

June 9 , 1999

Henry C. Fraind, Deputy Superintendent of Schools

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE:  
FINAL READING 6Gx13- 6A-1.06, EMERGENCY  
MANAGEMENT PROCEDURES**

The School Board of Miami-Dade County, Florida announced on May, 12 1999, its intention to amend School Board Rule 6Gx13- 6A-1.06, Emergency Management Procedures, and the document, Emergency Management Procedures, at the meeting of June 23, 1999.

The Notice of Intended Action was published in the *Miami Daily Business Review* on May 17, 1999, posted in various places for public information and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the of the Administrative Procedure Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action, the amended rule, and the amended pages to the document, **Emergency Management Procedures**, which is incorporated by reference and is part of this rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended School Board Rule 6Gx13- 6A-1.06, Emergency Management Procedures, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida to be effective June 23, 1999.

HCF/jsd

**K-22**

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on May 12, 1999, its intention to amend Board Rule 6Gx13- 6A-1.06, Emergency Management Procedures, at its meeting of June 23, 1999.

**PURPOSE AND EFFECT:** To amend the document, Emergency Management Procedures, which is incorporated by reference in Board Rule 6Gx13- 6A-1.06 to change the section titled, "Use of School Buildings as Emergency Shelters". The section now reflects the new agreement between Miami-Dade County Public Schools and the American Red Cross.

**SUMMARY:** Provided in the document "Emergency Management Procedures" is the change to the section titled, "Use of School Buildings as Emergency Shelters" to reflect the new agreement between Miami-Dade County Public Schools and the American Red Cross.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 230.22(2) F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 230.22(5) F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF June 23, 1999, which begins at 1:00 p.m. in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by section 120.541(1), F.S., must submit a written request by June 7, 1999, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost to the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mr. John S. DiBenedetto  
Supervisor: Dr. Henry C. Fraind  
Date: April 28, 1999

Instruction--Elementary and Secondary**EMERGENCY MANAGEMENT PROCEDURES**

Procedures for emergencies and other information are specified in detail in the separate document, **Emergency Management Procedures**, which is incorporated by reference herein and made a part of this Board Rule. Copies of the document are on file in the Office of the Recording Secretary of the School Board and in the Citizen Information Center, and shall be distributed to all personnel concerned.

Included in the **Emergency Management Procedures** are the following topics:

- Reporting Emergencies
- Emergency Evacuations, Drills, Tests and Reporting
- Emergency Evacuation of the Disabled
- Suspected Food Borne Illnesses
- Protection from Electrical Storms
- Tornadoes or National Emergencies
- Emergency Broadcast Network and Natural Disaster Warning Systems
- Emergency Communications Alerting Procedures for Key Sites
- Pre- and Post-Storm Hurricane Requirements
- Schools Designated as Emergency Shelters
- Use of School Buildings as Emergency Shelters
- Use of Miami-Dade County Public Schools Buildings as Emergency Special Needs Evacuation Centers
- Prevention of Assaults
- Holding and Dispersing Students in Individual School Emergencies
- Hazardous Chemical Spills
- Protection from Nuclear Fall Out
- Evacuation in Event of Nuclear Release at Turkey Point F.P.L. Plant
- Use of School Buildings as Emergency Command Centers
- Bomb Scare and Search
- Flood Procedures
- Water Contamination
- Use of Miami-Dade County Public Schools Buildings as Refuges of Last Resort

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(5) F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended 3-9-94; 5-22-96, 5-13-98

# **EMERGENCY MANAGEMENT PROCEDURES**

**FOR**

## **MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**Prepared by**

**DEPARTMENT OF SAFETY, ENVIRONMENT  
AND HAZARDS MANAGEMENT**

**DIVISION OF SAFETY, ENERGY AND  
COMMUNICATIONS MANAGEMENT**

**DISTRICT OFFICE OPERATIONS  
DEPUTY SUPERINTENDENT OF SCHOOLS**

**MAY 1998 JUNE 1999**

**Board Rule: 6Gx13- 6A-1.06**

**Final Reading: June 23, 1999**

**K-22**

# THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Superintendent of Schools  
Mr. Roger C. Cuevas

DEPARTMENT OF SAFETY, ENVIRONMENT  
AND HAZARDS MANAGEMENT

DIVISION OF SAFETY, ENERGY AND  
COMMUNICATIONS MANAGEMENT

~~DISTRICT OFFICE OPERATIONS~~  
DEPUTY SUPERINTENDENT OF SCHOOLS

# INTRODUCTION

This manual was developed to assist site administrators in dealing with various types of emergencies. Telephone numbers are provided for contacting emergency response organizations outside the school district. Unless otherwise noted dial the 305 prefix for telephone numbers.

The major topics covered in the manual are listed below:

- \* Reporting Emergencies
- \* Emergency Evacuations, Drills, Tests and Reporting
- \* Emergency Evacuation of the Disabled
- \* Suspected Food-Borne Illnesses
- \* Protection from Electrical Storms
- \* Tornadoes or National Emergencies
- \* Emergency Broadcast Network and Natural Disaster Warning Systems
- \* District Emergency Communications Alerting Procedures for Key Sites
- \* Pre- and Post-Storm Hurricane Requirements
- \* Schools Designated as Emergency Shelters
- \* Use of School Buildings as Emergency Shelters
- \* Use of Miami-Dade County Public Schools' Buildings as Emergency Special Needs Evacuation Centers
- \* Prevention of Assaults
- \* Holding and Dispersing Students in Individual School Emergencies
- \* Hazardous Chemical Spills
- \* Protection from Nuclear Fallout
- \* Evacuation in the Event of Nuclear Release at Turkey Point F.P.L. Plant
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- \* Water Contamination
- \* Use of Miami-Dade County Public Schools' Buildings as Refuges of Last Resort

Updated information will be sent to all site administrators as changes are made. For example, each year the American Red Cross submits a list of schools to be used as emergency shelters in the event of a natural disaster.

This manual will be revised as needed with input from selected staff and appropriate organizations. Copies are available from the Department of Safety, Environment and Hazards Management, telephone number 995-4900, Work Location 9114.

# USE OF SCHOOL BUILDINGS AS EMERGENCY SHELTERS

This section is to be used upon notification that School Board facilities must be readied to assist in an emergency. Any school may be designated as a Red Cross Emergency Shelter when it is determined by the Superintendent to be in the best interest of the community.

The Red Cross hereby agrees that in consideration for the use of school facilities as Red Cross shelters and service centers, the Red Cross shall defend, hold harmless, and indemnify the School Board and its employees from and against any legal liability for bodily injury, property damage, death, theft of School Board-owned property, ~~by the Red Cross,~~ and reasonable costs and expenses, including reasonable attorney's fees and costs that may be incurred by the School Board or its employees arising out of the negligent acts or omissions of the American Red Cross (ARC) from the use of School Board facilities.

## A. SHELTER PRINCIPAL'S RESPONSIBILITIES AND DUTIES

1. The shelter principal or designee will be in charge of the facility operation at the school. The Red Cross shelter manager will be in charge of the shelter operation at the school. Both individuals will work in cooperation to carry out the successful operation of a Red Cross service or shelter facility. School buildings that have been designated as shelters, or so designated in an emergency, will be made available upon notification from the Superintendent or designee. It is the principal's responsibility to open the building at the hour designated.
2. If the shelter is required to open without a Red Cross shelter manager present, the shelter principal or designee shall have the authority to open the shelter and use all appropriate personnel and resources necessary to safely house those seeking shelter, until such time as the Red Cross can provide proper staffing ~~by volunteers.~~
3. The shelter principal or designee will remain on site throughout the emergency or until relieved by another shelter principal or designee.
4. The shelter principal shall develop a complete property inventory of all Board-owned items housed in the spaces designated as shelter areas, as well as an inventory of the pre-existing condition of the building. The shelter principal and Red Cross shelter manager shall review this inventory before and after the emergency. The shelter principal will ensure that all expensive equipment is secured prior to the shelter opening. All unsecured expensive equipment shall be recorded by the shelter principal and the shelter manager.
5. ~~After the emergency, the shelter principal, with the assistance of the zone mechanic and the Red Cross liaison, has the responsibility of determining if there is any damaged or missing equipment/property.~~  
All shelter principals and backup shelter principals will successfully complete the Red Cross Shelter Operation Workshop and participate every subsequent year in a refresher workshop. Any new staff designated as potential shelter principals will be required to take the Shelter Operations Workshop.
6. Staff structure is shown in Appendix A, page 42.
7. The closing of a Red Cross facility will be a decision reached by the Red Cross

Headquarters in cooperation with Miami-Dade County Public Schools (MDCPS), and will be communicated jointly through the Red Cross shelter manager and the school principal to the residents. As the need for large numbers of shelters diminishes, the Red Cross will attempt in good faith to consolidate the remaining facilities, in compliance with our regulations, to further minimize the impact on MDCPS.

## B. SHELTER ASSIGNMENTS OF SCHOOL BOARD PERSONNEL

Appendix A on page 42 contains a chart depicting minimal recommended organization of a typical shelter organized for hurricane and emergency activities.

1. ~~Mandatory: Principal or designee (annual training of principals will be conducted by the Red Cross.)~~

2. ~~Minimum Staff Needed:~~

- ~~a. cafeteria manager and two cafeteria workers for every 500 shelterees or a fraction thereof~~
- ~~b. head custodian and two custodial employees for every 500 shelterees or a fraction thereof~~
- ~~c. one zone mechanic for each emergency shelter location~~
- ~~d. two security monitors for every 500 shelterees or a fraction thereof~~

A. Start-up team: The school principal, the cafeteria manager, the head custodian, and one (1) MDCPS police officer (primary shelters only) until the shelter population size is reasonably known.

B. Ongoing team: In addition to the start-up team, two (2) cafeteria workers, (one each for two 8-hour shifts), three (3) custodial workers (one each for three 8-hour shifts) and three (3) MDCPS security monitors (one each for three 8-hour shifts) for approximately 100 people per facility. This may increase incrementally not to exceed the start-up team, plus three cafeteria staff, three custodial staff, and three security monitors per shift per facility with a population of 500 people.

2. Staff may increase upon request and/or with the approval of the Emergency Services Director or his/her designee during the day a tropical storm and/or hurricane actually passes to allow 24-hour coverage at the facility during the storm.

3. Staff shall be allocated as outlined in Appendix A, page 42.

## C. ASSIGNMENT OF PERSONNEL FROM OTHER AGENCIES

The Red Cross and MDCPS will request specially trained personnel from the Miami-Dade Emergency Operations Center to carry out certain functions as follows:

Police

Paramedics

Health Care Professionals

A MDCPS police officer will be in charge of security and all security requirements (at the primary shelters) necessary to operate the shelter in a safe and efficient manner. The Miami-Dade County Office of Emergency Management has agreed to assign a Miami-Dade County Police officer to secondary shelters.



## D. SHELTERS

### 1. Structures to be used for emergency shelters:

Hurricane Evacuation Centers are designated by the Miami-Dade Office of Emergency Management (OEM), in cooperation with the Red Cross and the School Board of Miami-Dade County, Florida.

Surveys of the facilities will be performed jointly by staff from OEM and the Red Cross.

The American Red Cross by special agreement with The School Board of Miami-Dade County, Florida, determines the facilities to be occupied during any type of emergency operations.

~~It must inspect and approve the facilities~~ Shelters must be inspected and approved according to strict established guidelines: ~~All guidance indicates that portable classrooms are not usable in any disaster situation, where a building's structure is important in protecting these people seeking safe haven.~~

**Portable classrooms, auditoriums, gymnasiums and cafeterias that do not have shutters or are located under the second floor must not be occupied during hurricanes, tornadoes, earthquakes, rising flood waters, or other situations which involve the potential of high winds and water.**

### 2. Shelter Capacities:

~~Shelter capacities shall be determined by~~ The Red Cross in cooperation with the school principal shall determine shelter capacities. The Red Cross is responsible for providing this information to the Red Cross shelter manager. A mandatory walkthrough shall be completed prior to establishing shelter capacities. The Red Cross shall communicate the final capacity numbers to the shelter principal and the Department of Safety, Environment and Hazards Management.

### 3. Registration of Shelterees:

It is the responsibility of the Red Cross shelter manager, assigned to the shelter, to handle the registration of shelterees.

### 4. Shelter Regulations:

#### a. Animals

Pets are not permitted in shelters. This is a health requirement that **must** be followed. Service animals are permitted in shelters.

#### b. Drug-Free/Tobacco-Free Policy

Provisions of School Board rules regarding the drug-free/tobacco-free work place have been determined to apply to all School Board-owned and leased properties. Accordingly, emergency shelters are governed by such provisions. Illegal drugs, alcohol, and the abuse of prescribed medications are not permitted in emergency shelters. Violators of this rule will be isolated under police or medical protection, as appropriate.

## E. PROTECTION OF SCHOOL PROPERTY

Police assigned to the shelter will provide protection for School Board property in

cooperation with the shelter principal. The principal will be responsible for seeing that the property of the School Board is protected at all times during the emergency. Areas where expensive equipment is stored, which cannot be adequately protected, shall not be used as shelter areas.

The need to open schools as emergency shelters requires the presence of law enforcement. The law enforcement role at the shelters should be as follows:

1. assure the safety of all persons
2. provide emergency communication to the Emergency Management Command Center
3. assist the shelter manager in assuring the security of property
4. respond to emergencies at the shelter as needed

NOTE: It must be recognized that each state or local law enforcement agency may have its own internal operating procedures; however, the procedures for emergency shelters should be consistent.

## F. COMMUNICATIONS

1. Telephones: The primary means of communication shall be telephones unless service is interrupted. During emergency periods, telephone use must be restricted to essential calls only. This will help to avoid telephone network overloading. Telephone access will be afforded to the assigned Red Cross Personnel.
2. Radio: Two-way radio communications shall be provided as follows:
  - a. 2-meter HAM radio provided and operated by Red Cross volunteer(s) for communications with MDCPS Command Center(s) and other shelters
  - b. hand-held radios to access the MDCPS District Emergency Communications Network (DECON)
  - c. police and paramedic units assigned to each shelter have their own radio systems
3. Cellular Telephones: In the event that telephone lines are disabled, cellular telephones may be used. However, due to traffic overload and possible damage to the cellular network, these telephones may not offer a consistent means of communications. Reasonable access will be granted to Red Cross staff members to selected areas, to facilitate the operation of the shelter at the discretion of the principal.
4. Weatheralert radios: The Weatheralert radios assigned to each shelter provide the capability to receive emergency weather announcements.
5. Public Address System: The public address system in schools can serve as an internal communications method of making announcements to people in the shelter. If power is available, the radio units within these radio sets can be used to tune in to emergency broadcasts from local radio stations. TV sets also can be used for this purpose.

## G. FOOD SERVICE REQUIREMENTS

1. Prior to April 15 of each year, the Red Cross shall supply the Department of Food and Nutrition with an updated list of shelter schools. Upon receipt, the Department of Food and Nutrition will prepare a menu to cover a two-day period (6 meals & 4 snacks). In addition, the Department of Food and Nutrition will schedule a meeting for all food service managers assigned to an emergency shelter to review emergency shelter procedures with a representative from the Red Cross.
2. When a school is designated as an emergency shelter, the school food service program

shall provide emergency meals for persons seeking shelter in the school. The school food service manager, or designee approved by the principal, shall be on duty as long as the shelter is open. ~~The food service manager may employ personnel to assist with meal preparation using two (2) food service workers for each 500 shelterees.~~ The Red Cross and/or food service manager may also request volunteer assistance from those who have sought shelter in the school. The Department of Food and Nutrition will select an alternate food service manager or satellite assistant to be an alternate if the disaster lasts an extended time, or to relieve the regular food service manager.

3. The Red Cross will coordinate the delivery of milk, bread, and juice for all hurricane shelters (non-refrigerated milk is preferred). These deliveries are to begin once the shelter is opened. If the shelter remains open, the Red Cross manager shall contact Red Cross headquarters to make arrangements to activate and deliver a standing order of food and non-food items as determined by the Red Cross. The food items supplied by the Red Cross must be of standard institutional pack.
4. ~~If the Red Cross is unable to send additional food and/or supplies, the shelter principal and/or designee shall have the authority to obtain food and supplies from the closest local store. The Red Cross will prepare a voucher or other acceptable authorization for the principal and/or designee to purchase food and/or supplies on behalf of the Red Cross. Every effort should be made to contact the ARC headquarters prior to utilization of the letter of authorization for food purchases.~~ the Red Cross shelter manager and the shelter principal shall have the authority to obtain food and supplies from the closest local store within the established Red Cross guidelines.
5. The Red Cross shall also assume responsibility to deliver any items required for shelter operations that are not normally supplied to the food service department, such as diapers, flashlights, special dietary and medical needs, baby food and formula, and bottled water.
6. The school food service manager, or approved designee, shall follow these procedures:
  - a. The food service manager will prepare food orders based on the number of shelterees assigned by the Red Cross. These food and non-food items will be marked "for hurricane use only" from June 1 through November 30. After the hurricane season, the food service manager will utilize leftover stock in the regular school lunch and breakfast programs.
  - b. When a school is opened as a shelter, the food service manager or approved designee is responsible for organizing food service in the shelter and for serving a light meal for each meal served to shelterees. (Exception: the Red Cross has assumed responsibility for providing food for schools which receive food from another school under the satellite program.) The Red Cross may request from an open shelter school with cooking capabilities to support schools that normally receive food from another school under the satellite program. If the Red Cross makes such a request, the Red Cross will provide bulk food stocks to the requested school. After reporting to the shelter, the food service manager should take inventory of all food supplies on hand prior to any meal service. If the shelter is opened in between meal service, the food service manager may offer hot tea, coffee and/or juice, and crackers or cookies.
  - c. Commodity foods will be a part of the emergency inventory, to the degree that is practical, under an agreement between the United States Department of Agriculture and the Red Cross. Reimbursement ~~of~~ for the replacement of USDA commodities will be requested through the Department of Agriculture and

Consumer Services following USDA food request procedures.

- d. In the event of widespread damage, the food service manager/designee will continue food service, using food and non-food supplies from the regular inventory until additional Red Cross food and supplies arrive.
  - e. A complete, accurate record of food and other supplies used shall be prepared as soon as the emergency is over.
  - f. Red Cross invoices should be submitted to the facility shelter manager to forward to the Red Cross. In the event the facility manager is unavailable, invoices should be submitted to the Department of Food and Nutrition within ~~ten (10)~~ fifteen (15) working days of the emergency.
7. The Red Cross headquarters will be notified of additional supplies to be picked up after the shelter is closed. Leftover nonperishable emergency food and/or supplies provided and not picked up by the Red Cross within fifteen (15) days after the emergency will be disposed of by each individual school location, unless the Red Cross has notified the School Board of circumstances that will prevent such a pick up from occurring in that time period.

## H. CUSTODIAN REQUIREMENTS

Prior to each hurricane season, the principal will meet with the custodial staff to discuss the upcoming hurricane season and to specify emergency personnel who will be "on call." These *Emergency Management Procedures* should be reviewed along with any check listing necessary.

In order to be prepared for the possibility of a hurricane, the custodial staff at each emergency shelter school will be allocated at a ratio of one head custodian and two custodians per 500 people, and have adequate supplies stored in a specific locker or cabinet. The quantity of the supplies needed will be governed by the capacity of the shelter.

The Department of Plant Operations will provide custodial assistance, supplies, and equipment throughout the district after the hurricane, as determined by the Assistant Chief, Maintenance.

1. All head custodians should store items on the recommended "List of Supplies," including plywood, to guarantee availability when required during an emergency. Most items should already be in the school, but a small quantity should be secured in a locked cabinet for use in emergency situations. The supplies may be used after the hurricane season. Plywood will be supplied by Maintenance.

Items listed below are to be secured for emergency situations only during the hurricane season.

- |   |  |
|---|--|
| 1. batteries                            | 7. plywood - 4' X 8' Sheets  |
| 2. concrete nails (3" to 4")            | 8. rags  |
| 3. first aid kit                        | 9. rain suits  |
| 4. flashlights (large, heavy duty type) | 10. plastic bags (3 sizes, for trash, garbage, and refuse other than infectious waste) |
| 5. rope                                 | 11. tape (duct & masking)  |
| 6. plastic bags (for infectious waste)  |  |

**NOTE: Bleach is only to be used in food service and cafeteria areas.**

2. Custodial Equipment Required for the Hurricane Season:

- a. extractor (self-contained or with power head)
- b. wet/dry vacuum (for wet pick-up)
- c. sump pump or equivalent

This equipment must be in good working order and have all required attachments.

Accurate records must be kept of all expendable supplies used in maintaining and cleaning the shelter for the district to be reimbursed by the Red Cross.

3. Procedures for Rooftop Cleaning:

Custodial staff will perform monthly rooftop cleaning during the months of May through November. A special rooftop cleaning will be performed when a hurricane warning is issued. Otherwise, bi-monthly rooftop cleaning services will be maintained. Loose objects and debris must be secured. All fuel tanks should be filled. The custodial staff will follow the rooftop cleaning procedures outlined below:

- a. objects such as trash, rags, wood, paper, and leaves can prevent the free flow of water along the gutters to the downspouts from the roof. When water cannot drain freely, it may cause leaks and excessive weight stress on the building's roof, creating unsafe conditions during the rainy season. When cleaning the rooftop, you should:
  - ( 1 ) take a large plastic bag for collecting trash;
  - ( 2 ) wear rubber boots and rubber gloves;
  - ( 3 ) avoid contact with high voltage lines;
  - ( 4 ) report any obvious cracks, leaks or defects to maintenance.

4. The shelter shall not be assigned to other groups without prior approval as specified by contract or authorization by the Superintendent of Schools and Red Cross headquarters.

I. TRANSPORTATION REQUIREMENTS

By special agreement, the Senior Executive Director, Department of Transportation shall provide Miami-Dade Transit Agency with one hundred lift buses, drivers, and driver aides, when these are available, for assistance in evacuating the disabled to shelters.

J. ZONE MECHANIC REQUIREMENTS

- 1. Prior to each hurricane season, the zone mechanic shall assist the shelter principal in assuring that the facility and its systems are in proper order and reasonably able to meet the needs when an activated site is used as an emergency shelter.
- 2. When an emergency is declared, the zone mechanic shall report to the assigned site to provide any and all assistance that may be necessary. The signal to report will be communicated to the primary zone mechanic by the satellite director.

3. Zone mechanics assigned to schools during any emergency shall remain at the school for the duration of the declared emergency.
4. After shelterees evacuate the shelter, the zone mechanic shall assist the shelter principal and the Red Cross liaison in assessing damage to facilities and systems caused by occupancy of the shelterees. An exit form listing any damaged or missing equipment/property shall be completed and signed by all parties. Cost for such damage so identified shall be documented and certified and shall be reimbursed by the Red Cross.

#### K. REIMBURSEMENT BY THE RED CROSS

In federally declared disasters, the School Board will apply in good faith for reimbursement of its expenses from the Federal Emergency Management Agency in federally declared disasters and from other funding sources that are available.

During shelter operations the American Red Cross will reimburse the School Board for expenditures for food, damage to property, and wages incurred based on reimbursement procedures as set forth herein. Administrative instructions will be sent to all principals for recovery of expenses at the end of shelter operations.

The School Board of Miami-Dade County, Florida, shall be reimbursed for:

1. any foods (except USDA foodstuffs) on a per-meal basis, calculated on the number of shelterees registered in the shelter. The Red Cross will supply juice, milk, and bread as contracted. The projected food requirements for the coming hurricane season shall be determined each Spring and shall be based on current prices of food items;
2. all damaged and stolen property listed in the pre-emergency and post-emergency inventory report, as a result of utilization of the property and facilities as emergency shelters, shall be documented by the shelter principal and reimbursement for such damage shall, upon request, be provided by the Red Cross to the Board. The Red Cross will be afforded the opportunity to review all items submitted for reimbursement. This will be based on review of the post-emergency inventory. The Red Cross is not responsible for damage to the facility or its contents, furnishings, or equipment caused by the disaster;
3. Actual salaries of MDCPS personnel who work in the shelters, including their fringe benefits pursuant to salary schedules and provisions of various labor contracts and Board Rules;

MDCPS employees assigned for the opening of an emergency shelter eligible for reimbursement are:

Food Service Manager	Cafeteria Workers-(2)
Head Custodian	Custodians-(2)
Zone Mechanic	Security Monitors-(2)
<u>School Police</u>	

~~In the event the Red Cross personnel do not report as assigned, and the shelter principal has made all reasonable efforts to communicate with the ARC headquarters, the shelter principal may recruit additional personnel, specifically, teachers at a ratio of one per every 500 shelterees, to be reimbursed by the Red Cross.~~

4. cleanup costs for those activities relating directly to the use of the facility as a shelter according to the preinspection report as set forth herein, including salaries of custodians, waste disposal fees, and materials. The Red Cross is not responsible for the cleanup of the facility caused by the disaster, such as tree debris on

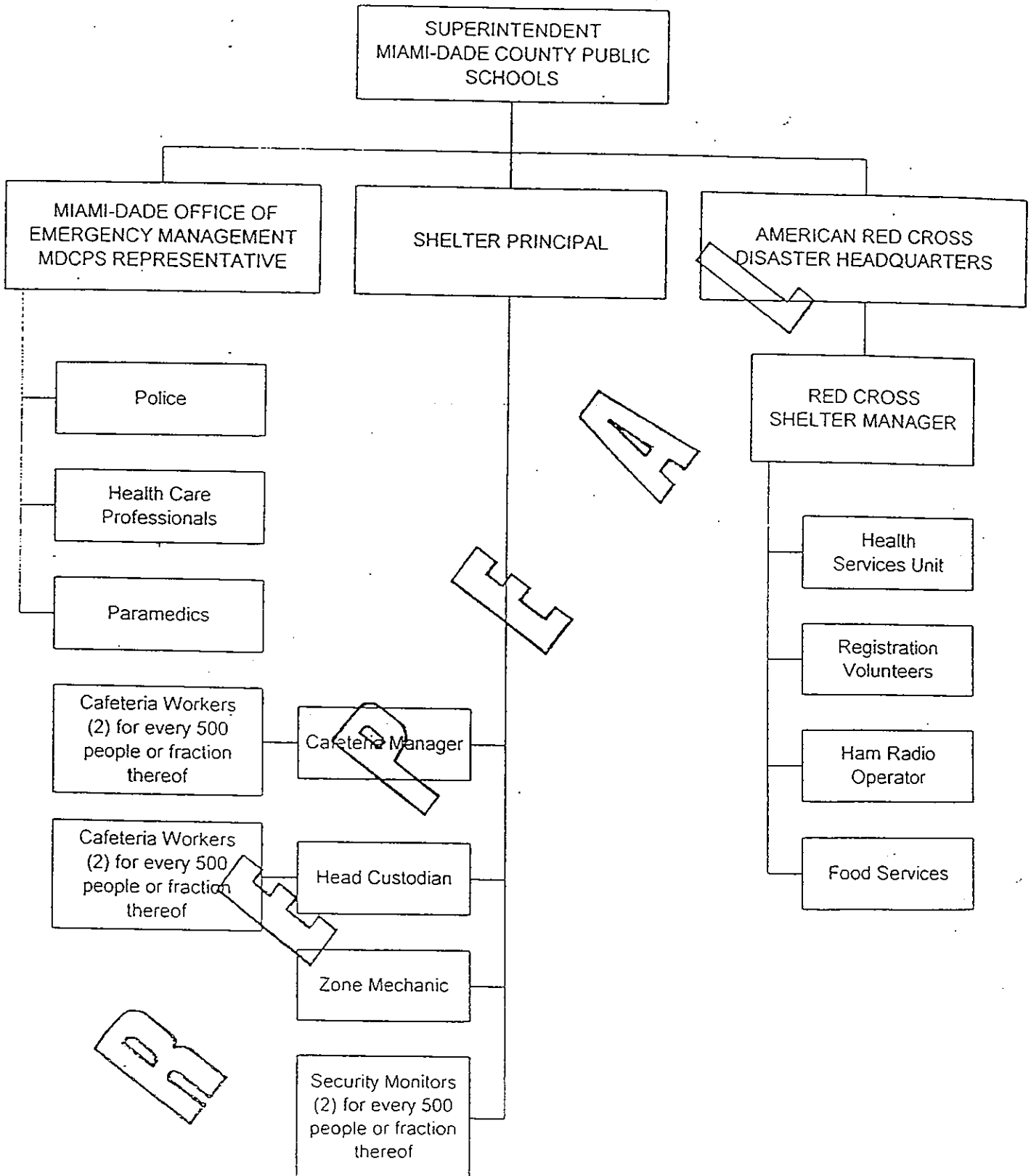
property;

5. all costs relating to bus transportation requested by the Red Cross for the closing of shelters will be reimbursable.
6. The Red Cross will not be responsible for any expenses not specifically described in the signed agreement or the attached ~~Emergency Management Procedures~~, except and to the extent any additional expenses are caused by the Red Cross.

To determine and document any amount owed to MDCPS, the following shall be used:

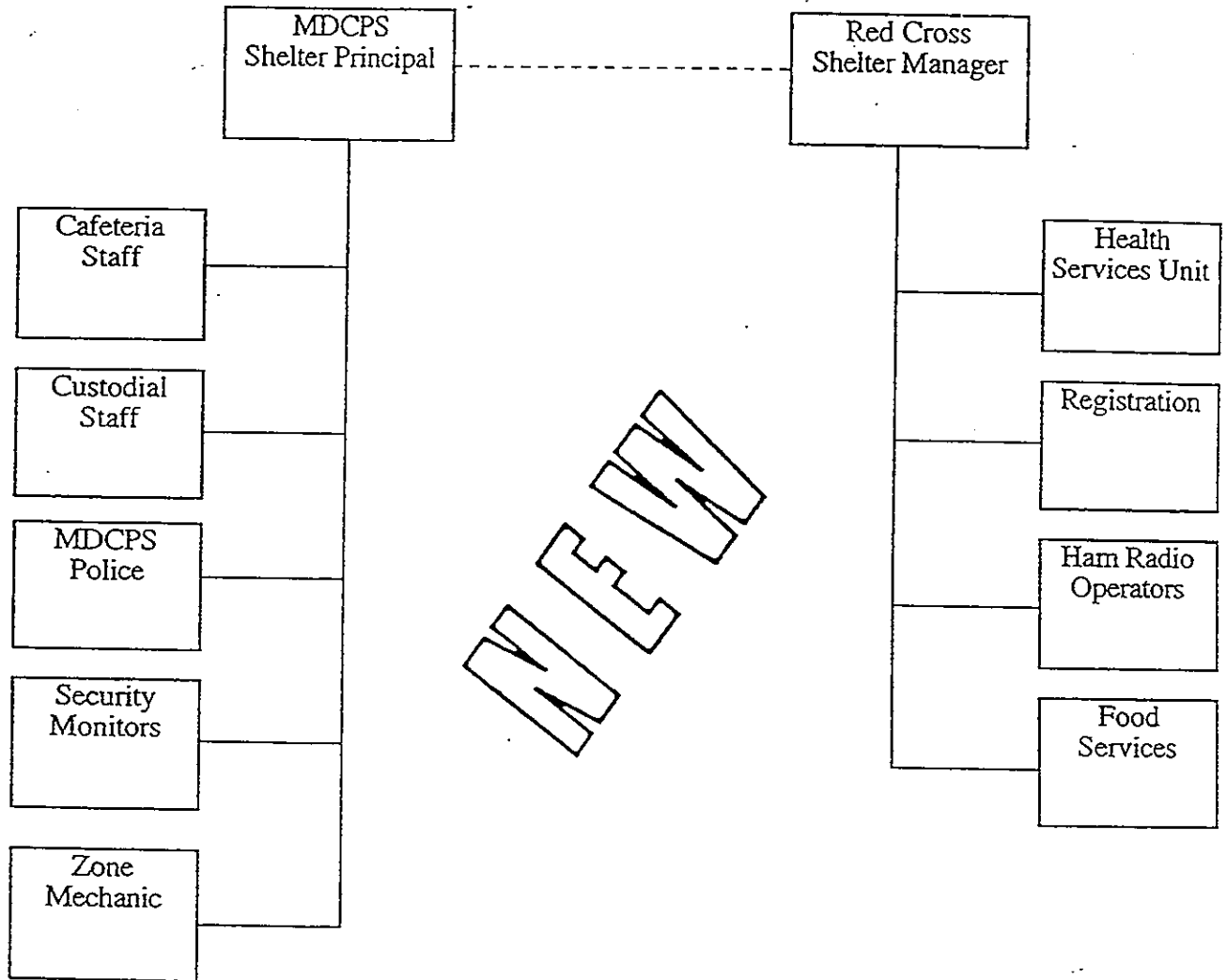
- official shelter registration forms
- official computer printouts of MDCPS payrolls by shelter
- site survey completed by the shelter principal and shelter manager immediately following the closing of the shelter
- name, ~~Social Security~~ employee number, regular pay rate indicating regular hours worked, overtime pay rate indicating overtime hours worked, total hours, school name, and dates worked by personnel staffing the shelter during the activation

# SHELTER ORGANIZATIONAL CHART





# SHELTER ORGANIZATION CHART



The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978, prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D- 1.10 prohibit harassment and/or discrimination against an employee or student on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability.

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*