

H. CUSTODIAN REQUIREMENTS

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

In order to be prepared for the possibility of a hurricane, the custodial staff at each emergency Evacuation Center school will be allocated at a ratio of one (1) head custodian and two (2) custodians per 500 people, and have adequate supplies stored in a specific locker or cabinet. The quantity of the supplies needed will be determined by the capacity of the Evacuation Center.

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 the 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. other than infectious waste) |
| 6. Plastic bags (for infectious waste) | 11. Tape (duct & masking) |

NOTE: Bleach is to be used only 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 required attachments.

Accurate records must be kept of all expendable supplies used to maintain and clean the Evacuation Center in order for the district to be reimbursed by the Miami-Dade County Office of Emergency Management.

3. Procedures for Rooftop Cleaning:

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

- a. Objects such as trash, rags, wood, paper, and leaves, can prevent the free flow of water along the gutters to the downspouts from the roof. When water cannot drain freely, it may cause leaks and excessive weight stress on the building's roof, creating unsafe conditions during the rainy season. When cleaning the rooftop, you should:

1. take a large plastic bag for collecting trash;
 2. wear rubber boots and rubber gloves;
 3. avoid contact with high voltage lines;
 4. report any obvious cracks, leaks or defects to Maintenance.
4. The Evacuation Center shall not be assigned to other groups without prior approval as specified by contract or authorization by the Superintendent of Schools and the Miami-Dade County Office of Emergency Management.

I. TRANSPORTATION REQUIREMENTS

By special agreement, the Department of Transportation shall provide the Miami-Dade Transit Agency with 100 lift buses, drivers, and driver aides, when these are available, for assistance in evacuating the disabled to Evacuation Centers.

J. ZONE MECHANIC REQUIREMENTS

1. Prior to each hurricane season, the zone mechanic shall assist the Evacuation Center 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 a Special Needs Evacuation Center.
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 or other volunteer maintenance staff that 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 evacuees leave the Evacuation Center, the zone mechanic shall assist the Evacuation Center principal and the Evacuation Center manager in assessing damage to facilities and systems caused by occupancy of the evacuees. A post-emergency survey 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 Miami-Dade County Office of Emergency Management.

K. REIMBURSEMENT BY THE MIAMI-DADE COUNTY OFFICE OF EMERGENCY MANAGEMENT

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

The Miami-Dade County Office of Emergency Management will reimburse the School Board for damage to property resulting from Evacuation Center operations, and for wages incurred based on reimbursement procedures as set forth herein. Administrative instructions for recovery of expenses will be sent to all principals at the end of Emergency Evacuation Center operations.

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

1. any foods (except USDA foodstuffs) on a per-meal basis, calculated on the number of evacuees registered in the Evacuation Center. 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. property listed in the pre- and post-inventory report, as damaged or stolen as a result of utilization of the property and facilities as Special Needs Evacuation Centers shall be documented by the Evacuation Center Principal and reimbursement for such damage shall, upon request, be provided by the Miami-Dade County Office of Emergency Management to the Board. The Miami-Dade County Office of Emergency Management will be afforded the opportunity to review all items submitted for reimbursement. This will be based on review of the post-emergency inventory. The Miami-Dade County Office of Emergency Management is not responsible for damage to the facility or its contents, furnishings, or equipment caused by the disaster;
3. salaries of M-DCPS personnel who work in the Evacuation Center, including 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 Evacuation Center:

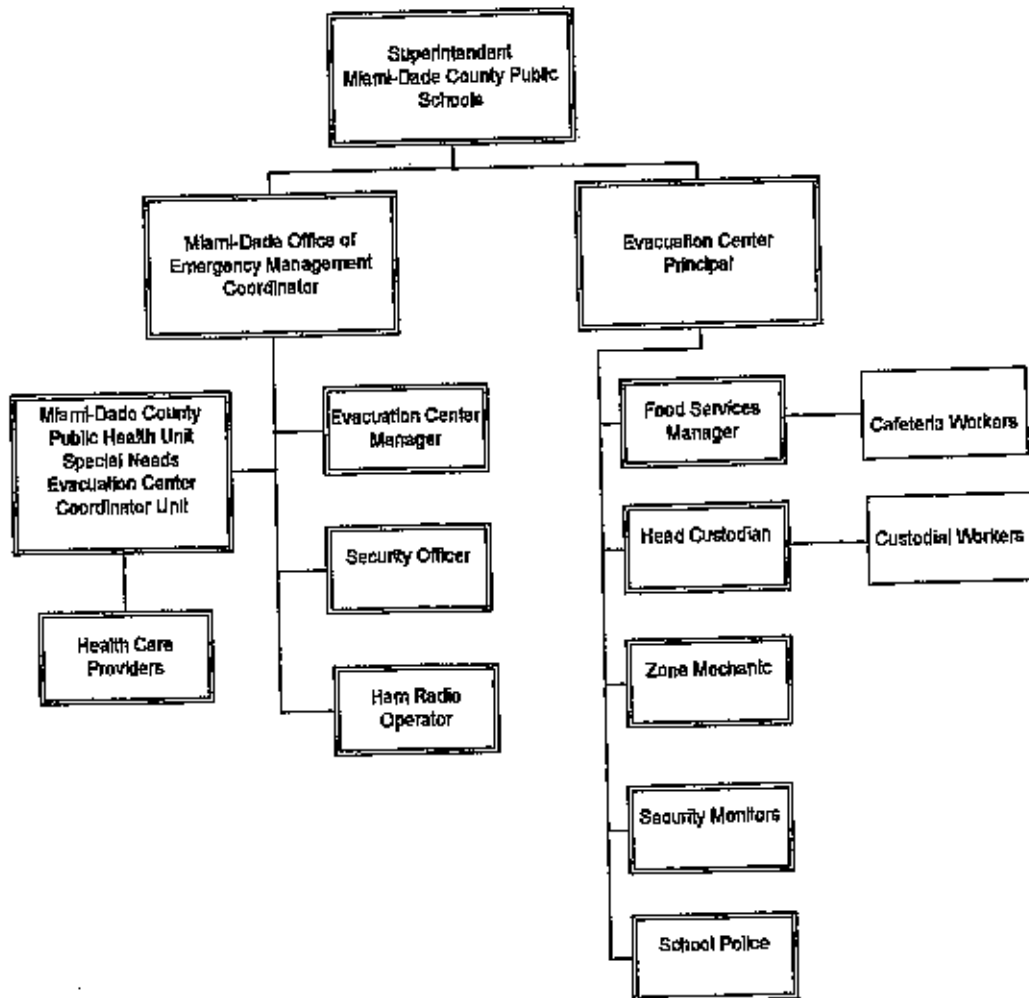
Food Service Manager	Cafeteria workers (2)
Head Custodian	Custodians (2)
Zone Mechanic	Security Monitors (2)
School Police	

In the event the County's Evacuation Center personnel do not report as assigned, and the Evacuation Center principal has made all reasonable efforts to communicate with the County's Emergency Operations Center, the Evacuation Center principal may recruit additional personnel specifically, teachers at a ratio of one per every 500 evacuees, to be reimbursed by the Miami-Dade County Office of Emergency Management.

4. cleanup costs for those activities relating directly to the use of the facility as an Evacuation Center according to the pre-inspection report as set forth herein, including salaries of custodians, waste disposal fees, and materials. The Miami-Dade County Office of Emergency Management is not responsible for the cleanup of the facility caused by the disaster, such as tree debris on property;
5. The Miami-Dade County Office of Emergency Management will not be responsible for any expenses not specifically described in a written agreement, to be entered into between the Miami-Dade County Office of Emergency Management and M-DCPS except and to the extent any additional expenses are caused by the Miami-Dade County Office of Emergency Management. To determine and document any amount owed to M-DCPS, the following shall be used:
 - Official County Evacuation Center registration forms.
 - Official computer printouts of M-DCPS payrolls by the Evacuation Center.

- Site survey completed by the Evacuation Center Principal and Evacuation Center Manager immediately following the closing of the Evacuation Center.
- Name; employee number; regular pay rate, indicating regular hours worked; overtime pay rate, indicating overtime hours worked; total hours; school name; and dates worked.

Special Needs Evacuation Center Shelter Organization Chart



Appendix A

PREVENTION OF ASSAULTS

The purpose of this procedure is to provide guidance which will assist in applying effective techniques in the prevention of assaults on students and staff members.

A. DEFINITION

Exit door, as used within the scope of this directive, means any door that is used or may be used by personnel in evacuating the building. Outside doors to service rooms, meter rooms, boiler rooms, storage closets, and similar areas are not included.

B. EXIT DOORS

1. Latch all exit doors leading to and from the building exterior that are not lockable from the inside. Exceptions are entrance/exit doors designated to remain open for two-way traffic.
2. To comply with firesafety standards prescribed by the State Fire Marshal, prohibit the use of locks, padlocks, hasps, bars, chains, or other devices or combinations on these doors at any time during building occupancy.

C. EXTERIOR EXITS AND HALLWAY GATES

To comply with firesafety standards, prescribed by the State Fire Marshal do not chain, hook, or lock any exterior exit or hallway gates during occupancy.

D. TEACHER/EMPLOYEE SAFETY WHEN ALONE IN CLASSROOM

1. Inform an office representative that a teacher or other employee will be alone in a specified classroom during a specified time.
2. Request that the public address communication system be energized in the monitor mode for the specified classroom.
3. Upon arrival in a specified classroom, announce that the teacher or other employee is in the classroom with the door locked.
4. Upon leaving the classroom, the teacher or other employee should request that monitoring be discontinued.
5. If an emergency occurs the teacher or other employee should loudly announce the room number and his or her name.

E. SITE MANAGER RESPONSIBILITIES

1. Inform all employees that this procedure is available for their safety and well-being.
2. Honor all requests for classroom safety monitoring.
3. Make provisions for rapid response in case an emergency situation occurs.
4. **CAUTION!** Do not permit unaccompanied teachers to use rooms where a public address system is neither installed nor working. Teachers must be accompanied by either students or another adult staff/faculty member.

5. Be certain that doors and gates are latched after they are used during student or employee activity. Circumstances may make it feasible to enlist responsible students for this purpose.
6. Designate entrance and exit doors to remain open for two-way traffic. Assign monitors to these doors when possible.
7. Maintain close supervision of persons entering the school during periods when the school is open, particularly early in the morning when students and staff are arriving.
8. When possible, post responsible individuals at the main doors to monitor personnel entering the building during after-school activities.
9. Check with the supporting fire station personnel and review the section titled "Emergency Evacuations, Lockdown Drills, Tests and Reporting," page 3 and the section titled "Emergency Evacuation of the Disabled," page 11 for assistance in developing emergency exit plans.
10. Ensure that building security considerations are included in planning. Security assistance will be available by contacting the M-DCPS Police.

NOTE: The use of keys by assigned personnel to open exit doors and gates during emergencies is not an acceptable substitute for the guidelines listed in this directive.

HOLDING AND DISPERSING STUDENTS IN INDIVIDUAL SCHOOL EMERGENCIES

This section establishes guidelines for holding or dispersing students in individual school emergencies. Training of the staff to implement this section is the responsibility of the school principal.

A. HOLDING STUDENTS IN SCHOOL

When potentially hazardous conditions exist in the vicinity of the school, considerations should be given to the best means of protecting students, including keeping them in school. The school principal, or designated person in charge, shall exercise control over the following procedures:

1. Call 911 as appropriate in the event of major emergencies such as:
 - a. Community disasters (downed aircraft, fires, and explosions);
 - b. Unusual weather conditions (hail, lightning, rainstorm, tornado, etc.) that cause an emergency;
 - c. Civil disturbances (riots, demonstrations, police assistance, etc.); or
 - d. Hazardous chemical spill. (See the section titled "Hazardous Chemical Spills," pages 59-61.)
2. Call Miami-Dade County Public Schools Police at 757-0514, or after working hours, the Alarm Center at 995-1550.
3. Keep students indoors and in their seats, or require protective cover, when appropriate. Lockdown information can be found in the MDCPS Critical Incident Response manual and on page 6 of this manual.
4. Have teachers remain with their classes. Teachers not scheduled for classes will report to the office to assist with large classes or wherever needed.
5. Take necessary action to deny unauthorized access to the building.
6. Explain the situation to the students.
7. Give consideration to having the students in physical education classes return to the designated protected area in the building.
8. Notify the Regional Center Superintendent or appropriate supervisor. (The Regional Center Assistant Superintendent shall notify the School Operations.)
9. When bus transportation is required, notify the Department of Transportation. When necessary, regularly scheduled buses may be used if coordinated with the Department of Transportation.
10. When requested assistance arrives give full cooperation.
11. When necessary, hold students beyond dismissal time. Staff and faculty shall remain with the students until the emergency is over.

B. STUDENT DISPERSAL PROCEDURES

Reference: Board Rule 6Gx13- 6A-1.05, Emergency Closing of School(s).

1. The emergency closing of school(s) for any cause, such as inclement weather or violent or disruptive activities in which the safety of individuals might be endangered, shall be at the discretion of the Superintendent of Schools. In an emergency, the listed procedures below should be used to send students home at other than normally scheduled dismissal time.
 - a. Fire emergency; (See the section titled, "Emergency Evacuation, Drills, Tests and Reporting," page 3.)
 - b. Bomb scare and search; (See the section titled, "Bomb Scare and Search," pages 77-78.) and
 - c. Emergency Broadcast Network and natural disaster alerts (See the section titled, "Emergency Broadcast Network and Natural Disaster Warning Systems," page 19-20.)
2. The principal or designated person in charge shall:
 - a. Contact the Regional Center Superintendent, or designee, to obtain permission per referenced Board Rule.
 - b. Relay instructions for dispersal to each classroom over the school PA system or by other means.
 - c. Vary school dispersal depending on availability of parents, transportation, and distance from school to home.
 - d. Direct teachers to advise students walking or riding bicycles that they are to go to a prearranged area with adult supervision on school grounds and wait for instructions that will be dependent on parent or guardian availability at home.
 - e. Once parent or guardian availability has been confirmed, have designated faculty/staff personnel report to preassigned areas to carry out preplanned procedure to accompany children walking or bicycling home across critical street crossings.
 - f. Have students remaining at the school accompanied by faculty/staff personnel to go to previously designated safe areas, such as:
 - (1) Previously planned assembly points.
 - (2) A neighboring school not affected by the emergency.
 - (3) A neighboring government building or church with facilities to accommodate a number of students.

HAZARDOUS CHEMICAL SPILLS

The purpose of this section is to establish guidelines for hazardous material spills that could occur in the vicinity of schools.

A. PRE-PLANNING: WHEN EVACUATION IS REQUIRED

Pre-planning procedures for hazardous chemical spills when evacuation is required shall consist of the following minimum requirements:

1. Identify four or more assembly points (north, south, east, west) at least one quarter of a mile away from the school location in case it becomes necessary to evacuate. (See illustration page 61.)
2. Specify on an evacuation plan the desired evacuation routes to the four assembly points.
3. Provide for the special evacuation needs of the disabled in the section titled, "Emergency Evacuation of the Disabled," page 10.
4. Keep a copy of the hazardous chemical spill evacuation plan readily available in the school administration office.
5. Orient staff, faculty, and students on their specific duties, requirements, and responsibilities in case it becomes necessary to put the plan into effect.
6. PROVIDE FOR THE USE OF THE PUBLIC ADDRESS SYSTEM AS THE PRIMARY MEANS OF NOTIFYING BUILDING OCCUPANTS. (DO NOT USE THE FIRE ALARM SIGNAL AS THIS MAY DIRECT PERSONS EVACUATING INTO THE SPILL AREA.)
7. Determine an alternate means of announcing an evacuation in the event of public address system failure.

B. PRE-PLANNING: WHEN EVACUATION CANNOT BE MADE SHELTER IN-PLACE

NOTE: A hazardous chemical spill may occur so close to a school that the best decision may be to stay inside the school for the protection the buildings can offer. Preplanning for such an event will include the following:

1. Notify Fire and Rescue -- Telephone 911.
2. Notify the Regional Center Office and the Division of Safety and Emergency Management at 995-4900.
3. Require persons in outside areas to go inside.
4. Close all doors and windows, in all buildings. Zone Mechanics and custodians should be directed to shut down all central air-conditioning and ventilation units. Teachers are responsible for shutting down individual classroom air conditioners.
5. Activate the public address system, and make appropriate remarks.

C. EMERGENCY ACTIONS WHEN CHEMICAL SPILL OCCURS

1. Identify the location in the vicinity of the school where the spill has occurred. Spill location information will be provided by emergency responders.
2. Determine wind direction and decide whether or not to evacuate after applying this information to the diagram. (See illustration page 61.) Evacuation and sheltering information will be provided by trained emergency responders.

3. Determine the best assembly point to proceed to in case an evacuation is required. (See illustration page 61.)
4. Determine the building exits that will be used for the evacuation, when required.
5. If the material is identified as hazardous or toxic and emergency response from an outside agency is unnecessary, but you need additional assistance, call the Division of Safety and Emergency Management at 995-4900

D. EMERGENCY EVACUATION ACTIONS

1. School Principals

- a. Notify all building occupants over the public address system or by alternate means to begin evacuation to a specific assembly point.
- b. Advise teachers to bring class rollbook with them.
- c. Provide for the evacuation of the disabled.
- d. Notify Fire and Rescue--Telephone 911.
- e. Notify the Regional Center Office or other appropriate offices of the problem and actions intended, time permitting.
- f. Oversee the evacuation and movement to the designated assembly point.

2. Facility Staff

Assist the school principal in all duties assigned.

3. Teachers

- a. Implement immediate evacuation of students upon notification to evacuate.
- b. Check toilets and rooms next to the classroom, and account for all students.
- c. Determine that all students have cleared the room.
- d. Bring the class rollbook with you.
- e. Instruct the first student in line to hold the main exit door open until all persons in the class have evacuated. (Continue this procedure until the building is clear.)
- f. Supervise students enroute to designated area.
- g. Make a roll call check at the assembly point. Report anyone missing to the person in charge.

E. RECALL/FURTHER EVACUATION FROM ASSEMBLY POINT

1. DCIRT team leader will coordinate with local fire officials and the Miami-Dade Office of Emergency Management to determine if further evacuation is needed or students may return back to school.

Chemical Spill Evacuation Diagram



Schools should identify four potential areas to evacuate students to in the event of a chemical spill in the vicinity of the school. Aerial maps can be utilized to mark areas to the north, south, east and west of the school. Some schools may not have adequate evacuation points in all directions. The above school borders the I-95 expressway to the east.

Current thinking among experts in homeland security is for schools to shelter in place rather than attempt a whole school evacuation to an off-site location.

PROTECTION FROM NUCLEAR FALLOUT

This section provides instructions on what to do after a nuclear explosion. Radioactive fallout after an explosion may last for several days.

A. PROCEDURES TO BE FOLLOWED IN A NUCLEAR EXPLOSION

When a nuclear device has been exploded that endangers the Miami-Dade County area it is the responsibility of the site manager, assisted by assigned personnel, to take the following precautions:

1. Remain in your facility until authorized to leave by the Miami-Dade County Office of Emergency Management, telephone 468-5400.
2. To prevent the entrance of radioactive dust, secure your facility so that there are no drafts. Shut down air conditioners and fans, and close doors, windows, and other openings.
3. Listen to an Emergency Broadcasting System (EBS) when possible. EBS information will be disseminated over local television and radio stations. Activate the WeatherAlert radio.
4. Assign someone to monitor the telephone.
5. Care for the injured, and request medical assistance by dialing 911.
6. Store water in air-tight containers if possible. It is of utmost importance that water be conserved.
7. Ration food because individuals could be required to remain in the shelter for many days.
8. Provide for emergency sanitation.

EVACUATION IN THE EVENT OF NUCLEAR RELEASE AT TURKEY POINT F.P.L. PLANT

This section outlines methods for evacuating selected schools within Regional Center VI that may become endangered in the event of a nuclear release at the Florida Power and Light (FPL) Turkey Point Nuclear Plant.

A. POTENTIAL DANGER AREA

Each year FPL, Miami-Dade Office of Emergency Management and the District distribute a preparedness guide for parents (Appendix A page 68) whose children attend schools within a 10 mile radius of the plant. The potential 10 mile radius danger area for fallout from a nuclear release at Turkey Point is shown in the diagram of Appendix B (page 69) to this section. This diagram was issued by the Miami-Dade County Office of Emergency Management.

B. SCHOOL FACILITIES WITHIN THE DANGER AREA

Appendix C (page 70) is a list of the Regional Center VI schools within 10 miles radius of the Turkey Point Plant. Some of them may require evacuation during an emergency. Evacuation instructions will be issued from the Miami-Dade County Office of Emergency Management to district officials, depending on the size of the nuclear release, wind direction, and wind speed.

Pre-Planning for an evacuation in the event of a nuclear release at the Turkey Point Nuclear Power Plant.

C. PRE-STORM PLANNING

1. Each school year the principal should review with staff members the district's plan "Evacuation in the Event of Nuclear Release at Turkey Point F.P.L. Plant" and the schools site specific plan for sheltering in place and evacuation.
2. Each school year the principal shall send student emergency contact information and a staff roster to the host school they are assigned to evacuate to. Periodic updates shall be sent throughout the school year. The rosters will be utilized to track students and staff in the event of an evacuation.
3. Principals should anticipate the arrival of many anxious parents and family members at the school site to pick-up students. Identify areas such as a cafeteria or auditorium to assemble parents while they wait for their child. Security monitor posts shall be in strategic areas prevent unauthorized access to the school buildings. Develop a plan to maintain adherence to the district student release procedure during this potentially chaotic time.
4. The principal, zone mechanic, and custodial staff for the facility shall develop a "Shelter in Place plan" for the school. The plan should identify all the air conditioning systems and exhaust fans in the school. Designated school staff should know the locations and procedures to shut down all air conditioning systems and exhaust fans in the event the zone mechanic or custodians are not available. If the schools air conditioning system is controlled by an energy management system contact 305-995-1550 for additional information.

HOST SCHOOL

1. Each school year the principal should review with staff members the district's plan "Evacuation in the Event of Nuclear Release at Turkey Point F.P.L. Plant" and the schools site specific plan to serve as a host school.

2. The host school shall file the student emergency contact information and a staff roster in the main office area. The location of the file shall be known by administrative and designated office staff.
3. The host school principal shall meet every year with the evacuation school principal to review their plan and exchange personal emergency contact information in the event of an evacuation. Areas should be designated to receive the evacuation school students and staff. Principals should anticipate the arrival of many anxious parents and family members from the host and evacuation at the school site to pick-up students. Identify areas to assemble parents while they wait for their child. Security monitor posts shall be in strategic areas prevent unauthorized access to the school buildings. Develop a plan to maintain adherence to the district student release procedure during this potentially chaotic time.

SCHOOL POLICE

1. Each year review and update the Miami-Dade School Police Department (M-DSPD) Turkey Point Nuclear Plant Evacuation plan. The Station VI Captain, assigned the responsibility for implementing the plan should review the plan with the officers assigned as back-up bus drivers and appropriate staff members from the M-DSPD Police Department.
2. The Station VI Captain, assigned the responsibility for implementing the plan shall contact the Radiological Emergency Preparedness Coordinator at the Miami-Dade Office of Emergency Management at 468-5400 to review and update the plan as necessary. Periodic training should be scheduled regarding the use of dosimeters and general radiological safety information.
3. M-DSPD officers designated as back-up bus drivers shall be periodically trained by the Department of Transportation on the procedures to operate and transport students and staff.
4. The rosters assigning officers as back-up bus drivers shall be periodically updated throughout each school year.
5. M-DSPD officers shall be assigned to evacuation and host schools to assist with crowd control and retrieve dosimeters.

DEPARTMENT OF TRANSPORTATION

1. Each year review and update the M-DCPS Transportation Department Turkey Point Nuclear Plant Evacuation plan. The regional Center VI Transportation Director, assigned the responsibility for implementing the plan should review the plan with the bus drivers assigned to evacuation schools and the appropriate staff members.
2. The Regional Center VI Transportation Director, assigned the responsibility for implementing the plan shall contact the Radiological Emergency Preparedness Coordinator at the Miami-Dade Office of Emergency Management at 305-468-5400 to review and update the plan as necessary. Periodic training for bus drivers should be scheduled regarding general radiological safety and awareness.
3. Periodically during the year, the Department of Transportation should update the emergency contact information for the bus drivers.
4. Maps and detailed driving directions to each evacuation school and return to host school should be updated and available for bus drivers in the event the evacuation plan is activated. The maps will be utilized by back-up bus drivers unfamiliar with the route.

D. SHELTER IN PLACE

It is anticipated that in the most likely scenario the Miami-Dade Office of Emergency Management would direct schools in affected areas to shelter in place. The following procedure must be adhered to when directed to shelter in place.

1. Principals should bring all students and staff into the main buildings. All air conditioning systems and exhaust fans should be shut down to prevent the entrance of potentially contaminated dust. Essential items stored in exterior storage rooms such as toilet paper, paper towels etc. should be brought into the main building. Staff should be instructed to close and seal all doors and windows and any other openings into the building.
2. Principals should anticipate the arrival of many anxious parents and family members at the school site to pick-up students. When parents arrive at the school site they should be directed to a designated area while they wait for their children. The opening and closing of doors to accommodate parents should be kept to a minimum and limited to designated areas. The parents shall be notified that the Miami-Dade Office of Emergency Management has determined that the prudent response to the Turkey Point Nuclear Power Plant event is for students to remain in the building until directed to leave. The parent by picking-up the child may be exposing them to potentially harmful levels of radiation. District procedures regarding student release procedure shall be adhered to.

SCHOOL POLICE

1. If time is sufficient M-DSPD Police Officers assigned to evacuation schools shall be deployed to the school to provide assistance with crowd control and security at the school site.
2. M-DSPD Officers assigned to host school shall be deployed to the school to provide assistance with crowd control and security at the school site.

DEPARTMENT OF TRANSPORTATION

1. The Administrative Director for the Department of Transportation will be contacted during the initial stages of any Turkey Point Nuclear Power Plant event. Based on event specific information volunteer drivers will be requested to remain on standby at their residence or return to the Department of Transportation bus terminal in anticipation of an evacuation.
2. If the event occurs during school arrival and dismissal time buses can be re-directed if necessary utilizing on-board radios.

E. EVACUATION

EVACUATION SCHOOL

1. Principals will be contacted by the Regional Center office, in the event the Miami-Dade Office of Emergency Management after consultation with the Superintendent of Schools directs the district to initiate its evacuation plan.
2. Principals should announce to teachers, students and staff that the school will be evacuated to the host school.
3. Principals should bring a copy of the student emergency contact information and staff rosters with them to the host school as well as any other critical information needed. It is anticipated that parents and family members will pick-up students before and during the evacuation. It is essential that all students are accounted for in adherence to district procedures.

HOST SCHOOL

1. Principals will be contacted by the Regional Center office, in the event the Miami-Dade Office of Emergency Management after consultation with the Superintendent of Schools directs the district to initiate its evacuation plan.
2. Principal should alert designated staff regarding the evacuation and prepare an area for the host school students and staff .
3. Principals should establish contact with the evacuation school principal to coordinate the arrival of students and staff.
4. Principals should locate their copy of the evacuation school student emergency contact information and staff roster.
5. It is anticipated that parents and family members will pick-up students before and during the evacuation. It is essential that all students are accounted for in adherence to district procedure.

SCHOOL POLICE

1. Distribute dosimeters to Officers designated to escort buses from the evacuation school to the host school.
2. Deploy officers with dosimeters to evacuation schools.
3. The Station VI Captain, assigned the responsibility for implementing the plan shall establish contact with the Region VI Transportation Director to determine if back-up bus drivers are needed. If required M-DSPD Officers designated as back-up bus drivers shall report to the Region VI Transportation Center to receive bus assignment, maps and directions to evacuation schools and host schools.

DEPARTMENT OF TRANSPORTATION

1. Contact volunteer bus drivers to initiate evacuation plan.
2. Based on the results of attempting to contact and verify the arrival of bus drivers determine if back-up bus drivers are needed. If needed contact the Station VI Captain M-DSPD.
3. If back-up bus drivers are needed ready bus assignments, maps and directions to evacuation schools and host schools.

F. EMERGENCY BUS EVACUATION INFORMATION

1. If it is necessary to evacuate schools from potential danger areas, the Department of Transportation will be responsible for providing busing, on call, from the schools to be evacuated to the sponsor schools listed in Appendix D on page 69. When there are not sufficient school buses available, the Department of Transportation will coordinate with the Miami-Dade Transit Agency for assistance.
2. The Department of Transportation shall also be prepared to provide busing, on call, for the evacuation of the general population from potentially endangered areas.
3. All M-DSPD officers assigned to escort buses to the evacuation area have received training in the operation of dosimeters, which will be used during evacuations to measure the levels of radiation exposure.

G. NUCLEAR RELEASE ALARM NOTIFICATION

1. Forty-eight special siren-type alarms have been placed throughout the potential danger area and will be activated by the Miami-Dade County Office of Emergency Management for actual or drill alerts.
2. Alarms also shall be given over the Tone Alert Radios provided by Florida Power and Light and the Miami-Dade Office of Emergency Management to each facility, and broadcasts shall be made over the established Emergency Broadcast Systems (EBS) TV and radio stations.
3. Police cars and helicopters will also proceed through affected areas announcing instructions.

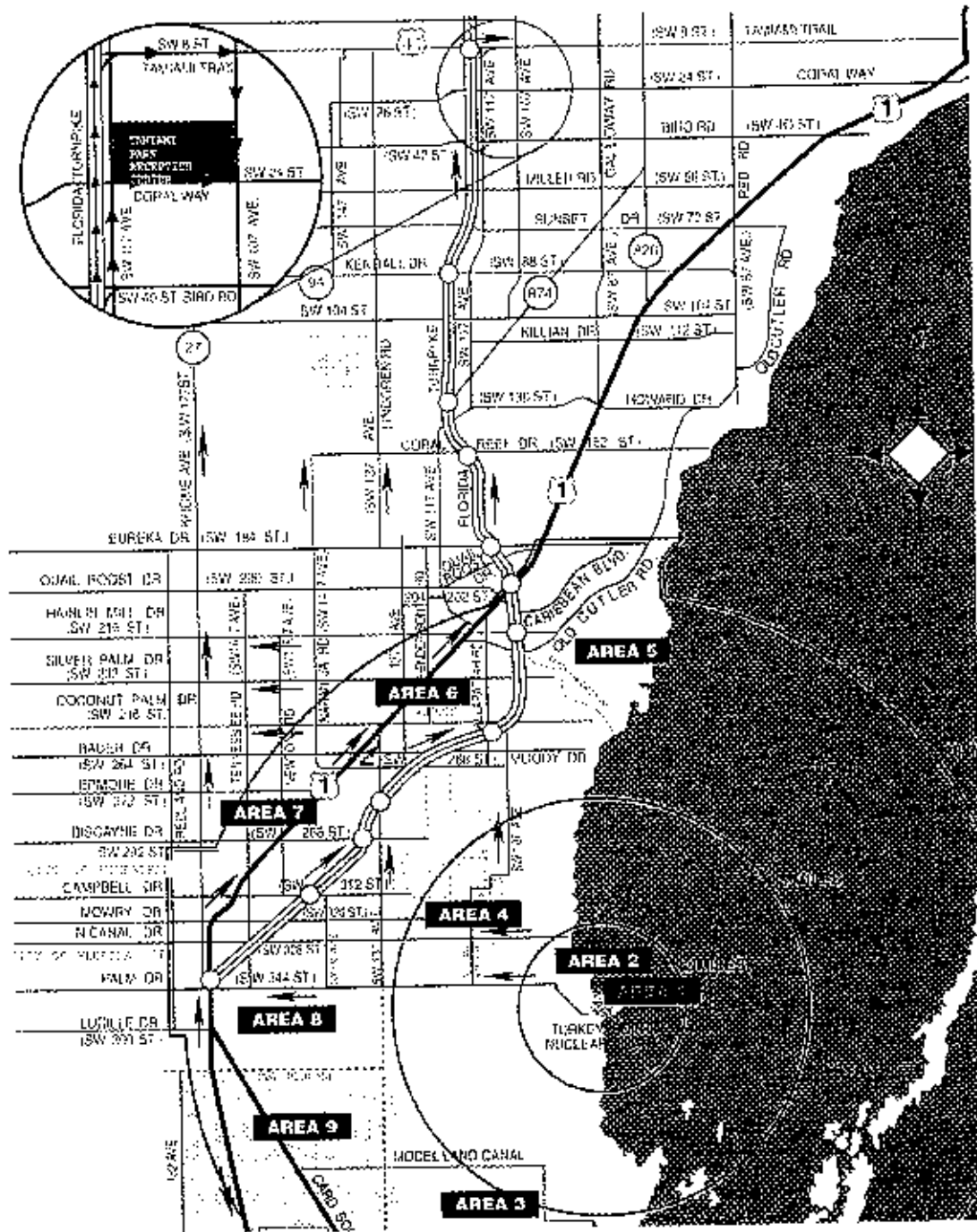
H. MEDICAL AID

Fire truck pumper units will be stationed at selected locations, which will be announced, to provide personnel and vehicle washdown in case of contamination by fallout.

I. SCHOOL BOARD LIAISON

The Division of Safety and Emergency Management has been designated to provide liaison to the Miami-Dade County Office of Emergency Management during nuclear release emergencies and drills.

EVACUATION GRID DIAGRAM



MIAMI-DADE COUNTY PUBLIC SCHOOLS EVACUATION LIST

TURKEY POINT NUCLEAR RELEASE

(Only for Regional Center VI Facilities Listed Below)

LISTING BY MIAMI-DADE COUNTY OFFICE OF EMERGENCY MANAGEMENT IDENTIFICATION SECTOR

4

1. Air Base Elementary (7)
2. Homestead Senior (9)

5

3. Bel-Aire Elementary (10)
4. Centennial Middle(10)
5. Cutler Ridge Elementary (10)
6. Cutler Ridge Middle (10)
7. Gulfstream Elementary (10)
8. Whigham Elementary (10)
9. Whispering Pines Elementary (10)

6

10. Mays Middle (10)
11. Pine Villa Elementary (10)
12. Caribbean Elementary (10)

7

13. Chapman Elementary (8)
14. Leisure City K-8 Center (8)
15. Naranja Elementary (8)
16. Redland Elementary (10)
17. Redland Middle (10)
18. South Dade Senior (10)
19. South Dade Skill Center (9)

8

20. Avocado Elementary (10)
21. Campbell Dr. Elementary (8)
22. Campbell Dr. Middle(8)
23. Cooper, N.K. (Title I) (10)(ESE)
24. Everglades Labor Camp (10)
25. Florida City Elementary (10)
Includes Migrant Office
26. Homestead Middle (10)
27. Saunders, Laura Elementary (10)
28. Peskoe, Beatrice & Irving Elementary (9)
29. Redland Labor Camp (9)
30. Redondo Elementary (10)
31. Region VI Office (8)
32. South Dade Labor Camp (5)
33. West Homestead Elementary (10)
34. Robert Morgan Plant Center (8)
35. South Dade Adult Center (9)

- NOTE:**
1. Refer to diagram, Appendix B to determine where schools are located relative to Turkey Point FPL Plant.
 2. Number at the head of each listing corresponds to the quadrant on the diagram of Appendix B.
 3. Numbers to right of schools listed above indicate school's distance in miles from Turkey Point plant.

Appendix C

**Miami-Dade County Public Schools
 Turkey Point Nuclear Release Plan
 Emergency Bus Evacuation Plan
 Schools Within Turkey Point Nuclear Release Zone
 (10 Miles) and their host schools in the
 event evacuation is necessary**

<u>Schools To Be Evacuated</u>		<u>Host Schools</u>	
Air Base Elementary	6	Coral Reef Elementary	5
Avocado Elementary	6	Pine Lake Elementary	5
Bel-Aire Elementary	6	Devon Aire Elementary	5
Campbell Drive Elementary	6	Palmetto Elementary	5
Campbell Drive Middle	6	Palmetto Senior	5
Caribbean Elementary	6	Pinecrest Elementary	5
Centennial Middle	6	Palmetto Middle	5
Chapman Elementary	6	Richmond Elementary	5
Cooper, Neva King	6	Pine Lake Elementary	5
Corporate Academy South	6	Colonial Drive Elementary	6
Cutler Ridge Elementary	6	Robert Morgan Tech.	6
Cutler Ridge Middle	6	Robert Morgan Tech.	5
Florida City Elementary	6	Palmetto Elementary	5
Gulfstream Elementary	6	Colonial Drive Elementary	5
Homestead Middle	6	Arvida Middle	5
Homestead Senior	6	Hammocks Middle	5
Leisure City Elementary	6	South Miami Heights	5
Mays Middle	6	McMillian Middle	5
Migrant Ed. Program	6	Palmetto Middle	5
Naranja Elementary	6	Richmond Heights Middle	5
Peskoe, Irving and Beatrice Elementary	6	Richmond Heights Middle	5
Pine Villa Elementary	6	F.C. Martin Elementary	5
Redland Elementary	6	South Miami Elementary	5
Redland Center	6	Miami Heights Elementary	5
Redland Middle	6	South Miami Middle	5
Redondo Elementary	6	Winston Park Elementary	5
Regional Center VI Office	6	Regional Center V Office	5
Saunders, Laura C. Elementary	6	Gilbert Porter Elementary	5
South Dade Adult Center	AE	Miami Killian Senior High	5
South Dade Center	6	Miami Heights Elementary	5
South Dade Senior	6	Miami Killian Senior High	5
South Dade Skill Center	6	Kendale Lakes Elementary	5
West Homestead Elementary	6	Claude Pepper Elementary	5
Whigham, Dr. Elementary	6	Pinecrest Elementary	5
Whispering Pines Elementary	6	Howard Drive Elementary	5

Total students and staff to be bused will be updated periodically and reflected in the Department of Transportation Turkey Point Bus Evacuation Plan.

Appendix D

FPL'S South Dade Child Development Center Emergency Evacuation Instructions Parent Instructions

Purpose:

Turkey Point Nuclear Plant is required to have and implement emergency evacuation plans for all areas FPL controls around the plant. An emergency evacuation would be implemented in the unlikely event that certain conditions were to occur at the plant.

Background:

In the event that FPL management were to order an evacuation of the Turkey Point Plant, the Security Department would notify Child Development Center personnel of the required evacuation.

For Turkey Point Power Plant Emergency Response Organization Members:

It is also imperative that Emergency Response Facilities are staffed and operational within the required time limit. During an evacuation, access to the plant will be restricted to emergency response personnel only. Therefore, you must authorize an individual who works at Turkey Point and who is not on the emergency response organization to pick up your child. If for some unforeseen reason your child cannot be picked up by this authorized Turkey Point employee, other authorized individuals should not attempt to come to the plant but should go to the General Office to pick up your child.

Parents have the primary responsibility for evacuation of the children. If you are part of the Emergency Response Organization (ERO), designated to respond to the emergency, you must designate another employee to pick-up your child. Discuss this responsibility with that employee so they will agree and know what to do in the event of an emergency.

What employees must do:

1. When notified of evacuation:
 - a. If you are not part of the Emergency Response Organization, proceed immediately to the Child Development Center to evacuate your child.
 - b. If you are part of the ERO and if you are able to do so, contact the employee you have designated to pick up your child.

What your designated employee must do:

Proceed immediately to the Child Development Center to pick up the child for whom you are responsible. Be prepared to show a photo ID.

Take the child to your home or the place you have previously agreed upon with the parent.

What you should do if no one picks up your child within 30 minutes:

If you are unable to pick up your child at the General Office, please make arrangements for the plant emergency authorized individual, or family member to pick up the child.

FPL'S SOUTH DADE CHILD DEVELOPMENT CENTER

EMERGENCY EVACUATION INSTRUCTIONS Staff Instructions

Purpose:

Turkey Point Nuclear Plant is required to have and implement emergency evacuation plans for all areas FPL controls around the plant. An emergency evacuation would be implemented in the unlikely event that a severe emergency condition were to occur at the plant.

Background:

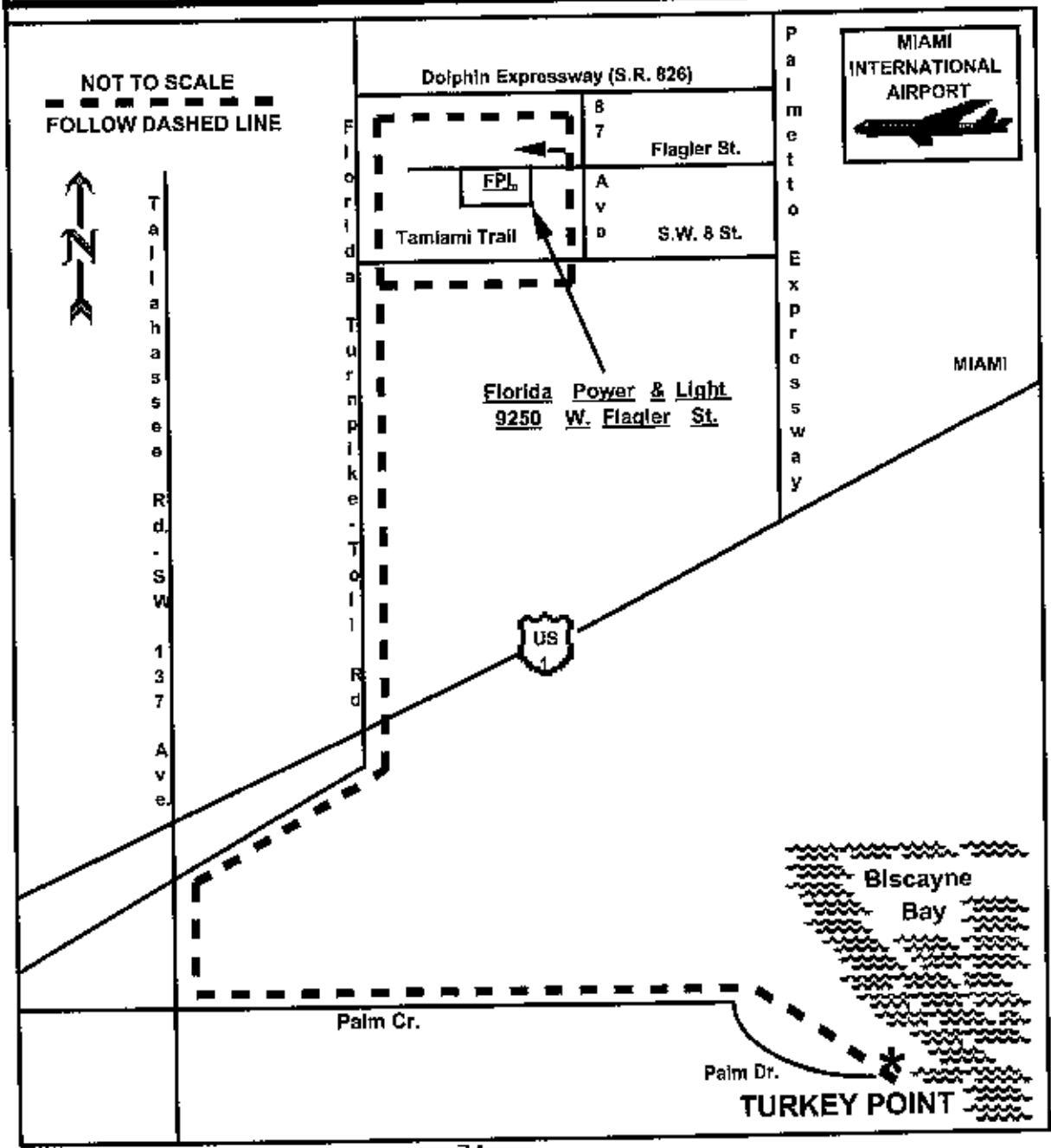
In the event that FPL management were to order an evacuation of the Turkey Point Plant, the Security Department would notify Child Development Center personnel of the required evacuation. Parents have the primary responsibility for evacuation of the children. If the parent is part of the Emergency Response Organization, designated to respond to the emergency, another individual shall be designated to pick-up that parent's child.

Instructions:

1. When notified of evacuation by Security Personnel.
 - a. Assemble all children in the building.
 - b. Obtain list of parents or designated individuals to have as ready reference.
 - c. Prepare to turn them over to their parent or designated individual.
2. In the event that all children have not been evacuated contact FPL Land Utilization and request that the passenger van be dispatched to the Child Development Center for evacuation.
 - a. Land Utilization Office - 246-8598
 - b. Glenn Williams - 223-9230, pager #2897
If unable to contact Land Utilization:
 - (1) Contact the Technical Support Center (TSC)
 - a) Call the Technical Support Center at 246-6641.
 - b) Request to speak to the TSC Security Supervisor.
 - c) Request evacuation assistance, as needed.
 - (2) Contact the Emergency Preparedness Coordinator
 - a) Milt Murray - Office: 246-6496, Pager: 223-9230, #0776
 - b) Cliff Brunstetter - Office: 246-6780, Pager: 223-9230, #7221
3. Record the names of each child, record the name of the authorized individual the child was released to.
4. When the last child has been released; or when directed by Security Personnel, but not later than 30 minutes from time of evacuation notification, evacuate the Child Development Center in available vehicles and transport any remaining children to the FPL General Office, 9250 W. Flagler Street, Miami.
 - a. Notify the General Office Security personnel at 552-4127 prior to evacuating the location of the children in the General Office. FPL security will be the point of contact to inform parents as to the location of the children in the general office.

FPL'S South Dade Child Development Center Emergency Evacuation Instructions

Plant: TURKEY POINT **Location: Homestead, Fl.**
Licensee: Florida Power & Light Co.



USE OF SCHOOL BUILDINGS AS EMERGENCY COMMAND CENTERS

This section will be used upon notification that The School Board of Miami-Dade County, Florida, facilities must be readied to assist in an emergency that may involve the Superintendent and selected staff.

A. SUPERINTENDENT AND SELECTED STAFF

1. Pre-Emergency:

- a. Upon notification of an emergency, be prepared to proceed to the primary or alternate Emergency Command Centers listed below:

(1)	SBAB Building	995-1550	or	350-3109
(2)	Office of Information Technology	995-3600	or	220-9555
(3)	Lindsey Hopkins Technical Center			324-6070
(4)	Miami Lakes Technical Center			557-1100
(5)	Robert Morgan Technical Center			253-9920

- b. MDCPS representative will be assigned to the Miami-Dade County Office of Emergency Operations.

- c. Be prepared to establish telephone and/or radio communications with:

(1)	Miami-Dade County Office of Emergency Operations	468-5400
	Activation number (for use during hurricanes)	468-5836
(2)	MDCPS Division of School Police	757-7708
(3)	District School Operations	995-4252
	(a) Regional Center I	687-6585
	(b) Regional Center II	624-8802
	(c) Regional Center III	883-0403
	(d) Regional Center IV	642-7555
	(e) Regional Center V	595-7022
	(f) Regional Center VI	246-5934
(4)	Department of Transportation	234-3365
(5)	Office of Facilities Operations (Maintenance)	995-4000
(6)	American Red Cross	644-1200
(7)	Other agencies as necessary	

2. Operations During Emergency:

- a. District Command Center will respond to all MDCPS departments activated for the emergency, as well as to government agencies and the media.
- b. MDCPS representative(s) at the Miami-Dade County Office of Emergency Operations will coordinate all activities between Miami-Dade County EOC, the American Red Cross and Miami-Dade Transit Agency with communications with the District Command Center.

3. Post-Emergency:

- a. Document damages, expenses, and related items for reimbursement from:

- (1) Insurance
- (2) FEMA - if applicable (State & Federal)
- (3) American Red Cross

For more information please see the manual titled "Disaster Recovery Plan" located in e-handbooks on the district website.

- b. Develop after-emergency action plan for improvements and revisions from experience gained during this emergency.

4. Inspections Officer, Office of Inspections, Operations and Emergency Management:

- a. Ensure relevant emergency procedures and equipment is available at primary and alternate Emergency Command Centers.
- b. Ensure communication and damage assessment systems are available.

BOMB SCARE AND SEARCH

The purpose of this section is to provide guidelines for bomb scares and searches.

Bomb scares are very disruptive to the operation of school facilities. To minimize interruption of school and, at the same time, recognize the possibility that bomb scares may be real, the following procedures shall be used.

A. RECEIVING A BOMB SCARE CALL

Personnel who have the responsibility of receiving telephone calls shall become familiar with this section and respond to bomb scares accordingly:

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record the time and every word spoken by the caller, if possible.
2. Listen closely to the voice – note whether it is male, female, youthful or elderly sounding, excited speech, slurred, accent, or speech impediments.
3. Ask the caller for the location of the bomb and time of possible explosion.
4. Listen for strange or peculiar background voices or sounds indicative of certain locations or types of employment.
5. Obtain the caller's name, if possible.
6. Immediately after receiving above information, notify your site manager, who shall be responsible for notifying either the Miami-Dade County Public Schools Division of Police at 757-7708 or, after normal business hours, the Alarm Center at 995-1550. The site manager shall also notify the police agency with civil jurisdiction for the school location.
7. Activate warning signal for the voluntary search committee to begin bomb search. The use of cell phones should be prohibited to reduce the risk of triggering the suspected explosive device.

B. ORGANIZATION OF BOMB SEARCH

Between 1998 and 2001 Arson & Explosives National Repository Branch recorded 65 incidents in which an explosive device was actually placed in a school. All of the bomb locations shared one common characteristic: they were in public access areas. No devices were found in classrooms. Therefore, begin each search with public access areas such as restrooms, locker rooms, parking lots, equipment rooms and trash cans. The rest of the building shall be searched after public access areas are cleared.

Voluntary search committee may be supplemented by MDSPD officers. By a predetermined signal over the P.A. system or by use of the school bell system, the following bomb search procedures shall be followed:

1. Voluntary Search Committee
 - a. Examine assigned rooms, cabinets, closets, and other storage areas.
 - b. Inspect the kitchen, sculleries and storage room, garbage-can rooms, dining room areas, stages, and other areas as directed.
 - c. Examine the entire school grounds, parking lots, shrubbery, ledges, lockers, locker rooms, shower rooms, P.E. storage rooms, and other areas as directed.
 - d. Inspect boiler rooms, meter rooms, toilet rooms, storage rooms, air-conditioning rooms, teacher's lounges, roofs, and other areas as directed.
 - e. Check administrative offices, work rooms, clinic, auditorium and projection booths, stages, corridor lockers, and other areas as directed.

- f. Check the library and contiguous areas, shelves, closets, cabinets, and other storage areas.
2. School Site Manager
- a. Require that persons involved in the search notify the main office that each area is either "clear" or that "a suspicious object has been found." The main office shall keep and retain a written record of the feedback from the persons responsible for checking each area.
 - b. Re-evaluate whether or not to evacuate the building after the initial search.
 - c. Inform law enforcement personnel of actions taken up to the time of their arrival. Any recommendations by the law enforcement agency shall be considered by the site manager, who remains in charge.

C. SUSPICIOUS OBJECTS LOCATED

1. It is imperative that all personnel involved in the search be instructed that their purpose is only to search for and report suspicious objects and NOT to move, jar, or touch the object or anything attached thereto. The removal of a suspicious object MUST be left to the professional bomb squad personnel.
2. When a suspicious object is located, the following shall apply:
 - a. Activate the emergency alarm for evacuation.
 - b. Evacuate buildings of all personnel using instructions outlined in the sections entitled, "Emergency Evacuations, Lockdown Drills, Tests and Reporting," page 3 and "Emergency Evacuation of the Disabled," page 11.
 - c. The danger area shall be identified and blocked off by a clear zone of at least 300 feet.
 - d. The location and description of the object shall be reported to the bomb disposal personnel upon arrival. They shall be met and escorted to the scene.
3. Do not permit re-entry into the building until the device has been removed or disarmed and all buildings have been checked and cleared for safe re-entry by the civil law-enforcement bomb disposal authority.

D. PREVENTIVE MEASURES

1. Inform the M-DCPS Division of School Police of any activities around the school that might be a source of bomb threat calls, such as private establishments near the school where loiterers congregate.
2. Board Rule 6Gx13-6A-1.04 provides guidance for making up school time lost because of bomb threats.
3. Establish a means for orienting new and substitute employees on this section.

FLOOD PROCEDURES

The following procedure must be followed in response to forecasts of extremely heavy or prolonged rains in Miami-Dade County:

1. School staff should monitor weather alert radios to keep apprised of storm activities.
2. The Division of Safety and Emergency Management will send e-mail messages relative to special precautionary measures in anticipation of flooding or storms.
3. Custodial staff shall be directed to inspect roofs to ensure roof drains are cleared and cleaned. Please refer to page 39 of the MDCPS Emergency Management Procedures manual for rooflop cleaning procedures.
4. If a principal anticipates specific flooding problems, please contact Maintenance for sandbags or assistance as needed.
5. If events warrant, the district's Emergency Command Center team will be activated by the Superintendent until inclement weather subsides. Regional Center offices will be notified if schools designated as emergency shelters will be opened in response to a storm.

WATER CONTAMINATION

The Division of Safety and Emergency Management will receive notification from the Miami-Dade County Department of Health that a boil-water order is in effect. Further information is obtained from the Department of Health as to the municipal water source and the locations that are affected. The following procedure must be followed in response to a boil-water order.

1. An e-mail advisory will be issued by the Division of Safety and Emergency Management to all principals and worksite administrators specifying the affected areas.
2. Principals and worksite supervisors of facilities located in the affected area must alert all students and staff not to drink from water fountains or sinks at that facility. It also is recommended that all water fountains at affected facilities be turned off by the zone mechanics.
3. Signage must be posted in all restrooms, the kitchen area, and at water fountains indicating that a boil-water order is in effect.
4. Principals and worksite supervisors in the affected area will be contacted by the Division of Safety and Emergency Management regarding the delivery of bottled water and cups.
5. Additional e-mail will be sent by the Division of Safety and Emergency Management to notify the facilities of any change in status of the boil-water order in accordance with the Department of Health.

USE OF MIAMI-DADE COUNTY PUBLIC SCHOOLS BUILDINGS AS EMERGENCY REFUGES OF LAST RESORT

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 Refuge of Last Resort 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 MDCPS staff members.

The Miami-Dade County Office of Emergency Management must agree that in consideration for the use of school facilities as Refuge of Last Resort, 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. REFUGE OF LAST RESORT PRINCIPAL'S RESPONSIBILITIES AND DUTIES

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

B. REFUGE OF LAST RESORT ASSIGNMENTS OF SCHOOL BOARD PERSONNEL

Appendix A on page 60 contains a chart depicting the recommended minimal organization of a typical Refuge of Last Resort organized for hurricane and emergency activities.

1. Mandatory: Principal or designee (Annual Training)
2. Minimum Staff Needed:
 - a. One Custodian
 - b. One zone mechanic for each Refuge of Last Resort location.
3. Staff shall be allocated as outlined in Appendix A, page 87.

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.

Law enforcement personnel
Paramedic personnel, if available

Law enforcement personnel will be in charge of security and all security requirements necessary to operate the Refuge of Last Resort in a safe and efficient manner. Paramedics will attend to the medical needs of the evacuees.

D. REFUGE OF LAST RESORT

1. Structures to be used for emergency Refuge of Last Resort:

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 classified, opened and occupied as Refuges of Last Resort during the extreme emergency circumstances that dictate their opening.

The Miami-Dade County Office of Emergency Management 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. Refuge of Last Resort Capacities:

Refuge of Last Resort capacities shall be determined by the Miami-Dade County Office of Emergency Management and Red Cross in cooperation with the school principal. The Miami-Dade County Office of Emergency Management is responsible for providing this information to the designated law enforcement personnel. A mandatory walkthrough shall be completed prior to establishing Refuge of Last Resort capacities.

The Miami-Dade County Office of Emergency Management shall communicate the final capacity numbers to the Refuge of Last Resort principal and the Division of Safety and Emergency Management.

3. Registration of Evacuees:

Law enforcement personnel will have all evacuees who enter a Refuge of Last Resort sign a waiver of liability.

4. Refuges of Last Resort Regulations:

a. Animals

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

E. PROTECTION OF SCHOOL PROPERTY

Law enforcement personnel assigned to the Refuge of Last Resort will provide protection for School Board property in cooperation with the Refuge of Last Resort 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 shall not be used as Refuge of Last Resort areas if it cannot be adequately protected.

The need to open our schools as Refuges of Last Resort requires the presence of law enforcement personnel. The role of the law enforcement personnel at the Refuges of Last Resort should be as follows:

1. Assure the safety of all persons.
2. Provide emergency communication to the Emergency Operations Center.
3. Assist the Refuge of Last Resort principal to assure the security of property.
4. Respond to emergencies at the Refuge of Last Resort as needed.

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. Hand-held radios to access the MDCPS District Emergency Communications Network (DECON).
 - b. Law Enforcement personnel will utilize two-way radio communications to maintain contact with the Emergency Operations Center.
3. **Cellular Telephones:** If telephone lines are disabled, cellular telephones may be operated. However, due to traffic overload and possible interference with the cellular network, these telephones may not offer a consistent means of communications.
4. **Weatheralert Radios:** The Weatheralert radios assigned to each Refuge of Last Resort 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

The Refuge of Last Resort program will not provide food service to evacuees for the height duration of the storm. A Refuge of Last Resort is not intended to provide long-term shelter. If the Refuge of Last Resort must remain open twelve hours past the cessation of tropical storm force winds, the Office of Emergency Management will coordinate emergency food drops to that facility.

H. CUSTODIAN REQUIREMENTS

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

In order to be prepared for the possibility of a hurricane, will be allocated one custodian (1) custodian for each Refuge of Last Resort, and have adequate supplies stored in a specific locker or cabinet. The quantity of the supplies needed will be determined by the capacity of the Refuge of Last Resort.

The Department of Plant Operations will provide custodial assistance, supplies, and equipment throughout the district after the hurricane, as determined by the Executive Director, Facilities Engineering and Quality Control.

1. All head custodians should store the 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 the Office of Facilities Operations.

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) | 10. Plastic bags (3 sizes, for trash, garbage, and other noninfectious refuse) |
| 5. Rope | 11. Tape (duct & masking) |
| 6. Plastic bags (for infectious waste) | |

NOTE: Bleach is to be used only 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 required attachments.

Accurate records must be kept of all expendable supplies used to maintain and clean the Refuge of Last Resort in order for the district to be reimbursed by the Miami-Dade County Office of Emergency Management.

3. Procedures for Rooftop Cleaning:

Custodial staff will perform monthly rooftop cleaning during the months of May through November. A special rooftop cleaning will be performed when a hurricane warning is issued. Otherwise, bi-monthly rooftop cleaning services will be maintained. Loose

objects and debris must be secured. All fuel tanks should be filled. The custodial staff will follow the Rooftop Cleaning Procedures outlined below:

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

4. The Refuge of Last Resort shall not be assigned to other groups without prior approval as specified by contract or authorization by the Superintendent of Schools and the Miami-Dade County Office of Emergency Management.

I. TRANSPORTATION REQUIREMENTS

The Miami-Dade County Office of Emergency Management will coordinate emergency transportation as needed to move people from the Refuge of Last Resort to other evacuation center locations as soon after the storm as possible.

J. ZONE MECHANIC REQUIREMENTS

1. Prior to each hurricane season, the zone mechanic shall assist the Refuge of Last Resort 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 Refuge of Last Resort.
2. When an emergency is declared, the zone mechanic shall report to the assigned site to provide any and all assistance that may be necessary. The signal to report will be communicated to the primary zone mechanic by the satellite director.
3. Zone mechanics assigned to a school during any emergency shall remain at the school for the duration of the declared emergency.
4. After evacuees leave the Refuge of Last Resort, the zone mechanic shall assist the Refuge of Last Resort principal and the law enforcement personnel in assessing damage to facilities and systems caused by occupancy of the evacuees. A post-emergency survey listing any damaged or missing equipment or 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 Miami-Dade County Office of Emergency Management.

K. REIMBURSEMENT BY THE MIAMI-DADE COUNTY OFFICE OF EMERGENCY MANAGEMENT

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

The Miami-Dade County Office of Emergency Management will reimburse the School Board for damage to property resulting from Refuge of Last Resort operations, and for wages incurred based on reimbursement procedures as set forth herein. Administrative instructions for recovery of expenses will be sent to all principals at the end of Emergency Refuge of Last Resort operations.

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

1. Any foods (except USDA foodstuffs) on a per-meal basis, calculated on the number of

evacuees registered in the Refuge of Last Resort.

2. Property listed in the pre-and post-inventory report as damaged or stolen as a result of utilization of the property and facilities as Special Needs Refuge of Last Resort shall be documented by the Refuge of Last Resort Principal and reimbursement for such damage shall, upon request, be provided by the Miami-Dade County Office of Emergency Management to the Board. The Miami-Dade County Office of Emergency Management will be afforded the opportunity to review all items submitted for reimbursement. This will be based on review of the post-emergency inventory. The Miami-Dade County Office of Emergency Management is not responsible for damage to the facility or its contents, furnishings, or equipment caused by the disaster.
3. Salaries of MDCPS personnel who work in the Refuge of Last Resort including fringe benefits pursuant to salary schedules and provisions of various labor contracts and Board Rules.

MDCPS employees who may be assigned for the opening of an emergency Refuge of Last Resort:

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

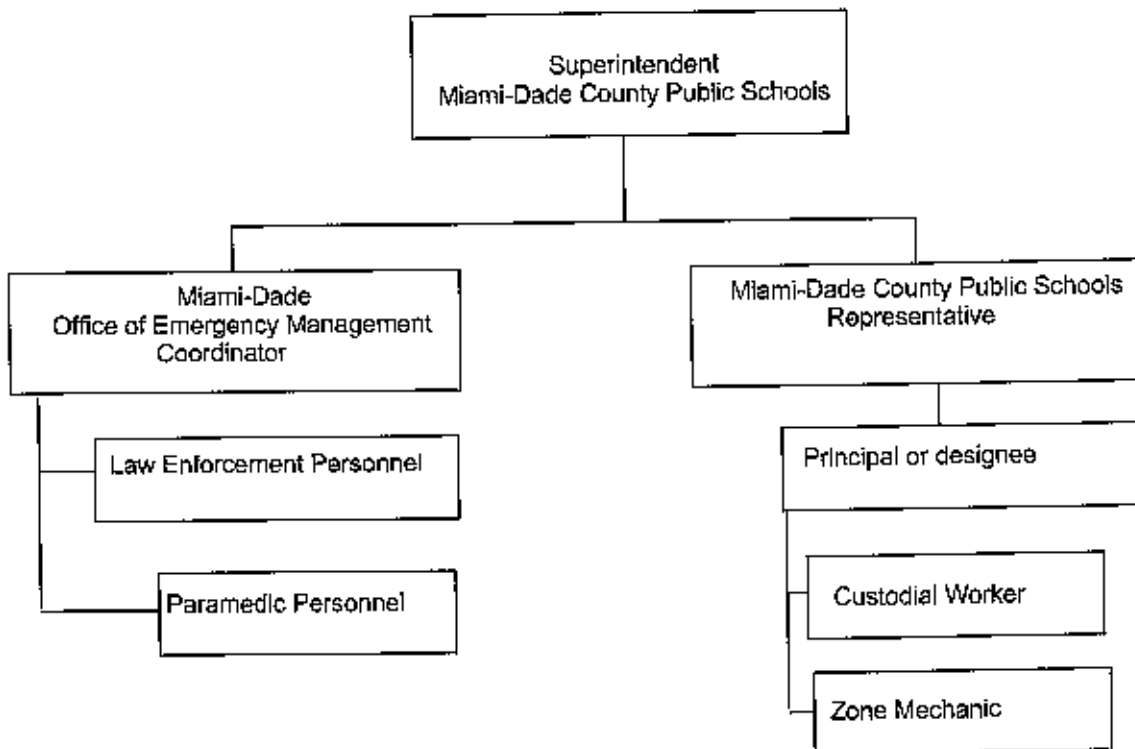
In the event the County's Refuge of Last Resort personnel do not report as assigned, and the Refuge of Last Resort principal has made all reasonable efforts to communicate with the County's Emergency Operations Center, the Refuge of Last Resort principal may recruit additional personnel to be reimbursed by the Miami-Dade County Office of Emergency Management.

4. Cleanup costs for those activities relating directly to the use of the facility as a Refuge of Last Resort according to the pre-inspection report as set forth herein, including salaries of custodians, waste disposal fees, and materials. The Miami-Dade County Office of Emergency Management is not responsible for removing downed trees or cleaning up other debris caused by the disaster.

The Miami-Dade County Office of Emergency Management will not be responsible for any expenses not specifically described in a written agreement, to be entered into between the Miami-Dade County Office of Emergency Management and MDCPS except and to the extent any additional expenses are caused by the Miami-Dade County Office of Emergency Management. To determine and document any amount owed to MDCPS, the following shall be used:

- Official County Refuge of Last Resort waiver forms.
- Official computer printouts of MDCPS payrolls by the Refuge of Last Resort.
- Site survey completed by the Refuge of Last Resort Principal and law enforcement personnel immediately following the closing of the Refuge of Last Resort.
- Name; employee number; regular pay rate, indicating regular hours worked; overtime pay rate, indicating overtime hours worked; total hours; school name; and dates worked.

REFUGE OF LAST RESORT ORGANIZATION CHART



Appendix A

District Critical Incident Response Team (DCIRT)

All schools are required to have a Critical Incident Response Team. The team is trained to implement site specific emergency plans contained in the schools Critical Incident Response manual. The district developed DCIRT to standardize the procedure for notifying district staff members in response to a school emergency. DCIRT also provides principals and site administrators access to district resources without having to call individual departments. Procedures for activating DCIRT can be found on pages 89-90. The departments represented in DCIRT can be found on page 91.

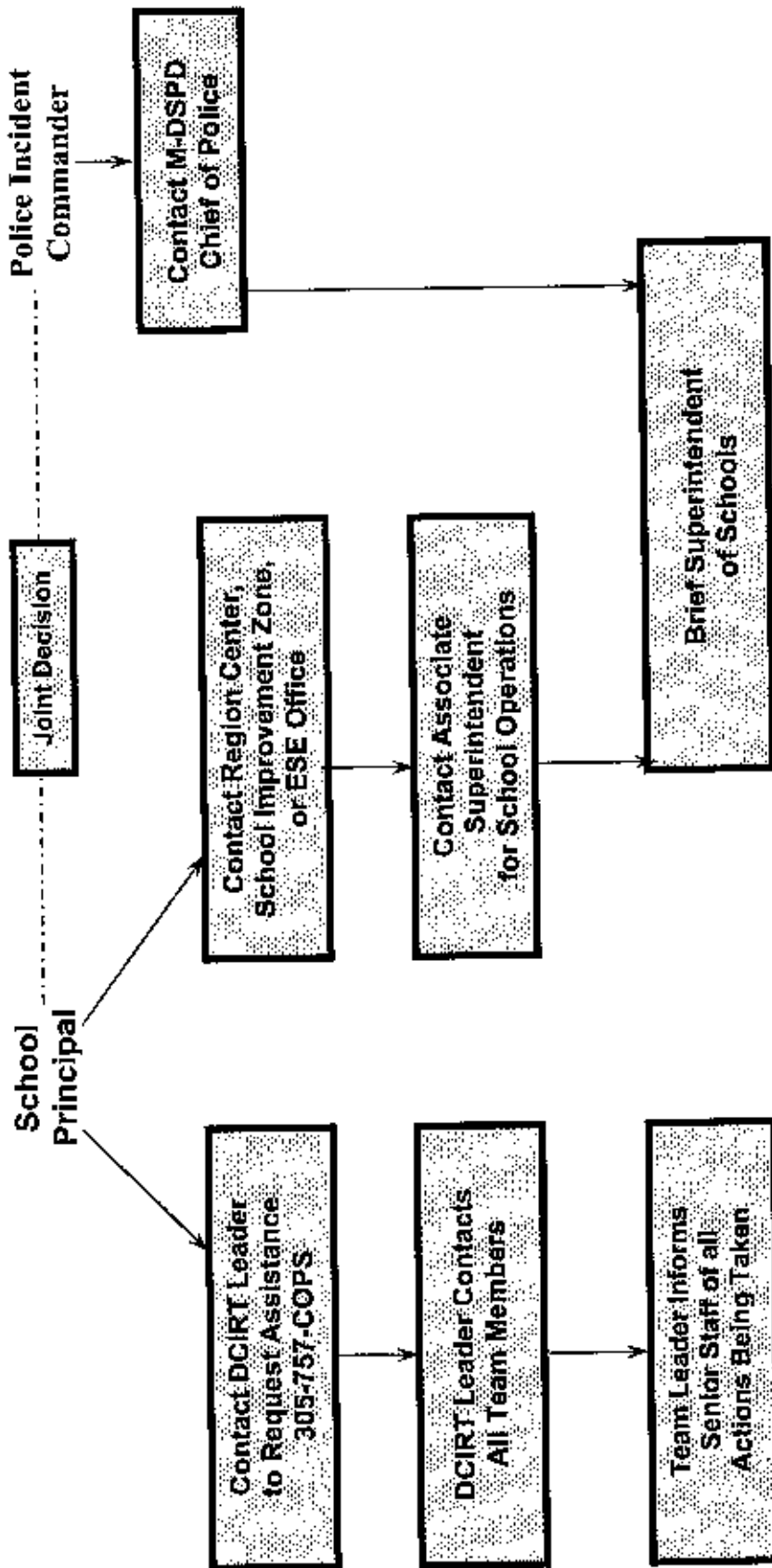
All DCIRT members can be simultaneously contacted via their Blackberry device. The Blackberry message contains a brief description of the incident and the responses required by DCIRT members.

The following emergency numbers can be utilized to contact a DCIRT Team Leader.

DCIRT TEAM LEADERS

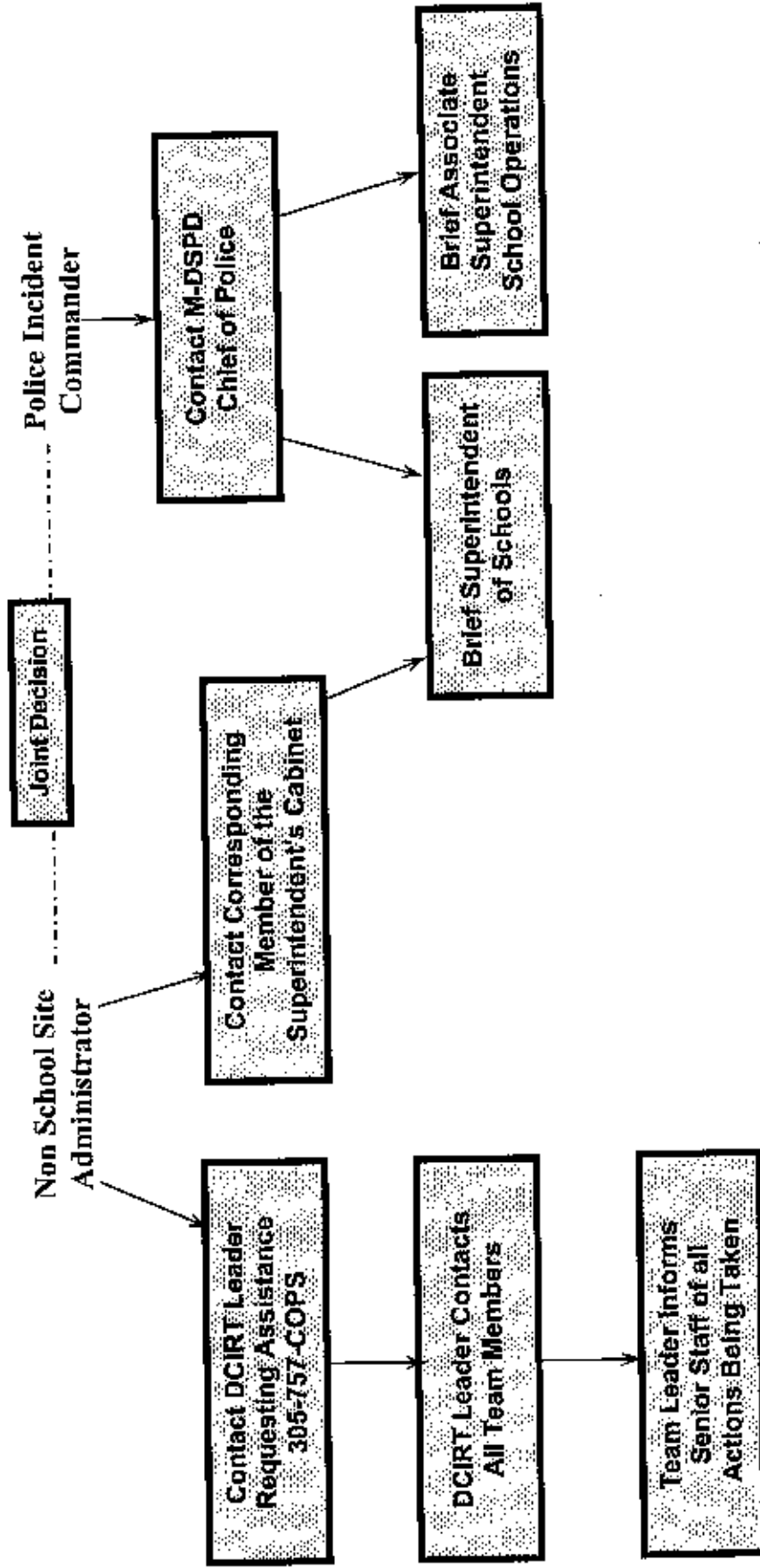
Assigned Representative/Alternate/ Employee Number	Cellular/Pager	Nextel DC	Office/Direct	Residence
Jaime Torrens, Inspections Officer District Inspections, Operations and Emergency Management 149391	305-218-2705	158*212*43	305-995-1550 305-995-1560	305-220-4239
Mark E. Zaher, Director School Operations/Special Programs 151395	305-345-9250	158*212*4376	305-995-2710 305-995-1754	954-431-4020

MIAMI-DADE COUNTY PUBLIC SCHOOLS DISTRICT CRITICAL INCIDENT RESPONSE TEAM (DCIRT) ACTIVATION PROTOCOL



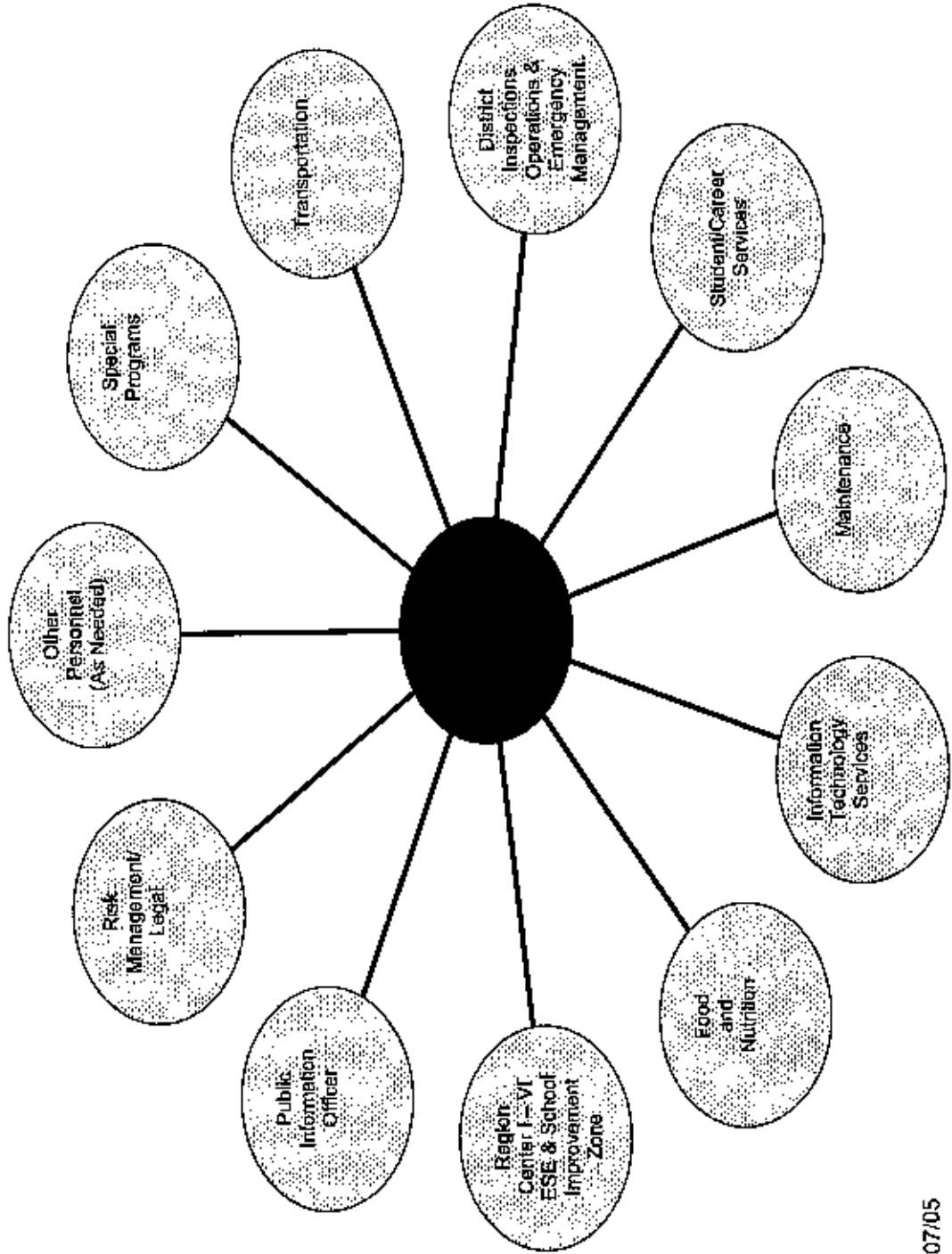
Note: This protocol applies only when additional district resources are needed. Principals must adhere to established guidelines and procedures outlined in the Critical Incident Response Plan, when calling 911 is needed or required.

MIAMI-DADE COUNTY PUBLIC SCHOOLS DISTRICT CRITICAL INCIDENT RESPONSE TEAM (DCIRT) ACTIVATION PROTOCOL



Note: This protocol applies only when additional district resources are needed. Principals must adhere to established guidelines and procedures outlined in the Critical Incident Response Plan, when calling 911 is needed or required.

Miami-Dade County Public Schools District Critical Incident Response Team (DCIRT)



MAIL HANDLING PROCEDURES

This section establishes procedures to receive and open mail at schools and administrative sites. Training of the staff to implement this section is the responsibility of the school principal.

School buildings and administrative sites should designate an area for opening and disseminating mail. **Students are prohibited from performing this function.** Employees with mail handling responsibility shall be periodically trained to identify suspicious packages.

Suspicious Mail can be defined as those packages and letters that meet the following criteria:

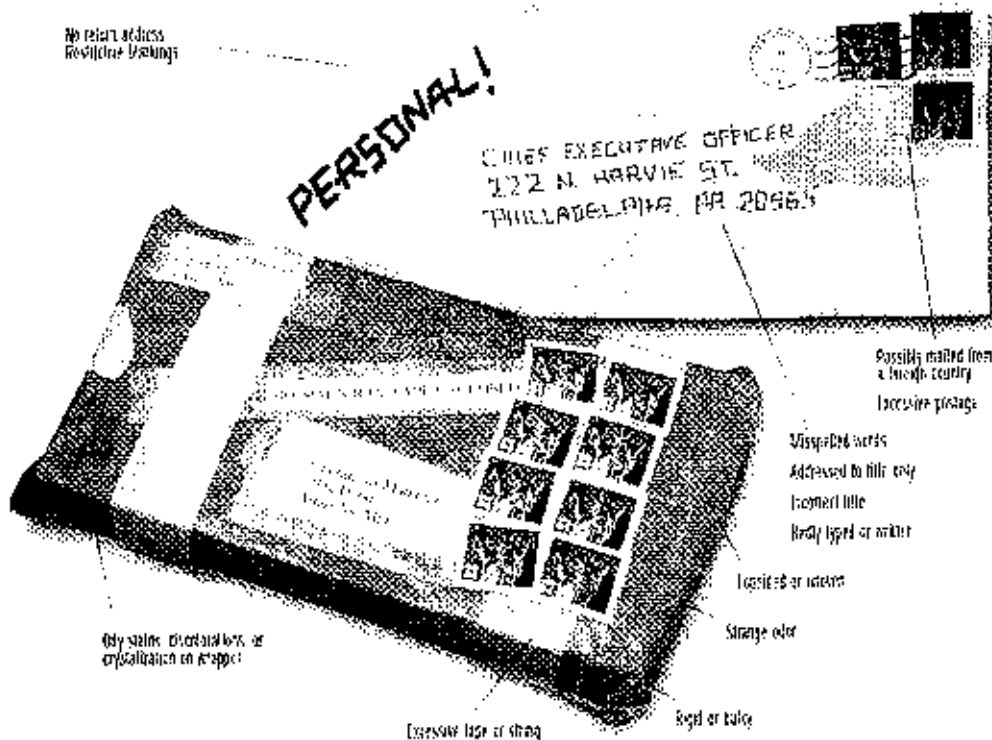
- Has been opened and resealed
- There is excessive tape and string
- There are oily stains and discoloration
- There is crystallization or powder visible
- Incomplete or wrong name or title
- There is an unusual odor
- The package is lopsided or uneven – from non- recognized source
- There are wires protruding
- There are misspelled words
- There is no name or title
- There are poorly typed or badly written letters
- The postage is excessive

If a suspicious package is found staff should immediately evacuate the area, shut down the air conditioning system and contact the M-DCPS Police Department. Entry to the mail handling area should be prohibited until the investigation is concluded. The picture contained in Appendix A shows examples of suspicious mail.



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:
Evacuate immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit