

EMERGENCY MANAGEMENT  
PROCEDURES

FOR

CORAL REEF MONTESSORI  
ACADEMY CHARTER SCHOOL

IN COMPLIANCE WITH

MIAMI-DADE COUNTY  
PUBLIC SCHOOL

Prepared by

DIVISION OF SAFETY AND EMERGENCY MANAGEMENT

DISTRICT INSPECTIONS, OPERATIONS AND  
EMERGENCY MANAGEMENT

Board Rule: 6Gx13-6A-1.06

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# **EMERGENCY MANAGEMENT PROCEDURES**

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

**Prepared by**

**DIVISION OF SAFETY AND EMERGENCY MANAGEMENT**

**DISTRICT INSPECTIONS, OPERATIONS AND  
EMERGENCY MANAGEMENT**

**December 2006**

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

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**DISTRICT INSPECTIONS, OPERATIONS AND EMERGENCY MANAGEMENT**

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# INTRODUCTION

This manual was developed to assist site administrators in dealing with various types of emergencies. Each administrator should also have a copy and be familiar with the District's Critical Incident Response manual. The Emergency Management Procedures and Critical Incident Response manuals contain specific procedures and guidelines for responding to many types of emergencies. The manuals overlap in regards to emergency planning and response. It is recommended that you regularly meet with members of your critical incident response team to discuss both manuals and develop site specific plans to meet the needs of your individual sites.

The appendix located on pages 88-91 contains the activation protocols for the Miami-Dade Public Schools District Critical Incident Response Team (DCIRT). Principals and site administrators can activate DCIRT to obtain district-wide support in response to 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, Lockdown Drills, Tests and Reporting
- \* Emergency Evacuation of the Disabled
- \* Suspected Food-Borne Illnesses
- \* Protection from Electrical Storms
- \* Tornadoes
- \* Emergency Broadcast Network and Natural Disaster Warning Systems
- \* District Emergency Communications
- \* Pre- and Post-Storm Hurricane Requirements
- \* Post Storm Damage Assessment
- \* 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
- \* 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
- \* District Critical Incident Response Team (DCIRT)
- \* Mail Handling Procedures

Updated information will be sent to all site administrators as changes are made. For example, each year the American Red Cross, Miami-Dade County Office of Emergency Management and District develops 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 Division of Safety and Emergency Management, telephone number 995-4900, Work Location 9114.



# REPORTING EMERGENCIES

The purpose of this section is to provide instruction for reporting emergencies. It is important that these instructions be used for actual emergencies only.

## A. EMERGENCY TELEPHONE NUMBERS

\*\*\*\*\*DIAL 911\*\*\*\*\*

FIRE -- POLICE -- RESCUE

HAZARDOUS CHEMICAL SPILL OR POISON CASES

POISON INFORMATION CENTER TOLL-FREE NUMBER: 1-800-282-3171

**MDCPS' POLICE 757- COPS (0514)**

## B. REQUESTING EMERGENCY ASSISTANCE

1. Use the following remarks for requesting the emergency assistance required.

- a. I am in need of (FIRE, POLICE, RESCUE, HAZARDOUS CHEMICAL SPILL, POISON) assistance.
- b. My location is \_\_\_\_\_  
address
- c. The nature of the assistance required is \_\_\_\_\_  
describe
- d. My name is \_\_\_\_\_
- e. Wait to answer questions from the person accepting call.

2. When poisonings occur NOTIFY the following agencies:

- |                                   |                |
|-----------------------------------|----------------|
| a. RESCUE-----                    | 911            |
| b. POISON INFORMATION CENTER----- | 1-800-282-3171 |
| c. COUNTY HEALTH DEPARTMENT-----  | 324-2413       |

## C. REPORTING EMERGENCY BUILDING FAILURES

Report gas leaks, explosions, and other serious facility related failures as follows:

1. a. Between 7:00 A.M. and 3:30 P.M. on school and work days to the appropriate Region Maintenance Center:

**REGION MAINTENANCE CENTERS: 995-4000**

**Region 1 Maintenance Center :** 995-4092  
**Region 2 Maintenance Center:** 995-7900  
**Region 3 Maintenance Center:** 835-1000  
**Region 4 Maintenance Center:** 995-4300  
**Region 5 Maintenance Center:** 235-2329  
**Region 6 Maintenance Center:** 248-3016

**MAINTENANCE VEHICLE GARAGE: 835-1019**

b. Division of Safety and Emergency Management: 995-4900

2. All other times call the **MDCPS EMERGENCY MANAGEMENT CENTER -995-1550**

# EMERGENCY EVACUATIONS, LOCKDOWN DRILLS, TESTS AND REPORTING

This section provides instructions for performing emergency evacuations at schools. It also provides instructions for evacuation drills, testing of alarm systems, recordkeeping, and annual reporting requirements.

## A. ACTIVATING THE FIRE ALARM SYSTEM

1. CALL 995-1550 IF DRILL OR TEST.
2. Any person should activate the nearest fire alarm pull station when discovering valid cause for a building evacuation.
3. In the event the fire alarm is non-functional the public address system with two-way call back feature may be used as a back-up for the fire alarm system for a maximum period of 30 days. During this time, school administration shall instruct teachers and staff to utilize the PA system to alert the main office when discovering valid cause for a building evacuation. The principal shall meet with their security monitors and custodians to ensure they are aware of the fire reporting procedures. If the site does not have a PA system with two-way callback a fire watch must be initiated by either Maintenance or Capital Construction. The Division of Safety and Emergency Management must be notified and will provide either Maintenance or Capital Construction personnel specific fire watch requirements. All non-functional fire alarm systems must be reported immediately to the appropriate Region Maintenance Center. Regional Maintenance should consider non-functional fire alarms an emergency and use all means available to quickly restore the system.
3. Fire alarm devices shall be located so that they can be seen, where applicable, and heard in every room above all other sounds. Principals and site administrators must report areas where the alarm cannot be heard to the appropriate Regional Maintenance Center.
4. Alarm equipment shall be restored to service as promptly as possible after each test or alarm.

## B. EMERGENCY EVACUATION SIGNALS

1. Activate fire alarm system to initiate evacuation.
2. If fire alarm system is not operational. Announce the evacuation order over the public address system.
3. A separate building may have an independent alarm system. When a building that has its own alarm requires evacuation, two runners shall be sent to inform the main office of the evacuation.

## C. RESPONSIBILITIES WHEN THE FIRE ALARM SOUNDS

1. Teachers
  - a. Signal the students to prepare to evacuate.
  - b. Bring the class rollbook.
  - c. Check classroom toilets and other contiguous rooms.
  - d. Proceed to the room exit and initiate room evacuation. DO NOT waste time closing windows, drawing shades, etc.

- e. Check to see that everyone has departed the room.
  - f. Close the classroom door. DO NOT lock it.
  - g. Follow the assigned evacuation route to the assembly area.
  - h. Evacuate quickly but do not permit running, shoving, tripping, or excessive talking.
  - i. Assign students to open the exit doors, when required.
  - j. Make certain that these students rejoin your group.
  - k. Take roll call, and report missing persons to the principal or assistant principal.
2. Other Staff Members

Perform assignments previously designated by the principal or other person in charge.

3. Principal or Person in Charge

- a. Ensure activation of alarms and public address system announcements, and then begin the evacuation.
- b. Ensure notification of the fire department during actual emergencies.
- c. See that staff members are following their emergency assignments.
- d. Stop elevator operations. Elevators should be automatically recalled to the first floor by the activated fire alarm. Elevators are not a approved means to evacuate a building.
- e. See that the disabled receive care. To obtain additional information, see the section titled "Emergency Evacuation of the Disabled."
- f. Cooperate with the emergency services personnel when they arrive during actual emergencies.
- g. Advise immediate supervisor, when time permits, during actual emergencies.

**D. RECALL SIGNALS**

Recall signals shall be sounded upon the decision of the person in charge. The recall signal shall be distinct from any other signal so that mistaken re-entry into the buildings does not occur. A continuous ringing of the school bell system can be used for this purpose.

**E. EMERGENCY EVACUATION PLAN**

- 1. Develop an emergency evacuation plan (diagram) to familiarize occupants with all available means of exits, particularly emergency exits that are not normally used during normal occupancy of the building. Exits that lead directly outside the building should be designated as the primary evacuation route.
- 2. Post diagrams in each occupied area.
- 3. Indicate clearly on the diagram primary and alternate routes to the assembly areas.
- 4. Practice some evacuation procedures during changes of classes, during assemblies, and at other times when pupils are not in the classrooms.

**F. EMERGENCY EVACUATION DRILLS -- BUILDINGS**

- 1. Evacuation drills shall be performed in K through K12 educational facilities at a rate of one drill per month. An additional drill, except for year-round schools, shall be performed within

the first 30 days of school. The following drill schedule shall be adhered to:

Drill #1	August
Drill #2	August
Drill #3	September
Drill #4	October
Drill #5	November
Drill #6	December
Drill #7	January
Drill #8	February
Drill #9	March
Drill #10	April
Drill #11	May

- a. Schools conducting after-school care sessions should hold drills during their school hours.
- b. Facilities should hold drills as directed by the principal or designee.
2. Required drills should be unannounced without prior notice to staff.
3. Adult programs, community schools and ancillary facilities shall perform four evacuation drills per year, one during each calendar quarter.
4. Contact with local fire stations is encouraged for conducting evacuation drills.
5. Drills should be entered into the Fire Alarm System Inquiry (FASI) on the same day they are performed.

#### G. EMERGENCY EVACUATION DRILLS -- SCHOOL BUSES

1. Conduct emergency bus drills as frequently as indicated by the Department of Transportation policy at school sites.
2. Bus drivers shall be responsible for conducting drills under supervision of the Department of Transportation.
3. A representative of the school principal shall attend each drill and assist in the supervision and evacuation of students from their buses.

#### H. EVACUATION AND DRILL REPORTS

1. Report actual emergency evacuations and drills on the same day the drill is performed in the district's Fire Alarm System Inquiry (FASI). Site administrators need to authorize staff member access to FASI via their AAAA security access application found in CICS. Instructions for inputting this report utilizing the on-line application Fire Alarm Safety Inquiry (FASI) is included in Appendix A, page 7 of this section.

#### I. FIRE ALARM TESTING

1. The responsibility for testing the fire alarm system in each school remains with the office of the principal or senior administrator.
2. Test fire alarms during each drill.
3. Maintain an internal log of fire alarm tests on FM-0390 Rev. (01-01), "Fire Alarm Test Log." See Appendix B of this section.
4. Submit one copy of the test log to the Division of Safety and Emergency Management at the end of each school year.

#### J. OTHER SPECIFIC RESPONSIBILITIES

Other specific responsibilities assigned by the State Board of Education are indicated below. (Reference State Requirements for Educational Facilities, Florida Administrative Code 69A-58 and National Fire Protection Agency 101)

1. Principal's responsibilities – The principal or administrator in charge shall:
  - a. Ensure that school employees understand the operation of each evacuation plan, their duties connected with such plans, and proper notification procedures in the event of emergency evacuation.
  - b. Appoint a person to carry out the principal's duties with respect to actual

- evacuation and drills at times when the principal is absent.
  - c. Determine daily that all exit facilities and equipment are kept operable to facilitate rapid escape from the building.
  - d. Be acquainted with the use of fire alarms, fire department notification, location of exits, and fire extinguishers.
2. Teachers' Responsibilities – The teachers shall:
- a. Assist and cooperate with the principal in the development and use of fire exit or emergency evacuation drills.
  - b. Supervise and assist in the evacuation of physically disabled students.
  - c. Effect and lead a prompt and orderly evacuation of the class by having full control of all students.
  - d. Account for all students upon reaching the point of evacuation and report any discrepancy to the school official in charge.
  - e. Be acquainted with the use of fire alarms, fire department notification, location of exits, and fire extinguishers.
  - f. Acquaint each student with procedures to be followed in the event exit routes are not usable, the proper use of fire alarms, and the subsequent procedures for notifying the administration.
  - g. When absent from a room, notify the teacher in the next room of your departure and return, to provide evacuation supervision at all times.
3. Custodians' Responsibilities -- The custodians shall:
- a. Turn off all motors, fans, and other power-driven equipment if feasible to avoid spreading the fire or hindering the fire-fighting operations.
  - b. Stand by to inform the fire department of the best means of access to the fire and to provide assistance as required.

## K. LOCKDOWN DRILLS

The most current information regarding Lockdowns can be found in the Miami-Dade Critical Incident Response manual. Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite.

Lockdowns are initiated by the principal or a member of the assigned Critical Incident Response team via the public address (PA) system. Therefore, it is essential that the PA system is functional and can be heard in all areas of the building. When performing a Lockdown drill the principal and site administrators should identify areas of the building where the public address system cannot be heard. PA systems with documented deficiencies should be reported to the appropriate Region Maintenance Center for repair or if necessary replacement.

In the absence of a fully functional PA system principals should create and disseminate a plan to notify the occupants of the building if a Lockdown is necessary. Utilizing the fire alarm is prohibited for Lockdowns as the fire alarm can only be used to direct the evacuation of a building.

## L. DISTRICT LOCKDOWN DRILL REQUIREMENTS

Two lockdown drills are required each school year. The first drill should be performed in October and the second during the month of February. Lockdown drills must be entered into the FASI system the same day they are performed.

## Fire Alarm System Inquiry (FASI) Reporting Emergency Evacuation Drills

Emergency evacuation drill information must be entered on-line utilizing application "FASI" on the same day the drill is performed. It is imperative that site administrators go into the application assignment screen and authorize appropriate personnel access to "FASI" utilizing their AAAA security access application in CICS.

The procedure for entering emergency evacuation drill (FIRE DRILL) reports is as follows:

1. Sign onto the system with "CICS."
2. Enter your employee number, work location number, personal password
3. Choose "FASI" in application menu.
4. The selection screen for the emergency evacuation drill reporting system should now be on your screen.
5. To input a new drill, choose code "M" which should be typed next to the word "CODE" on the middle of the screen. Choose code "B" to view all other drills your location has in the system.  
Code "C" is to modify or to make changes on fire drill reports.  
After selecting the appropriate code, press enter.
6. You must now choose one of the following actions:  
Action "A" is to add a new record.  
Action "C" is to clear screen.  
Action "D" is to display report.
7. Complete all information on the evacuation drill report form.  
Verify information. Press enter.

Emergency evacuation drill reports cannot be deleted from the system. They can only be modified.

If you have any question or require further information, please contact Ms. Maria Elena Coto, Division of Safety and Emergency Management at 305-995-4905.

### FASI Screen Print

```

EDMANT      ***** ADD EVACUATION DRILL *****
Aug 23, 06  - EMERGENCY DRILL REPORTING SYSTEM -                12:01 PM

      PRESS <PF3> KEY IF THIS IS NOT A FIRE DRILL OR FIRE EMERGENCY
ACTION (A,C):  LOCATION: 5114
LOCATION NAME:   SAFETY ENVIRON & HAZARDS MGT

DATE OF EVACUATION      :  _ _ _ _      (ENTER: MM DD YY FORMAT)
TIME OF DAY OF EVACUATION :  _ _ _ _      (ENTER: HH MM - USE 24 HOUR CLOCK)

TYPE OF EVACUATION      :  _ _ _ _      (ENTER: D-DRILL E-EMERGENCY)
ALARM OPERATING PROPERLY :  _ _ _ _      (ENTER: Y-YES N-NO)
FIRE DRILL NUMBER      :  _ _ _ _      (ENTER: DRILL NUMBER OR SS (SCHM/SCHL))

NUMBER PARTICIPANTS     :  _ _ _ _
TIME REQUIRED TO EVACUATE :  _ _ _ _      (ENTER: MM SS - MINUTES & SECONDS)

COMMENTS:
-----
Enter PF1  PF2  PF3  PF4  PF5  PF6  PF7  PF8  PF9  PF10  PF11  PF12
      Help  quit  recm  flip  pref  main
  
```

Appendix A



## Fire Alarm System Inquiry (FASI) Reporting Lockdown Drills

Lockdown drill information must be entered on-line utilizing application "FASI" on the same day the drill is performed. It is imperative that site administrators go into the application assignment screen and authorize appropriate personnel access to "FASI" utilizing their AAAA security access application in CICS.

The procedure for entering lockdown drill (Code Red/Yellow) reports is as follows:

1. Sign onto the system with "CICS."
2. Enter your employee number, work location number, personal password
3. Choose "FASI" in application menu.
4. The selection screen for the drill reporting system should now be on your screen.
5. To input a new drill, choose code "L" which should be typed next to the word "CODE" on the middle of the screen. Choose code "B" to view all other drills your location has in the system.  
Code "C" is to modify or to make changes on lockdown drill reports.  
After selecting the appropriate code, press enter.
6. You must now choose one of the following actions:  
Action "A" is to add a new record.  
Action "C" is to clear screen.  
Action "D" is to display report.
7. Complete all information on the lockdown drill report form.  
Verify information. Press enter.

Lockdown drill reports cannot be deleted from the system. They can only be modified.

If you have any question or require further information, please contact Ms. Maria Elena Coto, Division of Safety and Emergency Management at 305-995-4905.

### FASI Screen Print

```

***** ADD LOCKDOWN DRILL *****
Aug 23 06      EMERGENCY DRILL REPORTING SYSTEM      12:05 PM
PRESS <PF3> KEY IF THIS IS NOT A LOCKDOWN DRILL

*ACTION (A,C,D):      LOCATION: 9114
LOCATION NAME          SAFETY ENVIRON & HAZARDS MGT
DATE OF DRILL        : _____ (ENTER: MM DD YY FORMAT)
TIME OF DAY OF DRILL : _____ (ENTER: HH MM - USE 24 HOUR CLOCK)
TYPE OF DRILL        : _____ (ENTER: L=LOCKDOWN)
PA SYSTEM OPERATING PROPERLY: _____ (ENTER: Y=YES R=NO)
LOCKDOWN DRILL NUMBER: _____ (ENTER: DRILL NUMBER 01 OR 02)
NUMBER PARTICIPANTS  : _____
COMMENTS:
_____
_____
_____
Enter: PF1  PF2  PF3  PF4  PF5  PF6  PF7  PF8  PF9  PF10 PF11 PF12
      help quit recrn      flip pref      main
  
```

Appendix B



### FIRE ALARM & EMERGENCY LIGHTS SYSTEM TEST LOG

Submit at end of year to:  
Department of Safety, Environment  
and Hazards Management  
Mail Code: 9114

School Year 20\_\_\_\_ - 20\_\_\_\_

NAME OF FACILITY: \_\_\_\_\_ LOCATION NUMBER: \_\_\_\_\_

Dates Tested: Fire Alarm (at least once quarterly) — Emergency Lights (at least once monthly)					
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Fire Alarm	Fire Alarm	Fire Alarm	Fire Alarm	Fire Alarm	Fire Alarm
Emergency Lights	Emergency Lights	Emergency Lights	Emergency Lights	Emergency Lights	Emergency Lights
Dates Tested: Fire Alarm (at least once quarterly) — Emergency Lights (at least once monthly)					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Fire Alarm	Fire Alarm	Fire Alarm	Fire Alarm	Fire Alarm	Fire Alarm
Emergency Lights	Emergency Lights	Emergency Lights	Emergency Lights	Emergency Lights	Emergency Lights

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- NOTES: 1) Fire Alarms systems are to be tested during each drill. Emergency lights are to be tested once each month.
- 2) Retain a copy of this form for your files.

\_\_\_\_\_  
Facility Administrator

RM-DOS-53(O-2)

RM 0100 Rev. 06/01

Appendix C

# EMERGENCY EVACUATION OF THE DISABLED

The purpose of this section is to provide guidance for the emergency evacuation of disabled students and staff from school buildings during emergencies and to provide instructions for conducting practice drills for the disabled.

## A. DEFINITIONS

### 1. Emergency Evacuation

An evacuation from a school building made under emergency conditions ( i.e., fire, explosion, gas leak).

### 2. Evacuation Drill

A practice evacuation from a school building enabling staff, instructional personnel, and students to become familiar with evacuation procedures.

### 3. Walking Disabled (Semi-Ambulatory)

Disabled students/staff capable of evacuating a building unassisted and with routine teacher supervision.

### 4. Wheelchair-bound Disabled (Non-Ambulatory)

Disabled students/staff who are dependent on one or more persons for wheelchair evacuation assistance.

### 5. Immobile Disabled (Non-Ambulatory)

Physically or mentally disabled students who are immobile, not in wheelchairs, and who must be physically carried during an actual emergency evacuation.

### 6. Evacuation Point

A place inside a building where the disabled are assembled for evacuation.

### 7. Assembly Area

Predesignated areas on the school grounds where the disabled are assembled for roll call after evacuating a building.

## B. EMERGENCY EVACUATION PROCEDURES

### 1. Multistory Building Emergency Evacuations

a. ELEVATORS SHALL NOT BE USED FOR EMERGENCY EVACUATIONS.

b. Conduct classes and activities for the disabled on the first floor of multistory buildings wherever possible.

- c. Where classes/activities for the disabled can only be conducted above the first floor, the following emergency evacuation procedures apply:
  - (1) Escort walking disabled from their multilevel evacuation points to a designated assembly area following normally prescribed evacuation exit routes.
    - (a) Escort wheelchair-bound students to predesignated stairwell landings on the floor level where they are located when the emergency occurs.
    - (b) Assemble designated staff and faculty persons at each stairwell landing and physically carry the wheelchair-bound down the stairs to the first level.
    - (c) Escort the wheelchair-bound to a designated assembly area upon arriving at the first floor level.
  - (2) Immobile disabled are not permitted above the first floor, unless exceptional circumstances cause them to be housed on other floors.

## 2. Single-Story Building Emergency Evacuations

- a. Walking disabled shall be escorted by their assigned teacher from their evacuation points to a designated assembly area, following normally prescribed evacuation exit routes.
- b. Wheelchair-bound students shall be escorted to an assembly area following predetermined exit routes.
- c. Immobile disabled will be physically lifted and carried to an assembly area by staff, faculty, and other designated persons responding to the emergency.

## C. ROLL CALL

1. Roll call shall be taken at all assembly areas to ensure that all persons are accounted for.
2. The principal and/or a fire department representative shall be contacted immediately and advised of any person not accounted for.

## D. EMERGENCY EVACUATION DRILL PROCEDURES

1. Multistory Building Emergency Evacuation Drills
  - a. Activate the fire alarm system to perform the drill.
  - b. **ELEVATORS SHALL NOT BE USED FOR DRILLS OR ACTUAL EMERGENCIES**
  - c. Escort walking disabled from multilevel evacuation points to a designated assembly area following normally prescribed evacuation exit routes.
  - d. (1) Escort wheelchair-bound students to predesignated stairwell landings when the practice alarm is sounded. They shall remain at the stairwell landing, which is their designated evacuation point, for the duration of the practice drill.

- (2) Persons assigned to carry the wheelchair-bound down the stairs during the actual emergencies shall assemble with their charges on the various stairwell landings designated and remain there until the drill is completed.
  - (3) The person in charge of each landing evacuation team shall see that the other team members are trained in proper lifting and carrying techniques, secondary evacuation routing, and location of assembly areas.
- e. Immobile disabled evacuation does not apply above the first floor.

## 2. Single-Story Building Evacuation Practice Drills

- a. Escort walking disabled from their evacuation points to a designated assembly area following normally prescribed evacuation exit routes.
- b. When identifying locations for classes and activities for physically disabled students, the need for facilitating exit in emergencies should be considered, particularly in multistory buildings.
- c. Immobile disabled shall not be evacuated during drills. However, persons designated to evacuate those disabled shall gather at the evacuation point during the drill and be briefed by the person in charge on proper lifting and carrying techniques, secondary evacuation routing, and location of assembly areas.

## E. EMERGENCY EVACUATION DRILL REQUIREMENTS

1. Emergency evacuation drills are required at a rate of one drill per month while school is in session year. It is advisable to perform the first drill during the first week of a new school year.
2. Emergency Evacuation Drills for the disabled, as prescribed in this section, should be conducted with emergency evacuation drills for the entire school.

## F. FIRE DEPARTMENT ASSISTANCE

Contact local fire departments for their assistance in establishing individual building evacuation plans and procedures. They may be invited to attend all drills involving evacuation of the disabled and to locate proper assembly areas. This is particularly important for schools with large populations of disabled students.

## G. REPORTS

Emergency evacuation drill information must be entered on-line utilizing application "FASI" (Fire Alarm Safety Inquiry) on the same day the drill is performed. Additional information regarding FASI can be found on page 7.

## H. ADDITIONAL ASSISTANCE

Contact the Division of Safety and Emergency Management, 995-4900, for additional assistance.

# SUSPECTED FOOD-BORNE ILLNESSES

The purpose of this section is to provide guidance when food-borne illness is suspected in a Miami-Dade County public school.

## A. CAUSE OF FOOD-BORNE ILLNESSES

Food-borne illnesses are caused by eating contaminated food.

## B. PROCEDURES TO BE FOLLOWED IN SCHOOLS

1. Call the following parties immediately, in the order shown, when a food-borne illness is suspected during the school day.

- |   |                |
|---|----------------|
| a. Emergency Rescue                                 | 911            |
| b. Poison Information Center                        | 1-800-282-3171 |
| c. Miami-Dade County Health Epidemiology Department | 324-2413       |
| d. Notify the parents or guardians of ill students. |                |
| e. Office of Risk and Benefits Management           | 995-7150       |

2. In addition to the above, the school site manager (principal) or designated representative shall:

- a. Notify the appropriate Regional Center superintendent or designated representative.
- b. Notify the Administrative Director, Department of Food and Nutrition, of the suspected food-borne illness.
- c. Notify the school's food service manager that:
  - (1) Pots, pans, utensils, and dishes used in the preparation of items in question are to remain untouched, when possible, so that examination and tests may be performed by county health authorities.
  - (2) All food service employees involved in the production of suspected menu items are to be examined by the public health officials.
  - (3) Food samples are to be made available to the Miami-Dade County Department of Public Health in accordance with procedures originated by the Department of Food and Nutrition.

# PROTECTION FROM ELECTRICAL STORMS

This section provides information for protection from electrical storms. Each year, about 400 children and adults in the U.S. are struck by lightning while working outside, at sports events, on the beach, mountain climbing, mowing the lawn or during other outdoor activities. About 80 people are killed and several hundred more are left to cope with permanent disabilities. Many of these tragedies can be avoided. It is estimated that at any given moment, some 1,800 electrical storms are in progress over the earth's surface. The frequency with which these giant generators of local weather occur, the quantity of energy they release, and the variety of forms this energy may take, make electrical storms great destroyers of life and property.

## A. PROTECTIVE ACTION

The following protective actions shall be taken by faculty and students in case a nearby storm in the vicinity causes lightning, which is associated with thunderstorms. (Weather alert radios, provided to all schools, can be used to determine severe weather conditions approaching your area.)

### 1. School Grounds

- a. Get out of open areas and into an enclosed building as quickly as possible upon the approach of a storm.
- b. DO NOT seek shelter under isolated trees or close to wire fences, playground equipment, or shelters located in exposed locations.

### 2. School Buildings

- a. Stay indoors and do not venture outside unless absolutely necessary.
- b. Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm has passed.
- c. Keep telephone use to a minimum during storms.
- d. Do not handle flammable materials in open containers.
- e. TV sets, other electrical equipment, and appliances should be unplugged to the extent possible.

### 3. Swimming Areas

- a. Leave the water and go to the closest shelter, preferably an enclosed shelter.

### 4. Athletic Events

- a. Seek shelter in buildings.
- b. Avoid open fields and high objects in the area when there is no shelter.
- c. When caught in the open, keep twice as far from isolated trees and objects as the trees/objects are high and get into a crouching position.
- d. Avoid open spaces, wire fences, sheds, or shelters not fully enclosed and any electrically conductive elevated objects such as overhead wires.
- e. Leave the water during swimming events and go into the nearest shelter.
- f. Do not use metal objects such as fishing rods and golf clubs. Golfers wearing cleated shoes are particularly good lightning rods.

5. In Transit

- a. Stay inside vehicles. Vehicles offer excellent lightning protection. DO NOT TOUCH EXPOSED METAL PARTS.
- b. DO NOT park vehicles under electrical lines or isolated trees.
- c. Persons using scooters, motorcycles, bicycles, and other open vehicles should seek immediate protected shelter.

6. Field Trips or Hiking

- a. Move from high ground as quickly as possible and avoid lone trees and small sheds.
- b. Stay away from metal fences.
- c. Seek shelter in thick timber, a ravine, ditch, or in an enclosed vehicle or building, if possible.

B. PRE-PLANNING

Pre-plan activities to consider lightning storm activity whenever possible. Desirable pre-planning should include first-aid procedures for electric shock and burns.

C. POSTING

A copy of this procedure must be permanently posted in all physical education teachers' offices and on all school safety bulletin boards.



# TORNADOES

This section establishes district-wide guidelines for use in response to tornadoes.

## TORNADOES

In general, tornadoes develop from severe thunderstorms. Usually the weather is hot, humid, and unsettled. Tornadoes are most apt to occur during the late afternoon or early evening hours in the spring and fall, when the air is least stable. However, a tornado can occur at any time, and in any month. The most devastating tornadoes in Florida have struck during the months of December through April.

Florida averages 3 persons killed and 77 injured during some 36 tornadoes per year. Depending upon the area struck by the storm, damages can run in the tens of millions of dollars from one severe tornado.

Tornadoes result from a delicate balance of weather conditions. Strong tornadoes almost always descend from a wall cloud on the rain-free rear side of severe thunderstorms. They are spawned by a type of thunderstorm called a supercell. As with ordinary thunderstorms, a supercell pulls in warm, humid air and sends it aloft in a powerful updraft. The moisture in the updraft condenses into rain, causing a cool downdraft. In an ordinary storm the updraft turns into the downdraft, causing the storm to collapse. In a supercell the updraft and downdraft are separated and reinforce each other, sometimes for hours.

If the atmosphere surrounding the storm contains considerable wind shear, the updraft will begin to rotate. When the updraft rotates rapidly, it becomes a mesocyclone, the true source of a tornado's power. This massive column of rotating air may reach extreme heights and still not produce a tornado. Only half of the mesocyclones result in tornadoes, for reasons that are still unclear. Once a tornado is established, it may grow large enough to form smaller tornadoes within itself. These "suction vortices" orbit the core of the intense storm and are responsible for the most violent winds. Tornado wind speeds may be as great as 300 miles per hour, and the atmospheric pressure may be as much as 100 millibars lower than the surrounding air pressure.

## A. PRE-PLANNING FOR TORNADOES

During pre-planning the site manager shall:

1. Inspect the physical plant and designate the safest areas of refuge where groups will receive maximum available protection, time permitting. In general, interior protected corridors on the ground level are the best places to move students and staff in response to a tornado in your immediate area. Refrain from placing persons in large areas that have a wide roof spans such as; cafeterias, auditoriums and gymnasiums. More detailed information is located in a publication titled Tornado Protection Selecting Safe Areas In Buildings. It can be found on the following website:  
  
<http://www.floridadisaster.org/bpr/Response/engineers/library.htm#tornado>
2. Ensure your Weatheralert radio is functioning properly and is in the "alert" mode at all times. Periodically install a fresh battery. The National Weather Service performs a test of the Weatheralert system every Wednesday between 11:00 a.m. and noon. If there is actual inclement weather the test will be postponed. Your Weatheralert radio should activate and sound during the test. If your radio is not performing as described, please contact the Division of Safety and Emergency Management at 305-995-4900.
3. Include in your school tornado plan procedures to:
  - a. Notify the occupants of the relocatables in the event an evacuation is required.
  - b. Notify staff and children on physical education fields in the event an evacuation is required.
  - c. Assign specific areas of the buildings for evacuated children and staff.

4. Assign staff to monitor the Weatheralert radio and TV broadcasts, where available, for "warnings" and "all clear" information.
5. Plan for the care of those who may be injured.
6. Keep first-aid supplies current and ensure that staff knows where they are kept.
7. Provide a supply of working flashlights for those who may require them. Check their batteries regularly.

## B. TORNADO WARNING -- GENERAL PROCEDURES

A tornado warning is issued by the National Weather Service (NWS) offices to warn the public that a tornado has been sighted by storm spotters or has been indicated by radar. These warnings are issued with information concerning where the tornado is presently located and what communities are in the anticipated path of the tornado. When there is a tornado "warning" (possibility of tornado in area) that includes the area in which your facility is located, the following minimal actions are required:

1. Move staff and students from relocatables and physical education fields to designated areas in the building.
2. Move students and staff in permanent buildings to designated areas in the building.
3. Instruct persons to seek cover where floors and walls meet, and to place themselves in a protected position with their heads and faces covered by their hands and arms.
4. Keep the Weatheralert radio tuned to the continuous talk position by pressing the switch marked "weather" and monitor the weather advisory information.
5. Tune in available TV and radio sets, and monitor the weather advisory information.
6. Call the M-DCPS Division of School Police and local police in your area to provide additional watch assistance, and ask them to report any tornado sightings that occur in your area.

## C. TORNADO WATCH -- PERMANENT FACILITIES

A tornado watch is issued by the NWS to alert the public that conditions are favorable for the development of tornadoes in and close to the watch area. These watches are issued with information concerning the watch area and the length of time they are in effect.

1. Be prepared to move students housed in relocatables and trailers into interior corridors of permanent buildings.
2. Be prepared to move persons housed in multistory buildings to lower floors and interior corridors, particularly to corners, space permitting.
3. Place adult watchers outside to watch for an approaching tornado and have them immediately report back tornado sightings.
4. Test the internal communication system (public address system) to ensure that all persons can be notified in the event that evacuation becomes necessary.
5. Keep inside doors that lead into corridors unlocked. Exterior doors must not be chained or locked from the inside.

## D. TORNADO WATCH -- RELOCATABLE FACILITIES

Where there are no permanent buildings in which to find shelter, occupants should lie down under tables/desks in a fetal position and cover their heads and faces with their arms and hands.

## **E. POST-EMERGENCY ACTIONS**

1. Provide first aid for those injured, and call for medical assistance, if required.
2. Report to superiors the status of your situation, and begin making a damage assessment as required in the section on Pre and Post-Storm Hurricane Requirements.

## **F. SCHOOL BUS DRIVER RESPONSIBILITIES**

Bus drivers transporting students to or from school during tornado or national emergency alerts shall carry out the following actions:

1. Stop at the closest available building that can be used as a shelter, go inside, and remain in the shelter with the students until the "all clear" signal has been given.
2. Advise students to seek cover and to place themselves in a protected position, covering their heads and faces with their arms.
3. When a building is not readily available, disembark students from the bus and have them lie flat in the lowest area available.

# EMERGENCY BROADCAST NETWORK AND NATURAL DISASTER WARNING SYSTEMS

This section provides information for the Emergency Broadcast Network and Natural Disaster Warning systems currently in use. The District's Critical Response Team and Command Center Team may be activated depending on the nature of the event.

## A. NATIONAL EMERGENCY

1. Emergency Broadcast Network Radio Warning
  - a. Announcement of national emergencies will be made over AM/FM radio stations and WLRN-FM radio station.
  - b. Emergency Broadcast Network radio warnings shall be re-broadcast from WLRN-FM 91.3 radio and WLRN-TV stations. The Radio Station Manager is responsible for notifying the TV Station Manager of such alerts.
  - c. Warnings may also be broadcast on the Weatheralert radios that have been made available to all schools.
2. Emergency Broadcast Network Telephone Warning
  - a. The Miami-Dade County Office of Emergency Management has agreed to telephone emergency warnings directly to the M-DCPS Division of School Police.
  - b. The Chief, M-DCPS Division of School Police shall ensure the emergency message is transmitted to all Regional Center offices via the fastest available means of communications.
3. Telephone "Alert Tree" Notification Warning
  - a. Regional Center superintendents will initiate warnings from telephone "tree" for their respective region, and ensure all schools in their assigned region are notified.
  - b. Assistant Superintendent, Office of Applied Technology, Adult, and Career Education, will initiate telephone warnings to all vocational, adult, centers as applicable.
  - c. Chief administrator, Community Participation will initiate telephone warnings to all community centers and after-school care program schools.
4. AM, FM, & TV Emergency Broadcast Station Warning
  - a. The emergency broadcast system (EBS) will disseminate warning information vital to the populace.
  - b. In addition to monitoring the Weatheralert radios, site managers shall also monitor an AM/FM or TV station to receive emergency information.

**B. NATURAL DISASTER AND OTHER WARNINGS**

1. Weatheralert radios, Emergency Broadcast Network AM/FM radio receivers, M-DCPS Emergency Communications Plan and District e-mail will be used to communicate imminent natural disasters, as well as severe storm warnings.
2. These warnings also will be made over AM, FM, & TV stations.

**C. ALL-CLEAR SIGNALS**

Transmission of the "all-clear" signals will be received over the same devices originally alerting the approaching danger.

# DISTRICT EMERGENCY COMMUNICATIONS

School principals and site administrators have several means to access district emergency numbers; the District's website at [www.dadeschools.net](http://www.dadeschools.net) allows designated staff to access the Emergency phone numbers via the intranet, the emergency communications plan contains key District contact information, the Blackberry and the 24 hour communications desk at 995-1550. Principals and site administrators should regularly update their internal emergency contact numbers throughout the year.

## A. District Emergency Communications

In the event of a natural disaster, a civil disturbance or other significant incident which may affect schools, the district's emergency communications plan will be used to assure that the Superintendent, Board Members, and senior staff members are able to obtain up-to-the-moment information and make informed decisions regarding the opening and/or closing of schools and/or administrative offices.

The communications plan would most likely be activated in one of three ways:

1. The Superintendent is contacted directly by some external official such as the County Manager.
2. The Chief of the Miami-Dade Schools Police Department, is contacted by a senior police official such as the Director of Miami-Dade Police or Chief of Miami Police departments.
3. The District Director of the Miami-Dade County Public Schools (M-DCPS) Division of Safety and Emergency Management is contacted by the Miami-Dade Office of Emergency Management.

After the first contact occurs, the initial M-DCPS internal contact should be with the Chief of Staff. The chief of Staff will contact the Chief Communications Officer, to provide him with all available information to speak effectively with the press; the Chief of Staff will also coordinate necessary briefings for senior staff and Board members.

If the School Board Administration Building is secure and power is available, Room 916 will be utilized as the District emergency command center. **Command team staff shall bring their office-specific emergency plans and contact numbers to initiate their procedures, as necessary.** In the event of an extended power outage or other limitations, the command team shall convene at the ITS location.

**Access to the Command Center will be restricted to Command Team members or alternates only.**

Board member briefings will take place in SBAB Room 726B or a designated ITS conference room. An appropriate staging area will also be designated for briefing news media representatives at either site

## B. DISTRICT EMERGENCY COMMUNICATIONS NETWORK (DECON)

Miami-Dade County Public Schools implemented DECON to enable critical school district operations to continue in the event of an interruption in normal communications. The network consists of hand held radios operating via the Miami-Dade County Government radio network. This network has six repeater sites located throughout the county to provide improved coverage and system redundancy.

District and Regional Center staff as well as all principals have been provided with radios for communicating with their Regional Center and district staff as well as for receiving district-wide instructions and bulletins. These radios are tested from each school during periodic drills. However, there are significant limitations associated with this radio network. Due to distance from the repeaters and type of construction, **these radios may not transmit from inside all buildings. However, they**

should receive communications within most structures and transmit outdoors from all shelter school sites.

For additional information or assistance, contact Inspection, Operations and Emergency Management at 305-995-1550, DECON Radio ID, SB 33.

### **System Operation**

The Ericsson radios provided to district and Regional Center staff are programmed to seek the main talk group (ADMIN-1/SHELTER) when power is turned on and the selector switch is set to position 1.

### **Calling another DECON unit:**

Talk group ADMIN-1/SHELTER@ is the main talk group that can be accessed by all DECON radios. It is recommended that staff remain on this talk group so that others may reach them, as needed. After establishing communications, staff may switch to position 2 (talk group ADMIN-1/SB-ADMIN) to conduct extended conversations, then return to switch position 1 to monitor other calls.

Hold the radio upright and press the push-to-talk (PTT) switch on the side of the unit. If the red light comes on, transmit your message by speaking normally into the microphone. Release the PTT switch to listen for a reply. Always address the unit you are calling by stating their SB ID number followed by yours, i.e., SB 75 this is SB 949."

SB ID numbers for district staff can be found in the district Emergency Communications manual. This manual is updated frequently throughout the year. School SB ID numbers are SB followed by the school location number i.e. Air Base Elementary is SB 0041.

If a busy tone is heard when attempting a transmission, all voice channels are in use. Release the PTT switch, wait a moment, then press the PTT switch to transmit and release it to receive a reply.

**Note: If you are inside a building or a vehicle, the effective transmission range of your radio will be reduced, i.e., you may hear others but they may not hear you. You may need to move to another location within the building or step outside your vehicle.**

### **Low Battery Warning**

Each radio is provided with two batteries and one rapid charger. Under typical operating conditions, the battery should operate the radio for six to eight hours. When the battery's charge is depleted, the radio will emit a warning signal (*chirp-chirp*) to alert the operator that the battery should be exchanged or recharged. A depleted battery will recharge in approximately one hour. Batteries should be completely depleted before recharging.

Additionally, the radio should not be left in the charger after the battery is charged as this will gradually reduce the battery's ability to hold a charge.

# PRE-STORM AND POST-STORM HURRICANE REQUIREMENTS

The purpose of this section is to develop the district's overall response to a hurricane making landfall in our community and to provide instructions for protection from hurricanes. While most preparations for a hurricane involve common sense actions, the following procedures are provided as an aid for site managers. These procedures are not "all-inclusive," and must be supplemented by additional actions depending upon the particular building site. All sites should also review the Miami-Dade Disaster Recovery Plan produced by the Office of Risk and Benefits Management. The plan can be found on the District's website at <http://www.dadeschools.net/ehandbook/>.

## A. SEASONAL PROCEDURES

1. By **March 15** of each year, schools designated as emergency shelters must revise and update the "Site Specific" guidelines prior to hurricane season.
2. By **March 15** of each year, each school designated as an emergency shelter must complete an inventory of essential procedures, equipment, and supplies in preparation for the hurricane season. Principals shall ensure missing procedures, equipment and supplies are available prior to hurricane season.
  - a. Please complete Attachment A on page 31 of this section. (Mail copy to Work Location 9114.)
  - b. *Verify operation of Weatheralert radio prior to hurricane season.*
3. At least once a week during hurricane season (June 1 - November 30) maintenance personnel should start and run emergency generators in accordance with manufacturer's instructions. Check oil and water levels, refilling as necessary, and verify adequate fuel reserves. Check battery-powered emergency lights for operation.

## B. PRE-STORM PREPARATIONS (SHELTERS AND SCHOOL SITES)

When a hurricane watch has been issued it is the responsibility of each school principal, assisted by assigned personnel, to take the following precautions:

1. Store all portable items, such as garbage cans, cartons, tin cans, loose boards, and portable playground equipment inside the building.
2. Store all books, papers, and other equipment as far as possible from windows or areas subject to damage or entry of water. Store these items above the floor to protect them from water damage due to minor flooding.
3. Move audiovisual, computers, and business machine equipment to a secure location. If equipment cannot be moved, cover with plastic to protect from water damage.
4. Maintenance Center personnel will start and test emergency generators to ensure they are operational. Fill fuel tanks and service the generator; check lubricating oil and battery water.
5. Close and fasten all windows.
6. Maintenance will check battery-powered emergency lights for operation.
7. Principals should prepare to direct staff to fill water storage containers for facilities



designated as emergency shelters. Schools designated as primary emergency shelters will have a shipment of bottled water delivered prior to hurricane season. Secondary emergency evacuation shelters should have a supply of 5 gallon cubitainers. The cubitainers should be filled with water if the school is activated as an emergency shelter and it is apparent South Florida will experience hurricane force winds.

8. Distribute working flashlights to personnel in buildings designated as shelters.
9. Notify employees regarding the closing of schools as approved by the Superintendent. Updated information will be communicated through district e-mail, WLRN and media outlets.
10. Ensure that required personnel are available to perform their assigned duties at designated emergency shelters.
11. Take any additional precautions considered necessary for the protection of the particular facility and site. If there is a construction project at your site, contact assigned project manager to secure the site.
12. Telephone numbers and emergency numbers are available for implementation of post-storm procedures.
13. Verify operation of back-up communication system with Inspections Officer, Office of Inspections, Operations, Emergency Management, and the district representative in the Miami-Dade County Office of Emergency Operations. Each school designated as an emergency shelter should have a DECON radio. A district-wide DECON drill will be held during periodically during the hurricane season.

#### C. MIAMI-DADE COUNTY PUBLIC SCHOOLS POLICE

Prepare essential employee and emergency contact list(s) with an alternate for each primary contact.

Notify appropriate personnel during the "hurricane watch" phase of a hurricane. At the "hurricane warning" phase, all M-DCPS Police personnel should report to predesignated area emergency shelters listed below.

**NOTE:** All M-DCPS Police predesignated Regional emergency shelters will be located in facilities where vehicles and equipment can be safely secured and stored. Each facility should be equipped with a two-way radio communication base station with countywide frequencies, a minimum of four telephone lines, a cellular telephone, office supplies and equipment, and additional supplies for all vehicles.

1. Regional Centers 1 & 2  
Miami Lakes Technical Center Following the actual emergency the two region center police offices may operate from Miami Lakes Technical Center.
2. Regional Centers 3 & 4  
Miami Edison Senior High School Following the actual emergency the two region center police offices and the Central Office staff may return to the School Police District office.
3. Regional Centers 5 & 6  
Robert Morgan Technical Center Following the actual emergency the two region center police offices may operate from the Region VI police office located at Robert Morgan Technical Center.

The Superintendent of Schools and the Chief, M-DCPS Police will determine those personnel who will be required for active work duty.

One **M-DCPS Police Supervisor**, with decision-making authority, to be assigned to each activated District Command Center on a rotating basis during emergencies.

One **M-DCPS Police Supervisor**, with decision-making authority, to be assigned to the Miami-Dade Police Command Center during emergencies.

1. Verify that vital records are in a safe storage area. If necessary, relocate records temporarily to a safe facility for their protection.
2. Inventory hurricane emergency equipment and supplies, and restock if necessary.

**NOTE:** The inventory should be reviewed carefully during the months of April and May.

3. Check and service communications equipment of all M-DCPS Police personnel, and office communication systems.
4. Ensure that all vehicles are serviced, fueled, and properly equipped for emergency operation.
5. Recommended supplies for each vehicle involved in the recovery effort:

**NOTE:** Each vehicle must have:

- a. Telephone numbers for the Miami-Dade County Office of Emergency Operations, the M-DCPS Command Center(s), M-DCPS Police Command Center(s), and the Miami-Dade Police Command Center.
- b. A battery-operated radio.
- c. One flashlight for each person in vehicle.
- d. Extra batteries for radio and flashlight.
- e. First aid kit, including latex gloves, alcohol wipes, and face shields for bloodborne pathogens.
- f. Flares.
- g. Fire extinguisher.
- h. Four weather gear.
- i. Emergency tool kit (optional).
- j. Barrier tape.
- k. Emergency response gear (riot equipment).
- l. Miami-Dade County & M-DCPS maps.
- m. Bottled water.
- n. Countywide emergency passes to allow entry into restricted areas.
- o. Other equipment based on projected needs.

#### D. MAINTENANCE

Prepare essential employee and emergency contact list(s) with an alternate for each primary contact.

Notify appropriate personnel during the "hurricane watch" phase prior to a hurricane. The Maintenance Officer, will determine those essential personnel who will be required for active work duty.

1. Verify that vital records are in a safe storage area. If necessary, relocate records temporarily to a safe facility for their protection.
2. Ensure that all vehicles are serviced and fueled.

3. Inventory hurricane emergency equipment and supplies, and restock if necessary.

**NOTE:** This inventory should be reviewed carefully during the months of April and May.

4. Recommended supplies for maintenance vehicles involved in the repair effort:
  - a. A battery-operated radio.
  - b. One flashlight for each person in vehicle.
  - c. Extra batteries for both radio and flashlights.
  - d. First aid kit.
  - e. Tools and supplies appropriate to each vehicle.
  - f. Extra battery packs for handheld radios.
  - g. Telephone number for district representative at the Miami-Dade County Office of Emergency Operations.

## E. STORES AND MAIL DISTRIBUTION

Principals should inventory hurricane emergency equipment and supplies, and order additional supplies from Stores and Mail Distribution or from the appropriate source if necessary.

**NOTE:** This inventory should be reviewed carefully during the months of April and May.

1. Ensure that a two-day supply of paper goods, such as toilet paper and paper towels, is maintained to keep the school clean in the event of an emergency.
2. Ensure a two-day supply of custodial supplies, such as germicide, toilet bowl cleaner, and other sanitary items is maintained to keep the school clean in an emergency.

## F. TRANSPORTATION REQUIREMENTS

Prepare essential employee and emergency contact list(s) with an alternate for each primary employee.

Notify appropriate personnel during the "hurricane watch" phase prior to a hurricane.

The Administrative Director, Department of Transportation, will determine those essential personnel who will be required for active work duty.

1. Inventory hurricane emergency equipment and supplies, and restock if necessary.

**NOTE:** This inventory should be reviewed carefully in April and May.

2. Check and service all mobile communications equipment, and office communication systems.
3. Ensure all vehicles are serviced and properly equipped for emergency operation.
4. By special agreement, the Administrative Director, Department of Transportation, shall provide the Miami-Dade Transit Agency with one hundred (100) lift buses, drivers, and aides, when available, for assistance in evacuating the disabled to shelters.
5. In other emergencies, additional buses may be requested by the Miami-Dade County Office of Emergency Management.
6. A radio-equipped staff car, with driver and routing specialist, shall be provided to the

Miami-Dade Transit Agency's Operations Director, for use in controlling the bus fleet assigned by Miami-Dade County Public Schools.

7. Ensure that telephone numbers and instructions for the Department of Transportation are available for implementation of post-storm procedures.

### G. POST-STORM PROCEDURES

When the "ALL CLEAR" signal is officially announced after the hurricane, site managers and designated employees shall report to their facility and immediately begin damage assessment. **Damage assessment shall be conducted as per the procedures found on pages 29-32 of this manual.** If feasible, at least one custodian and zone mechanic must accompany the school principal. Check the entire building, with particular attention to the following:

1. Availability of water, electricity, and/or gas.
2. Functioning of sanitation systems.
3. Functioning of air conditioning systems.
4. Functioning of boilers.
5. Roof leaks.
6. Fallen trees.
7. Fallen electrical wires. (DO NOT TOUCH)
8. Damaged windows and doors.
9. Damaged water lines and plumbing fixtures.
10. Flooding in buildings, on the grounds, and in the general area.
11. Classrooms or other areas, identified by number or name, that are usable.
12. Estimated earliest date that classes or work can resume.
13. Functioning fire alarm system or P.A. system.

### H. REPORTING DAMAGE

The school principal of a designated shelter **must update the damage assessment report** daily to ensure a current status report is maintained and available for the facility. Forms and additional information regarding the reporting and documenting of damage can be found in the Miami-Dade Disaster Recovery Plan produced by the Office of Risk and Benefits Management. The plan can be found on the District's website at <http://www.dadeschools.net/ehandbook/>.

In addition to performing the initial damage assessment principals may be requested to provide more detailed information as below:

1. Damage Lists
  - a. Prepare a list of damages for a Maintenance representative who will visit the facility during the first daylight hours following the cessation of storm winds.
  - b. Show exact locations when identifying areas where damage has occurred. Provide a sketch or building plan if possible.
2. Telephone Damage Reports
  - a. Call the appropriate region maintenance center, and report all damages if a maintenance representative does not appear at the site.
  - b. Call the appropriate regional maintenance center office if the maintenance representative or maintenance supervisor cannot be reached.

Region Maintenance Center	<b>995-4000</b>
Region Maintenance Center 1	<b>995-4092</b>

Region Maintenance Center 2	995-7900
Region Maintenance Center 3	835-1000
Region Maintenance Center 4	995-4300
Region Maintenance Center 5	235-2329
Region Maintenance Center 6	248-3016

C. Use DECON radio to contact needed resources post storm.

I. **REPAIRING DAMAGE**

Damage shall be repaired as required by separate Maintenance procedures.

J. **REPAIR OR REPLACEMENT OF FURNITURES, FIXTURES AND EQUIPMENT**

Damage shall be reported to the Office of Risk and Benefits Management as outlined in the district's Disaster Recovery Manual, Section VII, subsection A. Staff shall use the Furniture, Fixtures and Equipment form, (FM-6249). The Disaster Recovery Manual and forms can be accessed through the district's web page. It is prudent to print several copies of these forms before hurricane season in the anticipation of interruptions of power and communications.

# EMERGENCY SHELTER PRE-HURRICANE SEASON CHECKLIST

By March 15 of each year, all schools that are designated as emergency shelters **must** complete this checklist and forward it to the Division of Safety, and Emergency Management - WORK LOCATION 9114.

## 1. PROCEDURES AND DOCUMENTS REQUIRED FOR SCHOOLS DESIGNATED AS EMERGENCY SHELTERS

- |  |         |        |
|--|---------|--------|
| A. Emergency Procedures Manual   | Yes ___ | No ___ |
| B. School Emergency Communication Plan   | Yes ___ | No ___ |
| C. Red Cross Shelter Package   | Yes ___ | No ___ |
| D. Current school emergency operations plan<br>(include primary list of <b>essential personnel</b> with alternate) | Yes ___ | No ___ |
| E. Complete shelter assignments for school personnel<br>(Administrative, Custodial, Cafeteria)                     | Yes ___ | No ___ |

## 2. EQUIPMENT FOR SCHOOLS DESIGNATED AS EMERGENCY SHELTERS

- |   |         |        |
|---|---------|--------|
| A. Emergency generator properly maintained with adequate supply of fuel (ensure it is checked weekly) | Yes ___ | No ___ |
| B. Communications Equipment   |         |        |
| a. Two-way DECON radio communication  | Yes ___ | No ___ |
| b. Weatheralert radio functional and in good repair   | Yes ___ | No ___ |
| c. Telephones operable  | Yes ___ | No ___ |
| d. Secondary shelters have supply of 5 gallon empty water containers                                  | Yes ___ | No ___ |
| C. Other equipment based on projected needs   |         |        |

## 3. SUPPLIES REQUIRED FOR THE HURRICANE SEASON

- |   |         |        |
|---|---------|--------|
| A. Food Service   |         |        |
| a. Two -day supply of food (6 meals)  | Yes ___ | No ___ |
| b. Proper paper products<br>(napkins, plates, cups, bowls, forks, knives, spoons) | Yes ___ | No ___ |
| B. Custodial Service  |         |        |
| a. Paper products<br>(sanitation, toilet paper, paper towels)                     | Yes ___ | No ___ |
| b. Cleaning and sanitation supplies   | Yes ___ | No ___ |
| C. Site Manager   |         |        |
| a. Battery-operated radio<br>(with extra batteries)                               | Yes ___ | No ___ |
| b. Battery-operated lights (flashlights)<br>(with extra batteries)                | Yes ___ | No ___ |
| c. First aid kit<br>(including latex gloves, alcohol wipes, and face shields)     | Yes ___ | No ___ |
| d. Check to ensure <b>all</b> fire extinguishers are operable                     | Yes ___ | No ___ |
| e. Other supplies based on projected needs  |         |        |

SCHOOL (Site) Administrator: \_\_\_\_\_  
Signature

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

SCHOOL NAME: \_\_\_\_\_ LOCATION # \_\_\_\_\_

Attachment A

\*Water will be supplied prior to hurricane season to the primary shelters by the Division of Safety and Emergency Management.

# **EMERGENCY HURRICANE PROCEDURES**

## **SAMPLE “SITE SPECIFIC” GUIDELINES**

**Recommended for all locations in preparing  
“site specific” emergency procedures**

### **INTRODUCTION**

Purpose

Responsibilities

General hurricane information and definitions

### **ADMINISTRATIVE PROCEDURES**

Emergency contact lists

Staffing policy

Hurricane emergency assignments

Return to normal duty

### **OPERATIONAL PLANS**

Preseason preparedness plans

Hurricane “WATCH” plans

Hurricane “WARNING” and landfall plans

### **TRAINING**

Training for staff with specific responsibilities

General staff orientation

**The “Site Specific” guidelines must be clear, concise, and  
stipulate actions to be taken by assigned personnel.**

Attachment B

# Post Storm Damage Assessment

## A. Pre-Storm Activities

24-48 hours prior to every storm, the home school principal shall convene the school's damage assessment team (DAT) to review the initial damage assessment protocol. The DAT is comprised of the principal, assistant principal(s), Regional-approved alternate administrator and designated custodians(s) who will assist administrators with damage assessment.

In the event the home school principal will be unable to conduct the initial damage assessment, the following items will be issued to the Regional-approved alternate administrator:

Charged DECON radio (with spare battery)  
Battery charger (home/vehicle)  
Access Card & keys to the school (including principal's office and kitchen area)  
Floor Plans  
Damage assessment checklists  
Location of the Hurricane Recovery and Preparation Kit

If the school utilizes a card access system, and the alternate administrator will be performing the initial assessment, the principal shall ensure the designated administrator is familiar with the process for entering the building.

The DAT members shall verify and exchange emergency contact information at the pre-storm meeting. The information should include home addresses.

## B. Post-Storm Activities

Initial damage assessments will commence as soon as the "all clear" is given by the Miami-Dade Office of Emergency Management. The "all clear" may be transmitted via:

DECON radio system  
M-DCPS website  
EECS announcement  
E-mail from School Operations

## C. Initial Damage Assessment

The principal or Region-approved administrator shall utilize their Blackberry, school Internet connection or home Internet connection to transmit the initial damage assessment data to the district Command Center.

## D. Survey Communication Protocol

The following protocol must be adhered to when communicating the results of district damage assessments:

1. Transmit the assessment via the Blackberry
2. Blackberry inoperable: Transmit the assessment via the web application
3. Blackberry and web inoperable: Fax damage assessment to your Regional Center fax machine located at the SBAB Command Center.
4. Blackberry, web and fax inoperable: Transmit the assessment via the DECON radio
5. Methods 1, 2, 3 and 4 inoperable: Deliver survey to designated Regional Center location



## **E. Utilizing Blackberry To Transmit Damage Assessment**

Informational Technology Services created an application that can be utilized to transmit your assessment results via the Blackberry. Pre-storm a link will be e-mailed to principals and selected administrators. The following procedure shall be utilized when transmitting assessments via the Blackberry.

- In order to access the assessment, scroll unto the web link provided pre-storm and push in your track wheel.
- When "Get Link" appears push the track wheel again and it will take you to the log on session.
- Follow the prompts from there.

You will enter the data into the screen as shown in appendix A of this section. Please ensure your work location number is correct and complete all the questions in the assessment before submitting. Your school information will be transmitted and can be viewed in the district Command Center, Regional Centers and by selected administrators. A sample report showing the status of Regional Center 3 schools can be found in Appendix B of this section. Additionally, the system documents the time and date of the assessment as well as the type of device utilized to transmit the data. A sample report showing this information can also be found in Appendix B of this section.

School Location Number:

Please enter a valid location

<input type="checkbox"/>	Can you open?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Is the facility secure?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Do you have power?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Do you have water pressure?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Are the telephones working?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Are the traffic signals operating?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Is the fire alarm operable?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Is the public address system operable?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Do you have major debris?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Is debris blocking access?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Are the grounds flooded?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Is the access blocked by flooding?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Do you have water intrusion?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Are any utility wires down?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Do you have structural/roof damage?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Are any portable classrooms damaged and unusable?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Please recheck your answers before clicking on submit.

Appendix A

Storm Selected: **Region 3 Drill – 08/10/06**

**Able to Open?**

Yes:

No:

Not Reported:

**Filter**

By Region

[Region 1](#)    [Region 2](#)    [Region 3](#)  
[Region 4](#)    [Region 5](#)    [Region 6](#)  
[View All](#)

By Location/Name:  [GO](#)





**School List** (Click column(s) to sort)

View able to open:

Location Number	School Name	Status
0071	<a href="#">EUGENIA B. THOMAS ES</a>	Yes
0101	<a href="#">ARCOLA LAKE ES</a>	Yes
0201	<a href="#">BANYAN ES</a>	No
0401	<a href="#">VAN E. BLANTON ES</a>	No
0521	<a href="#">BROADMOOR ES</a>	N/R
1001	<a href="#">CORAL PARK ES</a>	N/R
1401	<a href="#">CHARLES R. DREW ES</a>	N/R
1561	<a href="#">EARLINGTON HEIGHTS ES</a>	N/R

School: **0041 - AIR BASE ES**

Damage Assessment Surveys:

ARE YOU ABLE TO OPEN?	REPORTED BY	SUBMITTED ON
Yes	<a href="#">GRAPER, DEBRA K</a>	 8/10/2006 3:01:16 PM
No	<a href="#">HERNANDEZ, EDUARDO</a>	 8/10/2006 2:57:16 PM
No	<a href="#">FERNANDEZ, JORGE</a>	 8/10/2006 2:56:45 PM
No	<a href="#">HERNANDEZ, EDUARDO</a>	 8/10/2006 2:43:03 PM

Appendix B

# **SCHOOLS DESIGNATED AS EMERGENCY SHELTERS**

The list of schools designated as emergency shelters by the Miami-Dade Office of Emergency Management and Red Cross will be updated annually and approved by the Superintendent of Schools. The revised list of schools will be distributed to the appropriate staff members.

The current emergency evacuation shelter list can be found on the districts website at [http://www2.dadeschools.net/schools/emergency\\_shelters/shelter\\_list.htm](http://www2.dadeschools.net/schools/emergency_shelters/shelter_list.htm).

Information for shelter management is available in the sections titled, "Use of School Buildings as Emergency Shelters," and "Use of Miami-Dade County Public Schools Buildings as Emergency Special Needs Evacuation Centers" pages 36-54.

# 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. School buildings that have been designated as shelters or 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 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 preexisting 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. 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 44.
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 (M-DCPS), and 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 M-DCPS.

## B. SHELTER ASSIGNMENTS OF SCHOOL BOARD PERSONNEL

Appendix A on page 44 contains a chart depicting minimal recommended organization of a typical shelter organized for hurricane and emergency activities.

### 1. Staff Needed:

A. **Start-up team:** The school principal, the cafeteria manager, the head custodian, zone mechanic and one (1) M-DCPS 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 custodial workers (one for each for three 8-hour shifts) and three M-DCPS security monitors (one for each 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 44.

## C. ASSIGNMENT OF PERSONNEL FROM OTHER AGENCIES

The Red Cross and M-DCPS 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 M-DCPS police officer will be in charge of security and all security requirements (at primary shelters) necessary to operate the shelter in a safe and efficient manner. The Miami-Dade 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 Shelters 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.

Shelters must be inspected and approved according to strict established guidelines.

Areas to house shelterees are determined by the Miami-Dade Office of Emergency Management in conjunction with the American Red Cross. Principals should not utilize other areas of the building unless authorized. If a principal has a concern with an identified shelter area they should contact the Division of Safety and Emergency Management prior to the arrival of a storm.

2. Shelter Capacities:

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 Division of Safety and Emergency 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 M-DCPS Command Center(s) and other shelters
  - b. hand-held radios to access the M-DCPS 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 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 bread and juice for all hurricane shelters. 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 Red Cross shelter manager and the shelter principal have the authority to obtain food and supplies from the closest local store within 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 or 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 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 the 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.

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

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                                 |  |
| 6. plastic bags (for infectious waste)  | 11. tape (duct & masking)  |

**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, monthly rooftop cleaning services will be maintained. Loose objects and debris must be secured. 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 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 or other volunteer maintenance staff 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 and other maintenance staff that volunteer to staff schools during any emergency shall remain at the school for the duration of the declared emergency or until back-up personnel arrives.
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 M-DCPS personnel who work in the shelters, including their fringe benefits pursuant to salary schedules and provisions of various labor contracts and Board Rules;

M-DCPS employees assigned for the opening of an emergency shelter:

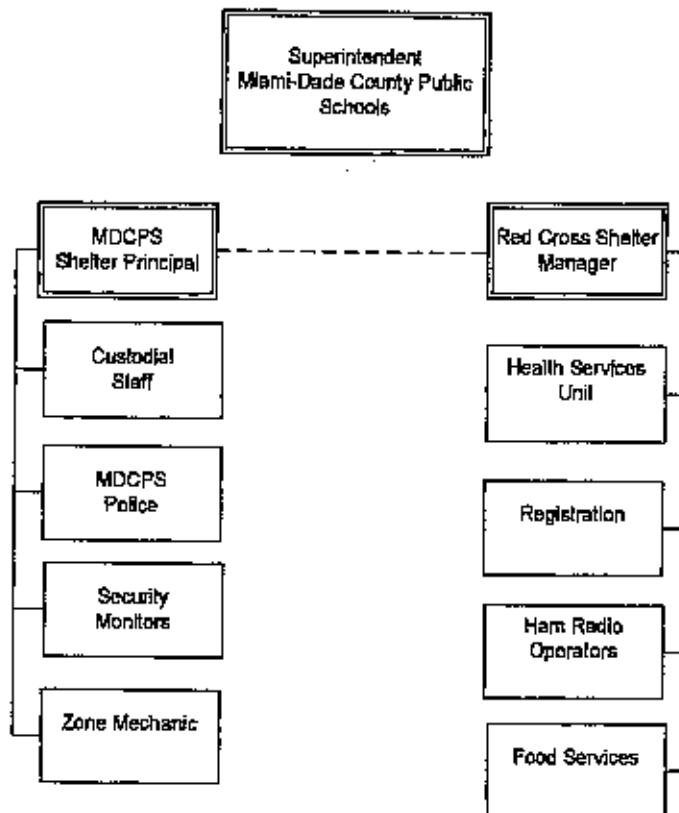
Food Service Manager	Cafeteria workers
Head Custodian	Custodians
Zone Mechanic	Security Monitors
School Police	

4. clean-up costs for those activities relating directly to the use of the facility as a shelter according to the pre-inspection 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 except and to the extent any additional expenses are caused by the Red Cross.

To determine and document any amount owed to M-DCPS, the following shall be used:

- Official shelter registration forms
- Official computer printouts of M-DCPS payrolls by shelter
- Site survey completed by the shelter principal and shelter manager immediately following the closing of the shelter
- Name, 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 Organization Chart



# USE OF MIAMI-DADE COUNTY PUBLIC SCHOOLS BUILDINGS AS EMERGENCY SPECIAL NEEDS EVACUATION CENTERS

This information is to be used upon notification that School Board facilities must be readied to use in an emergency. The list of schools designated as County Special Needs Evacuation Centers by the Miami-Dade County Office of Emergency Management will be updated annually and approved by the Superintendent of Schools. The revised list of schools will be distributed to the Miami-Dade County Office of Emergency Management and appropriate M-DCPS staff members.

The Miami-Dade County Office of Emergency Management must agree that in consideration for the use of school facilities as County Special Needs Evacuation Centers, the Miami-Dade County Office of Emergency Management shall defend, hold harmless, and indemnify the School Board and its employees from and against any liability for bodily injury, property damage, death, theft of School Board-owned property and reasonable costs and expenses, including 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 Miami-Dade County Office of Emergency Management from the use of School Board facilities.

## A. EVACUATION CENTER PRINCIPAL'S RESPONSIBILITIES AND DUTIES

1. School buildings that have been designated as Evacuation Centers, or 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. The Evacuation Center principal or designee will be in charge of the operation of the facility.
2. If the Evacuation Center is required to open without an Evacuation Center manager present, the Evacuation Center principal or designee shall have the authority to open the Evacuation Center and use all personnel and resources necessary to safely provide shelter to evacuees, until such a time that the Miami-Dade County Office of Emergency Management can provide proper staffing by volunteers.
3. The Evacuation Center principal or designee will remain on site throughout the emergency or until relieved by another Evacuation Center principal or designee.
4. The Evacuation Center principal or designee shall develop a complete property inventory of all Board-owned items housed in the spaces designated as Evacuation Center areas, as well as an assessment of the preexisting condition of the building. The Evacuation Center principal and the county-designated Evacuation Center manager shall review this inventory before and after the emergency. The Evacuation Center principal will ensure that all expensive equipment will be secured prior to the Evacuation Center opening. All unsecured expensive equipment shall be so noted by the Evacuation Center principal and the Evacuation Center manager.
5. At the end of the emergency, the Evacuation Center principal has the responsibility, with the assistance of the zone mechanic and the Evacuation Center manager, to determine whether there is any damaged or missing equipment or property.

## B. EVACUATION CENTER ASSIGNMENTS OF SCHOOL BOARD PERSONNEL

Appendix A on page 54 contains a chart depicting the recommended minimal organization of a typical Evacuation Center organized for hurricane and emergency activities.

1. Mandatory: Principal or designee (Annual training of principals will be facilitated by the Miami-Dade County Office of Emergency Management.)
2. Minimum Staff Needed:
  - a. Cafeteria manager and two cafeteria workers for every 500 evacuees or a fraction thereof
  - b. Head custodian and two custodial employees for every 500 evacuees or a fraction thereof
  - c. One zone mechanic for each emergency Evacuation Center location, and
  - d. Two security monitors for every 500 evacuees or a fraction thereof
3. Staff shall be allocated as outlined in Appendix A, page 54.

## C. ASSIGNMENT OF PERSONNEL FROM OTHER AGENCIES

The Miami-Dade County Office of Emergency Management will request the following personnel from the Miami-Dade Emergency Operations Center to carry out functions for which they are specially trained.

Security Officers  
Health Care Professionals/Paraprofessionals

The security officer will be in charge of security and all security requirements necessary to operate the Evacuation Center in a safe and efficient manner. The health care professionals will attend to the medical needs of the evacuees.

## D. EVACUATION CENTERS

1. Structures to be used for emergency Special Needs Evacuation Centers:

The Miami-Dade County Office of Emergency Management, by special agreement with The School Board of Miami-Dade County, Florida, and guidance from the Greater Miami Chapter of the American Red Cross, determines the facilities to be opened and occupied during any type of emergency operations.

The Miami-Dade County Office of Emergency Management, with assistance from the American Red Cross, must inspect and approve the facilities according to strict established guidelines:

Studies indicate that portable classrooms are not usable in any disaster where a building's structure is essential to protect people seeking safe haven.

Portable classrooms must not be occupied during hurricanes, tornadoes, earthquakes, rising flood waters, or other situations that involve the potential for high winds and water.

2. Evacuation Center Capacities:

Evacuation Center capacities shall be determined by the Miami-Dade County Office of Emergency Management with assistance from the American Red Cross in cooperation with the school principal. The Miami-Dade County Office of Emergency Management is responsible for providing this information to the Evacuation Center manager. A mandatory walkthrough shall be completed prior to establishing Evacuation Center capacities. The Miami-Dade County Office of Emergency Management shall communicate the final capacity numbers to the Evacuation Center principal.

3. Registration of Evacuees:

It is the responsibility of the Evacuation Center manager assigned to the Evacuation Center to handle the registration of evacuees through delegation to other Evacuation Center workers.

4. Evacuation Center Regulations:

a. Animals

Pets are not permitted in Evacuation Centers. This is a health requirement that **must** be followed. This does not pertain to service animals or guide dogs.

b. Drug-Free/Tobacco-Free Policy

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 Evacuation Centers are governed by such provisions. Illegal drugs, alcohol, and the abuse of prescribed medications are not permitted in emergency Evacuation Centers. Violators of this rule will be isolated under police or medical protection, as appropriate.

## E. PROTECTION OF SCHOOL PROPERTY

Security Officers assigned to the Evacuation Center will provide protection for School Board property in cooperation with the Evacuation Center principal. The Principal will be responsible for seeing that School Board property is protected at all times during the period of the emergency. Areas where expensive equipment is stored, which cannot be adequately protected, shall not be used as Evacuation Center areas.

The need to open our schools as emergency Evacuation Centers requires the presence of security officer(s). The role of the security officer at the Evacuation Center should be as follows:

1. assure the safety of all persons
2. provide emergency communication to the Emergency Operations Center
3. assist the Evacuation Center manager and Evacuation Center principal to assure security of property
4. respond to emergencies at the Evacuation Center 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 Evacuation Centers 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.
2. **Radio:** Two-way radio communications shall be provided as follows:
  - a. amateur Radio Operators will provide and operate communications with the Miami-Dade County Office of Emergency Management, M-DCPS Command Center, Dade County Public Health Unit Emergency Operation Center, and other Evacuation Center sites
  - b. hand-held radios to access the M-DCPS District Emergency Communications Network (DECON)
3. **Cellular Telephones:** If telephone lines are disabled, cellular telephones may be operated. However, due to traffic overload and possible damage to the cellular network, these telephones may not offer a consistent means of communications.
4. **Weatheralert Radios:** The Weatheralert radios assigned to each Evacuation Center 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 providing messages to evacuees. 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 can also be used.

## G. FOOD SERVICE REQUIREMENTS

1. Prior to **April 15** of each year, and as changes occur during the Hurricane season, the Miami-Dade County Office of Emergency Management shall supply the Department of Food and Nutrition with an updated list of Special Needs Evacuation Center schools. Upon receipt, the Department of Food and Nutrition will prepare a menu to cover a two-day period (48 hours). In addition, the Department of Food and Nutrition will schedule a meeting for all food service managers assigned to an emergency Evacuation Center to review procedures with a representative from the Miami-Dade County Office of Emergency Management and the American Red Cross.
2. When a school is designated as an emergency Evacuation Center, the school food service program shall provide emergency meals for evacuees in the center. The school food service manager, or designee approved by the principal, shall be on duty as long as the Evacuation Center is open. The food service manager may employ personnel to assist with meal preparation using two (2) food service workers for each 500 evacuees. The Evacuation Center manager and/or food service manager also may request volunteer assistance from those who have evacuated to 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, in agreement with the Miami-Dade County Office of Emergency Management and the School Board, will coordinate the delivery of milk (non-refrigerated preferred), bread, snacks, and juice for all Evacuation Centers. These deliveries are to begin when the Evacuation Center is opened. In the event the Evacuation Center remains open, the Evacuation Center Manager shall contact the Red Cross through the Operations Center 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 or be ready for distribution to individual evacuees.

4. The Red Cross also shall assume responsibility for delivering any other items required for feeding the evacuee population. These include foods for special diets, baby food and formula, and bottled water. The Miami-Dade County Office of Emergency Management, through Miami-Dade Fire Department, shall assume responsibility to procure and deliver any items required for Evacuation Center operations that are not normally supplied to the food service department other than foodstuffs, such as diapers, toilet paper, etc.
5. 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 evacuees assigned to the Evacuation Center. These food and non-food items will be marked "for hurricane use only" from June 1 through November 30. After November 30, the food service manager will use these items in the regular school lunch and breakfast programs.
  - b. When a school is opened as an Evacuation Center, the food service manager or approved designee is responsible for organizing food service in the Evacuation Center and for serving a light meal for each meal service provided to evacuees. (Exception: the Miami-Dade County Office of Emergency Management has assumed responsibility for providing food for schools that receive food from another school under the satellite program.) After reporting to the Evacuation Center, the food service manager should take inventory of all food supplies on hand prior to any meal service. If the Evacuation Center is opened in-between regular 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 (USDA) and the Red Cross. Reimbursement for replacement of USDA commodities will be requested through the USDA 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 arrives.
  - e. A complete, accurate record of food and other supplies used shall be prepared as soon as the emergency is over.
  - f. Purchase invoices should be submitted to the facility Evacuation Center 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) working days of the emergency.
6. The Red Cross Headquarters will be notified of leftover nonperishables to be picked up after the Evacuation Center is closed. Leftover nonperishable emergency food provided and not picked up by the Red Cross within fifteen (15) days after the emergency will be disposed of by staff at each individual school location.