

An aerial satellite-style photograph of a large hurricane system over the Gulf of Mexico. The hurricane's eye is visible in the center, surrounded by dense, swirling cloud bands. The surrounding landmasses, including the southern United States and northern South America, are visible in shades of green and brown. A decorative horizontal bar with segments of blue, yellow, green, and light blue is positioned at the top of the image. The title text is overlaid in the center of the hurricane's cloud structure.

Hurricane Preparedness and Recovery Training

Hurricane Preparedness and Recovery Training

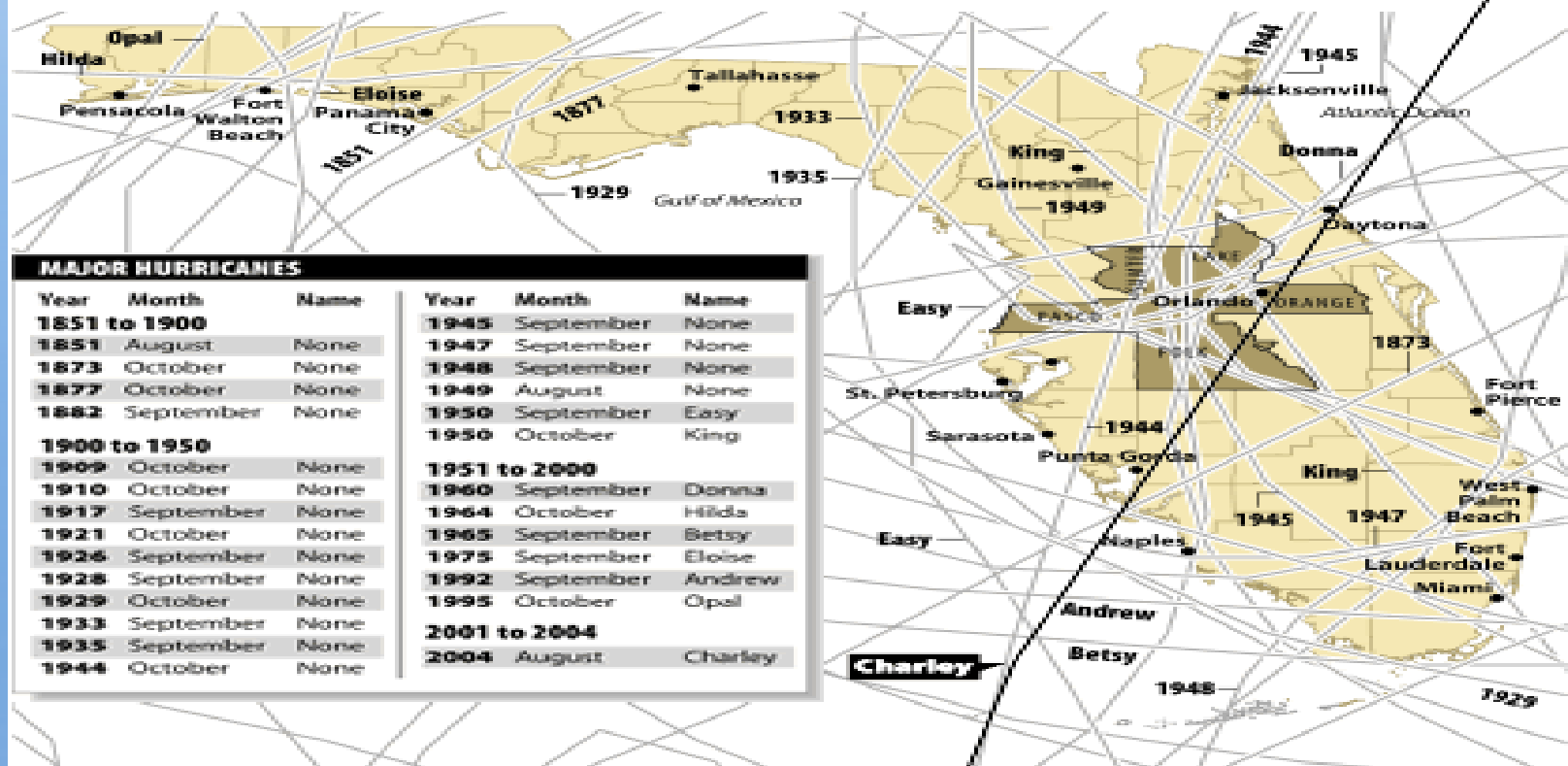
- Please share this training program with the following employee groups at your site:
 - Food Service Manager
 - Head and Lead Custodians
 - Security Monitors
 - Maintenance Staff
 - Administration
 - Payroll Clerk
 - School-Based Safety Team

Review of Past Hurricane Seasons

- All areas in state vulnerable

Tracking the paths

A look at all of the major hurricanes (category 3 and higher) that have passed through Florida since 1851.

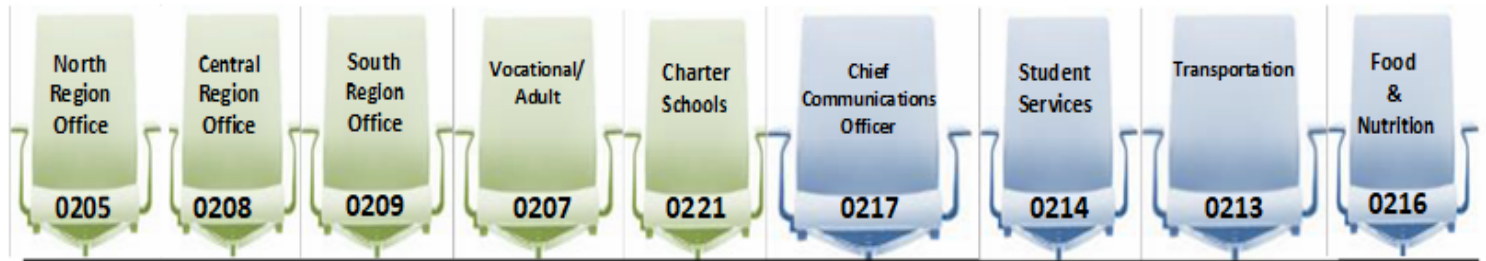


An aerial satellite-style photograph of a tropical cyclone, showing a distinct eye and spiral cloud bands over a dark blue ocean. The surrounding land is green and brown. A decorative horizontal bar with segments of blue, yellow, green, and blue is at the top. The text "Emergency Command Center & Communications" is overlaid in a blue, 3D-style font.

Emergency Command Center & Communications

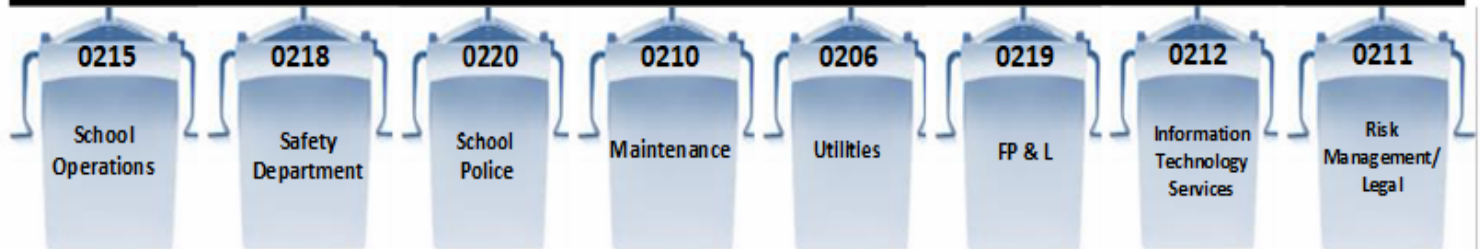
Emergency Command Center

- ▣ **Located in the School Board Administration Building. ITS is the alternate command center**
- ▣ **Central command and coordination for all District and Region activity**
- ▣ **Receiving site for damage assessment information**
- ▣ **Distribution of information to employees, parents, students and the community**



TEAM LEADERS

Emergency Command Center



Communications

- **The District Emergency Communications Network (DECON) is used effectively by District staff and shelter principals pre and post storm**
- **Employee Emergency Communication System (EECS) provides reporting instructions and critical information to essential District employees following a hurricane, public health event or other emergency events.**

DECON Radio



Do not leave radio in charger

DECON Radio Charger



Do not leave radio in charger

DECON Radio Protocol

- All radios should be set on system A and channel number 1 SB-OPS Shelter.
- Press the transmit button and wait until you hear a beep before speaking
- Identify yourself at the beginning of the transmission, i.e., this is SB0041 Air Base Elem.
- Radio transmissions must be short and to the point
- At the end of each transmission, Say “Over”
- Please remember everyone with a DECON radio can hear your transmission

An aerial satellite-style photograph of a tropical storm or hurricane over the ocean. The storm's eye is visible in the center, surrounded by dense, swirling clouds. The surrounding ocean is dark blue, and the landmasses are visible in shades of green and brown. The text is overlaid in a large, blue, 3D-style font.

**Pre-Season Storm
Preparation & Protocol
for Closing and
Re-opening Schools**

Pre-Season Storm Preparation

- Direct custodians to perform monthly rooftop cleaning. Procedure can be found in the Emergency Operations Plan
- Direct custodians to check fuel levels in emergency generator. Contact vendor to replenish fuel if needed. This is critical for emergency shelter schools.
- Report trees that require trimming to Maintenance
- Prior to a storm impact, schools and administrative sites will be asked unplug computers and electrical equipment and cover with plastic.
- **Update employee directory information in PERS**

Pre-Season Storm Preparation

- Update and safely secure the Hurricane Recovery and Preparation Kit
- Review the Administrator's Home Hurricane Preparation List (found on School Operations website)
- Make extra copies of the Initial Damage Assessment Survey
- Update school-site emergency communication plan
- Update employee directory information in PERS
- Update the Instructional Materials Inventory Reporting Forms FM-6884 & FM-6983.
- Identify staff members who can assist with damage assessment.

District Protocol for Closing and Re-opening Schools

- Consult with the Miami-Dade County Office of Emergency Management and National Weather Service
- Consider anticipated arrival of tropical storm force winds
- Assess expected rainfall accumulation
- Coordinate school closure announcements with news media cycles – (e.g. 6:00 p.m.)
- Confer with representatives from Broward, Palm Beach, and Monroe school districts

District Protocol for Closing and Re-opening Schools

- Add 4-6 hours to the expected arrival tropical storm force winds
- Ensure the safety students and staff
- Secure buildings and grounds
- Clear any bus accidents or breakdowns

District Protocol for Closing and Re-opening Schools

Scenario #1

- ▣ Full school day
- ▣ After-school care
- ▣ After-school activities/athletic events
- ▣ Night school

Scenario #2

- ▣ Conduct full school day
- ▣ Conduct after-school care
- ▣ **Cancel** after-school activities/athletic events
- ▣ **Cancel** night school
- ▣ Sufficient time required to notify parents regarding cancellation
- ▣ Special provisions needed for students that participate in after-school activities

District Protocol for Closing and Re-opening Schools

Scenario #3

- ▣ Conduct full school day
- ▣ **Cancel** after-school care
- ▣ **Cancel** after-school activities/athletic events
- ▣ **Cancel** night school
- ▣ Sufficient time to notify parents
- ▣ Special provisions for students that participate in after-school care

Scenario #4

- ▣ Early dismissal or half-day of school
- ▣ Creates serious transportation challenges
- ▣ Students may be home without parents
- ▣ Working parents unable to pickup children
- ▣ Requires school-based contingency plans
- ▣¹⁷ May increase anxiety of students, parents and staff

Re-opening of Schools

- ▣ **Six (6) factors determine re-opening of schools:**
 - ▣ Damage to school facilities
 - ▣ Availability of power
 - ▣ Operability of traffic signal and signs
 - ▣ Access to schools (flooding, debris etc.)
 - ▣ Timing of damage assessment
 - ▣ Availability of M-DCPS personnel

Re-opening of Schools

- ▣ **Adequate time is needed to perform Initial Damage assessment**
- ▣ **Major hurricanes**
 - ▣ Close schools
- ▣ **Weaker storms**
 - ▣ Greater challenge for expediting damage assessment
 - ▣ Community pressure

An aerial satellite-style photograph of a tropical cyclone, showing a well-defined eye and spiral cloud bands over a dark blue ocean. The surrounding landmasses are visible with green vegetation and some urban areas. The text "Damage Assessment" is overlaid in a large, blue, 3D-style font with a white outline and a drop shadow.

Damage Assessment

Damage Assessment

Initial Damage Assessment

- Utilized for an initial assessment
- Utilized as a tool to determine the re-opening of schools

Comprehensive Damage Assessment

- Schools may be required to assist in completing a Comprehensive Damage Assessment
- Document District loss
- Utilized for insurance/FEMA reimbursement

Initial Damage Assessment

- The principal is responsible for conducting the initial damage assessment and transmitting the information to the District utilizing the Initial Damage Assessment Survey.
- Initial damage assessment will commence as soon as the “all clear” is given by the Miami-Dade County Office of Emergency Management and Homeland Security. The all clear will be transmitted via the District’s DECON radio system and/or via e-mail if available.
- District will share damage assessment data with Miami-Dade County Office of Emergency Management and Homeland Security to assist them in their damage assessment of Miami-Dade County.
- Damage Assessment information is also sent to FEMA assist in determining the level of assistance for the Federal Emergency Declaration.

Initial Damage Assessment Survey Communication Protocol

1	Transmit Survey Via Mobile Device.
2	Mobile Device Inoperable: Transmit Survey Utilizing Web Application at the Disaster Recovery Website http://dr-dadeschools.net/
3	Mobile Device and Web Inoperable: Fax Survey to 305-371-3123.
4	Mobile Device, Web and Fax Inoperable: Transmit Survey Utilizing DECON Radio or contact Region Office in the Command Center.
5	Methods 1, 2, 3, 4 are Inoperable: Deliver Survey to designated Region Office.

Initial Damage Assessment Survey Questions

1. Can you open?
2. Is debris blocking access?
3. Are the grounds flooded?
4. Is access blocked by flooding?
5. Are any utility wires down?
6. Do you have damage to windows, doors or walls?
7. Do you have roof damage?
8. Do you have major water intrusion?
9. Are any portable classrooms damaged and unusable?
10. Does your facility need to be secured/boarded?

Initial Damage Assessment Survey Questions

11. Are you without commercial power?
12. Are you without water pressure?
13. Are you without telephones?
14. Are the traffic signals damaged/missing?
15. Are you without an operable fire alarm?
16. Are you without an operable public address system?
17. Do you have major debris?
18. Are there any problems or issues not addressed above that would impede you from opening? If yes, please explain below.

Initial Damage Assessment Screen Command Center

M-DCPS Home Contact Us | Search



Disaster Recovery

STUDENTS PARENTS EMPLOYEES COMMUNITY

Tuesday, May 15, 2007

LOG OFF

Disaster Recovery Home
Forms
Reports
Resources
Contact

GOOD AFTERNOON DIBENEDETTO, JOHN

Storm Selected: NO CURRENT STORMS

DISTRICT STATUS: FILTER OPTIONS

Able to Open?

Yes: 3

No: 1

Not Reported: 328

Filter

By Region

Region 1 Region 2 Region 3

Region 4 Region 5 Region 6

View All

By Location/Name:

School List (Click column(s) to sort) View able to open: Yes No N/R ALL

Showing "All status" locations:

Viewing page 1 out of 9 ← 1 2 3 4 5 6 7 8 9 →

DISTRICT	SCHOOL	STATUS
0041	AIR BASE ES	Yes
0071	EUGENIA B. THOMAS ES	Yes
0081	LENORA BRAYNON SMITH ES	N/R
0091	BOB GRAHAM EDUCATION CENTER	N/R
0101	ARCOLA LAKE ES	N/R
0111	MAYA ANGELOU ES	N/R
0121	AUBURNDALE ES	N/R
0125	NORMA BUTLER BOSSARD ES(S/S "Y1")	N/R
0161	AVOCADO ES	N/R
0201	BANYAN ES	N/R
0241	RUTH K BROAD/BAY HARBOR ES	N/R
0251	ETHEL KOGER BECKHAM ES	N/R
0261	BEL-AIRE ES	N/R
0271	BENT TREE ES	N/R
0321	BISCAYNE ES	N/R

Driving To Your School

When you arrive at your campus drive around carefully, observe other elements critical to opening your school.



Traffic Signals, Power Poles, Utility Lines and Signs

- Are the traffic signals, signs, power poles, and utility lines functional and in good condition?



School Accessibility

Drive around the campus to determine if there are accessibility problems. Will staff and students be able to park? Will buses be able to access the drop off areas safely?



School Accessibility

Can children walk around the campus safely? They should not have to walk into a street.



School Accessibility

Major Debris

- ❑ A tree blown over of this large size requires trained workers and special equipment to remove.



Structural Damage/Water Intrusion

- When driving around the campus look at the roofs.
- Significant roof damage easily seen by your initial assessment.



Safety Precautions

Enter buildings with extreme caution!

- Always carry a flash light.
- If you smell gas leave immediately, and report it.
- Wear closed toed shoes with substantial rubber soles to prevent slipping and puncture wounds from broken glass and other sharp objects.

Security Concerns Damaged Buildings

- Windows, walls, or doors that have been blown out will need securing immediately to prevent intruders from entering, and further property loss.



Structural Damage

- Always remember to approach damaged building materials with caution. Sharp metal edges and nails are all around.



Commercial Power

- **Do you have power in all your buildings?**
 - Do you see any lights on? If yes, are they powered by battery or emergency generator?
 - Listen to hear if the generator is running? If it is, you most likely do not have commercial power.
 - Do not stand in water and turn on light switches, breakers or anything electrical.
 - If you have commercial power check the fire alarm, security alarm, P/A, and telephones.

Post Storm Recovery Period

- Coordinate with Maintenance Administration for the arrival of a crew for emergency repairs.
- Expect intermittent power outages.
- After the storm, equipment failure may result from power surges and outages.
- Structural failures may become apparent days later. e.g. plaster ceilings and soffits cracking or breaking loose, roof top fans not operating, underground utilities broken by tree roots.
- Generator diesel fuel may be low or empty.
- Battery operated lights drained.

An aerial satellite-style image of a tropical storm system over the Gulf of Mexico. The storm features a distinct eye and spiral cloud bands. The surrounding landmasses are visible in shades of green and brown. A decorative horizontal bar with segments of blue, light blue, green, and yellow is positioned at the top of the image. Overlaid on the storm is the text 'Risk Management' and 'Post Storm Recovery Period' in a large, blue, 3D-style font.

Risk Management

Post Storm Recovery Period

Emergency Daily Activity Record

- Employee completes one Emergency Daily Activity Record (EDAR – FM6444 (10-16) in own hand written each day
- Emergency Pay hours are entered on EDAR under “Excess”
- School Payroll Clerk/Treasurer collects and collates EDARs daily before employee departs
- Site administrator signs and dates EDARs daily

Emergency Daily Activity Record

- Payroll distributes Special Pay (SP) form with deadline for submission
- Clerk/Treasurer uses total EDAR hours for each employee to compute Special Pay hours
- Total hours, per employee, entered on SP form, must match total “EXCESS” hours on EDARs

Emergency Daily Activity Record

- School delivers Special Pay form with **all** supporting EDARs to WL 9112-Room 335 at Jefferson/ANNEX

Important Note

- EDARs not signed and dated by employee & worksite administrator will be returned to the school site.
- Special Pay that is not supported by EDARs will be charged to the school's discretionary fund.
- Emergency related hours (before, during or after a storm) cannot be input in PARS. The Emergency Payroll Form **MUST** be used.

VERY IMPORTANT NOTE

- Special Pay that is not related to reimbursable FEMA storm-related work will be charged against the school's discretionary fund.

Emergency Daily Activity Record

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF RISK AND BENEFITS MANAGEMENT - WL 9112
EMERGENCY DAILY ACTIVITY RECORD**

Work Location Name/WL#: _____ Date Work Performed: _____ Disaster: _____
 Employee #: _____ Job Title: _____ Part Time: Full Time: PWW#: _____

T I M E	LOCATION OF WORK PERFORMED	DESCRIPTION OF WORK PERFORMED (Be detailed and specific)	HOURS WORKED		
			Regular	Excess	Shelter Operations

E Q U I P M E N T	EQUIPMENT MAKE, MODEL (Size, horsepower, as appropriate)	PROPERTY CONTROL/SERIAL NUMBER	HOURS OF OPERATION		MILEAGE (If applicable)	EQUIPMENT RATE (FCO use only)	EXTENDED COST (FCO use only)
			From	To			

M A T E R I A L	MATERIAL	QUANTITY	UNIT OF MEASURE (See codes on instruction form)	EQUIPMENT RATE (Risk Management Use only)	EXTENDED COST (Risk Management Use only)

Employee Name (Print): _____ Administrator Name/Title (Print): _____
 Employee Signature/Date: _____ Administrator Signature/Date: _____

EDAR Example 1, The Good



MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF RISK AND BENEFITS MANAGEMENT - WL 9112
EMERGENCY DAILY ACTIVITY RECORD

Work Location Name/WL#: _____ Date Work Performed: 10/31/05 Disaster #: 1609
Employee #: _____ Job Title: _____ Pay Code: C Part Time: _____ Full Time: PW#: _____

T
I
M
E

E
Q
U
I
P
M
E
N
T

M
A
T
E
R
I
A
L

LOCATION OF WORK PERFORMED	DESCRIPTION OF WORK PERFORMED (Be detailed and specific)		HOURS WORKED			
			Predefined	Excess	Shared (Intermittent)	
	Cut and dispose of fallen tree limbs. Survey school site clean water seepage. Clean leaves and debris around site			6.5		
EQUIPMENT MAKE MODEL (Size horsepower as appropriate)	PROPERTY CONTROL SERIAL NUMBER	HOURS OF OPERATION		MILEAGE (if applicable)	EQUIPMENT RATE PER HOUR (Manufacturer's use only)	EXTENDED COST PER HOUR (Manufacturer's use only)
		From	To			
Gas power saw		8:00	11:30			
Pressure cleaner		12:00	2:00			
Echo Blower		2:00	2:30			
MATERIAL (USED)	QUANTITY	UNIT OF MEASURE (State units of: Bushels/cubic feet/feet)		UNIT COST PER HOUR (Manufacturer's use only)	EXTENDED COST PER HOUR (Manufacturer's use only)	
Trash Bags	2		cases			
Bleach	3		gallons			
Stripper	1		gallon			

Employee Name (Print): _____ Administrator Name/Title (Print): _____
Employee Signature/Date: _____ Administrator Signature/Date: _____

ENTER DATA ACCURATELY. THE ABOVE INFORMATION WILL BE COMPARED TO PAYROLL FOR DISCREPANCIES.

EDAR Example 2, The Bad



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF RISK AND BENEFITS MANAGEMENT - WL 9112
EMERGENCY DAILY ACTIVITY RECORD**

Work Location Name/WL#: _____ Date Work Performed: 10/31/05 Disaster #: HURRICANE WILMA
 Employee #: _____ Job Title: _____ Pay Code: C Part Time: _____ Full Time: PW#: _____

TIME	LOCATION OF WORK PERFORMED	DESCRIPTION OF WORK PERFORMED (Be detailed and specific)		HOURS WORKED			
				Regular	Excess	Shelter Operations	
	ON SCHOOL GROUNDS	HURRICANE CLEAN UP			8AM-12PM <u>4</u>		
EQUIPMENT	EQUIPMENT MAKE / MODEL (Size / horsepower, as applicable)	PROPERTY CONTROL/SERIAL NUMBER	HOURS OF OPERATION		MILEAGE (If applicable)	EQUIPMENT RATE (Risk Management use only)	EXTENDED COST (Risk Management use only)
			From	To			
MATERIAL	MATERIAL USED		QUANTITY	UNIT OF MEASURE (See codes on instruction form)		UNIT COST (Risk Management use only)	EXTENDED COST (Risk Management use only)

Employee Name (Print): _____ Administrator Name/Title (Print): _____
 Employee Signature/Date: _____ Administrator Signature/Date: _____

ENTER DATA ACCURATELY. THE ABOVE INFORMATION WILL BE COMPARED TO PAYROLL FOR DISCREPANCIES.

Please fax form to (305) 995-7177 * Store original EDAR with Time Sheets

EDAR Example 3, The Ugly



MIAMI-DADE COUNTY PUBLIC SCHOOLS
 OFFICE OF RISK AND BENEFITS MANAGEMENT - WL 9112
 EMERGENCY DAILY ACTIVITY RECORD

Work Location Name/WL#: [REDACTED] Date Work Performed: OCT. 31 / 05 Disaster #: Wilma
 Employee #: [REDACTED] Job Title: [REDACTED] Pay Code: C Part Time: _____ Full Time: X PW#: _____

T
I
M
E

E
Q
U
I
P
M
E
N
T


M
A
T
E
R
I
A
L

LOCATION OF WORK PERFORMED	DESCRIPTION OF WORK PERFORMED (Be detailed and specific)		HOURS WORKED			
			Regular	Excess	Shelter Operations	
[REDACTED]	Office duties		✓			
EQUIPMENT MAKE / MODEL (Size, horsepower, as appropriate)	PROPERTY CONTROL/SERIAL NUMBER	HOURS OF OPERATION		MILEAGE (If applicable)	EQUIPMENT RATE (Risk Management use only)	EXTENDED COST (Risk Management use only)
		From	To			
MATERIAL USED		QUANTITY	UNIT OF MEASURE (See codes on instruction form)	UNIT COST (Risk Management use only)	EXTENDED COST (Risk Management use only)	

Employee Name (Print): [REDACTED] Administrator Name/Title (Print): [REDACTED]
 Employee Signature/Date: [REDACTED] Administrator Signature/Date: [REDACTED]

ENTER DATA ACCURATELY. THE ABOVE INFORMATION WILL BE COMPARED TO PAYROLL FOR DISCREPANCIES.

Furniture Equipment and Fixtures Form

 <p style="font-size: small;">Miami-Dade County Public Schools <i>giving our students the world</i></p>		MIAMI-DADE COUNTY PUBLIC SCHOOLS OFFICE OF RISK AND BENEFITS MANAGEMENT - WL 9112 FURNITURE, FIXTURES & EQUIPMENT FORM								
Work Location Name / WL #: _____							Page _____ of _____			
Telephone #: _____		Forced Entry? Yes <input type="checkbox"/> No <input type="checkbox"/>			ACCESS Center #: _____		Date of Loss: _____			
CHECK ONE BOX BELOW ONLY - (Use separate FF&E form for damage from each peril)										
<input type="checkbox"/> Flood <input type="checkbox"/> Fire <input type="checkbox"/> Lightning <input type="checkbox"/> Power Surge <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Wind										
Building Number: _____ (Use the Florida Inventory of School Houses (FISH) Floor Plan number)							For Bureau of Procurement Use Only			
Room No.	No. of Items	Item, Model No.	(Over \$1000) Provide Property Control No.	(Under \$1000) Provide Original Invoice or P.O.	Damaged	Provide Repair Estimate	Destroyed or Stolen	Replacement Cost	Actual Cost	Extended Cost
			↔	↔			↔			
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
			\$	\$		\$		\$	\$	\$
Totals						\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Administrator's Name: _____			Administrator's Signature: _____			Administrator's Title: _____				Date: _____

REMINDER: COMPLETE OUTGOING CONTROLLED EQUIPMENT FORM FOR ALL DESTROYED ITEMS

Furniture Equipment and Fixtures Form

- Using FM-6249, list damaged or destroyed FF&E separately, by room number, with applicable Property Control (P.C.) numbers. Indicate cause of loss by checking **one** of the following: Wind or Power Surge. Complete separate worksheets for each type of peril.* Use current replacement cost prices obtained from catalogs or School Board-approved vendors with copies of applicable pages or quotes.

Self-Insured Property Fund Proof of Loss Form



SELF-INSURED PROPERTY FUND PROOF OF LOSS

S
C
H
O
O
L
/
W
O
R
K
S
I
T
E

Plant Security Report Number _____	Fire/Water Damage _____ Theft & Vandalism _____
School/Worksite Name _____	Work Location # _____
Date/Time of Loss _____	
Nature of Loss _____	
Injuries? YES <input type="checkbox"/> NO <input type="checkbox"/> Estimate of Damage _____	
Principal/Worksite Supervisor Signature (Signed in blue ink) _____	Telephone _____ Date _____

THIS CLAIM CANNOT BE PROCESSED UNLESS A COMPLETED PLANT SECURITY REPORT WITH A MASTER CASE NUMBER ASSIGNED, AND AN ITEMIZED LIST OF DAMAGED EQUIPMENT WITH COPIES OF INVOICES AND/OR PURCHASE ORDERS ARE ATTACHED.

M
A
N
A
G
E
M
E
N
T

R
I
S
K

Estimated Damage \$ _____	Date forwarded to Budget Management _____
Deductible \$ 500.00	
Claim Approved for \$ _____	
Claim Disapproved <input type="checkbox"/>	Date forwarded to work location supervisor if disapproved _____
Reason: _____	
_____ William B. Wever, Director of Property Loss Control	

M
A
N
A
G
E
M
E
N
T

B
U
D
G
E
T

Budget has been established as follows: _____ Date _____

Fund	Object	Location	Program	Function	Amount
0100					
0100					

Budget Analyst

FORM INSTRUCTIONS

- Submit completed FM-6249 and a Proof of Loss (FM-5349) signed in **blue ink** by the work location administrator, with a copy of the completed Outgoing Controlled Equipment Form (FM-1670) for P.C.'d items, to Risk Management, Property Loss Control, Mail Code 9112.
- Upon receipt of all required documentation, Risk Management will instruct the Office of Budget Management to create a funding structure. **Funds must be expended to replace storm-damaged FF&E in like kind and quality.**

An aerial satellite-style photograph of a large hurricane or tropical storm over the ocean. The storm's eye is visible as a bright white circular center, surrounded by dense, swirling white and grey clouds. The surrounding ocean is dark blue, and the surrounding landmasses are green and brown. The text "Shelter Operations" is overlaid in a large, blue, 3D-style font across the center of the storm.

Shelter Operations

Public Shelter Space 252.385

(4)(a) Public facilities, including schools, postsecondary education facilities, and other facilities owned or leased by the state or local governments, but excluding hospitals, hospice care facilities, assisted living facilities, and nursing homes, which are suitable for use as public hurricane evacuation shelters shall be made available at the request of the local emergency management agencies.

Shelter List

- Why me???
- Miami-Dade Office of Emergency Management designates schools as Emergency Evacuation Centers

Shelter List

- ▣ **Shelter Selection Criteria**
 - ▣ **New Schools**
 - ▣ **Large Capacities – Senior and Middle**
 - ▣ **Geographically located throughout Miami-Dade County**
- ▣ **Structural and Operational Survey – OEM**
- ▣ **Review of existing shelter list by Capital Construction, Maintenance, Region Offices and Principals**

Types of Shelters

- General Population Evacuation Center (EC)
- Pet-friendly Evacuation Center (PFEC)
- Medical Evacuation Center (MEC0)
- First Responders Evacuation Center
 - This center shall be self-sufficient and operated by Miami-Dade Police Department. It will not require food, supplies and cleaning services. The County will provide a liaison to address any problems or concerns related to shelter operations.
- Primary
- Secondary
- Tertiary

Miami-Dade County Operations

- Shelters are operated by Miami-Dade County
- Miami-Dade County will ensure the following is provided:
 - Evacuation Center Manager
 - Staff to perform functions such as Assistant Shelter Manager, Evacuee Registration Manager and Dormitory Manager
 - Miami-Dade Fire Rescue (MDFR) will provide at least 1 Paramedic and 1 Emergency Medical Technician (EMT) at each EC and MEC during their operations with communications, Advanced Life Support (ALS) bag. Will coordinate with other agencies if shelter is outside their jurisdiction.
 - Animal Services Department will staff the pet-friendly shelters.
 - Florida Department of Health will coordinate the staffing of medical personnel at Medical Evacuation Centers.

Shelter Activation Procedures

- The Miami-Dade Office of Emergency Management, will contact the District with the names and activation schedule for the emergency shelters.
 - Obtain approval for shelter activations from the Superintendent of Schools
 - Notify District Critical Incident Response Team

Shelter Activation Procedures

- **School Operations will contact Region Superintendents** with the emergency shelter activation information.
- Each Region Superintendent will contact their respective shelter principals to inform them of the shelter activation time (Note: once shelter principals have been notified, back-up principals and staff should also be contacted and placed on stand-by, in the event they are needed to relieve initial shelter staff).
- Each shelter principal will contact the staff members needed to activate the shelter.

Shelter Activation Procedures

- Activate the DECON and inform 305-995-1550 of the shelter activations.
- The DECON Center (Phone: 305-995-1550, Radio: SB-Base, will serve as the primary contact point for shelter principals and District staff to receive emergency shelter updates.

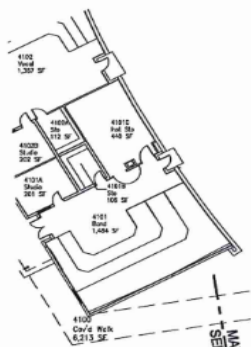
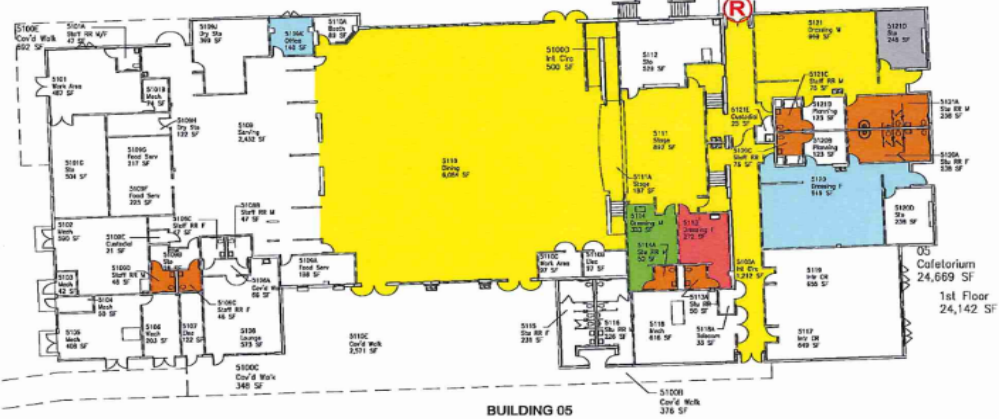
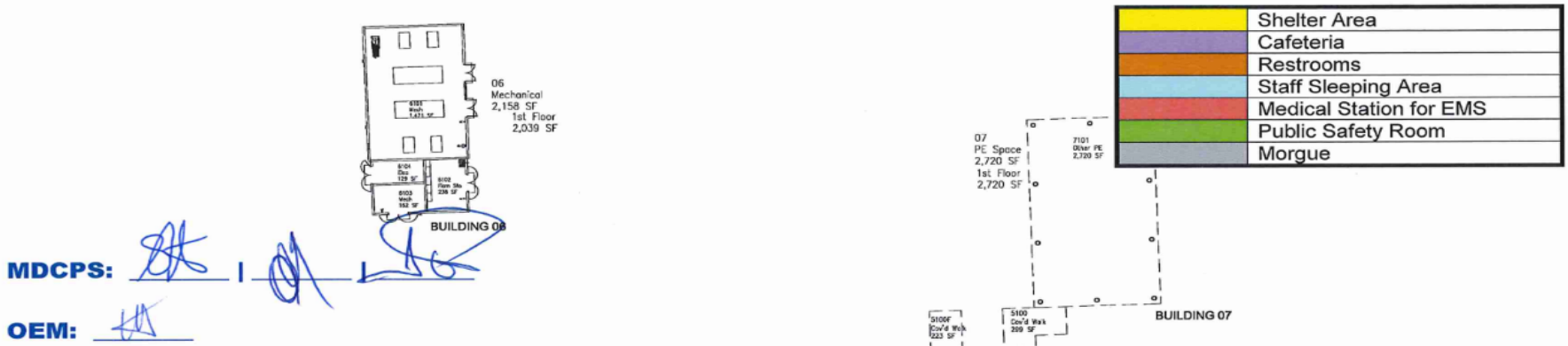
Shelter Activation Procedures

- ▣ Primary shelters first to open
- ▣ Shelters are usually opened in “waves” of five or ten
- ▣ Located throughout the Miami-Dade

Shelter Principal's Responsibilities

- ▣ Population Counts
- ▣ Shelter Areas
- ▣ Security
- ▣ During storm phase only designated areas of the school shall be utilized
- ▣ Support Miami-Dade County shelter operations

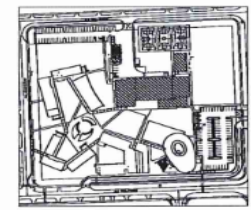
Designated Shelter Areas



BLDG. 05 06 & 07 - 1ST FLOOR

SCALE: 1/32"=1'-0"

First Floor Usable Shelter Space		
Total		8,624 sq. ft.
Evacuee Capacity	20 sq. ft. per person	431 evacuees
	15 sq. ft. per person	574 evacuees



KEY PLAN
NOT TO SCALE

UPDATES
 April 14, 2015
 March 8, 2016

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 1450 N.E. 2ND AVENUE
 MIAMI, FLORIDA 33132

ANDOVER MIDDLE SCHOOL
 121 NE 207TH STREET
 MIAMI GARDENS, FLORIDA 33179

ADMIN. NO.
6023

DOE/DEF NO.
0433

SHEET NO.
9 of 12

Enhanced Hurricane Protection Areas

- Newer schools
- Have special building features such as:
 - Power outlets connected to emergency generator
 - Water supply connected to bathroom areas to allow operation in event of the interruption of water service

District Shelter Management

- District staff at the Miami-Dade County Office of Emergency Management - Emergency Operations Center
 - Division of Safety and Emergency Management
 - School Police
 - Transportation

Shelter Operations

- The Hurricane Evacuation Center principal or designee will be in charge of the facility operation at the school
- The Miami-Dade County Hurricane Evacuation Center Manager will be in charge of the hurricane evacuation center operation at the school
- **Both individuals will work in cooperation** to carry out the successful operations of a shelter

Shelter Operations

▣ Communications

- ▣ Telephone access will be provided to the assigned Miami-Dade County Personnel
- ▣ The Miami-Dade County Shelter Manager shall be assigned a hand-held school radio to maintain constant contact with other school staff
- ▣ Reasonable access will be granted to office areas, to facilitate shelter operations

Shelter Operations

▣ Closing a Facility

- ▣ The closing of a shelter will be a joint decision between the Miami-Dade County Office of Emergency Management and M-DCPS
- ▣ Miami-Dade County is responsible for picking up supplies
- ▣ Consolidation of facilities

Shelter Operations

▣ *Start Up Team* includes:

- ▣ School Principal
- ▣ Maintenance staff volunteer
- ▣ Cafeteria Manager
- ▣ Head Custodian
- ▣ Two M-DCPS Police Officers

Shelter Operations

- **Ongoing Team** (in addition to the start up team), includes:
 - Three (3) Cafeteria Workers,
 - Three (3) Custodial Workers
 - And Three (3) Security Monitors
- One team for each eight hour shift for approximately 100 people per facility.
- This may increase incrementally not to exceed the school principal, cafeteria manager, three cafeteria staff, three custodial staff, three security monitors per shift per facility with a population of 500.

An aerial satellite-style photograph of a tropical cyclone, showing a distinct eye and spiral cloud bands over a dark blue ocean. The surrounding landmasses are visible with green vegetation and grey urban areas. A decorative horizontal bar with segments of blue, light blue, green, and yellow is positioned above the image. The title text is overlaid in a large, bold, blue font with a white drop shadow.

Tips from a Shelter Principal



Action Plan

- Ensure that your emergency generator works and has a full tank of fuel
- Check the roof and the campus grounds to make sure that loose items are secured or removed
- Call 305-995-1550 to empty all trash dumpsters
- Check with your Cafeteria Manager to make sure you have an adequate supply of food and water

Action Plan



- Designate and prepare an area for Miami-Dade County representatives to work and receive shelter guests
- Create a communications plan with the Miami-Dade County representatives
- Issue radios and exchange cell phone numbers
- Exchange duty schedules
- House shelter guests in secure designated locations
- Complete hurricane shelter shift change checklist when relieved of duty
- Work closely with Miami-Dade County representatives to ascertain the total number of shelter guests and the number arriving each hour
- Report both numbers to district personnel every hour

Action Plan

- Test DECON radio transmission
- Call and e-mail back-up principals to confirm phone numbers and duty schedules
- Secure and/or cover equipment that may be affected by driving rain or structural leaks
- Designate areas for fire rescue and police representatives
- Establish an emergency equipment holding area
- Establish a communications plan with fire rescue and police representatives

An aerial satellite-style photograph of a tropical cyclone, showing a distinct eye and spiral cloud bands over a dark blue ocean. The surrounding landmasses are visible with green vegetation and brown terrain. A decorative horizontal bar with blue, light blue, green, and yellow segments is positioned at the top of the image. The text "Food and Nutrition Pre-Season Preparation" is overlaid in a large, bold, blue font with a white outline and a slight drop shadow.

Food and Nutrition Pre-Season Preparation

Food and Nutrition Pre-Season Preparation

- Food Service Manager
- 1 Alternate Designee
- Manager + 2 Employees/500 registered participants
- Additional Employees - as needed

Food and Nutrition Pre/Post Hurricane

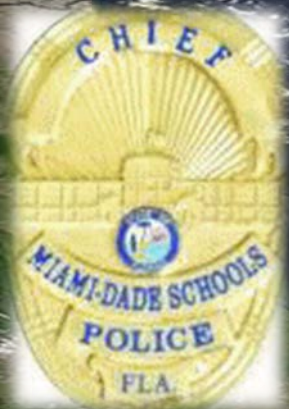
- ✓ Contractually responsible for providing 3 days of food service.
- ✓ After 3 days Miami-Dade County to provide shelf stable food.
- ✓ Food Service may continue utilizing food if agreed upon with Miami-Dade County.
- ✓ Ensure contact information is current for all Food Service personnel
- ✓ Call Food Service Manager immediately after hurricane
- ✓ Check for power outages
 - ✓ freezers/refrigerators
 - ✓ Food spoilage/discarded food must be documented

Food Spoilage Determination

▣ USDA RECOMMENDATIONS:

- ▣ Keep refrigerator and freezer doors closed to maintain cold temperatures
- ▣ Frozen food – will hold for 48 hours. May be refrozen if temperature is 40° or below, or contains ice crystals.
- ▣ Refrigerated food – will hold up to 4 hours if doors remain closed– temperature of 40° or below
- ▣ **If possible, transfer perishables to activated shelters**

Miami Dade Schools Police Operations



Hurricane Response Plan Operations

▣ Responsibilities:

- ▣ Maintain order
- ▣ Ensure for the safety of the occupants and staff
- ▣ Prevent the introduction of weapons, illegal drugs, alcoholic beverages, and other prohibited items

Important Information From School Operations

- At the conclusion of this training all principals must verify that they have viewed this training with appropriate staff by completing a survey.
- The survey can be found in the principal's portal under the Emergency Preparedness/Disaster Recovery tab or by clicking on the following link. The 2019 Tropical Storm and Hurricane plan is also available on the site.

Questions

Please e-mail any questions regarding this training to Mr. Mark Zaher, Schools Operations.

