

MEMORANDUM

September 24, 2004

TO: All Work Locations

FROM: Rudolph F. Crew, Superintendent of Schools

SUBJECT: **Preparation for Hurricane Jeanne**

With the approach of Hurricane Jeanne, district personnel are expected to complete storm preparations by close of business today, Friday, September 24, 2004. Given that Jeanne is headed on a westerly course without a clear turning path, staff must leave all equipment properly protected prior to departing for the weekend.

Emergency Daily Activity Records (EDAR – FM6444) will not be completed for storm preparation work. In the event that that Miami-Dade County experiences tropical-storm force winds or greater, essential staff who undertake post-storm safety inspections will complete an EDAR for any work undertaken outside of scheduled working hours. The form is available on Records and Forms Management's website.

Additional information will be provided as it becomes available.

RFC:sbk