately thirty-six (36) hours before general public evacuation, or as designated by the Superintendent. This is the notification period during which appropriate agencies and organizations (public, quasi-public, and private) should be made aware of the situation.
- b. Phase "B" – STAND-BY – A 12 hour period, commencing at thirty-six (36) hours to approximately twenty-four (24) hours before general public evacuation. This is the alert period for the acceleration of preparedness actions for emergency and vital services affected by the situation.
- c. Phase "C" – DECISION – A 3-6 hour period, commencing at twenty-four (24) hours to approximately eighteen (18) hours before general public evacuation. During this period, the decision to evacuate will be discussed. This is the period during which the populace should take precautionary actions in order to cope with the threatening situation.
- d. Phase "D" – PREPARATION – A 9-12 hour period, commencing at twelve (12) hours before general public evacuation. This is the re-analysis period, and the preparation time needed to place emergency personnel and resources into position for operations.
- e. Phase "E" – EVACUATION – General public evacuation has begun. Shelters are opening at the request of the SLC Emergency Operations Center. Final preparedness activities should be completed.
- f. Phase "R" – RECOVERY – Period of time during daylight hours when winds go below 40 mph. Damage assessment and recovery efforts begin.

## **SCHOOL ADMINISTRATOR'S PROCEDURES**

This manual is to be used to assist the site administrator with management of the shelter. It is intended to be a guide for circumstances and should not be considered all-inclusive. Safety and common sense should always prevail.

It is the responsibility of each school administrator to ensure that the school is well maintained throughout the year in an effort to minimize the preparedness actions needed immediately prior to the storm and to minimize the impact from the storm.

### **AUTHORITY**

The American Red Cross (ARC) is tasked with the role of mass care in the event of an emergency. That responsibility that the ARC has is for the management of clients in the shelter and coordination with the facility owner. The SLCSB Site Administrator shall have final authority over all actions at their site that are not the direct responsibility of the ARC.

The “Agreement to Permit the Use of a Facility as a Red Cross Shelter” is provided as Exhibit P. This provides the owner’s (SLCSB) responsibilities and the Red Cross’s obligations.

### **SHELTER STAFFING**

Each shelter shall have enough personnel to adequately support the needs of the facility. Based on previous experiences, it has been determined that the following positions, in addition to ARC or St. Lucie County staff, will be needed at each site during shelter activation.

- Facility Administrators and general staff
- Site Maintenance Workers & Plant Manager – School Based (2 on 12 hr. shifts)
- 1 Food Service Manager
- Food Service Staff
- 1 Health Aide or RN (purpose is to provide minimum first aid. 911 is the required medical response)
- Law Enforcement

The EOC will assign law enforcement to the shelters as they open them.

The designation of staff will be completed by the following:

- Executive Director of Schools- Administrators
- Director of Food Service-Food service managers, food service staff including Fenn Center(SNS)
- Coordinator of Custodial—Plant manager and site maintenance workers
- [Exceptional Student Education and Student Services](#)-Health Aide or RN

and forwarded to the Director of Building Services and Projects prior to June 1<sup>st</sup> of each year. This form shall also be confirmed with each staff member for accuracy during phase A, B and C. Changes shall be faxed to the Director of Building Services and Projects during phases C. Copies of lists will be distributed to all appropriate pre-determined personnel. In June of each year, the Site Administrator of each facility shall confirm the duties of each primary and secondary position prior to placing him/her in that position.

### **PERSONAL RESPONSIBILITIES**

All SLCSB personnel who are assigned to work at a shelter shall have their personal emergency plans updated and in place by June 1<sup>st</sup> of each year. The Facilities Director will send a reminder on May 1 of each year to school site administrators to complete *Exhibit B, Designation of*

*Personnel for Shelter Activation Form* to ensure employees that are required to work have updated their plans and contact information. This includes but is not limited to: having a written emergency plan, informing relatives of their duties during emergency conditions/shelter activation, planning for care of family members (children & elderly) and any other responsibilities that may be addressed prior to an emergency. After the start of school, on or about Labor Day the Facilities Director will request schools provide an update of *Exhibit B, Designation of Personnel for Shelter Activation Form* because of possible change in school staffing with the new school year. The Student Services Department will also update their list of nurses to work at the shelters on June 1 and Labor Day.

Personnel who are assigned to work during an emergency will be compensated based on the Compensation for Declared Emergency Chapter 7 of the School Board Policy Manual.

### **PREPAREDNESS ACTIVITIES**

In June of each year each site administrator shall coordinate with the SLCSB Building Official to determine the room(s) available for sheltering, usually the Cafeteria and/or Gymnasium. Lavatories shall also be pre-determined.

The Site Administrator at each site shall complete the “Employee Contact Data” sheet. This information would benefit both the employee and the district in the event of a major catastrophe.

Once a month during hurricane season (June 1 – November 30), –plant managers shall confirm the generator on site has been run under full load in accordance with the manufacturer’s instructions. A list of generators and the fuel source and capacity is provided in Exhibit C-1. Check oil and water levels, refilling as necessary and verify adequate fuel reserves. Check battery powered emergency lights for operation. See attached [Generator Check List](#). Testing under a full load will validate that the generator is ready for emergency use.

SLCSB employees who are designated to work during activation of the shelter shall have a “resting” station away from the general population (when feasible) for personal use. The location must be pre-determined, within the confines of the safe area and approved by the site administrator. This resting station is designated for employees who are assigned to work during the activation of the shelter. Family members, friends or other evacuees are not permitted in this area.

### **PRE-ACTIVATION**

Upon notification from the Superintendent or designee of implementation of Emergency Plan (Phase), the duties of the site administrator shall begin, utilizing the [Preparedness Activities Checklist](#) to prepare staff, facilities and equipment for possible activation as a shelter. The site administrator shall ensure that every task is completed as soon as possible after notification of current phase. Site Administrators have full responsibility to notify their staff of current phase and duties to be completed during the respective phase.

During this time any repairs to the infrastructure that can be made in a timely manner to help ensure the safety of the building should be completed. Under no circumstances should repairs begin that cannot be complete prior to landfall of a storm.

## **FOOD SERVICE**

Upon notification from the Superintendent or designee of implementation of the Emergency Plan (Phase), the Food Service Manager (FSM) shall complete a full inventory of all supplies and order any (non-perishable) items that may be necessary during the operation of the shelter. The inventory shall also include: toilet paper, paper towels, 5 gallon buckets, and garbage bags (55 gal and 5 gallon bucket). The FSM also has the responsibility of confirming the temperature of the cooler and the freezer. On average, a walk-in cooler can hold a temperature of 38 – 42 degrees for approximately 12 hours after power failure. If at any time the **cooler** reaches 45 degrees, all food must be discarded. If at any time the **freezer** temperature reaches 32 degrees, all food must be discarded. A list of the freezers on emergency power is provided in Exhibit C-1.

## **PRE/POST EMERGENCY PHOTO DOCUMENTATION**

The condition of the facility shall be documented by Plant Manager during the “Preparedness Phase” of each year through photographs with written descriptions. While this process may seem time and resource consuming, a picture is worth a thousand words. Pictures shall be taken and duplicate prints processed prior to impact. Photographs shall be stored in a waterproof container (zip lock bags or similar). One set of prints must be stored at an alternate facility.

It is recommended that this task may also be accomplished utilizing a Digital Camera and storing the pictures on a **removable/dedicated** memory card or CD/DVD. Prints (duplicate) must be made prior to impact and stored the same as stated above. Photographs (prints or stored on memory card) should be less than 1 year old.

When taking photographs, attempt to “tell a story”. Following the steps below will ensure that anyone who may need documentation at a later date will be provided with accurate and efficient data. Remember, the people reviewing the pictures at a later date may have never visited your school.

1. Picture of Marquee of School.
2. Picture of building (noting building number or similar permanent reference).
3. Picture of exterior (walls, doors, windows, roof etc.).
4. Picture of room number.
5. Picture of room interior.
6. Continue #4 and #5 until building is complete.
7. Continue with step #2 through #6 until facility has been thoroughly photographed.

The same process shall be used to document damages resulting from the storm.

## **ACTIVATION**

Upon notification of shelter activation by the superintendent, or designee, the site administrator shall notify all personnel designated as “shelter employees” when to report for duty. It is critical that sufficient time is allocated to those employees to complete their personal preparations. Remember they will be working while others will still have time to complete these tasks.

It shall be the duty of the site administrator or designee to confirm security of facilities that are not being utilized as a shelter. Rooms that are not to be utilized shall be properly secured (locked) and documented as such.

During activation, the Superintendent of Schools may choose to send a message to all school families through the School Messenger phone system. This message may include information relating to the activation of the shelters, where to listen for updates after impact, necessary items to bring with them, items that will not be allowed in the shelter as well as change in school hours and days.

## **COMMUNICATIONS**

Communications are critical in the management of all disaster or emergency situations. St. Lucie County EOC in coordination with WQCS 89.9 and WPSL 1590 have pre-designated times throughout the emergency to air information relative to St. Lucie County. The pre-designated times are as follows:

### **WQCS 89.9 FM**

8:00 AM  
12 noon  
5:00 PM

### **WPSL 1590 AM**

8:00 AM  
12:00 PM  
5:00 PM

If sufficient volunteers are available, St. Lucie County EOC will provide 1 Amateur Radio Operator to each shelter during activation.

Any emergency situation that may arise during shelter activation shall be called to 911 dispatch. Although rescue may not be able to dispatch immediately, they will take the information and prioritize the dispatching as soon as it is safe to travel.

## **RECOVERY**

Due to the number of uncertainties resulting from a disaster, creating a plan for recovery is based on many assumptions. This section of the manual is to be used to assist the site administrator with recovery activities. It is intended to be a guide for circumstances and should not be considered all-inclusive. **Safety and common sense should always prevail.**

## **WHEN TO REPORT TO WORK**

For the purpose of this section of the manual (recovery), “after storm passage” refers to the time when the hurricane force winds have passed and sustained winds are below 40 mph during daylight hours only. Example: if the storm has passed at 1am and media reports are that the sustained winds are now at 35 mph, you would wait to report to your facility at daybreak.

The District will inform employees based upon group designation on when to report to work. The employee groups are as follows:

- Group # 1—Cabinet
- Group #2—All administrators



- Group #3--Crisis Response Team--Cabinet, Director Transportation, Facility Project Managers, Custodial Coordinator
- Group #4--All site and district custodial, maintenance and facility personnel
- Group #5-- hourly employees All district 12 month personnel
- Group #6--All 10, 101/2 and 11 month personnel (part-time and full-time)
- Group #7--All: bus drivers, food service and gate keepers

If you are a designated shelter worker or have other specific duties then you are to report based upon those specific duties.

## **UNSAFE BUILDINGS**

Structural damage to a building causing it to be unsafe to enter shall be secured and noted by means of “Red Tagging” the building at all entrances. Red Tags are located in the Responders Kit sent to each facility. It is also attached as [Exhibit J](#). Simply print on RED paper and laminate. Under NO circumstances should anyone enter a building that has been Red Tagged until the SLCSB Building Official removes the Red Tag and gives the “all clear” directly to the Site Administrator.

## **MAJOR DAMAGE ASSESSMENT (first 3 hours after storm)**

It is the responsibility of the Site Administrator to begin facility damage assessment utilizing the Initial **Major** Damage Reporting Form listed as [Exhibit H](#) within 2 hours of storm passage or daylight. Instructions/definitions are listed on the back of the form. Forms must be delivered to the Incident Command Staff located in the Facilities Department at the South County Compound (SCC) utilizing any means necessary within 3 hours of storm passage or daylight. In the event the SCC is severely damaged, security will be posted at the gate informing visitors of our temporary location. Work prioritization will occur at the Incident Command Center therefore prompt receipt of your damage assessment form is critical for prioritization. Please print legibly on all forms.

Facilities & Maintenance will assemble in the same fashion as the Site Administrators. At that time, Managers will proceed with prioritizing known MAJOR damage based on the information received from each facility. ([Exhibit H](#)).

## **DAMAGE ASSESSMENT (between 3 & 24 hours after storm)**

It is the responsibility of the Site Administrator, with assistance of the plant manager, to complete a **Detailed** Damage Reporting Form, [Exhibit I](#), for each building at the facility and forward to:

- Director of Building Services and Projects & Maintenance.
- District office Executive Directors of Schools

This should be done as soon as possible but within 24 hours of storm passage. In the event the building has sustained a large quantity of damage, it may be necessary to utilize one form per room.



## EXHIBIT A – EMERGENCY SHELTER LISTING

Shelters are opened at the request of local Emergency Management Officials with the assistance of the St. Lucie County Red Cross. Shelters are opened on an “as needed” basis. Please listen to your local TV/radio stations for shelter opening/closing times and locations.

Name	Bldg. #	EHPA area	Address	City	Zip
Allapattah Flats K-8			12051 NW Copper Creek Dr.	Port St. Lucie	34987
Bayshore Elementary School	1		1661 SW Bayshore Blvd.	Port St. Lucie	34984
C.A. Moore Elementary School	1		827 N. 29th Street	Ft. Pierce	34947
Dale Cassens School			1901 S. 11th Street	Ft. Pierce	34947
Dan McCarty School			1201 Mississippi Avenue	Ft. Pierce	34950
Fairlawn Elementary			1900 S. 33rd Street	Ft. Pierce	34947
Floresta Elementary	1		1501 SE Floresta Drive	Port St. Lucie	34983
Forest Grove Middle School			3201 S. 25th Street	Ft. Pierce	34950
Frances K. Sweet Elementary			1400 Ave. Q	Ft. Pierce	34950
Ft. Pierce Central High School	3	Bld 3 <sup>1</sup>	4104 S. 25 <sup>th</sup> Street	Ft. Pierce	34981
Ft. Pierce Magnet School			1200 Delaware Avenue	Ft. Pierce	34950
Ft. Pierce Westwood	1		1801 Panther Lane	Ft. Pierce	34947
Garden City Elementary			1801 N. 21st Street	Ft. Pierce	34950
Lakewood Park Elementary	1		7800 Indrio Road	Ft. Pierce	34951
Lawnwood Elementary			1900 S. 23rd Street	Ft. Pierce	34950
Lincoln Park Academy			1806 Avenue I	Ft. Pierce	34950
Manatee Elementary	600		1450 SW Heatherwood	Port St. Lucie	34986
Mariposa Elementary	600		2620 SE Mariposa Ave.	Port St. Lucie	34952
Morningside Elementary	1		2300 SE Gowin Drive	Port St. Lucie	34952
Northport Middle School			250 NW Floresta	Port St. Lucie	34983
Oak Hammock K-8 **	4	Bld 4 <sup>2</sup>	1251 SW California Blvd.	Port St. Lucie	34953
Parkway Elementary	1		7000 NW Selvitz Road	Ft. Pierce	34981
Palm Pointe K-8			10680 Academic Way	Port St. Lucie	34987
Port St. Lucie Elementary			198 NW Marion Ave.	Port St. Lucie	34983
Port St. Lucie High School			1201 SE Lennard Road	Port St. Lucie	34952
Rivers Edge Elementary			5600 NE St. James Drive	Port St. Lucie	34983
St. Lucie Elementary			2020 S. 13th Street	Ft. Pierce	34950
Samuel Gaines Academy	4	Bld 4 <sup>2</sup>	2250 S. Jenkins Road	Ft. Pierce	34947
Savanna Ridge Elementary	1		6801 Lennard Rd.	Port St. Lucie	34982
Southern Oaks Middle School			5500 NE St. James Blvd.	Ft. Pierce	34983
Southport Middle School			2420 SE Morningside	Port St. Lucie	34952
St. Lucie West Centennial			1485 SW Cashmere Blvd	Port St. Lucie	34986
St. Lucie West K-8 School			1001 SW Juliet Avenue	Port St. Lucie	34986
Treasure Coast High School	3	Bld 3 <sup>1</sup>	1000 SW Darwin Blvd.	Port St. Lucie	34953
Village Green Elementary	1		1700 Lennard Road	Port St. Lucie	34952
Weatherbee Elementary School	1		800 E. Weatherbee Road	Port St. Lucie	34982
West Gate K-8	4	Bld 4 <sup>2</sup>	1050 NW Cashmere Blvd	Port St. Lucie	34986
White City Elementary School			905 W. 2nd Street	Ft. Pierce	34982
Windmill Point Elementary	1		700 Darwin Boulevard	Port St. Lucie	34983

\*\* Hearing Impaired Shelter

Primary Shelter

**Notes:** <sup>1</sup>. EHPA area is Gym, culinary arts area.

<sup>2</sup>. EHPA area is cafeteria, kitchen and music areas in building.

**Exhibit A-1 2017 Hurricane Public Shelter Opening**

	<b>Recommended 2018</b>			
	<i>Planned</i>	<i>Planned</i>	<i>Planned</i>	<i>Planned</i>
<i>Location</i>	<i>Usage</i>	<i>Usage</i>	<i>Usage</i>	<i>Capacity</i>
	<i>Tier 1</i>	<i>Tier 2</i>	<i>Tier 3</i>	<i>Total</i>
<b><u>NORTH COUNTY</u></b>				
Lakewood Park Elementary	300			300
Westwood High School	750			750
Samuel S. Gaines Academy		620		620
C.A. Moore			412	412
Subtotal	1,050	620	412	2,082
<b><u>CENTRAL COUNTY</u></b>				
Fort Pierce Central High School	1,075			1,075
Westgate K-8		620		620
Parkway Elementary			417	417
Bayshore Elementary			220	220
Subtotal	1,075	620	637	2,332
<b><u>SOUTH COUNTY</u></b>				
Treasure Coast High School	1,075			1,075
Oak Hammock K-8		620		620
Morningside Elementary			220	220
Floresta Elementary			220	220
Subtotal	1,075	620	440	2,135
<b>Total by Tier</b>	<b>3,200</b>	<b>1,860</b>	<b>1,489</b>	<b>6,549</b>

**Special Medical Needs Shelters - Supervised by the Health Department.**

**Must be pre-registered** – To register, please call 461-5201.

**Havert L. Fenn Center**

2000 Virginia Avenue  
Ft. Pierce, FL 34950

**For more information, please contact:**

**St. Lucie County American Red Cross**

2506 17<sup>th</sup> Avenue  
Vero Beach, FL 32960  
772-562-2549

**EXHIBIT B – DESIGNATION OF PERSONNEL**

**DESIGNATION OF SLCSB PERSONNEL  
FOR SHELTER ACTIVATION FORM**

**Facility Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**ADMINISTRATORS**

Facility Principal Name: \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_  
Address evacuating to \_\_\_\_\_

Facility Asst. Principal Name: \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_  
Address evacuating to \_\_\_\_\_

**IF DIFFERENT THAN ABOVE:**

Site Administrator Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_

Asst. Site Administrator Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_

**SITE MAINTENANCE WORKERS (4 TOTAL)**

Plant Manager Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_

Site Maintenance Worker Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_

Site Maintenance Worker Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_

**EXHIBIT B – DESIGNATION OF PERSONNEL (Continued Page 2)**

**Facility Name:** \_\_\_\_\_

Site Maintenance Worker Name	_____
Home Address	_____
Home Phone #	_____
Cell Phone #	_____

<b>FOOD SERVICE MANAGER (1 TOTAL)</b>	
Food Service Manager Name	_____
Home Address	_____
Home Phone #	_____
Cell Phone #	_____

<b>FOOD SERVICE STAFF (3 TOTAL)</b>	
Food Service Staff Name	_____
Home Address	_____
Home phone #	_____
Cell phone#	_____

Food Service Staff Name	_____
Home Address	_____
Home phone #	_____
Cell Phone #	_____

Food Service Staff Name	_____
Home Address	_____
Home phone #	_____
Cell phone #	_____

<b>HEALTH AIDE OR RN (1 TOTAL)</b>	
Health Aide Name	<i>To be provided by EOC as the shelters are opened</i>
Home Address	_____
Home Phone #	_____
Cell Phone #	_____

<b>LAW ENFORCEMENT (1 TOTAL)</b>	
Officer Name	<i>To be provided by EOC as the shelters are opened</i>
Home Phone #	_____
Cell Phone #	_____

This form shall be completed in the month of May by the Site Administrator and forwarded to the Director of Building Services and Projects by June 1<sup>st</sup> of each year.

## EXHIBIT C – GENERATOR CHECKLIST

**Monthly Generator Checklist School:** \_\_\_\_\_  
**Month of** \_\_\_\_\_

**Completed by:** \_\_\_\_\_  
 Plant Manager

**GENERATOR INFORMATION**

Brand Name: \_\_\_\_\_  
 Model Number: \_\_\_\_\_  
 Size/Capacity: \_\_\_\_\_  
 Propane: \_\_\_\_\_  
 Fuel Type: \_\_\_\_\_  
 Fuel Filter Type: \_\_\_\_\_  
 Oil Type: \_\_\_\_\_  
 Oil Filter Type & No.: \_\_\_\_\_

**STATUS OF GENERATOR PRIOR TO LOAD TEST**

Fuel Level: 

--	--	--	--	--

  
 Oil Level: 

--	--	--	--	--

  
 Date: 

--	--	--	--	--

  
 Employee: 

--	--	--	--	--

**STATUS OF GENERATOR AFTER LOAD TEST**

Temperature: 

--	--	--	--	--

  
 Fuel Level: 

--	--	--	--	--

  
 Oil Level: 

--	--	--	--	--

  
 Date: 

--	--	--	--	--

  
 Employee: 

--	--	--	--	--

**MAINTENANCE TRACKING**

Fuel Filter Change Date: 

--	--	--	--

  
 Oil Filter Change Date: 

--	--	--	--

  
 Amount of Fuel Added (gallons): 

--	--	--	--

  
 Amount of Oil Added (quarts): 

--	--	--	--

Procedures for completing the monthly generator check.

- Notify all staff at facility of test date and time. Computers, phones, power etc. may be intermittently down.
- Make note of generator status PRIOR to starting the engine.
- Start generator and let run at idle speed for 5 minutes.
- Apply load to generator.
- Let run with full load for 30 minutes.
- Return engine to idle speed.
- Make note of generator status PRIOR to shutting engine down.
- Engine should run at idle speed (cool down) for 5 minutes prior to full shut down of engine.
- Complete remainder of form, sign and date.

**Plant managers will complete this form and attach to the monthly preventative maintenance work order at the end of each month.**

**EXHIBIT C-1 – GENERATOR EQUIPMENT LIST**

SITE	EMERGENCY SHELTER	Freezer/ Cooler on Generator	Fuel Source/Capacity		
			DIESEL	LP	NATURAL GAS
ADMINISTRATION		n/a	500 gal.		
ADMINISTRATION		n/a			
ALLAPATTAH FLATS K-8		Yes	620 gal.		
BAYSHORE ELEMENTARY	yes	Yes	550 gal		
CA MOORE ELEMENTARY		yes	350 gal.		
DAN MCCARTY SCHOOL					
DALE CASSENS SCHOOL		yes	89 GAL		
F.K. SWEET ELEMENTARY		yes	130 gal		
FAIRLAWN ELEMENTARY		yes	x		
FLORESTA ELEMENTARY	yes	yes	89 gal		
FOREST GROVE MIDDLE SCHOOL		yes			x
FORT PIERCE WESTWOOD HIGH	yes	yes	675 gal.		
FPCHS	yes	yes			x
LAKEWOOD PARK ELEMENTARY	yes	yes	89 gal		
LINCOLN PARK ACADEMY			475 gal		
MANATEE ACADEMY K-8	yes	yes	x		
MARIPOSA ELEMENTARY	yes	yes	89 gal.		
MEANS COURT			370 gal		
MORNINGSIDE ELEMENTARY	yes	yes	89 gal.		
NORTHPORT K-8		yes	260 gal		
NORTH COUNTY TRANSPORTATION		n/a	89 gal.		
OAK HAMMOCK K-8		yes		x	
PALM POINTE K-8		yes			X
PARKWAY ELEMENTARY	yes	yes	80 gal		
PORT ST. LUCIE HIGH SCHOOL		yes	250 gal		
RIVERS EDGE ELEMENTARY		yes			x
SAMUEL GANES ACACEMY K-8		yes			X
SAVANNA RIDGE ELEMENTARY		yes	350 gal		
SLW CENTENNIAL HIGH SCHOOL		yes	760 gal		
ST. LUCIE WEST K-8		yes			x
SOUTH COUNTY COMPOUND #1 (FAC/MAN/TRANS)		n/a	89 gal.		
SOUTH COUNTY COMPOUND #2 (warehouse)		n/a	260 gal.		
SOUTH COUNTY COMPOUND #3 (Warehouse Freezer/cooler only)		yes	X		
SOUTHERN OAKS MIDDLE SCHOOL		yes	65 gal.		
SOUTHPORT MIDDLE SCHOOL		yes	89 gal		
ST.LUCIE ELEMENTARY		yes		x	
TREASURE COAST HIGH SCHOOL		yes			
VILLAGE GREEN ENVIRONMENTAL SCHOOL	yes	yes	260 gal.		
WEATHERBEE ELEMENTARY		yes	350 gal		
WEST GATE K-8		yes	x		
WINDMILL POINT ELEMENTARY	yes	yes	269 gal		



**EXHIBIT D – PREPAREDNESS ACTIVITIES CHECKLIST**

**Preparedness Activities by Phase**

**Facility Name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Preparedness Phase:** **Beginning and end of school year.**

	Review plan with staff. What are our expectations of them? What happens when?
	Confirm operability of shutters. Physically shut them. Report repairs necessary.
	Review plan for removal of any canopy.
	Confirm employee has a personal plan.
	Update employee information.
	Update shelter staffing and backup lists.
	Take pictures of facility.
	Confirm or refresh supplies in hurricane kit and on hand for readiness & response.

**Phase "A" = AWARENESS - 48-36 hours prior to general public evacuation.**

**Phase "B" = STAND-BY - 36-24 hours prior to general public evacuation**

**Phase "C" = DECISION - 24-18 hours prior to general public evacuation**

**Phase "D" = FINAL PREPARATIONS - 18-12 hours prior to general public evacuation**

**Phase "E" = EVACUATION - Schools closed, shelters open**

**Phase "A" = Awareness**

	Notify staff of awareness activation phase.
	Review <i>Emergency Plan</i> with all employees.
	Confirm facility pictures complete.
	Confirm <i>employee contact data</i> is still accurate and up-to-date
	Generator Check (see checklist in Facility Emergency Plan)
	Order fuel & repairs
	Confirm inventory of response supplies – kits
	<i>Confirm Designation of Personnel for Shelter Activation form is complete.</i>
	Fax to Ex. Director Facilities at 340-7194.
	Remind employees to review their personal plans.

**Phase "B" = Stand-by**

	Notify staff of activation phase.
	Check battery powered emergency lights
	Make notes of items to be completed (school specific)
	check yard for potential missiles
	anything that needs to be tied down
	check fenestration protection and shutters at school site
	Print duplicate copies of pictures (see Shelter Management Manual).
	Store sets separately in waterproof container
	Leave one set on-site
	Store one set at alternate location
	Call for assistance with tasks where needed (coordinate with neighbor school)
	Moving heavy items, completing structure repairs etc.
	Remind employees to review their personal plans
	Back-up computers.
	Food Service Managers shall complete full inventory of supplies.

	Food Service Managers shall complete inventory of supplies that need to be ordered.
	Food Service Director coordinate with EOC on Special Needs shelter food order.
	Food Service Managers shall have empty water bottles re-stocked.

**EXHIBIT D – PREPAREDNESS ACTIVITIES CHECKLIST (Continued page 2 of 2)**

**Phase "C" = Decision**

	Notify staff of activation phase.
	Move books, computers etc. off of floors.
	Confirm <i>employee contact data</i> is still accurate and up-to-date
	(people tend to change their mind in this phase)
	Remind employees to review their personal plans.
	Construction work should be secured and prepared for impact of storm.
	Bottled water (5 gal & 12 oz.) will be delivered to shelters during phase C or D.

**Phase "D" = Final Preparations**

	Notify staff of activation phase.
	Confirm all tasks in phases A-C are complete.
	Complete generator check.
	Secure areas that are not accessible to shelter clients.
	Shutter windows.
	Close & lock windows not shuttered.
	All outside portable (flying debris) items should be brought inside.
	Unplug electronic equipment.
	Cover equipment with visqueen.
	Confirm employees working at a shelter have completed their personal preparations.
	Confirm bottled water (5 gal & 12 oz.) has been delivered to shelter sites.
	Confirm all batteries including back up are fully charged.

**Phase "E" = Activation**

	Notify staff of activation phase.
	Shelters open.
	General public evacuation has begun.
	Phase A-D should be complete.
	Employees not assigned to work at a shelter are released until storm passage.

**Phase "R" = Recovery (see *Recovery Checklist Shelter and Non-Shelter*)**

	Have SLCSB ID with you at all times.
	Establish communication with Incident Command Center (planning section).
	Use clear concise language verbally and in writing.
	Document damage and forward to Incident Command Center.

<i>Italicization is referencing a document or form titled as such.</i>
--

**EXHIBIT E School Emergency Preparedness & Response Kit**

	<b>Description of Item</b>	<b>Purpose</b>	<b>Qty</b>	<b>Unit</b>
1	Storage Bin for Kit	Storage container for kit	1	Container
2	Work Gloves	for working with debris or sharp objects	2	Pair
3	Safety Glasses		2	Pair
4	Duct tape	Not for windows	2	Rolls
5	Storefront tape	for sealing storefront windows from leakage	2	Rolls
6	Hand sanitizer		1	Each
7	Rubber gloves	Working with hazardous liquids	2	Pair
8	Individual Flashlight (LED 50 Lumens)		2	Each
9	Extra Flashlight Battery		2	Each
10	Package of (4 or 9 pack) LED mini flashlights		1	Each
11	Dust Mask		4	Each
12	Caution Tape	to secure damage area	1	Rolls
13	Inverter (300 watt)	To use to charge electronics in	1	Each
14	INK PENS	To Document the event	4	Each
15	CLIP BOARDS	To Document the event	1	Each
16	FACILITIES PHONE LIST		1	Each
17	Facilities Emergency Preparedness and Response plan		1	Each
<b>Additional items for Shelters</b>				
1	Small Coleman type lantern (rechargeable)		1	Each
2	Disposable Rubber Gloves		1	Box
	School Name			
	PRINT NAME			
	Received by: Signature			
<p>Notes 1. School to use own digital camera and store photos on CD/DVD</p> <p>2. School should prepare basic tool kit for in storm repairs consisting of:</p> <ul style="list-style-type: none"> <li>Hammer</li> <li>Screwdrivers</li> <li>Nails &amp; screws</li> <li>AM/FM battery powered radio</li> </ul>				





**EXHIBIT H – INITIAL MAJOR DAMAGE REPORTING FORM**

<b>Initial Major Damage Reporting Form</b>	
1	School Name:
2	Address:
3	Building Number: <span style="float: right;">Red Tagged Y or N</span>
4	Date & Time:
5	Your Name & Contact Phone Number:
	<b>FACILITY</b> <span style="float: right;"><b>MAJOR DAMAGE</b></span>
6	Electric
7	Air Conditioning
8	Gas/Kitchen
9	Potable Water
10	Sewer/Lift Station
11	Roofs
12	Flooding
13	Broken Windows
14	Structural Damage
15	Site Damage
16	Site Access
17	Generator/Fuel
18	Pictures
19	Additional Comments:
<p><b>This form shall be completed in its entirety and faxed to: 785-6688, 340-7194 or 340-4848 or hand delivered to 327 NW Commerce Park Drive, in St. Lucie West (South County Compound) no later than 3 hours after storm passage or daylight.</b></p>	

## Instructions for completing the Initial Major Damage Assessment Form

1	School Name	Enter the Full School Name
2	School Address	Enter the Full School Address
3	Building Number	Enter the Building Number this entire form is referencing
4	Date and Time	Enter the date and time you are completing this form
5	Name and Phone	Enter your name and contact phone number OR name and number of person who will be at your school to answer questions from Incident Command Staff.
6	Electric	Referring to utility (not generated) only, No power to building, downed power lines (ground or building), sparking power lines, power lines in a downed tree.
7	A/C	AC not functioning in building, air handler blown away, handler torn from pad (roof or ground)
8	Gas/Kitchen	A smell of gas inside or out, temp of freezer below????
9	Water	Referring to potable water only. Has unusual characteristics, boil water in effect,
10	Sewer / Lift Station	Backing up into building, lift station for school is alarming, smell of sewage outside or inside
11	Roofs	Entire roof missing, ability to see daylight from inside the building, steady stream (not drip) of water coming into room from ceiling,
12	Flooding	Water is rising from the ground up, inside the building, 6" from door of building, what is the source of the water (onsite storage, clogged drains etc)
13	Broken Windows	Number of windows MISSING all or pieces of glass.
14	Structure Damage	Support column of walkway torn down, wall of building severely damaged, entire roof blown away
15	Site Damage	Trees down, on building, blocking road, include apx. # and size (small/large)
16	Site Access	Access road(s) fully blocked by debris (what type), road washed out,
17	Generator	Not working, no fuel, low oil, alarming.
18	Pictures	Take pictures of physical damage.
19	Additional Comments	Any additional information you feel may be pertinent to prioritizing recovery work.
20	<b>FAX OR HAND DELIVER THE FORM TO THE INCIDENT COMMAND CENTER WITHIN 3 HOURS OF STORM PASSAGE OR DAYLIGHT.</b>	

**EXHIBIT I – DETAILED DAMAGE REPORTING FORM**

**Detailed Damage Assessment Form**

School Name:						
Address:						
<b>Building Number:</b>						
<b>Room Number:</b>						
Date & Time:						
Your Name & Contact #:						
<b>FACILITY</b>	<b>CONDITION</b>					
Electric	Okay		Partial		No Power	
Fire Alarm/Intercom	Okay		Inoperable			
Air Conditioning	Okay		Partial		Inoperable	
Gas/Kitchen	Okay		No Pilot Lights			
Water	Okay		No Water			
Sewer/Lift Station	Okay		Inoperable			
Roofs	Okay		Minor Damage		Major Damage	
Flooding	None		Minimal (In/Out)	In Out	Major (In/Out)	In Out
Broken Windows	None		Less than 25%		More than 25%	
Structural Damage	None		Minor Damage		Major Damage	
Site Damage	None		Minor Damage		Hazardous	
Site Access	Good		Partial		Hazardous	
Phones	Okay		Not Working			
Generator/Fuel	Okay		Not Working		Working	
			Low Fuel		Needs Fuel	
Pictures	Before Event		After Event			
Additional Comments:						

**Fax Form to: 785-6688, 340-7194 or 340-4848, email to Marty.Sanders@stlucieschools.org hand deliver to 327 NW Commerce Park Drive within 24 hours of storm passage.**



**DO NOT ENTER  
THIS BUILDING  
IS NOT SAFE!**

THIS PAGE SHOULD BE PRINTED ON RED PAPER AND LAMINATED TO PROTECT FROM WEATHER.





St. Lucie Public Schools

Purchasing Department

4204 Okeechobee Road

Fort Pierce, FL 34947

Voice (772)336-6980 Fax (772)336-6985

SUPERINTENDENT  
Genelle Zoratti Yost

*Each Child, Every Day*

**Exhibit L--BOARD WAIVER REQUEST – POLICY 7.70**

Please fill in the below information to request a waiver of policy 7.70. The waiver will be placed on the next available Board agenda and submitted for Board approval. Once complete email to [kimberly.albritton@stlucieschools.org](mailto:kimberly.albritton@stlucieschools.org).

Date of Request:

Date of Purchase:

Vendor:

Vendor Notified (purchasing to complete): No

School District Employee requesting goods and/or services:

Department Head/Supervisor:

ITB/RFP Number (if applicable): N/A

Financial Impact:

Cost Strip:

Detailed description as to why Board Policy 7.70 was not followed. Be very detailed and specific:

Corrective Active Steps (explain the steps that will be taken to avoid the violation of Policy 7.70 going forward):

A purchase order will be issued promptly after Board approval of the contract.

**EXHIBIT L**





## Exhibit O--Hurricane Relief Meals Count Form

Site	Date:															Meal (circle one):			Breakfast	Lunch	Dinner
1	31	61	91	121	151	181	211	241	271	301	331	361	391	421	451	481					
2	32	62	92	122	152	182	212	242	272	302	332	362	392	422	452	482					
3	33	63	93	123	153	183	213	243	273	303	333	363	393	423	453	483					
4	34	64	94	124	154	184	214	244	274	304	334	364	394	424	454	484					
5	35	65	95	125	155	185	215	245	275	305	335	365	395	425	455	485					
6	36	66	96	126	156	186	216	246	276	306	336	366	396	426	456	486					
7	37	67	97	127	157	187	217	247	277	307	337	367	397	427	457	487					
8	38	68	98	128	158	188	218	248	278	308	338	368	398	428	458	488					
9	39	69	99	129	159	189	219	249	279	309	339	369	399	429	459	489					
10	40	70	100	130	160	190	220	250	280	310	340	370	400	430	460	490					
11	41	71	101	131	161	191	221	251	281	311	341	371	401	431	461	491					
12	42	72	102	132	162	192	222	252	282	312	342	372	402	432	462	492					
13	43	73	103	133	163	193	223	253	283	313	343	373	403	433	463	493					
14	44	74	104	134	164	194	224	254	284	314	344	374	404	434	464	494					
15	45	75	105	135	165	195	225	255	285	315	345	375	405	435	465	495					
16	46	76	106	136	166	196	226	256	286	316	346	376	406	436	466	496					
17	47	77	107	137	167	197	227	257	287	317	347	377	407	437	467	497					
18	48	78	108	138	168	198	228	258	288	318	348	378	408	438	468	498					
19	49	79	109	139	169	199	229	259	289	319	349	379	409	439	469	499					
20	50	80	110	140	170	200	230	260	290	320	350	380	410	440	470	500					
21	51	81	111	141	171	201	231	261	291	321	351	381	411	441	471	501					
22	52	82	112	142	172	202	232	262	292	322	352	382	412	442	472	502					
23	53	83	113	143	173	203	233	263	293	323	353	383	413	443	473	503					
24	54	84	114	144	174	204	234	264	294	324	354	384	414	444	474	504					
25	55	85	115	145	175	205	235	265	295	325	355	385	415	445	475	505					
26	56	86	116	146	176	206	236	266	296	326	356	386	416	446	476	506					
27	57	87	117	147	177	207	237	267	297	327	357	387	417	447	477	507					
28	58	88	118	148	178	208	238	268	298	328	358	388	418	448	478	508					
29	59	89	119	149	179	209	239	269	299	329	359	389	419	449	479	509					
30	60	90	120	150	180	210	240	270	300	330	360	390	420	450	480	510					
<b>Adult Meals: \$2.00 per meal</b>																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17					
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37					

Total Reimbursable Meals Served: \_\_\_\_\_

Total Adult Meals Served: \_\_\_\_\_

By signing below, I certify that the above information is true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

EXHIBIT O



## **Exhibit P—Fenestrations Protections, Shutters and Canopies/Sunshades**

Status of district fenestration storm protection that requires manual assistants.

The following sites have Armour Screen for protection of bay doors in central receiving. These bay doors closed are sufficient for protection. These screens were mainly put in place in the event when the building would be used as a shelter and the need to open a door for fresh air may come in to play, you could open these doors and still be protected from the elements with some air ventilation. As long as these doors are closed there is no need for this screen.

1. Windmill Point
2. Village Green
3. Parkway
4. Morningside
5. Flores ta
6. Lakewood Park
7. Westwood
8. St. Lucie West K-8
9. Bayshore
10. C.A. Moore
11. Savanna Ridge
12. Weatherbee
13. Northport K-8

The following sites have roll down shutters. (Crank to operate shutter should be in central receiving)

1. St. Lucie West K-8 (Building 5 on school store window)
2. Westwood High (Concession Window at Gym)
3. Dan McCarty (Tech Building Northside)

The following sites have accordion shutters. (Tracks that need placement should be in central receiving)

1. Manatee Academy. (Front entry door)
2. Mariposa (Front entry door)
3. Westwood (Front entry door)

The following schools have canopies or Sun Shades that may need to be taken down if winds are expected above 80 MPH.

1. Palm Pointe
2. Oak Hammock
3. Manatee?



**End of Plan**

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