

TO: All Locations

FROM: Rudolph F. Crew, Superintendent of Schools

SUBJECT: **HURRICANE PREPARATION**

Due to the projected path of Hurricane Frances, all work locations should immediately take the time to download and review the Board's Disaster Recovery Plan, located on the District's Website under e-handbooks...http://www.dadeschools.net/ehandbook/disaster_recovery.pdf

Specifically, Section II, Pre-Disaster Preparations outlines steps which should be taken to prepare facilities in the event of a storm and should be thoroughly reviewed. It is important to point out that in the event of a storm hitting Miami-Dade County, and the issuance of a Presidential disaster declaration, the Federal Emergency Management Agency (FEMA) will provide reimbursement of specific time and expenses related to storm preparation. Copies of the Emergency Daily Activities Record (EDAR) which is included in the document's appendix should be utilized to capture any overtime, and usage of materials and equipment, which is incurred for storm preparation.

Additional information will be forthcoming including reference to the Emergency Management Procedures Manual.

Attached is a copy of a memorandum entitled Catastrophe Preparedness, which was sent previously outlining steps which can be taken to protect Board-owned equipment.