SEVERE WEATHER PLAN
2018

BROWARD COLLEGE

Contents

1.0   Introduction

Broward College's (BC) Severe Weather Plan for Natural Causes provides basic guidelines for use by the College in planning and responding for emergencies due to weather or other forms of natural causes. It is intended to be a management supported, cost-effective, and documented plan that provides college-wide capability for organized preparation and timely recovery from a major unforeseen disruption caused by a hurricane, tornado or other severe weather incident.

In preparation for the Atlantic storm and hurricane season (June 1 – November 30) the College's Severe Weather Plan will be reviewed each spring with any revisions made no later than May 1st of each year. All changes or revisions must be forwarded to the Director of Emergency Management by mid-April, who will maintain custodial overview and management of the plan.

BC's core business is teaching and learning. Although the plan is designed for the preparation and continuation of essential College services based upon a 'worst case' disruption, elements of the plan can be easily used in the event of a less serious event. Assuming a significant event like a hurricane strike disrupts our core programs and services, timelines for the resumption of critical operations have been identified.

Specifically, this plan is intended to:

- Save lives and ensure the health and safety of the BC community.
- Preserve and protect campus buildings and facilities.
- Preserve the orderly functioning of the College operations.
- Restore critical functions to the College and departments so the mission of the College can continue.
- Establish clear lines of authority and coordination within the College and with external constituencies.
- Establish within the College and departments, responsibilities and authority for mitigation, preparation, response and recovery from a hurricane, a tornado, severe weather, or other disasters resulting from natural causes.
- Establish a basis and organization for the College and departments to respond to emergency situations, to include the coordination of disaster operations and the management of critical resources.
- Articulate procedures for the coordination of communications within the College and with external constituencies and stakeholders.
- Ensure that the College returns to a normal operating environment as soon as possible.

2.0   Broward College Severe Weather Conditions Overview

2.1   Weather and Climate Spectrum
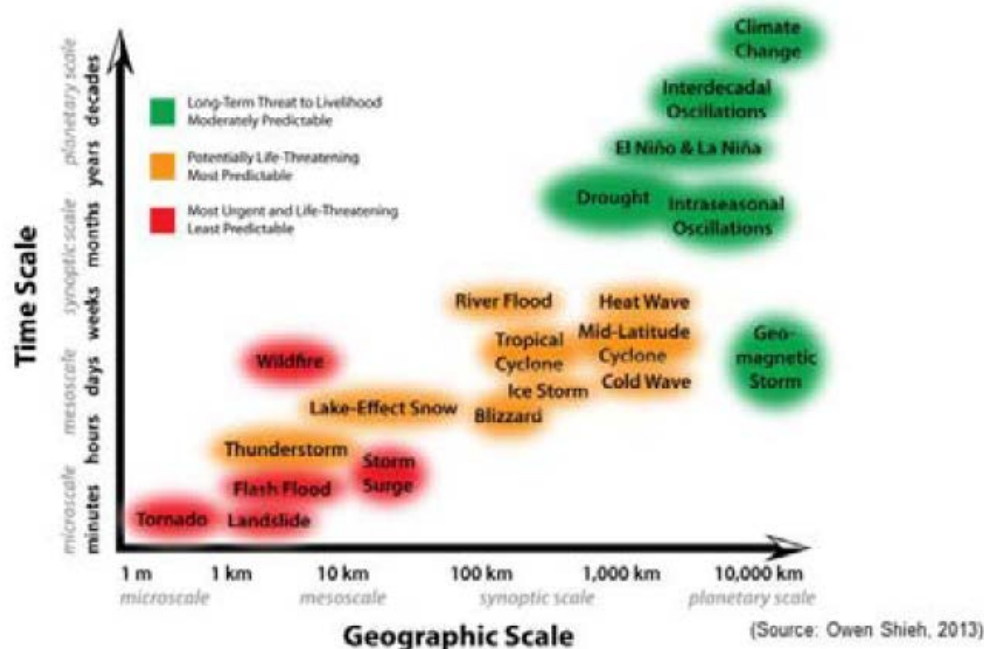
Weather and climate events span a vast spectrum of time and geographical impacts. To understand the relationships and characteristics between each, the above graphic demonstrates a relative graph. Using this scale, relationships between size and duration may be used to emphasize hazards and risks. The highlights of the graph are outlined as:

- The microscale and mesoscale events at the bottom-left, such as tornadoes and flash floods, are considered the most urgent and life-threatening and, therefore, are highlighted in red.
- The synoptic scale events are yellow because they are potentially life-threatening, but not necessarily urgent, unless their downscale impacts are considered. The events on the synoptic scale, particularly tropical cyclones, serve as parent storms to the more urgent and smaller events in red.

2.2   Severe Weather Risks

The below represents a summary of the various types of severe and inclement weather that Broward College may face.

Thunderstorms

Thunderstorms are a greatly underestimated hazard, partly because they are so common in the Florida region. Thunderstorms can cause flash floods, produce damaging hail, create strong winds, spawn tornadoes, and discharge lightning.

Lightning
Given the tropical climate of south Florida, the moisture and heat cultivates less stable atmosphere thus, making thunderstorms more common. Lightning is especially hazardous for the college community given that the local area and our locations are popular for outdoor recreational activities and events. As prescribed by the National Weather Service, there is no safe place outside when thunderstorms are in the area.

Hot Temperatures / High Humidity
Heat-related hazards are a continual concern for the region. Throughout the summer months, the National Weather Service may issue heat-related products as conditions warrant. These high temperatures can negatively impact the health and welfare of the community as well as present challenges to the infrastructure and buildings of the college. Typical heat advisories for the area are issues within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Advisory is when the maximum heat index temperature is expected to be 100° or higher for at least 2 days, and night time air temperatures will not drop below 75°; however, these criteria vary across the country.

Flash Flood
Flash floods may be caused by slow moving thunderstorms, thunderstorms that move repeatedly over the same area or heavy rains from tropical storms and hurricanes. These floods can develop within minutes or hours depending on the intensity and duration of the rain, the topography, soil conditions and ground cover.

Tornadoes
Tornadoes are deceitfully common in south Florida and often accompany thunderstorms and cyclones. Typical tornados in the area tend to produce a relatively narrow convergent damage pattern. In 2016, a Tornado made touchdown and passed through North Campus in Coconut Creek.

Tropical Cyclones
Broward College is located on the east coast of Florida and tropical cyclone (hurricanes, tropical storms, tropical depressions) remain a viable threat given the proximity to typical storm developments and paths.

(Source: NOAA, 2013)
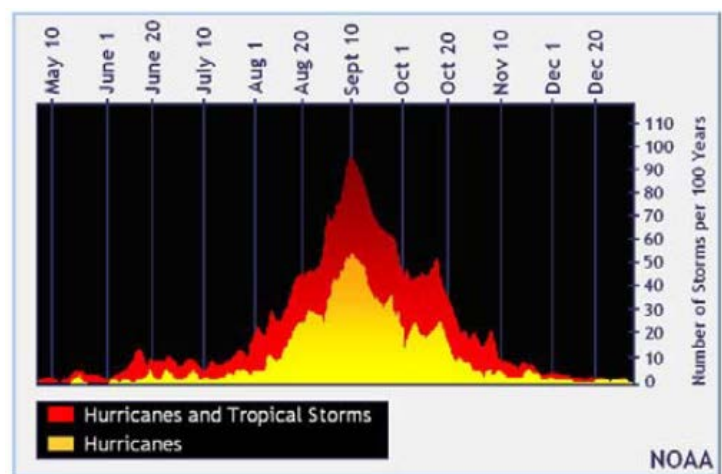
3.0   Preparedness: Severe Weather Conditions

Community preparedness is a key component of the planning picture. Numerous operational areas of the college work together to educate, plan, train and exercise to support a high-degree of preparedness. These elements are categorized as pre-event. Meaning, they are designed to be conducted in advance.

3.1   General Population [Students, Faculty & Staff]

Education & Awareness
Weather Season Awareness Campaign
Around the beginning of Florida's transition from the dry-season to the wet-season, the Department of Safety, Security & Emergency Preparedness conducts a Weather Season Awareness Campaign. The campaign involves targeted communication strategies which cultivates flow of information to the community on various weather hazards which the region is faced with. Included with the campaign is the sharing of important information such as proactive steps to take if such an event occurs.

Hurricane Awareness Campaign
On or about June 1st of each year, the Department of Safety, Security & Emergency Preparedness conducts a Hurricane Awareness Campaign. The campaign involves targeted communication strategies which cultivates the flow of information to the community on the hazard associated with cyclones. Additionally, the Department of Safety, Security & Emergency Preparedness publishes the updated *Broward College Hurricane Safety Action Guide* which is a printable PDF document that contains hurricane safety tips, a tracking chart, safety information and checklists to ensure personal preparedness.

Training & Exercise
SKYWARN
A responsive community originates by instilling within its members the ability to recognize and respond to a developing situation. To harness a more responsive environment and collaborative partnerships, Broward College partners with the National Weather Service (NWS) in hosting official SKYWARN® training sessions. Participants will gain foundational knowledge on identifying severe weather conditions and an understanding on how to report wind gusts, hail size, rainfall, and cloud formations that could signal developing conditions.

3.2   Incident Management Teams, Policy Group, & Departments

Training & Exercise
Annual Broward College Severe Weather Awareness Seminar
Designed specifically for the Campus Incident Command Teams, this training provides a broad overview of the various severe weather incidents which may impact the College. Briefly going into notifications of developing conditions as well as initial actions.

Annual Broward College Hurricane Preparedness Seminar

Mid-large group activity that orients participants to the authorities, strategies, plans, policies, procedures, protocols, resources, concepts and ideas associated with responses associated with severe weather particularly, hurricanes.

Annual Broward College Severe Weather Plan Seminar
This group activity is designed to orient, train, and enhance participant's knowledge on the entirety of the Broward College Severe Weather Plan (SWP). This training is intended to read, review, and discuss all aspects of the SWP.

Annual Campus Specific Hurricane Preparedness Sessions
Informal activity that is designed to stimulate discussion of ideas and concepts associated with preparedness efforts at the individual campuses. This is to understand Incident Management Teams ability to initiate preparedness efforts at their campuses.

Annual Facilities Department Hurricane Preparedness Meeting
A group session hosted by, and for, Facilities to ensure the department has reviewed all procedures and mechanisms related to the hurricane season.

Annual Statewide Hurricane Exercise- Hosted by Broward EOC
Intended solely for members of DSSEP, the purpose of this exercise is to test cooperation between county-wide agencies and evaluate communication and resource sharing capabilities. Generally, members serve as controllers or evaluators for designated ESFs.

4.0   Response: Weather Monitoring & Weather Communications

4.1   Weather Monitoring & Reception

The ability to receive advanced weather warnings related to weather events can be challenging due to the rapid evolving nature combined with geocoded warning notifications. There are various processes which have been implemented to better position the College to recognize early signs.

NOAA Weather Radio

The Department of Safety, Security and Emergency Preparedness maintains NOAA/NWS Weather Alert Radios within the district office at the Cypress Creek Administrative Center as well as the Campus Safety Offices at the three main campuses. These devices can transmit NOAA/NWS initiated alerts and warnings and may be programmed to listen to designated weather informational stations.

NOAA Storm Prediction Center – http://spc.noaa.gov

The NOAA/NWS Storm Prediction Center is regularly checked and evaluated for various weather information. Included as tools and resources are convective outlooks, watches, storm reports, and other general weather information.

NOAA Hurricane Center – http://www.nhc.noaa.gov

The NOAA/NWS National Hurricane Center is routinely monitored for updated analysis & forecasts as it relates to tropical weather. Included as tools and resources are outlooks, satellite imagery, radar imagery, aircraft reconnaissance, as well as other resources and tools.

Local National Weather Service Office – Miami

The college maintains a collaborative and cohesive relationship with the local National Weather Service in Miami. The Department of Safety, Security & Emergency Preparedness participated within weekly weather briefings to stay abreast of local weather conditions.

iNWS

Select members of the Department of Safety, Security and Emergency Preparedness are enrolled within the National Weather Service interactive early warning system to ensure notifications are received regardless of geolocation. This mobile decision support service offered through the National Weather Service permits the receipt of direct communications from NOAA/NWS in the form of text messages and e-mail alerts. Different from Wireless Emergency Alerts (WEA) that are issued through FEMA's public system, these are designed and intended for core partners and are the initial forms of communication, prior to other methods such as news stations and secondary weather information relays.

NWS Chat Services

Select members of the Department of Safety, Security and Emergency Preparedness have been registered within NWSChat: a direct and secured line with NWS Miami meteorologists to open direct lines of communication and information sharing.

Local / National News Media

In addition to other included methods, local and national news media are also utilized in various instances to increase sources of incoming information and news.

SKYWARN® - Community Storm Spotters

A responsive community originates by instilling within its members the ability to recognize and respond to a developing situation. To harness a more responsive environment and collaborative partnerships, Broward College partners with the National Weather Service (NWS) in hosting official SKYWARN® training sessions. Typically, at a minimum of once a calendar year, the SKYWARN® training is conducted by NWS experts. Members of the community who participate and complete the training are registered as Storm Spotters with the NWS. All individuals who are SKYWARN Storm Spotters are considered continually active and should report developing severe and emergency weather situations to their respective NOAA/NWS points of contact.

4.2   Weather Warning Dissemination

BC Alert

In the event of a tornado or tropical cyclone, Broward College utilizes the BC Alert system to notify the community. Emergency communication methods may include primary, secondary, and/or tertiary methods to deliver information as defined within the Comprehensive Emergency Management Plan. The BC Alert system is not a source for college or general weather news.

Advisory

Advisory information is disseminated outside of the BC Alert system through advisory@broward.edu. This email account is designed to provide additional and supplemental information by the Public Information Officer in response to incidents or situations such as routine updates in response to actions being taken by the college to prepare for a potential hurricane.

Advisory@broward.edu under no circumstances will send out immediate life-threatening information or time-sensitive protective measures; all immediate emergency notification will come from the previously discussed BC Alert System.

Senior Management Team Briefings (Tropical Cyclones)

The Department of Safety, Security & Emergency Preparedness routinely monitors tropical weather forecasts. Upon the collection of information, the Department of Safety, Security & Emergency Preparedness will provide any necessary briefings to the Senior Management Team.

4.3   Reporting to National Weather Service (Real Time)

Developing a two-way communication with the NWS provides for enhanced collaborative efforts towards managing severe weather events. When information is gathered regarding emergency and severe weather events, the Department of Safety, Security & Emergency Preparedness will share the information with the NWS in real time by way of either the NWS Chat Service or other means of direct lines of communication with the NWS as appropriate.

4.4   Internal Incident Management Team Communications

Satellite Phones

Broward College satellite phones are managed by Information Technology (IT). The Coordinator of Telecommunications is the point person responsible for satellite phone components and is designated to activate the phones. The satellite phones are incident driven and if a situation arises when they are required, an Incident Commander should contact the Coordinator of Telecommunications to have them activated. It oversees any issues that users may experience with satellite phones. Note that satellite phone numbers are not assigned until they are activated. At which point, the Coordinator of Telecommunications supplies a list of all phones numbers and respective contact individuals to all members of the Incident Management Team.

Conference Bridge

The Incident Management Team utilizes LYNC Conference Bridge as its primary method of conference calls. If power and generator services are lost at the Willis Holcombe Center, these capabilities will not be available. As a backup option, Information Technology has created a permanent conference bridge through Office 365 (Skype for Business). The primary option (LYNC), will be used until advised otherwise. Directions for joining the backup option will be shared by the Vice President of Information Technology, or designated individual, with the respective members once the District Emergency Operations Center is activated.

Cross-Platform Instant Messaging (Microsoft Teams)

In efforts to enhance the communication capabilities in response to an incident, Microsoft Teams has been utilized to enable cross-platform instant messaging services for both smartphones and computers. The solution provides for enhanced communication capabilities and permit timely and easily coordinated communications and sharing of information. Within the Microsoft Teams mobile application, web-browser, or computer application, the chat function is labeled as Conversations.

To ensure an efficient operating picture within the Microsoft Team Conversation platform, the following are guidelines towards its operations and use:

- The District Incident Commander will notify the group for the use of Microsoft Teams for all text based conversations and messaging.
- The District Incident Commander will ensure all individuals have been identified and added to the appropriate groups. The following are considered standard in the IMT groups:
    - District Incident Management Team
    - Central Campus Incident Management Team
    - North Campus Incident Management Team
    - South Campus Incident Management Team
- The main IMT Conversation should be used solely for discussing and conversing elements related to the incident /event at hand.

5.0   Response: Severe Weather Direction and Control

The response section of this plan develops a framework and outlines general actions which may be taken once a threat has been identified. In some instances, such as hurricanes, there may be more time afforded in preliminary response functions but in others, such as a tornado, there may not be a lengthy advanced warning. The following information is intended to provide a basic operating picture and is not intended to limit the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.

5.1   National Incident Command System (NIMS) and BC

In compliance with Homeland Security Presidential Directive 5 (HSPD-5) and the policy adopted by the Broward College Board of Trustees, BC has created an Incident Management Team (IMT) to deal with issues as they arise. In the case of natural disasters, such as hurricane preparation and recovery, we will usually have the luxury of time to pre-determine who will comprise the team and what their responsibilities will be. In instances where the incident comes upon the College suddenly, we will endeavor to follow the concepts of:

1. Creating an Incident Management Team (IMT) appropriate to the scope of the incident.
2. Developing an Incident Action Plan (IAP) to deal with the incident.

The IAP will be developed to address specific objectives. Those objectives, in priority order are:

1. Save and safeguard lives.
2. Protect property.
3. Mitigate any damage.
4. Return working order as soon as possible, at which time the IMT will be disbanded and appropriate reports filed.

Additionally, the following features will be incorporated into our ICS:

1. Use of common terminology, avoiding jargon
2. Maintaining a span of control between 3 – 7 reports per supervisor
3. Use of ICS position terminology
4. Reliance on an Incident Action Plan
5. Integrated communications
6. Accountability

5.2   Broward College Command & Control

The plan is designed to provide timely, efficient, and controlled recovery and restoration of essential College operations by reducing confusion during the potentially chaotic periods that typically precede and follow such a disruption.

In preparation for and during a severe weather event such as a hurricane strike, the College's District Incident Management Team (IMT) will have complete command and control authority over the event. The Incident Management Team is comprised of key individuals from operational areas within the College who are responsible for managing the event. When decisions and directives are dispatched by the IMT, College supervisors will, in turn, convey decisions and directives to employees within their units of responsibility. After a hurricane strike, every employee has the responsibility to contact his/her department to report his/her personal status and to find out when to report to work.

Command and control authority exercised by the IMT includes, but is not limited to, directing emergency actions, canceling classes, closing buildings and campuses, and releasing all but Essential Personnel. The IMT will conduct emergency meetings as necessary (some meetings may be conducted by telephone to determine the course of action) and may include members from the Policy Group. When activated, the District Incident Management Team members or alternates are on-call always. It is also noted that when activated, Campus Incident Management Team members or alternates are on-call always as well.

The College's main Emergency Operations Center (EOC) will be located at the Cypress Creek Administrative Center. This location, unless otherwise designated, will be utilized prior to and after a hurricane strike. Building 20 on Central Campus has been designated as a secondary Emergency Operations Center in the event the main EOC is inoperable or unusable. If the Cypress Creek Administrative Center and Building 20 are inoperable and unusable, The Board Room at the Willis Holcombe Center (WHC) downtown has been designated as an alternate EOC in the event the main and secondary EOC are inoperable or unusable. Resource and communications infrastructure to support an emergency operations center have been completed in all designated primary or back-up College EOC facilities.

In the hours preceding a hurricane strike, the Incident Commander or his/her alternate will order the final evacuation of all facilities. After the hurricane strike, the Incident Commander will coordinate the post-strike efforts of key IMT staff to ensure business resumption assignments are carried out.

5.3   Command Structures

Policy Group

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                                College President
        ┌──────────────┬──────────────┼──────────────┬──────────────┐
   VP, General    VP, Advancement  ED, Marketing &   ED, Human    ED, Workforce
    Counsel        & Foundation    Stratgic Initatives  Resources    Education
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District Area Command

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   Policy Group              Incident Commander
   College President              SVP
                    ┌──────────────┴──────────────┐
          Deputy Incident Commander      Campus Incident Management Teams
              VP, Operations                   Campus Presidents

          Public Information Officer        Liaison Officer
              DD, Public Relations           CPT, CS Operations

          Safety Officer
           DD Env Health, Chief Fire

   ┌──────────────────────────┼──────────────────────────┐
 Operation & Logistics Section    IT Section          Finance & Admin Section
     VP, Operations               VP, IT                  VP, CFO
   ┌───────┼───────┐          ┌──────┼──────┐          ┌──────┼──────┐
Facilities DSSEP Business   Business Technology Cyber   Budget Payroll Student
               Serv. &      Process  Support  Security                Financial
               Resource                                                Services
               Mgmt.
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Campus Command

Center Interaction & Campus Incident Management Team
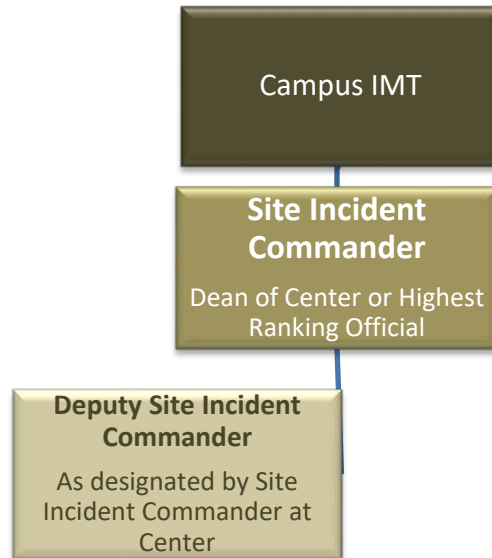
5.4   Incident Action Plan

During the onset of a Severe Weather incident, the District Incident Commander may activate the development of an Incident Action Plan (IAP) to guide the College's actions to deal with the incident.

As prescribed, the IAP will be developed to address the specific objectives. Those objectives in priority order are:

1. Save and safeguard lives.
2. Protect property.
3. Mitigate any damage.
4. Return to working order as soon as possible, at which time the ICT will be disbanded and appropriate reports filed.

The District Incident Command is responsible for assigning the development and revisions of an Incident Action Plan.

The following forms shall serve to make up the Broward College IAP:

- BC   Incident Cover Sheet
- Form 201   Incident Briefing
- Form 202   Incident Objectives
- Form 208   Safety Message/Plan

It is noted that for Senior Leadership - Situational Meetings, a condensed situational report may be developed and shared with all members.

6.0　Response: Students, Faculty & Staff

6.1　General Actions to be taken by Students, Faculty & Staff

Thunderstorms

It is advised that during periods when the National Weather Service has issued severe thunderstorm or lightning warnings that outside operations (i.e. recreational and sporting activities) are suspended and the necessary adjustments are made to ensure the safety of the participants and community.

All community members should observe the following rules if lightning is occurring or is likely to occur:

- Indoors – stay away from doors and windows. Avoid water, telephone lines, and all metal objects, including electric wires, machinery, motors, power tools, etc. Do not use the telephone. Take off head-sets. Turn off, unplug, and stay away from appliances, computers, power tools, TV set, etc. Lightning may strike exterior electric and phone lines, inducing shocks through inside equipment.

- In your car – because cars are supported on rubber tires (an effective electric insulator) they are generally safe from lightning strikes. Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).

- In an open area – go to the nearest ditch or ravine and drop to your knees. Also, keep the following in mind:

  - Do not stand in an open area
  - Do not stand underneath a tall tree (especially if it is in an isolated area)
  - Do not seek shelter in a small structure in an open area, such as picnic or rain shelters
  - Do not stay in or around a body of water
  - Do not go near anything metal – farm equipment, golf clubs, wire fences, etc.
  - If you feel your hair standing on end, drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Injured persons do not carry an electrical charge and can be handled safely. Apply first aid procedures to lightning victim if you are qualified to do so and the area is safe. Call 911 or send for help immediately.

Tornado

Generally, there may be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

When a 'Tornado Warning' is issued by the National Weather Service operations should temporarily hold and immediate life-saving actions should be taken. A tornado has been sighted. Shelter should be immediately taken and Shelter-In-Place actions carried out.

Keep the following in mind:

- If in a building, go to an interior hallway on the lowest level. Seek out interior spaces that form a protective core; closets and bathrooms in the center offer the greatest protection. Stay away from windows, exterior walls and exterior doors. If possible, cover yourself with a rug or blanket. Do not use the elevator.

- If in a car, and the tornado is nearby, get out of the vehicle and seek cover. Do not try to outrun a tornado with your vehicle. If it is not possible to find suitable shelter inside a building, lay flat in a ditch, drain, or low area. Cover the back of your neck with your hands.

- If you are outdoors – lie face down in a ditch or nearest low area and cover your head with your hands. After the tornado, stay alert. Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

* If a student, faculty, or staff member spots a tornado while at a Broward College location, they should immediately report it to Campus Safety by calling 954-201-HELP (4357).

Hot Temperatures / High Humidity
- During times of high temperatures and/or high humidity, it is important to reduce, eliminate or reschedule strenuous activities until the coolest time of the day.
- Dress for summer. Wear lightweight, loose fitting, light-colored clothing to reflect heat and sunlight.
- Eat light, cool, easy-to-digest foods such as fruit or salads. If you pack food, put it in a cooler or carry an ice pack. Don't leave it sitting in the sun. Meats and dairy products can spoil quickly in hot weather.
- Drink plenty of water (not very cold), non-alcoholic and decaffeinated fluids, even if you don't feel thirsty. If you are on a fluid restrictive diet or have a problem with fluid retention, consult a physician before increasing consumption of fluids.
- Use air conditioners or spend time in air-conditioned locations.
- Minimize direct exposure to the sun. Sunburn reduces your body's ability to dissipate heat.
- Don't leave valuable electronic equipment, such as cell phones and GPS units, sitting in hot cars.
- Make sure rooms are well vented if you are using volatile chemicals.

Flash Flood

In some instances, floods may develop slowly and forecasters can anticipate where a flood will happen days or weeks before it occurs. Oftentimes flash floods can occur within minutes. During these instances water levels and the rate of water that is flowing can drastically change.

- Remain aware and monitor local radio and television outlets and avoid flood waters at all costs.
- You will want to get to higher ground and out of areas subject to flooding.
- Do not walk through flood waters. According NWS, it only takes six inches of moving water to knock you off your feet.
- Do not drive into flooded roadways. Water may be deeper than it appears and can hide many hazards.

Tropical Cyclones

It is important to remain prepared and informed as the season begins. Broward College publishes a hurricane safety action guide while also sharing several websites that provide important information that will help us all prepare for the challenges that often arise during a storm:

- http://www.broward.edu/safety/Pages/Hurricane-Preparedness.aspx
- www.readysouthflorida.org
- www.nhc.noaa.gov
- www.broward.org/HURRICANE

Additionally, the following tips can further assist with hurricane preparedness planning:

- According to the American Red Cross, hurricane watches are issued when hurricane conditions are a threat within 48 hours and are delivered to encourage the public to prepare and get ready if conditions suddenly change. Hurricane warnings are issued when hurricane conditions are expected within 36 hours and encourage the completion of preparations and evacuation if directed to do so by authorities. During a hurricane watch or warning, Broward College will provide information about closures through the BC Alert system.

- Gathering non-perishable supplies like batteries, flashlights, bottled water and easy to prepare foods throughout the year will help keep a hurricane supply kit stocked. The American Red Cross advises to have at least three days' worth of food and water and a seven-day supply of medication on hand in case of an emergency.

- Creating a family emergency plan will allow families the opportunity to decide who to contact in case of a crisis and where to go if an evacuation is needed. To alleviate stress and worry, designate an out-of-state relative or friend as the point of contact. Make sure family and friends know who to call and keep their number on hand to inform them of updates and

important information. In addition, you should become familiar with evacuation areas and have a clear plan of where to meet if family members are separated after a storm.

6.2   Incident Management Team & Support Positions Key Job Descriptions

ICT or College Title	Incident Job Description
College President	Provides overall decision making for college opening and closing. Maintains contact with students, staff and faculty regarding status of college operations through the PIO. Provides oversight to all IMT(s).
Incident Commander	The IC provides overall leadership for incident response. He/she will also perform all major ICS command and staff functions (as defined in NIMS, 2004) until those functions are assigned and/or delegated. Provides overall leadership for incident response. Takes general direction from the College President. Ensures incident safety. Provides information to College President, PIO and other internal and external stakeholders. Establishes and maintains liaisons with other agencies that may respond to incident. Establishes EOC
Deputy Commander (ICT)	Serves as IC when IC is unavailable or off-site. Assists with duties as prescribed by the IC.
Public Information Officer (ICT)	Works with Incident Commander(s) to disseminate approved and verified information to public and media outlets, after receiving appropriate clearance from College President (when appropriate).
Safety Officer (ICT)	Advises Incident Commander(s) on issues regarding Incident Safety. Works with Operations to ensure safety of field personnel. Develops and implements safety plans and measures.
Liaison Officer (ICT)	Serves as point of contact for agency representatives who are supporting the operation.
Operations Section Chief (ICT)	Develops and implements strategies and tactics to carry out the incident objectives. Organizes, assigns and supervises the field operations. Maintains appropriate span of control in divisions, groups and branches.
Planning Section Chief (ICT)	Gathers, analyzes and disseminates information and intelligence within the ICT. Manages the planning process. Compiles the Incident Action Plan. Maintains resource status. Develops alternative strategies. Responsible for documentation. Keeps accurate records of labor, equipment and material used in incident response.
Logistics Section Chief (ICT)	Provides resources and services required to support incident activities. Works with Incident Commander(s) to protect and provide access to electronic communication systems, including internet, email, and phone service.
Finance/Administration Section Chief (ICT)	Responsible for timekeeping, recording of financial transactions, payroll, and purchasing.
District Director of Risk Management & Chief Risk Officer	Works with Incident Commander(s) and/or Facilities in positioning for recovery and post incident claims. Addresses insurance and FEMA reporting and coordinating issues. Serves as advisor to IMT on Risk Management Issues
All other college administrators	Will work with Incident Commanders and the College President to prepare for an incident and resume operations as soon as the facilities are declared reopened for staff by the President.

7.0   Recovery: Severe Weather Event Operations

The response section of this plan develops a framework and outlines general actions which may be taken once a threat has been identified. In some instances, such as hurricanes, there may be more time afforded in preliminary response functions but in others, such as a tornado, there may not be a lengthy advanced warning. The following information is intended to provide a basic operating picture and is not intended to limit the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.

7.1   Damage Assessments & Damage Assessment Teams

After a survey of a campus is completed to determine that no dangerous conditions exist, the Campus Incident Commanders will create one or more Damage Assessment Teams (DAT) per campus to systematically go through each building, room, grounds area and note any damage to the areas, including roofs and equipment. Parking lots will be considered buildings for the purposes of these assessments.

The typical DAT will include:

- Facilities Manager: Serves as the supervisor of the teams while operating as the Campus based Section Chief
- Facilities employees
- HVAC technician
- Electrician---- → MEP (Coordinated through Facilities)

During a district wide event, as the assessment are completed, documentation will be collected by the Facilities Managers (Campus Operations Section Chiefs) and then transmitted to the Campus Presidents (Campus Incident Commanders) and the AVP of Facilities (District Planning/Logistics Section Chief).

The AVP of Facilities (District Planning/Logistics Section Chief) will ensure this information is shared with the District Incident Commander (SVP), Safety Officer (District Director of Environmental Health & Safety), and the District Director of Risk Management & Chief Risk Officer.

When deployed, DATs should utilize a damage assessment kits which should be stored by the Campus Incident Commanders. Included within these kits are the following recommended items:

- Whiteboard/markers – used when taking photos by writing on the board the location, date, and other information to aide in the process of documenting the photos by Risk Management and other areas.
- Flashlight
- Insect repellent
- Poncho – rain gear

- Portable phone charger
- Gloves
- First-aid kit
- Eye protection
- Dust mask
- Hard hat
- Digital Camera
- Printed damage assessment forms
- Rubber boots
- Key Ring (Master Set)

Process for information processing from damage assessments:

INITIAL PROCESS: CAMPUS LEVEL

Damage Assessment Teams Information → Operations Section Chief [Facilities Manager] → Incident Commander [Campus President] & AVP Facilities
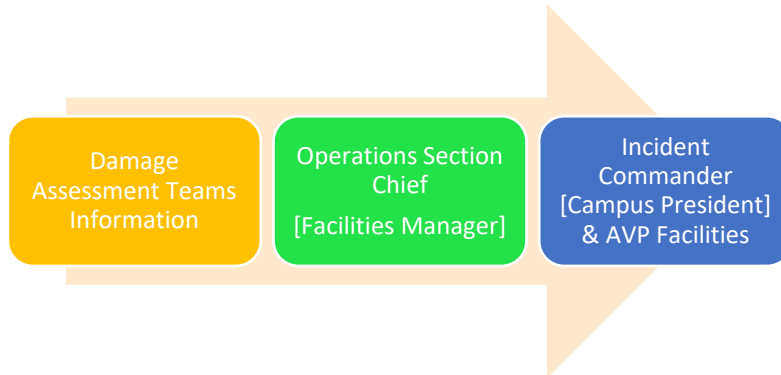
SECOND PROCESS: DISTRICT LEVEL

District Planning / Logistics Section Chief [AVP Facilities] → INCIDENT COMMANDER , SAFETY OFFICER, RISK MANAGEMENT
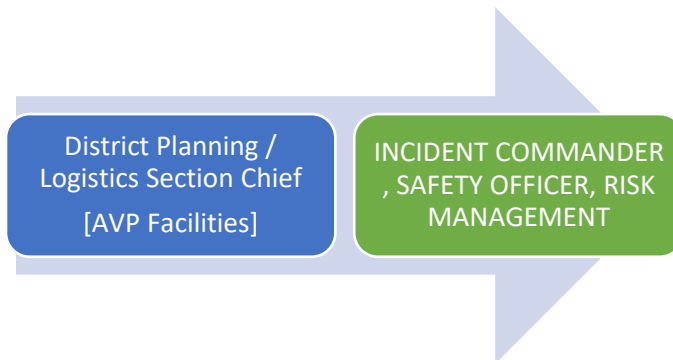
7.2   Uniformity within Information

During any phase of an incident, information drives a response. It is important that all members of an IMT are included when sharing information and are aware of standard components. As most instances require a multi-layered approach stemming from inclusion of various units, uniformity must be included in all aspects to ease the process of filing and recording information. The following listed components should be implemented to streamline the process of sharing

information and documenting critical information which may be used to gauge responses, dedicate resources, and process through other areas.

- Standard file naming convention - All files and folders related to an incident should be labeled beginning with the date (YEARMONTHDAY) followed by the location of the incident (CAMPUS), the incident type (e.g, TORNADO), the document type (e.g, AAR), and the author. An example would be the following:
  - o 20160127 NORTH TORNADO AAR SAMMY

- Photo documentation and associated naming convention should follow a similar file naming standard. It should include the date, specific location, incident, a relative photo number to that specific item, and the author. Keeping in mind that when reviewing photos later, Risk Management and the insurance adjusters won't know the who, what, when, where, and why a photo was taken, therefore the more information provided is beneficial. An example would be the following:
  - o 20160127 BLD50 TORNADO ROOFDAMAGE1 SAMMY

- All units should use predeveloped forms, checklists, and other materials that are found within the Severe Weather Plan and/or Standard Operating Guidelines to document associated areas. If being stored or shared over a computer, files should abide by the implemented standard file naming convention.

7.3   Food & Water

Food for Facilities and Campus Safety Morning Shifts
   a. Facilities will secure food prior to a SW incident and freeze/store it in pre-identified locations at the three major campuses.
   b. Hamburger/hotdogs will be cooked on BBQ grills housed in Facilities.
   c. Facilities managers will work with Campus Safety Lieutenants to communicate to their Public Safety Officers regarding the time and location for BBQ.

Food for Campus Safety Afternoon/Evening Shifts
   a. Lieutenants/Captains will secure food for the afternoon/evening shifts from local vendors and submit receipts for reimbursement to VP Operations through AVP of DSSEP.

Food for General Campus Population
   a. Food Service Provider – Food Service Managers will be designated as Stage 2 Essential Personnel, and will come on campus to assess food/equipment situation.
      a. If power was out for long periods, hot food will not be available, and only grab & go dry goods will be available.
      b. If there is no loss of power, once the Food Service Managers are on site they will determine what services can be made available.
      c. If there is a boil water order, the Food Service Manager on site will determine what services can be provided based on available products and water

requirements for production. Hot beverages will not be available as beverage equipment is hard wired to the water supply.
b. Bookstores – Bookstore Managers will be designated as Stage 2 Essential Personnel, and will come on campus to assess damages.
    a. If power was out for long periods, cold grab & go items will not be available, and only grab & go dry goods will be available.
    b. If there was no loss of power, and the Vendor intranet is up and running, grab & go cold and dry goods will be available.

Water for Recovery Efforts and/or Boil Water Alert
a. Beverage Vendor - June 1st, the College's Beverage Vendor will deliver a pallet of water to each of the three major Campuses Student Life areas, and a pallet of water to each of the Facilities departments. In addition, the Beverage Vendor has agreed to store 5 pallets of water at their own warehouse, earmarked for BC, just in case additional water is needed. The Lieutenants at each campus will work with their respective Facilities managers to secure water for their public safety officers if needed.
b. Facilities - In addition to the pallets of water, Facilities has the 5-gallon water containers that can be used for their staff.

8.0   Hurricane Operational Annexes

The following charts depict pre, during & post hurricane procedure activities by operational areas of responsibility for the College. These charts are developed and managed by the individual areas and any required changes should be forwarded to the Director of Emergency Management.

These charts are designed to provide a basic understanding of activities for the individual areas as well as provide a situational overview for the Incident Management Team. The following information is intended to provide a basic operating picture.

HOA 1   College-Wide Students

COLLEGE WIDE – STUDENTS					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Monitor storm development. Monitor and follow information provided by the College	Monitor information provided by the College. Follow directions and provided information.	Monitor information provided by the College. Follow directions and provided information.	Review information from all sources and take appropriate action. Monitor information provided by the College. Follow directions and provided information.	As directed, stay away from office and campus. Monitor information provided by the College. Follow directions and provided information.	Monitor information provided by the College. Follow directions and provided information. Continual review information from the College to keep apprised of college closing/opening.

HOA 2   College-Wide General Employees

COLLEGE WIDE – GENERAL EMPLOYEES					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Monitor storm development. Begin reviewing information from BC IMT. Conduct meetings as required to begin discussing response actions. Update calling tree for office staff members, noting who will be in charge and subsequent chain of command in the event that someone is out of contact.	Meet with team as required & continue to monitor the situation. Review information from BC IMT Begin preparing workspaces and areas for evacuation Follow back-up and pack-up procedures. Ensure all emergency contact information and calling trees are finalized.	Meets with team as required & continue to monitor the situation. Review information from BC IMT Begin ordered evacuation and closing of locations (if implemented and decision made by BC IMT)	Review information from BC IMT and take appropriate action.	Maintain contact with office staff as able or necessary. Stay away from office and campus. Monitor media messages and BC Alert for clearance for essential personnel to return to campus.	Monitor TV, radio stations, and BC Alerts for updates and return-to-campus instructions. No Employees should report to campus except those designated as Essential Personnel. Call BC emergency information line

HOA 3   Faculty & Academics

Led by Vice President for Academic Affairs

ACADEMIC AFFAIRS					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out. If implemented within individual departments/office, review and update telephone tree and assign telephone tree responsibilities. Share "College Closing and How to Use D2L" with faculty to support academic continuity during College closure.	Meets with team as required & continue to monitor the situation. Review information from BC IMT Begin preparing workspaces and areas for evacuation Follow back-up and pack-up procedures. Ensure all emergency contact information and calling trees are finalized.	Meets with team as required & continue to monitor the situation. Review information from BC IMT Secure equipment, classroom, and office area. Change voicemail and email to auto-reply.	Review information from BC IMT and take appropriate action.	Stay away from office and campus. Monitor media messages and BC Alerts for clearance for Essential Personnel to return to campus.	Work with Student Development to determine need for late drops /withdrawals and make-ups. Communicate to PIO any academic changes due to hurricane delays.

HOA 4   Student Services

Led by Vice President for Enrollment Services

STUDENT SERVICES					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out. Communicate and counsel students on academic changes due to hurricane delays.	Meets with team as required & continue to monitor the situation. Review information from BC IMT Begin preparing workspaces and areas for evacuation Follow back-up and pack-up procedures. Ensure all emergency contact information and calling trees are finalized. .	Meets with team as required & continue to monitor the situation. Review information from BC IMT	Review information from BC IMT and take appropriate action.	Maintain contact with office staff as able or necessary. Stay away from office and campus. Monitor media messages and BC Alert for clearance for essential personnel to return to campus.	Monitor TV, radio stations, and BC Alerts for updates and return-to-campus instructions. Communicate to PIO any academic changes due to hurricane delays. If implemented within individual department/offices, reactivate telephone tree and exhaust all venues for contact of student services personnel.

HOA 5   Public Affairs & Marketing

Led by the Executive Director for Marketing and Strategic Initiatives

Public Affairs & Marketing					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out. Monitor news media for weather alerts and updates Maintain contact with DSSEP and administration regarding closing decisions. Develop briefing regarding information for the Board of Trustees. Include in staff/faculty communication the importance of preparing for the needed potential to end experiments which may be underway. Implement "Pre-Event" communication strategy.	Send BC Alerts as necessary for weather updates, emergency information, employee guidelines & instructions. Respond to public inquiries. Update emergency recording as necessary. Notify all faculty and students of the direct access URL for e-Learning services in the event of the BC web site is going offline. Methods include using notification mechanisms and the BC e-learning web site login page. E-mail all faculty on suggested methods of alerting students to the direct URL for the Learning Management System (LMS) to support continuity of teaching and learning.	Establish a public and media information center. Send BC Alert, press release to media regarding closing notifications. BC / website post notices regarding closing with information for FAU, Broward County Library, Charter School, Childcare Facility clients, etc. Notify FAU, Broward County Schools, Broward County Library contacts of closing. Set up news conferences as required. Develop briefing regarding information for the Board of Trustees.	Establish communication links with key IMT members. Coordinate and verify public information messages from all IMT members. Ensure communication also includes topics such as experiments, the need to clean out refrigerators, and so forth. Develop briefing regarding information for the Board of Trustees.	Continue to monitor media for weather updates. Maintain telephone or cell phone contact with IMT staff for updates Update media, EOC, website, BC as needed. Monitor media messages for consistency. Update emergency recording as necessary. Develop briefing regarding information for the Board of Trustees.	Send BC Alert, press release to media regarding reopening. BC/ website post notices referencing opening information for, FAU, Broward County Library, and Charter School, Childcare Facility clients, etc. Notify Broward EOC, FAU, Broward County Schools and Library contacts regarding reopening. Update emergency recording as necessary. Develop briefing regarding information for the Board of Trustees.

PIO COMMUNICATIONS & MEDIA (con't)					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
	E-mail online and blended course faculty on outlining changes to course policies and expectations on completion of assignments, quizzes and tests before, during and after the emergency; on expectations regarding the use of LMS communication features before, during and after the emergency; and on student responsibility to login to their online or blended courses during and after the emergency and to remain in contact with their online or blended course(s) instructor(s). Develop briefing regarding information for the Board of Trustees.				

HOA 6   Campus Safety

Led by the Associate Vice President of Safety, Security & Emergency Preparedness

CAMPUS SAFETY					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out. Check batteries and all other emergency equipment for proper operation.	Check communications between campuses. Secure golf carts and patrol campus in hardened vehicle. Update Incident Commander as necessary.	Incident Commander orders that all non-essential staff are to be released, all campuses evacuated, all rooms indoors and outdoors including outdoor restrooms cleared upon direction of the College President	Continue Preparation for College evacuation.	Monitor media and BC Alerts for messages regarding clearance for Essential Personnel to return to campus.	Report to next regular shift after the storm passes and report to Incident Commander Yellow tape damaged areas; take pictures of damage. At direction of Section Chief, place safety/caution equipment around damaged areas as necessary (use map of campus & buildings, check for downed power lines and trees). Update Incident Commander as necessary. Secure command posts and campus as directed. Complete Accident/Incident and property damage reports.

HOA 7   Facilities

Led by the Associate Vice President of Facilities

FACILITIES					
Hurricane Alert	**Hurricane Watch**		**Hurricane Warning**		**Recovery**
72 Hours Prior to Event	**48 Hours Prior to Event**	**36 Hours Prior to Event**	**24 Hours Prior to Event**	**During Event**	**After Event**
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out. Activate on-site storm plans to go into action during and after event. Facilities managers should receive forty-eight (48) hours advance notice that a college closing may be imminent and should allow eight (8) hours minimum preparation time for employees to secure their homes prior to going on duty.	Test all emergency generators for normal operation. Notify vendors to secure job sites. Collaborate with Risk Management in photography/video of college property. Fuel (gas, oil, diesel), Equipment Employ communication system Lock up loose items Prepare/procure sand bags, emergency food, drinks, rain gear, boots, etc.	Install shutters and sandbags as required. Check all job sites secure all loose objects. Continue to secure campus and prepare for evacuation.	Plant Operations should receive six (6) hours advance notice prior to official college closing to secure campuses.	Monitor media and BC Alerts for messages regarding clearance for essential personnel to return to campus.	District Director of Environmental Health & Safety will report to each Incident Commander and ensure safety of personnel and check login procedures for personnel, equipment and supplies Report to Incident Commander when arriving for first shift after storm has passed. Survey Sites and Buildings as directed for safety Conduct room by room, building by building survey: note all damage inside, outside and on grounds Begin clean up Complete temporary repairs as necessary and schedule permanent repairs. Once emergency repairs have been completed, priori

HOA 7 Information Technology

Led by the Vice President of Information Technology

TECHNOLOGY					
Hurricane Alert	**Hurricane Watch**		**Hurricane Warning**		**Recovery**
72 Hours Prior to Event	**48 Hours Prior to Event**	**36 Hours Prior to Event**	**24 Hours Prior to Event (Begin as soon as school closure is announced)**	**During Event**	**After Event**
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out. Contact users to determine if there needs to be any adjustments made to current or pending critical job scheduling. Schedule site-specific backup procedures to be completed with 24 hours of event Verify and distribute contact lists for all IT employees Campus will identify all equipment that needs to be prepared for storm	Update IMT as necessary. Run any accelerated schedule processes If last day of work-week, PCs need to be prepared by employees at end of day as described in campus plan	Update IMT as necessary. Initiate site-specific backup procedures PCs need to be prepared by employees at end of day as described in campus plan Identify all Essential IT, and College staff and contact info, distribute to all IT staff and IMT, along with campus safety contact information.	Update IMT as necessary. Determine viability of powering down systems Insure all site specific backup procedures are completed and tapes are stored offsite PCs need to be prepared by employees prior to leaving as described in campus plan Ensure automatic backups are scheduled Charge all cell phones and laptops	Carry powered on school issued cell phones	Receive all clear from Incident Commander. Conduct survey of all equipment Contact all IT staff to determine status and overall manpower picture. Make necessary adjustments college-wide. Coordinate power-up of applicable equipment with maintenance and other college entities as required. Verify all network segments and services. Test power, UPS and switching equipment

SAFETY, SECURITY and EMERGENCY PREPAREDNESS
BROWARD COLLEGE — 954-201-HELP (4357)

TECHNOLOGY (cont.)					
Hurricane Alert	**Hurricane Watch**		**Hurricane Warning**		**Recovery**
72 Hours Prior to Event	**48 Hours Prior to Event**	**36 Hours Prior to Event**	**24 Hours Prior to Event (Begin as soon as school closure is announced)**	**During Event**	**After Event**
Verify and distribute key vendor contact information, including names, office phones, cell phone numbers and addresses					Initiate repair/replacement of damaged equipment

Remove and secure equipment in damaged areas pending lengthy repairs.

Test College wide computing services as outlined in daily production support procedures.

Secure all pre-hurricane preparations in undamaged areas.

Ensure all software services are enabled to their pre-event status. |

HOA 8   Risk Management

Led by the District Director of Risk Management & Chief Risk Officer

RISK MANAGEMENT					
Hurricane Alert	**Hurricane Watch**		**Hurricane Warning**		**Recovery**
72 Hours Prior to Event	**48 Hours Prior to Event**	**36 Hours Prior to Event**	**24 Hours Prior to Event**	**During Event**	**After Event**
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out.	Based upon intensity of the storm, implement established plan. Coordinate with facilities to photograph vehicles, heavy equipment, and buildings as determined necessary. Contact mitigation contractor to verify resources are ready to be deployed.			Monitor media and BC Alerts for messages regarding clearance for Essential Personnel to return to campus.	Work with Incident Commander to document all damage Coordinate the gathering and documentation of damage and prepare all insurance reporting.

HOA 9   Human Resources

Led by the Executive Director of Human Resources

HUMAN RESOURCES					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Review the latest information regarding the event to determine and plan for needs at 72, 36, 24 and 12 hours out Work with Senior VP for Administration or Controller, and Vice President for Information Technology to determine how employees will be paid during the closure period and prepare communication to notify employees.			Once release notification is received from College President or the Incident Commander, evacuate campus with personal belongings, employee address lists, and back-up files.	Stay away from office and campus. Monitor media messages and BC Alerts for clearance for Essential Personnel to return to campus.	Essential Personnel in HR will return to work upon notification. Partner with PIO to disseminate recovery information. Assist campuses and departments with work schedules and staffing issues. Work with the Campus Administrative Offices to assess the impact on personnel and students (Employee Relations assistance and Employee Assistance Program information). Determine need for stress-reduction workshops or other employee welfare needs.

HOA 10   Payroll & Finance

Led by the Chief Financial Officer

PAYROLL & FINANCE					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Review current pay cycle status and adjust processing and payment times as appropriate. Meet with staff to discuss specific duties and procedures. Identify a Finance/Payroll Office chain of command.	Follow Back-Up procedures for computer files.	Follow Back-Up procedures for office equipment. Submit payroll information update to PIO. Close cashier offices and evacuate campuses as directed.	Once release notification is received from College President or the Incident Commander, evacuate campus with personal belongings, employee address lists, and back-up files.	Stay away from office and campus. Monitor media messages and BC Alerts for clearance for Essential Personnel to return to campus.	Check offices, report damage and determine alternate work sites when offices are unsafe. If unable to process payroll, duplicates of the last payroll will be requested of the current bank that is processing BC payroll for as long as necessary. Student cashiering offices will remain closed until there is access to the mainframe system. (determine balances and information)

HOA 11   Auxiliary & Material Services

Led by the Associate Vice President of Business Services and Resource Management

Business Services					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Procurement to review P-Card spending limits of Essential Personnel staff from selected areas (Facilities, Public Safety, etc.) with VP of Operations	Expenditures due to storm will be captures in a specifically-identified index.	Procurement – Speak with appropriate food vendors and other auxiliary services about the need to prepare for potential power loss or other circumstances. Declaration of Emergency needed for Emergency POs Auxiliary Services – Speak with contracted food service providers and other auxiliary services about the need to prepare for potential power loss or other circumstances.	Once release notification is received from College President or the Incident Commander, evacuate campus with personal belongings, employee address lists, and back-up files.	Stay away from office and campus. Monitor media messages and BC Alerts for clearance for Essential Personnel to return to campus.	The College President or designee, when declaring a District state of emergency may authorize emergency

HOA 12   District Incident Management Team

District Incident Management Team					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Prior to Event	48 Hours Prior to Event	36 Hours Prior to Event	24 Hours Prior to Event	During Event	After Event
Monitor storm development. Begin disseminating information to College community. Conduct meetings as required to begin discussing/initiating response actions.	Meet with team as required & continue to monitor the situation. Continuing providing routine updated to College community. Continue preparedness and mitigation measures. Ensure activation of areas of SWP. Ensure ENS groups are updates as needed.	Meets with team as required & continue to monitor the situation. Continuing providing routine updated to College community. Begin ordered evacuation and closing of locations (if implemented and decision made)	Ensure all preparedness and mitigation measures have been taken. Initiate final evacuation measures.	Maintain contact between IMT. Provide public communication as needed. Conduct virtual meetings as specified by the Incident Commander.	Initiate return of Stage 1. Execute priority 1, 2, and 3. Initiate return of Stage 1. Execute priority 4, 5, and 6.

9.0   Hurricane Procedures

The following sections delineate specific procedures and activities. These protocols are developed from an institutional perspective and designed to provide for enhanced information and processes.

Procedure 1:   **Back-Up & Pack-Up Procedures**

Upon notification by BC Alert that there may be an evacuation because of a threatening event, such as a hurricane, employees should prepare according to the following timeline and guidelines:

72 Hours Prior to Event:
- Make arrangements with Facilities to request/acquire emergency materials if needed.
- Facilities should inventory and distribute emergency supplies to staff within in building(s) as requested.

36 Hours Prior to Event:
- Unplug computer systems and peripheral equipment such as printers, scanners, etc. from electrical wall outlet.
- Power off uninterruptible power supply (ups); depending on model, turn off switch or press and hold down power button; unplug from wall.
- Unplug phones from wall network plug; note which cable goes in which wall socket (write on cable for a convenient reminder or take a photograph before disconnecting).
- Elevate all first-floor systems 3 inches off the floor or place on desk top.
- Move equipment away from windows, if possible.
- Protect essential office files.
- Unplug all appliances (fans, heaters, break room appliances).
- Unplug all refrigerators not on generator back-up power and remove all food.
- Lock cabinets or drawers containing sensitive/important information, lock office doors, evacuate safely when directed.
- Information Technology to follow department disaster preparedness plan under which the staff will shut down the computer lab systems appropriately.

Computer Back-Up Instructions:
- Copy all local files to the H: drive or
- Copy all local files to a USB Flash Drive or USB External Hard Drive:
    1. Insert in any available USB port
    2. Find the flash drive under 'My Computer' listed with the other drive devices.
    3. Drag and drop files onto the flash drive.
    4. When finished with the flash drive click "unplug and eject icon" on the bottom task bar, stop the flash drive before unplugging.

Procedure 2: College Closing and Desire2Learn

College Closing and How to Use Desire2Learn (D2L) for Campus-based Classes (Faculty)

ABOUT D2L

D2L is an integrated learning platform designed to create a single place for instructors and students to interact, either for a completely online course or as a supplement to a face-to-face course. Many BC faculty use D2L to enhance face-to-face classroom instruction with 24/7 access to course-related materials, electronic dropboxes for assignments, on-line quizzes, grades, discussions, and more.

USING D2L

Closing the College due to inclement weather or other challenges directly impacts on-campus and blended learning classes. In the event of on-campus class closures due to weather or other challenges, D2L will continue to remain up and running. For on-campus and blended classes, please consider using D2L to keep your students informed and engaged. You may wish to consider using BC Outlook email to notify your students that D2L will be available and you will be posting important announcements to their class about changes in lessons plans and upcoming events. This will help your students with getting started or continuing their lessons in your class.

Instructors and students may access D2L through the Broward College website or directly at https://bconline.broward.edu once you log in, select your class from the My Courses widgets. From within the class shell, use the following directions/tutorials to...

Post an Announcement:

> Click on the word **Announcements** to be directed to the announcement tool page. In the top left, click on New Announcement. Enter a Headline and type in your announcement into the Content section. Click **Publish** at the bottom of the page when you are finished.

Upload a Syllabus:

> Click on **Content** from the course navbar (horizontal menu bar). On the left navigation pane, click on 'Add a module...' type 'Class Syllabus'. Some browsers support drag and drop, where you can drag your syllabus file from your computer and drop it into the module (area is indicated on the page). Other browses, like Internet Explorer require you to manually upload the file using the **Upload** button and selecting the **Upload Files** option from the contextual menu. Select 'My Computer' and use the upload button to find your file.

Upload Course Materials (e.g. PowerPoints)

Click on **Content** from the course navbar (horizontal menu bar). On the left navigation pane, click on 'Add a module…' type 'Course Materials'. Some browsers support drag and drop, where you can drag documents you wish to share with your students from your computer and drop it into the module (area is indicated on the page). Other browses, like Internet Explorer require you to manually upload the file using the **Upload** button and selecting the **Upload Files** option from the contextual menu. Select 'My Computer' and use the upload button to find your file.

Post an Assignment

Click on **Assessments** from the course navbar and select **Assignments** from the dropdown menu. Click the **New Submission Folder** button. Enter a Name for the assignment and write the directions in the Instructions box. The click **Save and Close**. The assignment is ready for submitting.

Need more help and assistance? If you are interested in using any other D2L tools or would like more information, visit the Instructor Tutorials accessible from the Resources Menu on the course navbar.

Procedure 3:   Fleet Hurricane Plan

South Campus & Miramar West

Storm Four Days Out
- Fill all gas jugs and store them in the yellow fire cabinets.
- Fill all vehicles (cars, trucks, golf carts, lawn equipment, man lift, generators,).
- Call for fuel delivery (gas, diesel) ███████████████████

Storm Two Days Out
- Park the pickups, transit connect, student life van, and IT van in the new chiller plant or transport them to central's parking garage.
- Park all golf carts in the gym or new chiller plant.
- Park all security golf carts and the SUVs in the gym or chiller plant. Put plywood under SUV wheel base just inside roll-up door.
- Park aviation equipment in the hanger.
- Move automotive vehicles, equipment, and marine department into their building.
- Central will bring the ambulance and bucket truck for storage in the new chiller plant.
- Transport transit connect from Miramar west center to central campus to store in the parking garage.
- Park the golf cart @ Miramar west in the chiller yard.
- Secure all lawn equipment in the grounds shop.

North Campus

Storm Four Days Out
- Fill all gas jugs and store them in the yellow fire cabinets.
- Fill all vehicles (cars, trucks, golf carts, lawn equipment, man lift, generators,).
- Call for fuel delivery (gas, diesel) ███████████████████

Storm Two Days Out
- Park all vehicles in the compound (truck, van, transit connect, campus safety SUV, and student life van).
- Park all carts in secure location in the compound.

Central Campus

Storm Four Days Out

- Fill all gas jugs and store them in the yellow fire cabinets.
- Fill all vehicles (cars, trucks, golf carts, lawn equipment, bobcat, man lift, generators, and dump truck).

- Prepare chainsaws, generators, and trash pumps for storm cleanup.
- Call for fuel delivery (gas, diesel) ███████████████████████

Storm Two Days Out

- Park all Fleet, Grounds, Landscape, and Maintenance vehicles (cars, trucks, golf carts, dump truck, bobcat, man lift, trailers, and generators) on the first floor and ramp of the parking garage.
- Park all IPS cars and carts on the fourth floor and ramp of the parking garage.
- Secure all loose items in compound.
- Take ambulance, data transit connect, and bucket truck to south campus park in new chiller plant.
- Make sure the two boats are secured with anchors.

Procedure 5:   Using Satellite Phones

Making Calls
From your Iridium phone to any other phone:

Dial: 00 + country code + phone number + Green key *(ex: 00-1-321-777-3000, 'Green' key)*

From your Iridium phone to another Iridium phone:

Dial: 00 + phone number + 'Green' key
(ex: 00-8816-XXX-XXXXX, 'Green' key)

Voicemail
Set up your voicemail from your Iridium phone:

> Please make sure both batteries are charged prior to the Emergency.
>
> You must have 80% view of the sky when using the phones—GO OUTSIDE!
>
> First Communication attempt should be by conventional means (i.e. – land phone or cell phone.)

1. Press 'Menu'
2. Select 'Voicemail'
3. Select 'Call Voicemail'
4. Follow the voice prompts
5. You will hear "You have now accessed…"
6. Enter your satellite number
7. You will hear "You have reached…"
   • Interrupt this greeting by pressing '*'
8. Enter the password. As a default, it is the last 7 digits of your Iridium number.
9. Follow the voice prompts and change your:
   • Password
   • Name
   • Greeting

Access your voicemail from your Iridium phone:
Follow steps 1 thru 8 above (Note: Password is created in step 9 above)

Checking Voicemail:
Press the envelope button then click on OK to call the Voicemail. If you have not previously stored a voicemail number, then you will see *No Number Available*. You will then need to setup your voicemail.

Procedure 6:   Hurricane Communications Strategy

The following procedure provides for a comprehensive strategy for communicating with the community during a hurricane event. It is intended to provide a foundation of processes which provides a baseline to be adjusted as needed to ensure clear, concise, and routine communication about information pertaining to operations.

Tropical Cyclone	
Definition	A rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has a closed low-level circulation. Tropical cyclones rotate counterclockwise in the Northern Hemisphere. They are classified as follows: • **Tropical Depression:** A tropical cyclone with maximum sustained winds of 38 mph (33 knots) or less. • **Tropical Storm**: A tropical cyclone with maximum sustained winds of 39 to 73 mph (34 to 63 knots). • **Hurricane:** A tropical cyclone with maximum sustained winds of 74 mph (64 knots) or higher. In the western North Pacific, hurricanes are called typhoons; similar storms in the Indian Ocean and South Pacific Ocean are called cyclones. • **Major Hurricane**: A tropical cyclone with maximum sustained winds of 111 mph (96 knots) or higher, corresponding to a Category 3, 4 or 5 on the Saffir-Simpson Hurricane Wind Scale.
Examples	2017 Hurricane Matthew 2018 Hurricane Irma
Initiating Authorities	Public Information Officer (District Director of Public Relations). If not available proceed down the list: • Executive Director of Marketing & Strategic Initiatives • Communications Coordinator
Approval Processes	
Pre-Event Processes	**Content/Information** - College President, Campus Presidents, COO, Executive Director of Marketing, Executive Director of Human Resources (if applicable)
	Approvals - College President, District Incident Commander, Executive Director of Marketing
During Event Processes	**Content/Information** - College President, Campus Presidents, COO, Executive Director of Marketing
	Approvals - College President, District Incident Commander, Executive Director of Marketing

Post Event Processes	**Content/Information** – College President, Campus Presidents, COO, Executive Director of Marketing, Executive Director of Human Resources (if applicable)
	Approvals - College President, District Incident Commander, Executive Director of Marketing
Pre-Event Communications Begins 3-5 days prior to event	
Emails	Emails (advisory@broward.edu) should be concise and provide valuable preparation information, weather updates, and/or College updates. Emails should be numbered for consistency. One email should be distributed daily at a specific time. Department-specific communications should be distributed from the department. Examples: • Subject: Hurricane (X) Advisory #1 – Monitoring Storm • Subject: Hurricane (X) Advisory #2 – Preparations for College Closure
Social Media	Social Media should be sharing College preparation information and updates on closure.
Broward.Edu	Advisory page should be live and updated with information shared via email. Advisory page should include alternate sources for information, including social media, hotline, BC Alert, and social media.
Hotline(s)	During pre-event communication, the hotline should only be used to communicate campus/college closure or immediate threat.
BC Alert	During pre-event communication, the BC Alert should only be used to communicate campus/college closure or immediate threat.
During Event Communications Messaging begins once the College announces its intent to close campus/college-wide	
BC Alert	During-event communication should be led by BC Alert and should only be used to communicate extended campus/college closure or immediate threat. Example: • BC Alert #2 – College Closure Extended
Hotline(s)	Content should mirror BC Alert message
Emails/Social Media/Website	Emails/social media/website should be secondary communications channels used to clarify or expand upon messaging. Messages should not duplicate information being shared via the BC Alert system. Example: • Subject: Hurricane (X) Advisory #3 – College Closure Extended
Post-Event Communications Messaging begins once the threat has passed and immediate responders deem campuses safe for return.	

BC Alert	Post-event communication should be led by the BC Alert system with secondary communication channels used to clarify or expand upon messaging. Post-event messaging should focus on identifying employees who can return to work and issuing the ALL-Clear/Re-opening message. The use of established lists within the system should be used to optimize direct target messaging. Examples include:
	• BC Alert – Essential Personnel Stage 1 Report In
	   o Sent to targeted list of S1P
	• BC Alert – Essential Personnel Stage 2 Report In
	   o Sent to targeted list of S2P
	• BC Alert #3 – Broward College Essential Personnel Assessing and Evaluating Impact.
	   o All registered users.
	• BC Alert #4 – All Clear

Emails	Emails (advisory@broward.edu) should focus on specific details for return-to-work procedures, accommodations, and special directions. <u>Department-specific communications should be distributed from the department.</u>
	• **Examples -**
	   o Subject: Hurricane (X) Advisory #4 – Essential Personnel Stage 1 to Return on XX
	   o Subject: Hurricane (X) Advisory #5 – Essential Personnel Stage 2 to Return on XX
	   o Subject: Hurricane (X) Advisory #6 – Return to Work and Classes Special Instructions

Website/Hotline/Social Media	Messages should be live and updated with specific details for return-to-work procedures, accommodations, and special directions.

Attachment 1:   Abbreviated Timelines

Tornado Strike Abbreviated Timeline

Tornado Watch Watch Issued by NWS - Possibility of funnel cloud development	Alert Status	• Enacted by NWS releasing a tornado watch or message detailing the possibility of funnel cloud development. • Incident Management Team (IMT) meets if necessary & continues to monitor the situation.
Tornado Warning Warning Issued by NWS Tornadic activity has been spotted	Watch Alert	• Incident Commander activates respective Emergency Operations Center. • PIO announces notification through emergency messaging platform describing warning and designated time span. Noting that individuals should take immediate shelter in a safe location. • IMT remains prepared to respond.
Recovery Phase Tornado warning has expired and/or all clear has been issued by NWS	Recovery Phase	• Incident Management Team (IMT) determines extent of impact, if any. • IC directs roles and responsibilities as appropriate. • Damage Assessment Teams (DAT) are deployed if required. • If impacted, IMT determines if any operations are affected and shares information with all appropriate parties. • PIO works with IMT in determining appropriate notification regarding impacts and operations. • Risk Management coordinates reimbursement and insurance protocols and procedures. • IMT shares reports, and information between all individuals involved. This can be accomplished through group emails or on-scene.

Hurricane Strike Abbreviated Timeline

Hurricane Alert Strike 120 hours (5 days) away Broward College locations within potential pathway cone	Alert Status	• Incident Management Team (IMT) is activated, meets as required and monitors the situation *(meetings may be conducted by telephone).* • Web announcement is activated 120 hours (5 days) in advance. (PIO) • Facilities staff begins to secure facilities • DSSEP participants in NWS & County briefings. • DSSEP provides briefings to ICT and Policy Group
Hurricane Watch Watch Alert Issued Strike 36-24 hours away	Watch Alert	• IMT meets as required and continues to monitor the situation *(meetings may be conducted by telephone).* • PIO keeps departments/units informed of the situation by meeting, e-mail, web, social media, and/or voice. • Incident Commander upon direction of the President, instructs departments/units to activate and execute the Severe Weather Plan related to their areas of operation. • Incident Commander instructs Faculty and Staff to prepare their rooms and/or offices for evacuation. • Facilities staff continues to secure facilities
Hurricane Warning Warning Alert Issued Strike 24–0 hours away	Warning Alert	• IMT meets as required and continues to monitor the situation *(meetings may be conducted by telephone).* • Incident Commander cancels classes. • PIO keeps departments/units informed of the situation by meeting, email, web, social media, and/or voice. • Incident Commander instructs departments/units to activate and execute the final stages of the Severe Weather Plan for related to their areas of operation. • Facilities staff continues to secure facilities • Once department/unit work areas are secured, Incident Commander releases non-essential personnel. • Campus operations and facilities are evacuated and campuses are secured.

Recovery Phase All clear has been issued by NWS	Recovery Phase	• Incident Management Team (IMT) determines extent of impact, if any. • IC directs roles and responsibilities as appropriate. • Damage Assessment Teams (DAT) are deployed if required. • If impacted, IMT determines if any operations are affected and shares information with all appropriate parties. • PIO works with IMT in determining appropriate notification regarding impacts and operations. • Risk Management coordinates reimbursement and insurance protocols and procedures. • IMT shares reports, and information between all individuals involved. This can be accomplished through group emails or on-scene.

Attachment 2:   Essential Personnel

In accordance with College policy, certain positions have been identified as Essential Personnel. The positions which have been identified include the appropriate designation in their job profile. Essential personnel have been designated into two distinct 'stages,' as defined and categorized below.

Which essential personnel are called upon will vary depending on the circumstances of the incident and the decision by the Incident Commander. The Incident Commander will assign all personnel according to NIMS protocols. In some instances, an entire group of essential personnel may not be called upon.

Stage One – In response to severe weather events, such as hurricanes, Stage One Essential Personnel (S1P) are involved in conducting the initial assessment to ensure the safety and access to facilities. S1P initial responsibility is to establish an operating picture and to accomplish the following priorities;

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of BC assets

All S1P will report to their appropriate supervisor at their assigned location at the beginning of each shift and check out with them prior to leaving at the end of their shift.

S1P include the following:
- Policy Group
    - College President
    - Vice President, General Counsel
    - Vice President, Advancement and Executive Director of Broward College Foundation
    - Executive Director, Marketing and Strategic Initiatives
    - Executive Director, Human Resources
    - Executive Director, Workforce Education & Economic Development
- DIMT
    - Senior Vice President
    - Vice President, Operations
    - Public Information Officer (PIO)
        - District Director, Public Relations
        - Communications Coordinator
    - Chief Financial Officer (Admin/Finance Section Chief)
    - Vice President, Information Technology (Logistics Section)
        - Deputy Chief Information Officer (Backup)
- CIMT
    - Campus Presidents (Campus Incident Commanders)

- o Business Deans (Campus Deputy Incident Commanders)
- o Campus Technology Officers (Campus Logistics Section)
- DSSEP
  - o Associate Vice President
  - o Director, Emergency Management
  - o All Campus Safety profiles (Officer, Dispatcher, Corporal, Sergeant, Lieutenant, Captain)
- Facilities Department
  - o Associate Vice President, Facilities
  - o District Director,
- Business Services & Resource Management
  - o District Director of Risk Management & Chief Risk Officer
  - o AVP of Business Services & Resource Management (responds/fulfills position of Risk Management if primary not available)

Stage Two – At the completion of the initial assessment by S1P and the delivery of a clear operational picture —availability to protect human life and support of health, safety, and basic services of the next phases— Stage Two Essential Personnel (S2P) may be activated by the Incident Commander. The determination is made by evaluating the conditions and full operational picture. S2P are involved in Level 2 – Vital Services and Level 3 – Resumption of Business Activities. S2Ps are utilized in accordance with guidelines to accomplish the following priorities:

- Priority 4: Maintenance of Critical BC Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of BC Operations

All S2P will report to their appropriate supervisor at their assigned location at the beginning of each shift and check out with them prior to leaving at the end of their shift.

SP2 include the following:
- Information Technology
  - o Analyst, System Security
  - o Assistant Director, Learning Technology
  - o Assistant Director, Technical Support
  - o Chief Business Officer
  - o Cloud Systems Manager
  - o Coordinator, IT Customer Service & Support
  - o Coordinator, Telecommunication System
  - o Cyber Security Architect
  - o Director, Enterprise Communications
  - o Lead Specialist, Campus Technology
  - o Security Administrator

- o Senior Cloud Systems Engineer
- Business Services & Resource Management
  - o District Director of Auxiliary Services
  - o District Director of Procurement
  - o Material Services Manager
  - o Material Services Warehouse Supervisor
  - o Material Services Movement Specialists
  - o Bookstores – General Manager, Campus Managers
  - o Food Services – General Manager, Campus Managers
- Academics
  - o Academic Deans
- Student Services
  - o Associate Vice President, Student Life & Ombudsperson
  - o Lead Student Dean and Student Services Deans
  - o Dean of Libraries and ASC
- DSSEP
  - o Manager, Physical Security Technology

Other Personnel – In addition to the above-mentioned areas, the Incident Commander may also direct other areas/personnel to come on site to mitigate damage and assist in recovery efforts. This process may include soliciting recommendations from distinct areas. **Please note, these areas/positions do not have Essential Personnel designations**. To ensure access during a restricted period, the Incident Commander should communicate the information to Campus Safety.

These areas/personnel may include the following areas:

- Science Lab Restoration & Preservation (*guidance from Campus Presidents*)
  - o Science Lab Managers
- Payroll (*guidance from CFO*)
- Computer Lab Employees *(guidance from Campus Presidents)*
- Mailroom Employees *(guidance from VP, Operations)*
- Landscaping, Construction & Custodial *(guidance from VP, Operations)*
  - o Managers
  - o Contractual Custodial Services
  - o Contractual Landscaping Services

Coordinating Access for Essential Personnel
Determining the return and access of Essential Personnel and all other areas resides with the Incident Commander. Any specific requests or assistance that may be needed should be forwarded through the appropriate channels for decisions to be made.

The coordination of access to Broward College locations is overseen by the Department of Safety, Security & Emergency Preparedness. During portions of pre-and post-event, Campus Safety along with contracted law enforcement may manage access points and regulate traffic coming onto Broward College locations.

All Essential Personnel receive Broward College IDs which feature a red stripe at the bottom which identifies them as either Stage 1 or Stage 2. College IDs are issued and managed by the Manager, Physical Security Technology.

- Essential Personnel are expected to report with their Broward College ID and ensure their IDs remain visible always.
- Contracted services or other organization which may have been called upon must show appropriate identification and ensure it remains visible always while on the premise.

Attachment 3:   Business Resumption Activity Guidelines

BC's core business is teaching and learning and is supported by a broad range of functions provided by many areas. Assuming a significant event disrupts this core business, the following are broad guidelines to guide us in resuming normal activities in a safe and orderly manner.

Level 1 – Critical Services

These services/tasks are to be given highest priority, and only those persons directly involved in these activities should report to the appropriate Incident Commander. These activities will be supported by generator power until regular power is restored.

- Campus/Center Safety activities
- Mitigation and documentation of damage to facilities
- Repair of IT / Communications capability
- Cleanup of debris (may involve contracted custodial services)
- Restoration of campus/centers to operational condition, with priority given to instructional areas.

If preparations did not adequately allow the College to avoid a possible disruption in payroll, that function will also be addressed, with the assistance of the CFO and Vice President for Information Technology.

Level 2 – Vital Services

Other areas that may require staff to report to the Campus Incident Commander(s) when invited, but while the school is closed are:

> Science lab restoration/preservation
> Food service operations

Level 3 – Resumption of all Business Activity

Once power is restored, the grounds and buildings are safe and the College President reopens the College, all remaining functions will resume normal operations.

Attachment 4:   Broward College Facility Information

SITE NO.	NAME	FACILITY NO.	NAME	TYPE	FACILITY COUNT	STATUS
10	CENTRAL CAMPUS	1	JB RUSHING HALL	BUILD	1	PERM
10	CENTRAL CAMPUS	2	CLASSROOM BLDG	BUILD	1	PERM
10	CENTRAL CAMPUS	3	SOCIAL SCIENCE BUILD	BUILD	1	PERM
10	CENTRAL CAMPUS	4	RALPH R. BAILEY HALL	BUILD	1	PERM
10	CENTRAL CAMPUS	5	CHESTER HANDLEMAN HA	BUILD	1	PERM
10	CENTRAL CAMPUS	6	FINE ARTS	BUILD	1	PERM
10	CENTRAL CAMPUS	7	JOHN H. PAYNE HALL	BUILD	1	PERM
10	CENTRAL CAMPUS	8	LUCY W. AND CHARLES	BUILD	1	PERM
10	CENTRAL CAMPUS	9	GENE A WHIDDON HALL	BUILD	1	PERM
10	CENTRAL CAMPUS	10	GEORGE E. MAYER GYMN	BUILD	1	PERM
10	CENTRAL CAMPUS	11	WELLNESS CENTER	BUILD	1	PERM
10	CENTRAL CAMPUS	13	COMPUTER SCIENCES BU	BUILD	1	PERM
10	CENTRAL CAMPUS	15	SCIENCE ROTUNDA	BUILD	1	PERM
10	CENTRAL CAMPUS	16	PLANETARIUM	BUILD	1	PERM
10	CENTRAL CAMPUS	17	FAU/BC UNIVERSITY/CO	BUILD	1	PERM
10	CENTRAL CAMPUS	18	BUEHLER OBSERVATORY	BUILD	1	PERM
10	CENTRAL CAMPUS	19	ROBERT E. FERRIS BUI	BUILD	1	PERM
10	CENTRAL CAMPUS	20	PRINT SHOP	BUILD	1	PERM
10	CENTRAL CAMPUS	21	INSTITUTE OF PUBLIC	BUILD	1	PERM
10	CENTRAL CAMPUS	22	INST.PUBLIC SAFETY	BUILD	1	PERM
10	CENTRAL CAMPUS	23	FACILITIES MGT/MATER	BUILD	1	PERM
10	CENTRAL CAMPUS	24	FLEET SRVCS/MAINT	BUILD	1	PERM
10	CENTRAL CAMPUS	25	PHYSICAL PLANT	BUILD	1	PERM
10	CENTRAL CAMPUS	26	SOUTH CHILLER PLANT	BUILD	1	PERM
10	CENTRAL CAMPUS	27	CHILD DEVELOPMENT CT	BUILD	1	PERM
10	CENTRAL CAMPUS	28	AQUATIC COMPLEX	BUILD	1	PERM
10	CENTRAL CAMPUS	29	AQUATIC TOILETS	BUILD	1	PERM
10	CENTRAL CAMPUS	30	AQUATIC PUMPHOUSE	BUILD	1	PERM
10	CENTRAL CAMPUS	37	ELECTRICAL VAULT	BUILD	1	PERM
10	CENTRAL CAMPUS	100	PARKING LOT	PARK		PERM
10	CENTRAL CAMPUS	101	PARKING LOT	PARK		PERM
10	CENTRAL CAMPUS	102	PARKING LOT	PARK		PERM
10	CENTRAL CAMPUS	103	PARKING LOT	PARK		PERM
10	CENTRAL CAMPUS	104	PARKING LOT	PARK		PERM
10	CENTRAL CAMPUS	105	PARKING LOT	PARK		PERM
10	CENTRAL CAMPUS	106	PARKING LOT	PARK		PERM

10	CENTRAL CAMPUS	107	PARKING LOT	PARK		PERM
10	CENTRAL CAMPUS	108	PARKING GARAGE	PARK GARAGE		PERM
10	CENTRAL CAMPUS	201	COVERED WALKWAY	WALK		PERM
10	CENTRAL CAMPUS	202	COVERED WALKWAY	WALK		PERM
10	CENTRAL CAMPUS	203	COVERED WALKWAY	WALK		PERM
10	CENTRAL CAMPUS	204	COVERED WALKWAY	WALK		PERM
10	CENTRAL CAMPUS	205	COVERED WALKWAY	WALK		PERM
10	CENTRAL CAMPUS	206	COVERED WALKWAY	WALK		PERM
10	CENTRAL CAMPUS	207	COVERED WALKWAY	WALK		PERM
10	CENTRAL CAMPUS	300	TENNIS COURTS	ATHLE		PERM
10	CENTRAL CAMPUS	301	TENNIS MODULAR	ATHLE		PERM
10	CENTRAL CAMPUS	1008	HEALTH SCIENCE SIMUL	BUILD	1	PERM
10	CENTRAL CAMPUS	1032	NORTH CHILLER PLANT	BUILD	1	PERM
10	CENTRAL CAMPUS	1901	LAUDERHILL 6-12	BUILD	0	TEMP
11	DOWNTOWN CENTER	31	ADMINISTRATION AND C	BUILD	0	PERM
11	DOWNTOWN CENTER	32	ASKEW TOWER	BUILD	1	PERM
11	DOWNTOWN CENTER	33	BC/FAU HIGER ED COMP	BUILD	1	PERM
11	DOWNTOWN CENTER	38	CHILLER PLANT	BUILD	1	PERM
12	WESTON CENTER	110	WESTON CENTER	BUILD	1	PERM
14	CYPRESS CREEK ADMINI	1401	CYPRESS CREEK ADMINI	BUILD	1	PERM
20	NORTH CAMPUS	41	HEALTH SCIENCE CENTE	BUILD	1	PERM
20	NORTH CAMPUS	42	PHYSICAL PLANT	BUILD	1	PERM
20	NORTH CAMPUS	46	STUDENT SERVICES	BUILD	1	PERM
20	NORTH CAMPUS	47	CLASSROOM BUILDING	BUILD	1	PERM
20	NORTH CAMPUS	48	TECHNOLOGY BUILDING	BUILD	1	PERM
20	NORTH CAMPUS	49	ADMINISTRATION BUILD	BUILD	1	PERM
20	NORTH CAMPUS	50	FINE ARTS	BUILD	1	PERM
20	NORTH CAMPUS	51	BUSINESS ADMINISTRAT	BUILD	1	PERM
20	NORTH CAMPUS	52	CLASSROOM BUILDING	BUILD	1	PERM
20	NORTH CAMPUS	56	PAUL W. CAUFFIEL BUI	BUILD	1	PERM
20	NORTH CAMPUS	57	STEPHEN C. BARKER BU	BUILD	1	PERM
20	NORTH CAMPUS	60	OMNI AUDITORIUM	BUILD	1	PERM
20	NORTH CAMPUS	61	ELECTRICAL VAULT	BUILD	1	PERM
20	NORTH CAMPUS	62	NORTH REGIONAL LIBRA	BUILD	1	PERM
20	NORTH CAMPUS	63	LITTLE LEARNERS COLL	BUILD	1	PERM
20	NORTH CAMPUS	100	PARKING LOT	PARK		PERM
20	NORTH CAMPUS	101	PARKING LOT	PARK		PERM
20	NORTH CAMPUS	102	PARKING LOT	PARK		PERM
20	NORTH CAMPUS	103	PARKING LOT	PARK		PERM
20	NORTH CAMPUS	104	PARKING LOT	PARK		PERM

20	NORTH CAMPUS	200	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	201	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	202	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	203	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	204	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	205	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	206	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	207	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	208	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	209	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	210	COVERED WALKWAY	WALK		PERM
20	NORTH CAMPUS	300	TENNIS COURTS	ATHLE		PERM
20	NORTH CAMPUS	301	TENNIS COURTS	ATHLE		PERM
20	NORTH CAMPUS	1201	BLANCHE ELY HIGH SCH	BUILD	0	TEMP
20	NORTH CAMPUS	1400	COCONUT CREEK HIGH S	BUILD	0	TEMP
20	NORTH CAMPUS	2099	CORAL SPRINGS ACADEM	BUILD	0	PERM
20	NORTH CAMPUS	5901	MARJORY STONEMAN DOU	BUILD	0	TEMP
30	SOUTH CAMPUS	64	UTILITY PLANT	BUILD	1	PERM
30	SOUTH CAMPUS	65	GYM	BUILD	1	PERM
30	SOUTH CAMPUS	66	SCIENCE BUILDING	BUILD	1	PERM
30	SOUTH CAMPUS	67	BOOKSTORE	BUILD	1	PERM
30	SOUTH CAMPUS	68	STUDENT SERVICES	BUILD	1	PERM
30	SOUTH CAMPUS	69	CLASSROOM BUILDING	BUILD	1	PERM
30	SOUTH CAMPUS	70	TECHNICAL BUILDING	BUILD	1	PERM
30	SOUTH CAMPUS	71	SHELDON J. SCHLESING	BUILD	1	PERM
30	SOUTH CAMPUS	72	LEARNING RESOURCE CE	BUILD	1	PERM
30	SOUTH CAMPUS	73	CHILD DEVELOPMENT CE	BUILD	1	PERM
30	SOUTH CAMPUS	81	SOUTH REGIONAL LIBRA	BUILD	1	PERM
30	SOUTH CAMPUS	82	GROUNDS MAINTENANCE	BUILD	1	TEMP
30	SOUTH CAMPUS	83	CLASSROOM MODULARS	BUILD	1	PERM
30	SOUTH CAMPUS	84	MAINTENANCE SHOP	BUILD	1	TEMP
30	SOUTH CAMPUS	85	FACILTIES MANAGEMENT	BUILD	1	PERM
30	SOUTH CAMPUS	87	CLASSROOM MODULARS	BUILD	1	TEMP
30	SOUTH CAMPUS	90	AVIATION ANNEX	BUILD	1	PERM
30	SOUTH CAMPUS	97	CHILLER PLANT	BUILD	1	PERM
30	SOUTH CAMPUS	98	AUTOMOTIVE-MARINE CE	BUILD	1	PERM
30	SOUTH CAMPUS	99	AVIATION FACILITY	BUILD	1	PERM
30	SOUTH CAMPUS	100	PARKING LOT - WEST	PARK		PERM
30	SOUTH CAMPUS	101	PARKING LOT - SOUTH	PARK		PERM
30	SOUTH CAMPUS	102	PARKING LOT - EAST	PARK		PERM

30	SOUTH CAMPUS	103	PARKING LOT - NORTH	PARK		PERM
30	SOUTH CAMPUS	201	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	202	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	203	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	204	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	205	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	206	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	207	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	208	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	209	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	210	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	211	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	212	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	213	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	214	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	215	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	216	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	217	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	218	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	219	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	220	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	221	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	222	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	223	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	224	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	225	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	226	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	227	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	228	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	229	COVERED WALKWAY	WALK		PERM
30	SOUTH CAMPUS	301	PADDLE BALL COURTS	ATHLE		PERM
30	SOUTH CAMPUS	302	TENNIS COURTS	ATHLE		PERM
31	MIRAMAR WEST CENTER	3101	MIRAMAR WEST CENTER	BUILD	1	PERM
34	TIGERTAIL CENTE	38	BOAT HOUSE	BUILD	1	PERM
34	TIGERTAIL CENTE	39	TIGERTAIL WATER SPOR	BUILD	1	PERM
34	TIGERTAIL CENTE	40	STORAGE BUILDING	BUILD	1	PERM
35	PINES CENTER	100	PINES CENTER BUILDIN	BUILD	1	PERM
35	PINES CENTER	102	PINES CENTER LIBRARY	BUILD	0	TEMP
37	MIRAMAR TOWN CENTER	109	MIRAMAR LIBRARY AND	BUILD	1	PERM

Attachment 5:   Enter, Submit and Approve Emergency Compensation Time Worked Workday Job Aid

Enter, Submit and Approve Emergency Compensation Time Worked

PURPOSE

The purpose of this job aid is to assist **Full Time Non-Exempt Employees** and **Managers** on **Entering, Submitting** and **Approving Emergency Compensation Time Worked** in accordance with **College Policy 6Hx2-3.35** and the **Federation of Public Employees (FOPE) Collective Bargaining Agreement (CBA)**.

NOTE: There are **two (2) Emergency Compensation "pay categories"** for "time worked" for "Full Time Non-Exempt Employees" and **will only be visible** during a **College Emergency Closure Order**.

To view **College Policy 6Hx2-3.35** click on the link: College Policy 6Hx2-3.35

To view the **FOPE CBA** click on the link: FOPE Collective Bargaining Agreement

If you have any questions during the process, please contact Payroll.
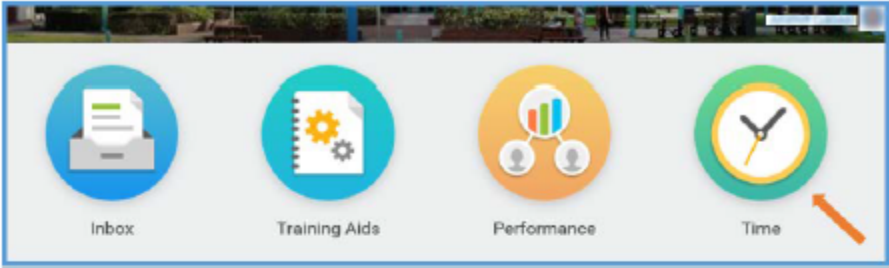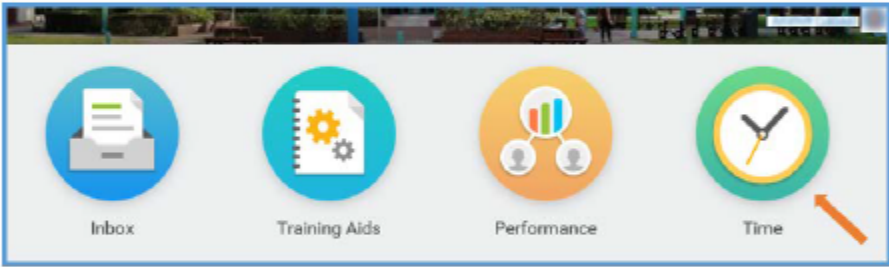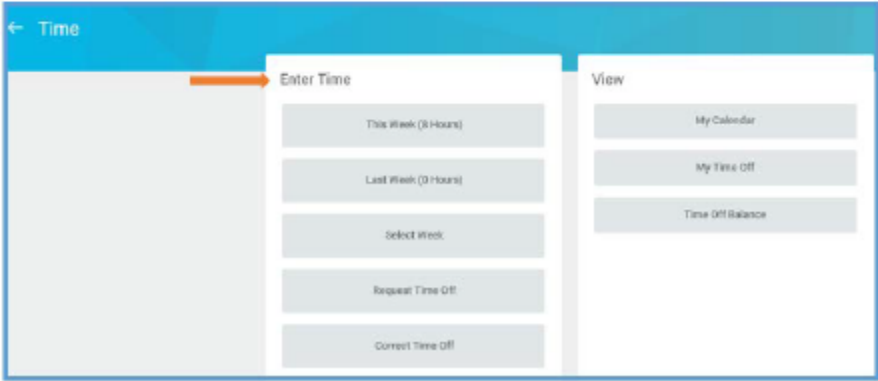
TASKS IN THIS JOB AID

Locate the Time Worklet and Select an Enter Time Tab

View Enter My Time Calendar

Enter Emergency Compensation Time Worked

Manager Review of Emergency Compensation Time Worked

	Locate the Time Worklet and Select an Enter Time Tab
Step 1	To enter **Emergency Compensation Time Worked** employees should locate the **"Time"** entry worklet displayed on their **Home Page**.
NOTE:	If there is no **"Time"** entry worklet on your **Home Page** > follow the **"Configure Worklets"** Workday Job Aid located at: https://broward.adobeconnect.com/p9n2ldxwvu9/ to add the **"Time"** entry worklet to your **Home Page**.
Step 2	Click on the **"Time"** worklet.
Step 3	Choose a **"Enter Time"** tab.

Locate the Time Worklet and Select an Enter Time Tab

NOTE:	What are my **"Enter Time Tab"** choices?
	There are **three (3) "Enter Time Tab"** choices.
	This Week: Enter time for the current week.
	This Week (0 Hours) ⬅
	Last Week: Enter time for a past week.
	Last Week (0 Hours) ⬅
	Select a Week: Select a week in time.
	Select Week ⬅
	When you click on the **"Select a Week" Enter Time Tab** a **"Date"** entry field will appear and it is a **"required entry field"**.
	View Time Select Week Date ★ MM / DD / YYYY 📅 ⬅
	Add the **month, date** and **year** of a selected week.
	View Time Select Week Date ★ 05 / 05 / 2018 📅 ⬅
	Click **"Ok"**.
	OK Cancel
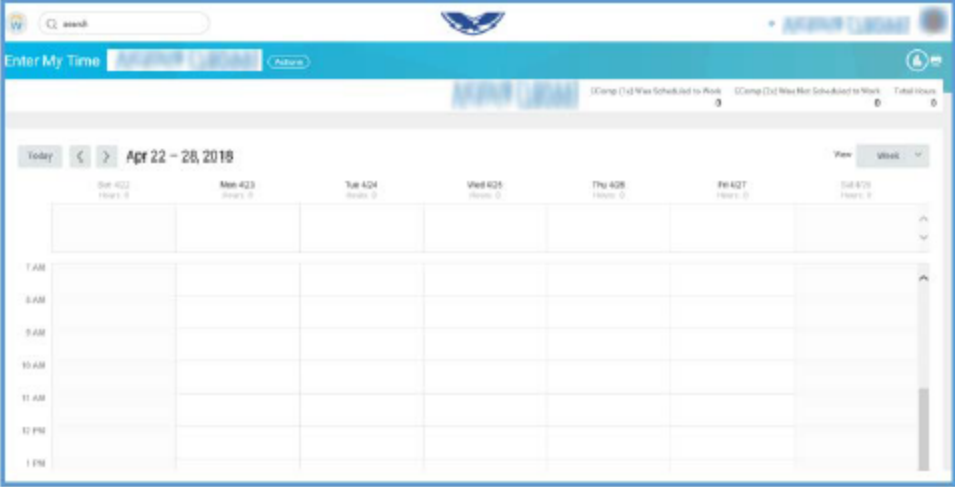
	View Enter My Time Calendar
NOTE:	After selecting a **"time entry week"** employees will be able to view the **"Enter My Time"** calendar.
NOTE:	**Employees** should be able to view the **EComp (1x) Was Scheduled to Work** and the **EComp (2x) Was Not Scheduled to Work** "time entry banner". The **"time entry banner"** will display all **Emergency Compensation Time Worked** entered for the **entire** week selected.
NOTE:	Employees should ensure that the **correct week** is selected prior to requesting **Emergency Compensation Time Worked**.

Enter Emergency Compensation Time Worked

Step 1	To enter **Emergency Compensation Time Worked,** employees should click on a **Day/Date** and a **Start Time** box.
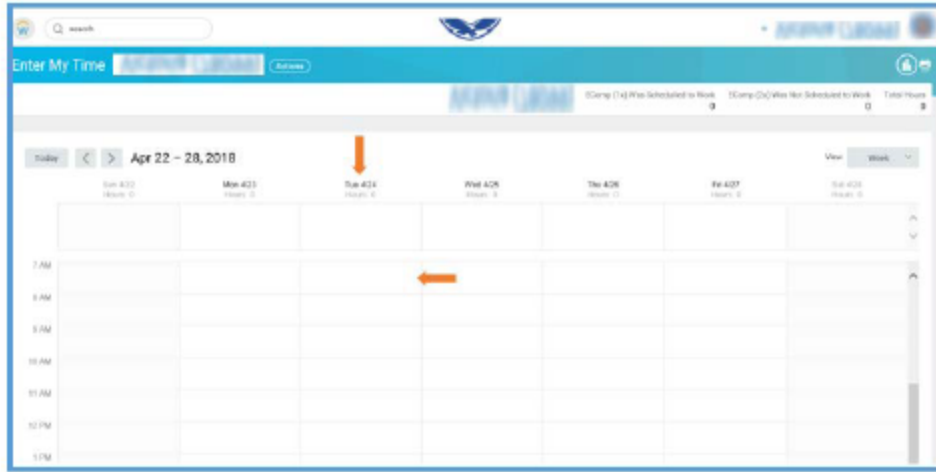
Step 2	When an employee selects a **Day/Date** and **Start Time** box an **Enter Time** window will appear.
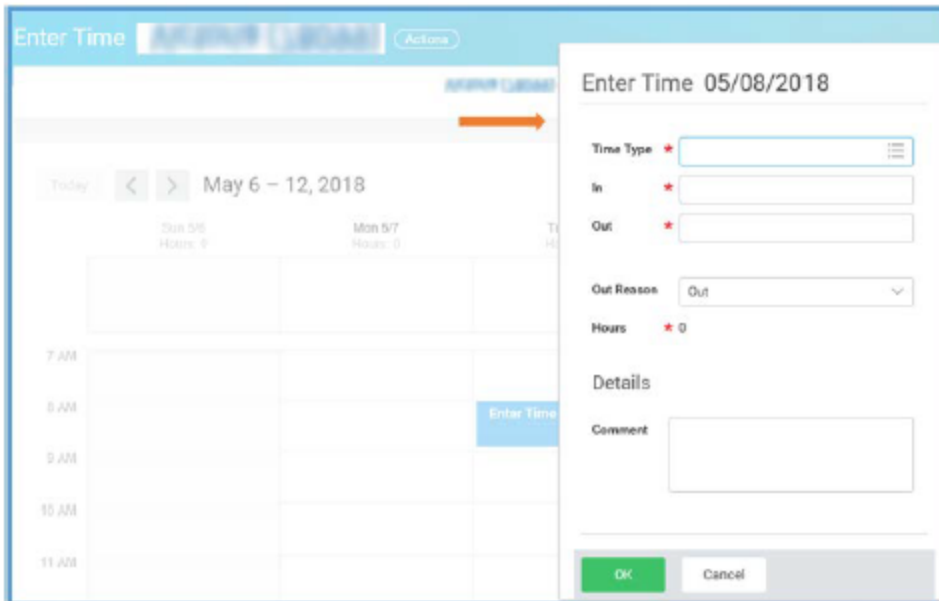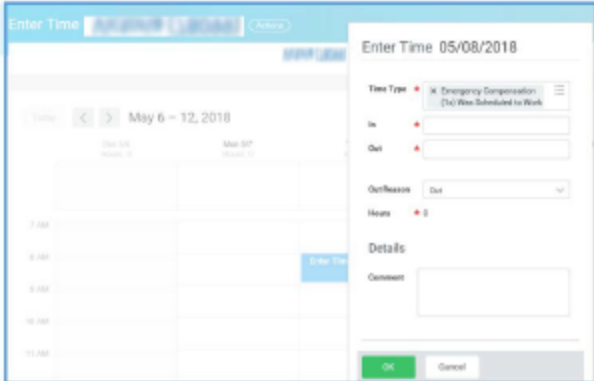
	Enter Emergency Compensation Time Worked
Step 3	Click on the **"Time Type"** drop down tab.
NOTE:	There are **two (2) Emergency Compensation "pay categories"** for **"time worked"** for **"Full Time Non-Exempt Employees"** and <u>will only be visible</u> during a <u>**College Emergency Closure Order**</u>.
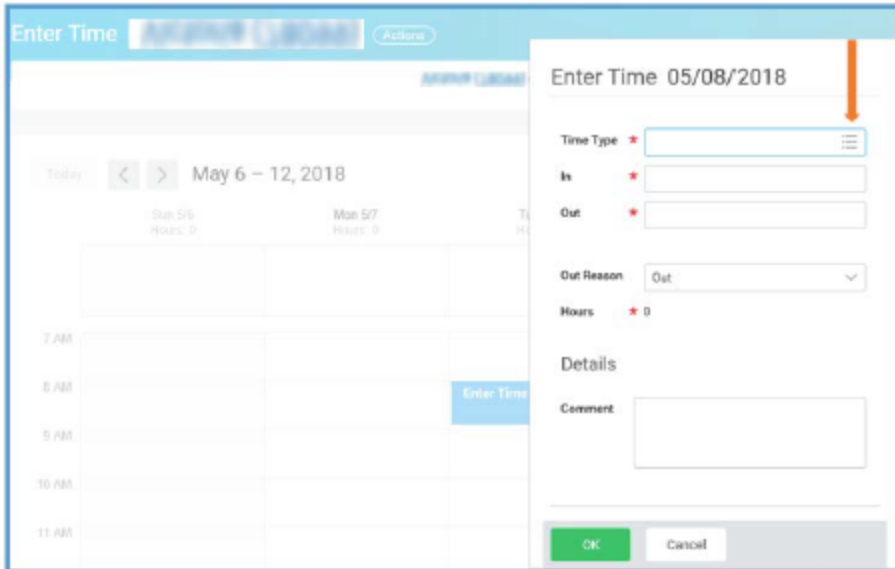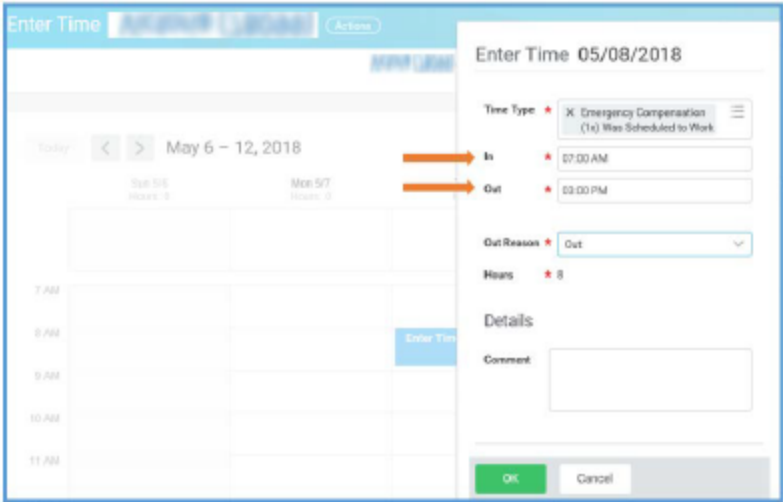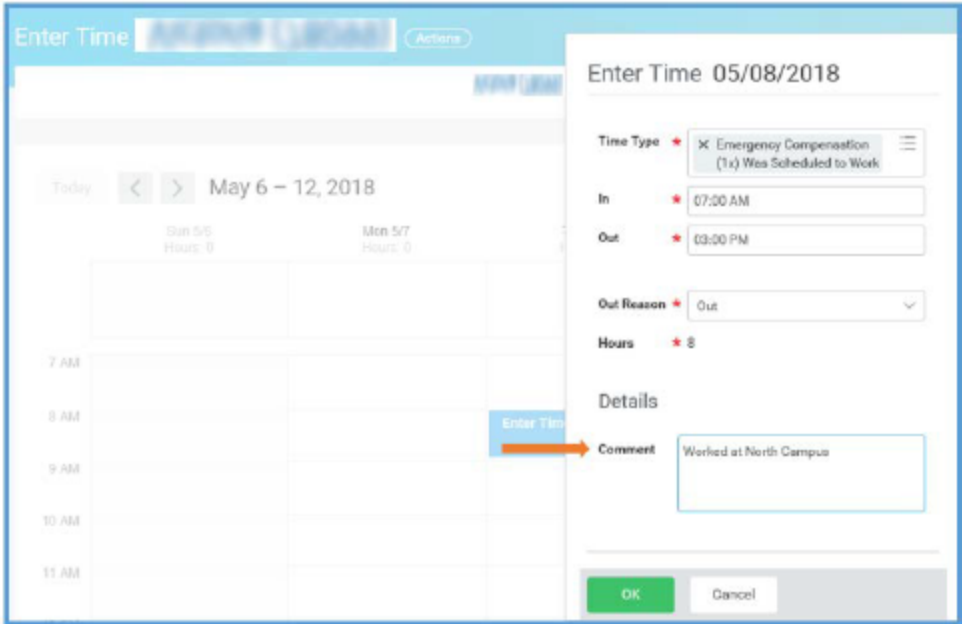
Enter Emergency Compensation Time Worked		
NOTE:		The **two (2) Emergency Compensation "pay categories"** for **"time worked"** for **"Full Time Non-Exempt Employees"** are: 1. **EComp (1x) Was Scheduled to Work** – This time entry **"pay category"** is most often used by **"Full Time Non-Exempt" Campus Safety** and **Facilities Employees** who are identified as **"essential personnel"** and are **required to remain** on their **assigned duty shift** during a **College Emergency Closure Order.** In addition, this **emergency provision** may be used by **Non-Represented, Non-Exempt Employees** on a **case by case** basis and only after being **authorized by management** to continue to work an **assigned duty shift** based on a **College Emergency Closure Order. (As an example: Payroll Employees)** 2. **EComp (2x) Was Not Scheduled to Work** – This time entry **"pay category"** is most often used by **"Full Time Non-Exempt" Campus Safety** and **Facilities Employees** who are identified as **"essential personnel"** and are **required to report** to work during a **non-assigned duty shift** during a **College Emergency Closure Order.** In addition, this **emergency provision** may also be used by **Non-Represented, Non-Exempt Employees** on a **case by case** basis and only after being **authorized by management** and **required to report** to work during a **non-assigned duty shift** during a **College Emergency Closure Order. (As an example: Payroll Employees)**
Step 4		Select an **Emergency Compensation Time Worked "pay category".**

Enter Emergency Compensation Time Worked	
Step 4	Enter the time **"In"**, **"Out"**, **A.M. or P.M.** time for the **Emergency Compensation Time Worked.**
Step 5	Employees **must enter** a **work location** in the **"Comment Box.**

	Enter Emergency Compensation Time Worked
NOTE:	If an employee **misses** placing their **work location** in the **"Comment Box"** an **"Error"** notification will appear. **The employees work location is required for Risk Management Accounting purposes.**
Step 6	Upon entering all required information, select **"Ok"** to create the **Emergency Compensation Time Worked** request.
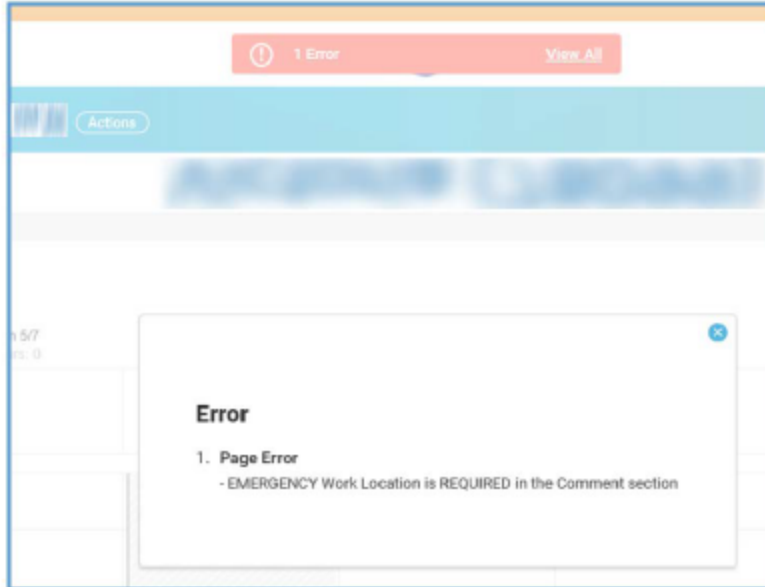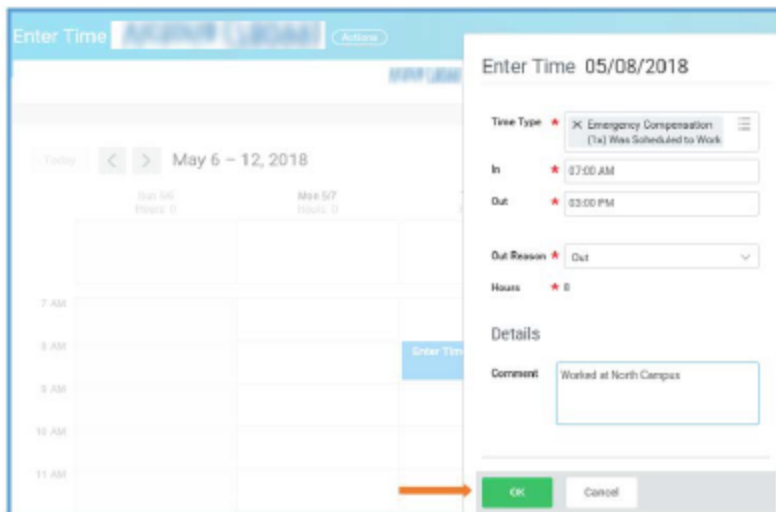
Enter Emergency Compensation Time Worked	
NOTE:	Employees must review the **Emergency Compensation Time Worked** and confirm that the **pay category, total hours worked, day/date** and **time worked** are correct prior to submitting the **Emergency Compensation Time Worked.**
Step 7	Upon **review** and **validation** of the **Emergency Compensation Time Worked**, click **submit.**
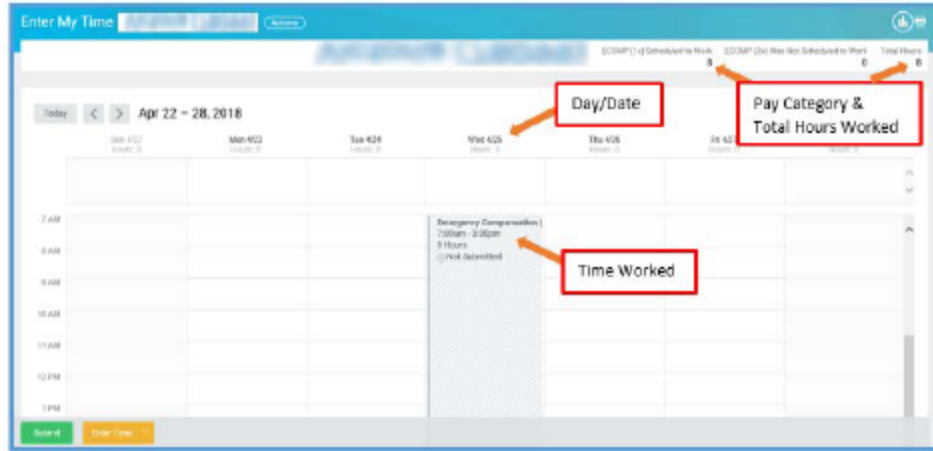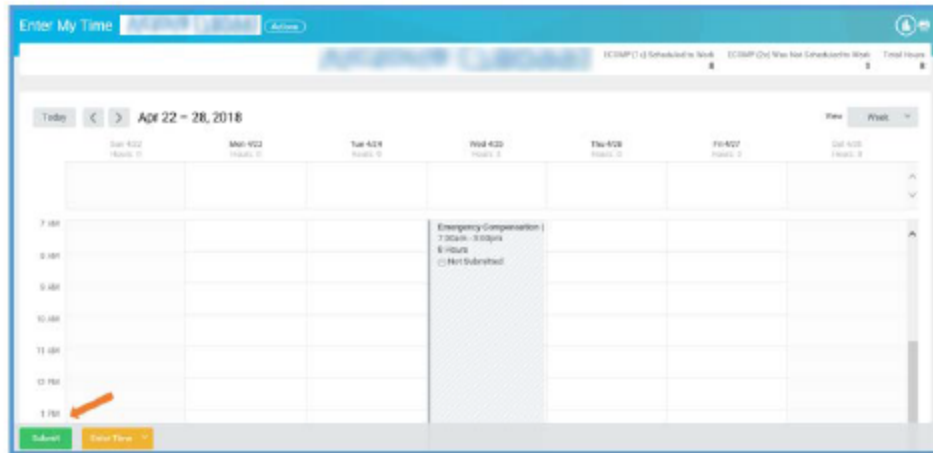
	Enter Emergency Compensation Time Worked
Step 8	"Submit Time" screen will appear. Employees should **review**, and **validate** the requested **Emergency Compensation Time Worked** for **accuracy** and click **submit** to send to the **manager** for **review, denial** or **approval**.
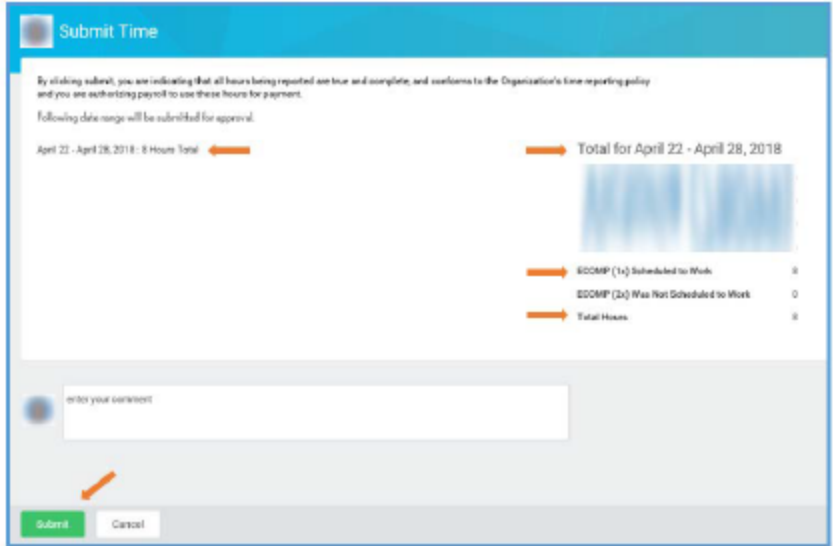
	Manager Review of Emergency Compensation Time Worked
Step 1	**Managers** must review the **Emergency Compensation Time Worked** and confirm that the **pay category, total hours worked, day/date, location of work** and **time worked** are correct. Upon review, managers may **approve, send back** (for correction or additions), or **deny** the **Emergency Compensation Time Worked**.
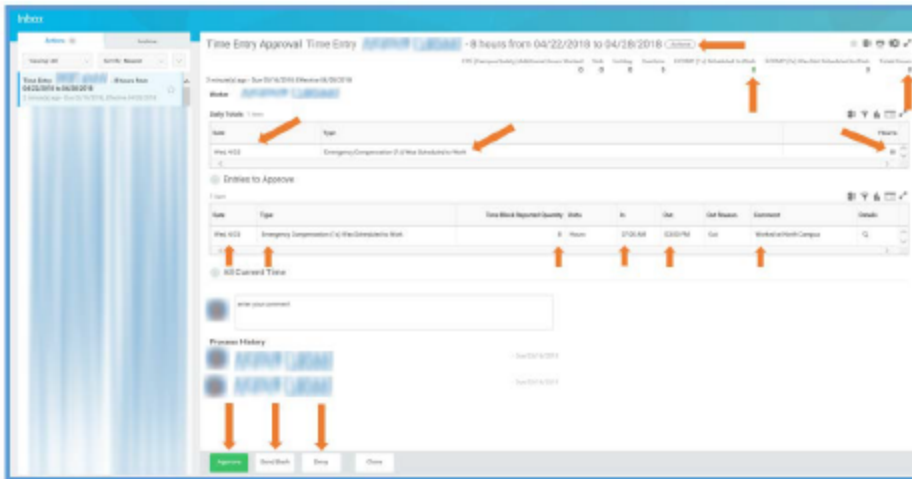
Forms

Hurricane Assessment Forms; Pre-& Post
DOCUMENTATION PROCEDURES
FOR
STORM PREPARATION
AND
DAMAGE ASSESSMENT

The following documentation forms are recommended for both the securing of College property and assets prior to storm events and to inspect damage to facilities and equipment post storm. The checklists have been developed to maintain clear and concise documentation pertaining to items requiring attention during storm preparation and post storm assessment. Once documentation is completed the information is forwarded to appropriate members of administration and a copy retained to each campus for reference and assistance with recovery activities. To recap, information regarding post storm assessments should be forwarded through the appropriate communication chains which includes the Incident Commander, District Director of Environmental Health & Chief Fire Official, District Director of Risk Management & Chief Risk Officer, and the AVP of Facilities.

Pre-storm	Form	Completed by
	1	Facilities Manager
	2	Facilities Manager
	3	District Director, Facilities
	4	Facilities Staff
Post-Storm		
	5	Facilities Trained Assessor
	6	Facilities Trained Assessor
	7	Facilities Trained Assessor
	8	Facilities Manager

Form 1   Daily Work Assignment / Activity Form
          Completed by: Facilities Manager

All personnel use this form to document work related to preparedness, response and recovery efforts toward an incident. Completed forms are forwarded to the respective Facilities Manager who then processes the forms in accordance with the direction of the Severe Weather Plan.

Form 2   Pre-Storm Area Task Designation Form
          Completed by: Facilities Manager

Each building and site quadrant is listed separately on this form therefore allowing the documentation that the entire campus had been prepared prior to the storm. The Facilities Manager will indicate on this form who is assigned to secure each building and site quadrant. As maintenance staff submits completed Pre-Storm Building Checklists (form 3) the Facilities Manager will track the progress of campus closing efforts and report the status to the Campus President (Incident Commander) or Dean of Business (Deputy Incident Commander) and the AVP of Facilities.

Form 3   Master Hurricane Checklist
            Completed by: District Director, Facilities

A wide-scope overview form for documenting the completion of district-wide actions by the Facilities Team

Form 4 A|B   Pre-Storm Checklist: Building/Item Location
            Completed by: Facilities Staff
            Reviewed by: Facilities Manager

Facilities staff complete Form 4A as building and site quadrants are secured during storm preparation. Specific locations for items such as elevators, smoke hatches, roof hatches, shutters and sandbag placement are listed in the Pre-Storm checklist item

Facilities staff submits completed Form 4 A/B to the Facilities Manager.

Form 5   Building Damage Assessment
            Completed by: Facilities Trained Assessor
            Reviewed by: Facilities Manager

Post-storm campus assessment begins with grounds and building exteriors.
Assessors will inspect the exterior of identified buildings and indicate their findings on this form.
A photograph of damage is required. Included with building damage assessments are the areas of: roof/ceilings, walls/windows/doors, and flooring.

Form 6   Grounds Damage Assessment
            Completed by: Facilities Trained Assessor
            Reviewed by: Facilities Manager

Assessors will inspect grounds, roadways and parking lots indicating their findings on this form.
A photograph of damage is required. Included within grounds damage assessments are: signs/posts, exterior furniture, fences, lighting, parking lots, roadways, trees/shrubs, and vehicles/equipment.

Form 7   Content Damage Assessment
            Completed by: Facilities Trained Assessor

Reviewed by: Facilities Manager

This form lists room numbers within each building and is used by assessor to confirm that **every** room in the building has been inspected for damage. A photograph of damage is required and documented on this form.

Assessor will document damage to contents of a building on this form. A photograph of damage is required.

Assessor will describe content damage in detail on this form. For example, how many shelves on a bookcase are damaged? Is the entire chair wet or just the legs? A photograph of damage is required.

Form 8 **Post-Storm Area Task Designation Form**
Completed by: Facilities Manager

This form is broken down by building, grounds, and content areas and may be used by Facilities Managers in assigning responsibilities to ensure that every area has been inspected for damage.

Form 1:   Daily Work Assignment / Activity Form

BROWARD COLLEGE
www.broward.edu

RECOVERY DAILY ACTIVITY REPORT

Disaster Title:
Date Work Performed:
Employee Name:
Employee Title:
Department

PID #:

Day Start Time:
Day Stop Time:

Note: If NON-DISASTER work occurs on the same day, an Employee Daily Log must be attached to this form as backup documentation. Incorrect reports, or reports missing documentation, will not be accepted.

A: Debris Removal   B: Protective measures   G: College, Other than A or B

Type of Work	(Unit #)	Location where work is performed	(Object #)	Description of Work Performed	Start Time	Stop Time	Reg Time	Over Time
A B G								
A B G								
A B G								
A B G								
A B G								

Note: Attach all vehicle and equipment logs used with this form. Incorrect reports, or reports missing documentation, will not be accepted.

Broward College Equipment / Vehicle	Make	Model	HP	Capacity	FEMA Cost Code	Type of Work	Comments	Miles	Start Time	Stop Time	Hours
						A B G					
						A B G					
						A B G					
						A B G					
						A B G					
								TOTAL Miles		TOTAL Hours	

I, the employee, certify that the hours worked and equipment usage recorded above is true and accurate as shown.

Employee (PRINT):   (SIGN):   Date:
Approved By (PRINT):   (SIGN):   Date:

Form 2:   Pre-Storm Area of Responsibility Designation

BLDG. #	BLDG. NAME	ASSIGNED TO	COMPELTED FORM RETURN BY	DATE	TIME

Form 3:   Master Hurricane Prep. Checklist

Hurricane Preparedness - Campus Prep. Checklist

Assignment:	Hours - Prior to College Closure						
	4	8	12	16	20	24	24 Plus
Storm Prep Discussion / Plan							
Gasoline Supply							
Exercise Portable Generators							
Trash Can Lids							
Trash Cans							
Recycle Containers							
Umbrellas							
Benches							
News Paper Stands							
Solar Dok Stations							
Light Pole Banners							
Relocating Fleet							
Secure all Operable Windows							
Secure all Roof Access							
District Director Will Update Daily to Campus Facilities Managers / Operations Managers Regarding Storm Prep Planning							

Form 4A: Pre-storm Checklist: Building

DATE: _____ **Storm Name:** _____ **Campus** _____

BUILDING NAME/NUMBER: _____

STAFF NAME: _____

* Check gutters, remove obstructions from roofs	ALL BUILDINGS:	
* Ensure all windows are shut and latched	ALL BUILDINGS:	
* Secure smoke hatches & lock down roof hatches		
* Lock elevators at top floor with door closed		
* Install shutters on designated areas		
* Sandbag identified areas		

ADDITIONAL COMMENTS:

_____

_____

Item location listed on Form 4B
SUBMIT COMPLETED CHECKLIST TO PHYSICAL PLANT
SUPERVISOR

Form 4B: Pre-storm Checklist: Item Location

SMOKE/ROOF HATCHES:

Building: #	Location:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
12)	
14)	
15)	
Elevators:	Location:
1)	
2)	
3)	
4)	
5)	
6)	
7)	

Shutters	Location:
1)	
2)	
3)	
Sandbag:	Location:
1)	
2)	
3)	

Form 5:   Building Damage Assessment

Date: _____   DAT Members: _____
Event (Storm): _____   _____
Claim #: _____   _____
                                                   _____
College: _____   _____
Campus: _____
Building Name: _____
Building Number: _____

AREA: _____

Description of
damage:

Roof or Ceilings	**Image**
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Walls, Windows, Doors	**Image**
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Flooring	**Image**
1	
2	
3	
4	
5	
6	
7	

Form 6:   Grounds Damage Assessment

Date: _____   DAT Members: _____

Event (Storm): _____   _____

Claim #: _____   _____

      _____

College: _____   _____

Campus: _____

Building Name: _____

Building Number: _____

AREA: _____

Signs, Posts	**Image**

Exterior Furniture	**Image**

Fence	**Image**

Lighting	**Image**

Parking Lot, Roadways	**Image**

Trees, Shrubs   Image

	Image

Vehicles, Equipment   Image

	Image

Form 7:   Contents Damage Assessment

Date: _____   DAT Members: _____

Event (Storm): _____   _____

Claim #: _____   _____

_____

College: _____   _____

Campus: _____

Building
Number: _____

AREA: _____

	Item / Description	Qty
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
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33		

Form 8:   Post-Storm Area of Responsibility Designation

BLDG. #	BLDG. NAME	ASSIGNED TO	DAMAGED OR CLEAR	DATE	TIME

GROUNDS AREA		ASSIGNED TO	DAMAGED OR CLEAR	DATE	TIME

CONTENT AREA		ASSIGNED TO	DAMAGED OR CLEAR	DATE	TIME