



# SEVERE WEATHER PLAN

## 2026-27

**BROWARD<sup>SM</sup>**  
**COLLEGE**

# **SAFETY, SECURITY and EMERGENCY PREPAREDNESS**

BROWARD COLLEGE ————— **954-201-HELP (4357)**



**Contents**

**1.0 Introduction .....6**

**2.0 Broward College Severe Weather Conditions Overview.....7**

    2.1 Weather and Climate Spectrum ..... 7

    2.2 Severe Weather Risks ..... 7

        Thunderstorms ..... 7

        Lightning..... 8

        Hot Temperatures / High Humidity ..... 8

        Flash Flood ..... 8

        Tornadoes ..... 8

        Tropical Cyclones..... 8

**3.0 Preparedness: Severe Weather Conditions.....9**

    3.1 General Population [Students, Faculty & Staff] ..... 9

        Education & Awareness..... 9

        Training & Exercise ..... 9

    3.2 Incident Management Teams, Policy Group, & Departments ..... 9

        Training & Exercise ..... 9

**4.0 Response: Weather Monitoring & Weather Communications.....10**

    4.1 Weather Monitoring & Reception ..... 10

        iNWS..... 11

        NWS Chat Services ..... 11

        SKYWARN® - Community Storm Spotters..... 11

    4.2 Weather Warning Dissemination ..... 12

        BC Alert ..... 12

        Advisory..... 12

        Senior Management Team Briefings (Tropical Cyclones) ..... 12

    4.3 Reporting to National Weather Service (Real Time)..... 12

    4.4 Internal Incident Management Team Communications ..... 12

        Satellite Phones..... 12

        Conference Bridge..... 13

        Cross-Platform Instant Messaging (Microsoft Teams)..... 13

<b>5.0 Response: Severe Weather Direction and Control</b> .....	<b>13</b>
5.1 National Incident Management System (NIMS) and BC .....	14
5.2 Broward College Command & Control .....	14
5.3 Command Structures .....	16
Policy Group .....	16
District Area Command .....	17
Campus Command .....	18
Center Interaction & Campus Incident Management Team .....	19
5.4 Incident Action Plan .....	19
<b>6.0 Response: Students, Faculty &amp; Staff</b> .....	<b>20</b>
6.1 General Actions for Students, Faculty & Staff .....	20
6.2 Incident Management Team & Support Positions Key Job Descriptions .....	23
<b>7.0 Recovery: Severe Weather Event Operations</b> .....	<b>24</b>
7.1 Damage Assessments & Damage Assessment Teams .....	24
7.2 Uniformity within Information .....	25
7.3 Food & Water .....	26
<b>8.0 Hurricane Operational Annexes</b> .....	<b>28</b>
HOA 1 College-Wide Students .....	28
HOA 2 College-Wide General Employees .....	29
HOA 3 Faculty & Academics .....	30
HOA 4 Student Services .....	31
HOA 5 Public Affairs & Marketing .....	32
HOA 6 Campus Safety .....	34
HOA 7 Facilities .....	35
HOA 8 Information Technology .....	36
HOA 9 Risk Management .....	38
HOA 10 Talent and Culture .....	39
HOA 11 Payroll & Finance .....	40
HOA 12 Business Services & Auxiliary Services .....	41
HOA 13 District Incident Management Team .....	42
<b>9.0 Hurricane Procedures</b> .....	<b>43</b>
Procedure 1: Back-Up & Pack-Up Procedures .....	43

Procedure 2: College Closing and Desire2Learn .....	44
Procedure 3: Fleet Hurricane Plan.....	45
Procedure 4: Using Satellite Phones .....	47
Making Calls .....	47
Procedure 5: Hurricane Communications Strategy .....	49
<b>Attachment 1: Abbreviated Timelines .....</b>	<b>52</b>
Tornado Strike Abbreviated Timeline.....	52
Hurricane Strike Abbreviated Timeline .....	53
<b>Attachment 2: Essential Personnel.....</b>	<b>55</b>
Stage One .....	55
Stage Two.....	56
Other Personnel .....	57
Coordinating Access for Essential Personnel.....	58
<b>Attachment 3: Business Resumption Activity Guidelines.....</b>	<b>59</b>
<b>Attachment 4: Broward College Facility Information .....</b>	<b>60</b>
<b>Attachment 5: WorkDay Job Aid - Emergency Compensation.....</b>	<b>65</b>
<b>Forms .....</b>	<b>76</b>
<b>Form 1: Daily Work Assignment / Activity Form.....</b>	<b>79</b>
<b>Form 2: Pre-Storm Area of Responsibility Designation.....</b>	<b>80</b>
<b>Form 3: Master Hurricane Preparation Checklist.....</b>	<b>81</b>
<b>Form 4A: Pre-storm Checklist: Building.....</b>	<b>82</b>
<b>Form 4B: Pre-storm Checklist: Item Location.....</b>	<b>83</b>
<b>Form 5: Building Damage Assessment.....</b>	<b>84</b>
<b>Form 6: Grounds Damage Assessment.....</b>	<b>85</b>
<b>Form 7: Contents Damage Assessment .....</b>	<b>87</b>
<b>Form 8: Post-Storm Area of Responsibility Designation.....</b>	<b>88</b>

## 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 to 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 significant 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 to be made annually or as needed. All changes or modifications must be forwarded to the Senior 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 a less severe 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 responsibilities and authority within the College and departments for mitigation of, preparation for, response to, 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 emergencies, including coordinating disaster operations and managing critical resources.
- Articulate procedures for coordinating communications within the College and with external constituencies and stakeholders.
- Ensure that the College returns to a typical operating environment as soon as possible.



### Lightning

Given the tropical climate of South Florida, the moisture and heat cultivate a 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 the National Weather Service states, 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, 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 and present challenges to the college's infrastructure and buildings. Typical heat advisories for the area are issues within 12 hours of the onset of hazardous heat conditions. The rule of thumb for this Advisory is when the maximum heat index temperature is expected to be 100° or higher for at least two days, and nighttime air temperatures will not drop below 75°; however, these criteria vary across the country.

### Flash Flood

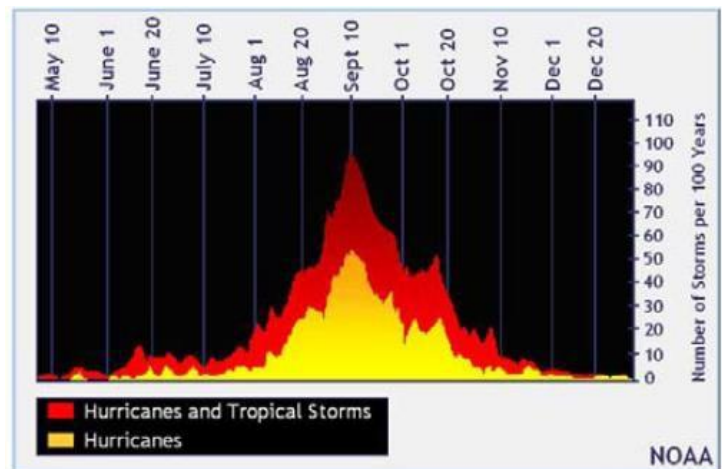
Slow-moving thunderstorms may cause flash floods, thunderstorms that move repeatedly over the same area, or heavy rains from tropical storms and hurricanes. These floods can develop within minutes or hours, depending on the intensity and duration of the rain, the topography, soil conditions, and ground 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 touched down and passed through North Campus in Coconut Creek.

### Tropical Cyclones

Broward College is located on the east coast of Florida, and tropical cyclones (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 critical component of the planning picture. Many operational areas of the college work together to educate, plan, train, and exercise to support high preparedness. These elements are categorized as pre-event, indicating 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 dry to wet season, the Department of Safety, Security & Emergency Preparedness conducts a Weather Season Awareness Campaign. The campaign involves targeted communication strategies that cultivate the flow of information to the community on various weather hazards the region faces. Included with the campaign is sharing important information, such as proactive steps to take if such an event occurs.

##### *Hurricane Awareness Campaign*

On or about June 1<sup>st</sup> of each year, the Department of Safety, Security & Emergency Preparedness, in collaboration with The National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) conducts a Hurricane Awareness Campaign. The campaign involves targeted communication strategies that cultivate the flow of information to the community on the hazards associated with cyclones. The Department of Safety, Security & Emergency Preparedness also publishes the updated *Broward College Hurricane Safety Action Guide*, a printable PDF document containing 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) to host official SKYWARN® training sessions. Participants will gain foundational knowledge on identifying severe weather conditions and 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 Management Teams, this training provides a broad overview of the various severe weather incidents that 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 to severe weather, particularly hurricanes.

#### *Annual Broward College Severe Weather Plan Seminar*

This group activity is designed to orient, train, and enhance participant's knowledge 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 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.

#### *Statewide Hurricane Exercise- When being offered*

Intended solely for DSSEP members, this exercise aims 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 rapidly evolving nature combined with geocoded warning notifications. Various processes 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 Cypress Creek Administrative Center district office and 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 weather information. Tools and resources include 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. Tools and resources are outlooks, satellite imagery, radar imagery, aircraft reconnaissance, and other resources and tools.

**Local National Weather Service Office – Miami**

The college maintains a collaborative and cohesive relationship with Miami's local National Weather Service. The Department of Safety, Security & Emergency Preparedness participates in 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. Unlike Wireless Emergency Alerts (WEA) issued through FEMA's public system, these are designed and intended for core partners and are the initial forms of communication before 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 share information.

**Local / National News Media**

In addition to other methods, local and national news media are utilized to increase incoming information and news sources.

**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) to host official SKYWARN® training sessions. Typically, at least 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

Broward College utilizes the BC Alert system to notify the community during a tornado, tropical cyclone or hurricane related storm. Emergency communication methods may include primary, secondary, and 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](mailto: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 notifications will come from the previously discussed BC Alert System.**

### Senior Management Team Briefings (Severe Weather Event)

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

## 4.3 Reporting to National Weather Service (Real Time)

Developing two-way communication with the NWS enhances collaborative efforts toward 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 via 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

FirstNet phones were distributed in addition to satellite phones to key stakeholders in Broward College's Incident Management Team. FirstNet phones by AT&T operate on a nationwide wireless broadband network dedicated to public safety governed by the U.S. Department of Commerce. The network provides priority calling and urgent service restoration. FirstNet and satellite phones are to be used for emergencies when standard means of communication are unavailable. Broward College FirstNet & satellite phones are managed by Information Technology (IT). The Coordinator of Telecommunications is the point person responsible for FirstNet & satellite phone components and is designated to activate the satellite phones when appropriate. Satellite phones are inactive and will be used as a backup for FirstNet phones. The

FirstNet Phones are activated and should be the primary choice when regular communication is unavailable. The satellite phones are incident-driven, and if a situation arises when they are required, the Incident Commander should contact the Coordinator of Telecommunications to activate them. The Coordinator of Telecommunications oversees any issues that users may experience with satellite phones. Note that satellite phone numbers are not assigned until they are activated. At this point, the Coordinator of Telecommunications supplies a list of all phone numbers and respective individual contacts to all members of the Incident Management Team.

### **Conference Bridge**

The Incident Management Team utilizes Microsoft Teams and Zoom Conference Bridges as primary methods of conference calls. These methods are accessible through a public internet connection or PSTN (Public Switched Telephone Network). Information Technology has created permanent conference bridges through Zoom for Business Continuity purposes. The CIO or designated individual will share directions for joining either option with the District Incident Management Team (DIMT) members upon activation.

### **Cross-Platform Instant Messaging (Microsoft Teams)**

Microsoft Teams has enabled cross-platform instant messaging services for smartphones and computers to enhance communication capabilities in response to an incident. The solution provides enhanced communication capabilities and permits timely and efficiently coordinated communications and sharing of information. The chat function is called Conversations within the Microsoft Teams mobile application, web browser, or computer application.

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

- The District Incident Commander or designee will notify the group of using Microsoft Teams for all text-based conversations and messaging.
- The District Incident Commander or designee 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 elements related to the incident.

## **5.0 Response: Severe Weather Direction and Control**

---

The response section of this plan develops a framework and outlines general actions that 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 be a shorter advanced warning. The following information is intended to provide a basic operating picture. It is not intended to limit the use of sound judgment and common sense in matters not foreseen or covered by the elements of this plan.

## 5.1 National Incident Management 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 their responsibilities. 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. Develop 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. Life Safety-
2. Incident Stabilization-
3. Property & Environmental Protection-
4. Continuity & Recovery-

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

1. Common Terminology (plain language)
2. Maintaining a span of control between 3 – 7 reports per supervisor
3. Standard ICS Structure & Titles
4. Incident Action Planning (IAP-driven operations)
5. Reliance on an Incident Action Plan
6. Integrated communications
7. 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 precedes and follow such a disruption.

In preparation for and during a severe weather event such as a hurricane, the College's District Incident Management Team (IMT) will have complete command and control authority over the event. The IMT comprises key individuals from operational

areas within the College responsible for managing the event. When the IMT dispatches decisions and directives, College supervisors will, in turn, convey decisions and directives to employees within their units of responsibility. After a hurricane, every employee is responsible for contacting their department to report their 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 sessions may be conducted by telephone or approved virtual platforms) to determine the course of action and may include members from the Policy Group. When activated, the District Incident Management Team members and alternates are on call throughout the activation. It is also noted that when activated, Campus Incident Management Team members and alternates are on call throughout the activation.

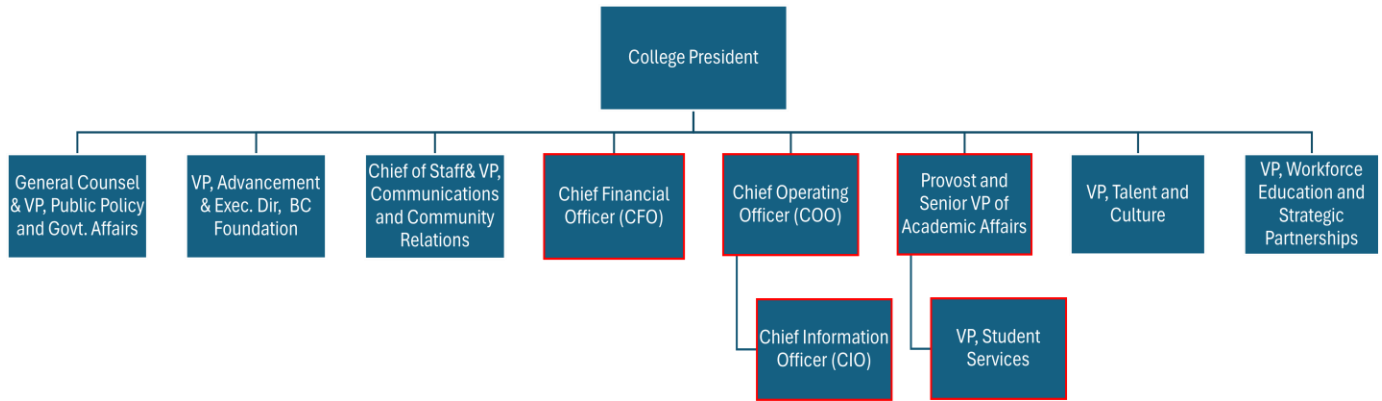
The College's primary Emergency Operations Center (EOC) is on the Central Campus. This location is listed in the Central Campus SOG, and all members of the District Incident Management Team (DIMIT) and Campus Incident Management Team (CIMT) should know this location. This location will be utilized before and after a hurricane strike unless otherwise designated. Cypress Creek Administrative Center has been selected as a secondary Emergency Operations Center if the primary EOC is inoperable or unusable. If the Cypress Creek Administrative Center and Central Campus EOC locations are inoperable and unusable, the Willis Holcombe Center (WHC) downtown has been designated as an alternate EOC. Resource and communications infrastructure to support an emergency operations center has been completed in all designated primary or backup College EOC facilities.

A virtual EOC may be activated to the level necessary for the incident if the College's Emergency Operations Center (EOC) is activated during a pandemic or other situation when physical contact is limited or social distancing is recommended. The virtual EOC communication will be conducted on a college-approved video conferencing platform. The IMTs may still access the physical primary or secondary Emergency Operations Center if necessary while adhering to all state and local officials and executive orders.

In the hours preceding a hurricane, the District Incident Commander or alternate will determine the final evacuation of all facilities and order such. After the hurricane, the District Incident Commander will coordinate the response efforts of key IMT staff to ensure business resumption assignments are carried out.

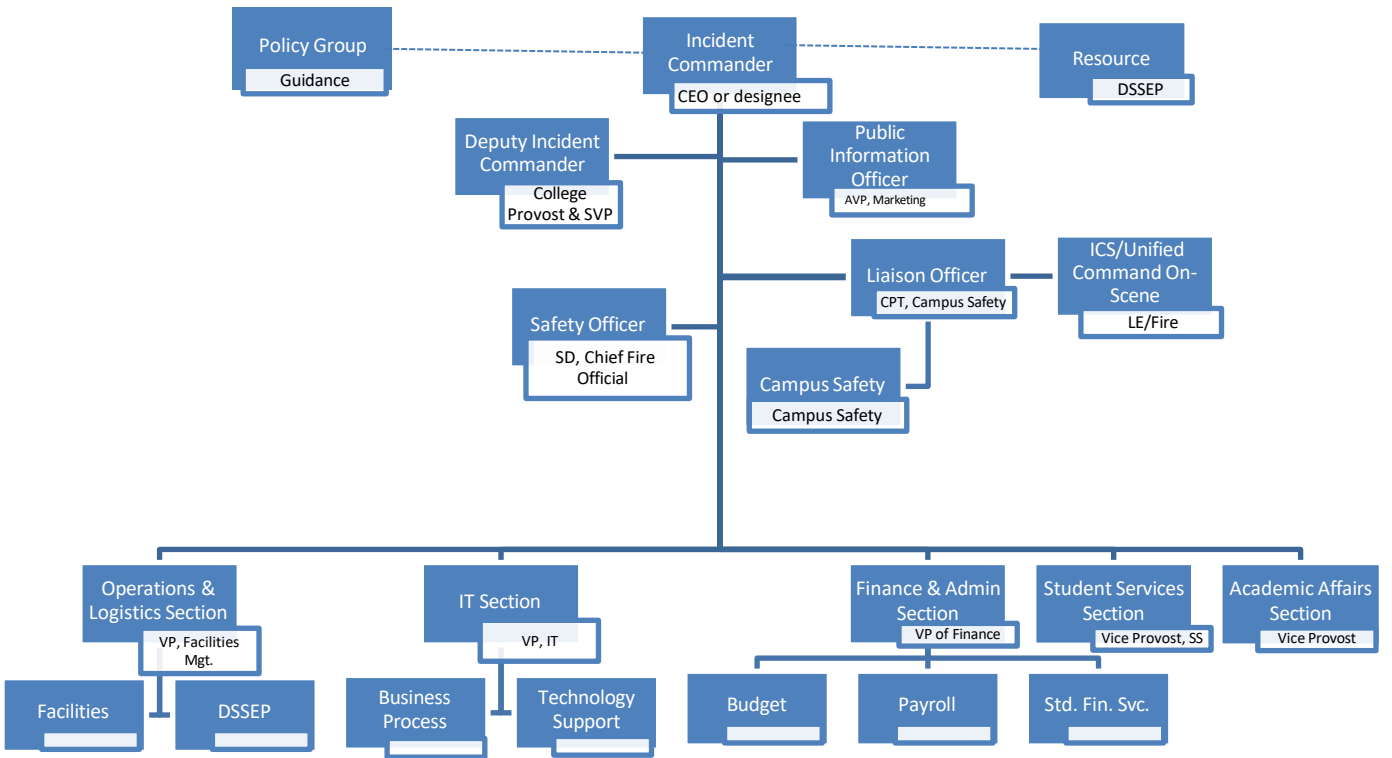
### 5.3 Command Structures

#### Policy Group

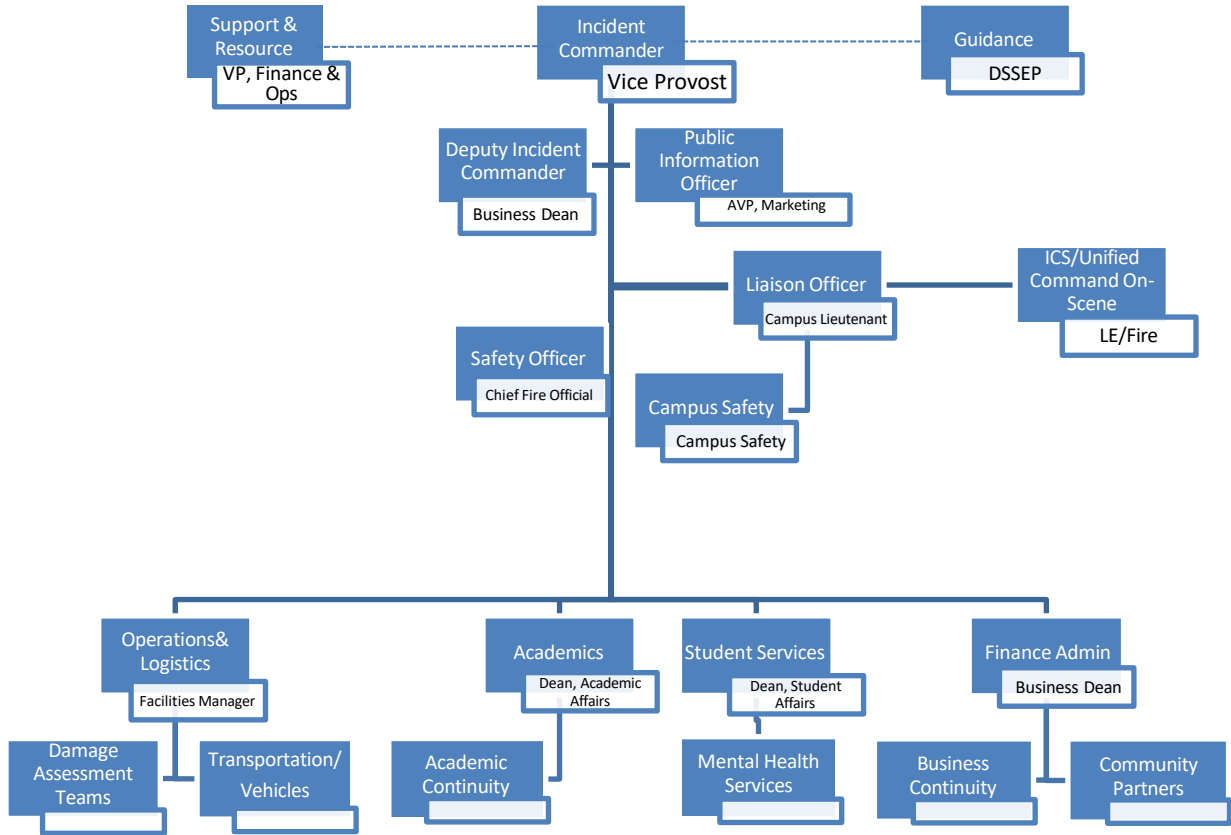


\*When not serving as part of the District Area Command, positions outlined in red will be part of the policy group.

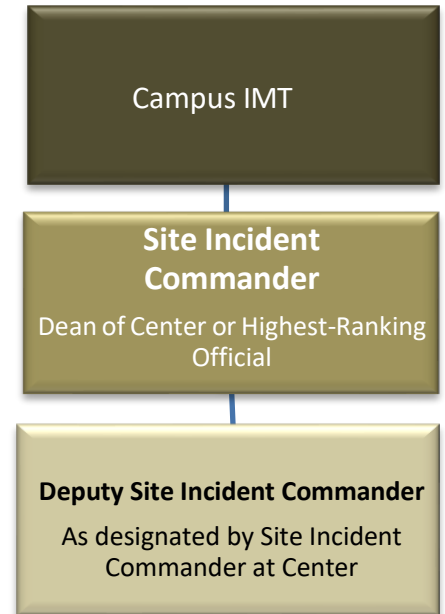
### District Area Command



### 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 in dealing 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, when the ICT will be disbanded and appropriate reports filed.

The District Incident Commander is responsible for assigning the development and revisions of an Incident Action Plan. Access the current and up to date forms via the FEMA website:

[Emergency Management Institute | ICS Fillable Forms](#)

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

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 NWS has issued severe thunderstorms or lightning warnings, 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 headsets. Turn off, unplug, and stay away from appliances, computers, power tools, TV sets, etc. Lightning may strike exterior electric and phone lines, inducing shocks carried 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 typically 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 people do not carry an electrical charge and can be handled safely. If qualified and the area is safe, first aid procedures should be applied to the lightning victims. Call 911 or send for help immediately.

## Tornado

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

When the National Weather Service issues a 'Tornado Warning,' 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 should be 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 finding suitable shelter inside a building is impossible, 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 at a Broward College location, they should immediately report it to Campus Safety by calling 954-201-HELP (4357).

## Hot Temperatures / High Humidity

During high temperatures and high humidity, strenuous activities must be reduced, eliminated, or rescheduled until the coolest time of the day. In addition, keep the following in mind:

- 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. Meat 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 the 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. Flash floods can often occur within minutes. During these instances, water levels and the flow rate can drastically change.

- Stay aware by monitoring local radio and television outlets to avoid flood waters.
- You will want to get to higher ground and out of areas subject to flooding.
- Do not walk through flood waters. According to 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.nhc.noaa.gov](http://www.nhc.noaa.gov)
- [Plan Ahead for Disasters | Ready.gov](#)
- [www.broward.org/HURRICANE](http://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 likely within 48 hours and are delivered to encourage the public to prepare if conditions 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. Broward College will provide closure information through the BC Alert system and advisory emails during a hurricane watch or warning.
- 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 having at least three days' worth of food and water and a seven-day supply of medication in case of an emergency.
- Creating a family emergency plan will allow families to decide who to contact in a crisis and where to go if an evacuation is needed. Designate

an out-of-state relative or friend as the point of contact to alleviate stress and worry. 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 the status of college operations through the PIO. Provides oversight to all IMT(s).
Incident Commander	The IC provides overall leadership for incident response. They will also perform all primary ICS command and staff functions (as defined in NIMS, 2004) until those functions are assigned 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 incidents. Establishes EOC
Deputy Incident 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 applicable).
Safety Officer (ICT)	Advises Incident Commander(s) on issues regarding Incident Safety. Works with Operations to ensure the 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)	Develop and implement strategies and tactics to carry out the incident objectives. Organizes, assigns, and supervises 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.
Senior Director of Risk Management & Chief Risk Officer	Works with Incident Commander(s) and 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 recovery following a disaster or emergency incident is critical to returning to normal operations. It provides all decision-makers with relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the affected location(s). The following information is intended to provide a basic operating picture. It is not intended to limit the use of sound 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 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, and grounds area and note any damage to the areas, including roofs and equipment. Parking lots will be considered buildings for these assessments.

The typical DAT will include:

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

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

The Vice President of Facilities (District Planning/Logistics Section Chief) will ensure this information is shared with the District Incident Commander (Chief Operating Officer), Safety Officer (Senior Director - Environmental Safety and Chief Fire Official), and the Senior Director of Risk Management & Chief Risk Officer.

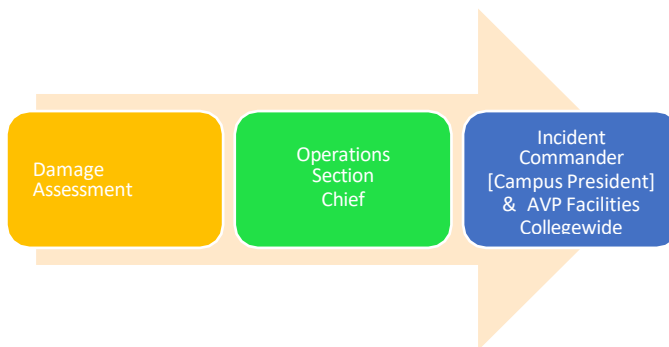
When deployed, DATs should utilize damage assessment kits stored by the Campus Incident Commanders. Included within these kits are the following recommended items:

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

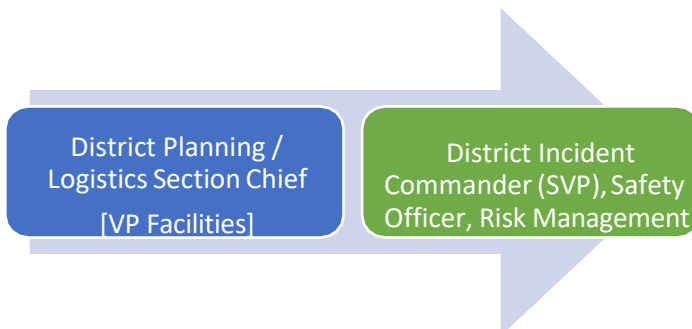
- Poncho – rain gear
- Portable phone charger
- Gloves
- First-aid kit
- Eye protection
- Dust mask
- Hard hat
- Digital Camera
- Printed damage assessment forms
- Rubber boots
- Key Ring (Master Set)

### Process for information processing from damage assessments:

#### INITIAL PROCESS: CAMPUS LEVEL



#### SECOND PROCESS: DISTRICT LEVEL



## 7.2 Uniformity within Information

During any phase of an incident, information drives a response. All members of an IMT must be included when sharing information and are aware of standard components. As most instances require a multi-layered approach stemming from the 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 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:
  - 20160127 NORTH TORNADO AAR SAMMY
- Photo documentation and associated naming conventions 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. Remember that when reviewing photos later, risk management and the insurance adjusters won't know who, what, when, where, and why a photo was taken; therefore, more information is beneficial. An example would be the following:
  - 20160127 BLD50 TORNADO ROOFDAMAGE1 SAMMY
- All units should use predeveloped forms, checklists, and other materials found within the Severe Weather Plan and Standard Operating Guidelines to document associated areas. Files should abide by the implemented standard file naming convention if stored or shared over a computer.

## 7.3 Food & Water

### Food for Facilities and Campus Safety Morning Shifts

- a. Facilities will secure food before a severe weather incident and freeze/store it in pre-identified locations at the three primary 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 the 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 the Chief Operating Officer through the AVP of DSSEP.

### Food for General Campus Population

- a. Food Service Provider – Food Service Managers will be designated Stage 2 Essential Personnel and come on campus to assess the food/equipment situation.
  - a. If power is 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 Stage 2 Essential Personnel and come on campus to assess damages.
  - a. If power is out for long periods, cold grab-and-go items will not be available, and only grab-and-go dry goods will be available.
  - b. If there is 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 Boil Water Alert

- a. Beverage Vendor - By 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 five pallets of water at their warehouse, which is earmarked for BC, just in case additional water is needed. If required, the Lieutenants at each campus will work with their respective Facilities managers to secure water for their public safety officers.
- b. Facilities - Besides the pallets of water, Facilities has 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. Individual departments develop and manage these charts, and any required changes should be forwarded to the Senior Director of Emergency Management.

These charts are designed to provide a basic understanding of activities for the individual areas and 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 Before Event	48 Hours Before Event	36 Hours Before Event	24 Hours Before Event	During Event	After Event
Monitor storm development.  Monitor and follow the 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 the 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 Before Event	48 Hours Before Event	36 Hours Before Event	24 Hours Before Event	During Event	After Event
<p>Monitor storm development.</p> <p>Begin reviewing information from BC IMT.</p> <p>Conduct meetings as required to begin discussing response actions.</p> <p>Update the calling tree for office staff members, noting who will be in charge and subsequent chain of command if someone is out of contact.</p>	<p>Meet with the team as required &amp; continue to monitor the situation.</p> <p>Review information from BC IMT.</p> <p>Begin preparing workspaces and areas for evacuation.</p> <p>Follow backup and pack-up procedures.</p> <p>Ensure all emergency contact information and calling trees are finalized.</p>	<p>Meets with the team as required &amp; continues to monitor the situation.</p> <p>Review information from BC IMT.</p> <p>Begin ordered evacuation and closing of locations (if implemented and decision made by BC IMT)</p>	<p>Review information from BC IMT and take appropriate action.</p>	<p>Maintain contact with office staff as necessary.</p> <p>Stay away from the office and campus.</p> <p>Monitor media messages and BC Alert for clearance for essential personnel to return to campus.</p>	<p>Monitor TV, radio stations, and BC Alerts for updates and return-to-campus instructions.</p> <p>No Employees should report to campus except those designated as Essential Personnel.</p> <p>Call the BC emergency information line.</p>

### HOA 3 Faculty & Academics

Led by the College Provost and Senior Vice President for Academic Affairs

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

## HOA 4 Student Services

Led by the Vice President of Student Services

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

## HOA 5 Strategic Communication & Marketing

Led by the AVP, Marketing

### Strategic Communication & Marketing

Strategic Communication & Marketing					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Before Event	48 Hours Before Event	36 Hours Before Event	24 Hours Before Event	During Event	After Event
<p>Review the latest information regarding the event to determine and plan for needs at 72, 36, 24, and 12 hours out.</p> <p>Monitor news media for weather alerts and updates.</p> <p>Maintain contact with DSSEP and administration regarding closing decisions.</p> <p>Assist in developing a briefing regarding information for the Board of Trustees.</p> <p>Develop draft Advisory email to provide updates to students, faculty, and staff. Include general information and link to preparation information.</p> <p>Implement a "Pre-Event" communication strategy.</p>	<p>Send BC Alerts as necessary for weather updates, emergency information, employee guidelines &amp; instructions.</p> <p>Disseminate information via all Colleg-level social media channels as needed.</p> <p>Update broward.edu/weather page with latest info (URL in BC Alerts, web banner, etc.)</p> <p>Provide guidance for emergency hotline recording and ensure it is updated as necessary.</p> <p>Develop draft briefing regarding information for the Board of Trustees.</p>	<p>Establish a public and media information center.</p> <p>Send BC Alert press release to media regarding closing notifications.</p> <p>BC/website post notices regarding closing, including information for FAU, Broward County Library, Charter School, Childcare Facility clients, etc.</p> <p>Notify FAU, Broward County Schools, and Broward County Library contacts of closing.</p> <p>Set up news conferences as required.</p> <p>Develop draft briefing regarding information for the Board of Trustees.</p> <p>Establish &amp; Test communication links with key IMT members.</p>	<p>Coordinate and verify public information messages from all IMT members.</p> <p>Continue to disseminate information via all Colleg-level social media channels as needed.</p> <p>Develop draft briefing regarding information for the Board of Trustees.</p>	<p>Continue to monitor media for weather updates.</p> <p>Maintain telephone or cell phone contact with IMT staff for updates.</p> <p>Update media, EOC, website, and BC as needed.</p> <p>Provide any updated information via all College-level social media channels. Monitor media messages for consistency.</p> <p>Monitor media messages for consistency.</p> <p>Update emergency recording as necessary.</p> <p>Develop draft briefing regarding information for the Board of Trustees.</p>	<p>Send BC Alert press release to media regarding reopening.</p> <p>Disseminate updated information via all College-level social media channels</p> <p>BC/ website post notices referencing opening information for FAU, Broward County Library, Charter School, Childcare Facility clients, etc.</p> <p>Notify Broward EOC, FAU, Broward County Schools, and Library contacts regarding reopening.</p> <p>Provide guidance for emergency hotline recording and ensure it is updated as necessary.</p> <p>Develop draft briefing regarding information for the Board of Trustees.</p>

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

## HOA 7 Facilities

Led by the Vice President of Facilities

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

## HOA 8 Information Technology

Led by the Vice President of Information Technology and Chief Information Officer

TECHNOLOGY					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Before Event	48 Hours Before Event	36 Hours Before Event	24 Hours Before Event (Begin as soon as school closure is announced)	During Event	After Event
<p>Review the latest information regarding the event to determine and plan for needs at 72, 36, 24, and 12 hours out.</p> <p>Determine if any adjustments need to be made to current or pending critical job scheduling.</p> <p>Verify and distribute contact lists for all IT employees.</p> <p>Verify IT equipment backup configurations, procedures and status</p> <p>Ensure hotlines, satellite phones and other emergency communications are operational.</p>	<p>Update IMT as necessary.</p> <p>Run any accelerated schedule processes.</p>	<p>Update IMT as necessary.</p> <p>Initiate site-specific backup procedures.</p> <p>Identify all Essential IT and College staff and their contact info, distribute it to all IT staff and IMT, and provide campus safety contact information.</p>	<p>Update IMT as necessary.</p> <p>Determine the viability of powering down systems.</p> <p>Ensure all site-specific backup procedures are completed,</p>	<p>Monitor network availability.</p>	<p>Determine impact of data center locations.</p> <p>Receive all clear from Incident Commander</p> <p>Conduct survey of all equipment</p> <p>Contact all IT staff to determine the status and overall manpower picture. Make necessary adjustments college wide.</p> <p>Coordinate power-up of applicable equipment with maintenance and other college entities as required.</p> <p>Verify all network segments and services.</p> <p>Test power, UPS, and network equipment</p>

TECHNOLOGY (cont.)					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Before Event	48 Hours Before Event	36 Hours Before Event	24 Hours Before Event (Begin as soon as school closure is announced)	During Event	After Event
<p>Ensure remote system access is operational for technical support.</p> <p>Ensure network monitoring and alert notifications are enabled and operational.</p> <p>Verify and distribute key vendor contact information, including names, office phones, cell phone numbers, and addresses.</p>					<p>Initiate repair/replacement of damaged equipment.</p> <p>Remove and secure equipment in damaged areas pending lengthy repairs.</p> <p>Test College-wide computing services as outlined in daily production support procedures.</p> <p>Secure all pre-hurricane preparations in undamaged areas.</p> <p>Ensure all software services are enabled to their pre-event status.</p>

## HOA 9 Risk Management

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

RISK MANAGEMENT					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Before Event	48 Hours Before Event	36 Hours Before Event	24 Hours Before 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.	<p>Based on the intensity of the storm, implement the established plan.</p> <p>Coordinate with facilities to photograph vehicles, heavy equipment, and buildings as necessary.</p> <p>Contact mitigation contractor to verify resources are ready to be deployed.</p>			Monitor media and BC Alerts for messages regarding clearance for Essential Personnel to return to campus.	<p>Work with the Incident Commander to document all damage.</p> <p>Coordinate the gathering and documentation of damage and prepare all insurance reporting.</p>

## HOA 10 Talent and Culture

Led by the Vice President of Talent and Culture

HUMAN RESOURCES					
Hurricane Alert	Hurricane Watch		Hurricane Warning		Recovery
72 Hours Before Event	48 Hours Before Event	36 Hours Before Event	24 Hours Before Event	During Event	After Event
<p>Review the latest information regarding the event to determine and plan for needs at 72 hours out-12 hours out.</p> <p>Work with Controller and Vice President for Information Technology to ensure full time employees are compensated for the time worked.</p> <p>Coordinate with Payroll to activate the emergency payroll processes in Workday to ensure time worked is calculated according to Collective Bargaining Agreements and College Policies.</p>	<p>Assist in preparation of communication to notify employees of the possible college closures (72-48 hours out storm dependant)</p>		<p>Once the College President or the Incident Commander provides a release notification, evacuate campus with personal belongings, employee address lists, and backup files.</p>	<p>Stay away from the office and campuses.</p> <p>Monitor media messages and BC Alerts for clearance for Essential Personnel to return to campus.</p>	<p>Essential Personnel in HR will return to work upon notification.</p> <p>Vice President or their designee partner with PIO to disseminate recovery information.</p> <p>Assist campuses and departments with work schedules and staffing issues.</p> <p>Work with the Campus Administrative Offices to assess the impact on personnel and students (Employee Relations assistance and Employee Assistance Program information).</p> <p>Determine the need for stress-reduction workshops or other employee welfare needs.</p>

## HOA 11 Payroll & Finance

Led by the Vice President of Finance

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

## HOA 12 Business Services & Auxiliary Services

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

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

## HOA 13 District Incident Management Team

Led by the District Incident Commander

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

## 9.0 Hurricane Procedures

---

The following sections delineate specific procedures and activities. These protocols are developed from an institutional perspective and designed to provide 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 Before Event:

- Decide with Facilities to request/acquire emergency materials if needed.
- Facilities should inventory and distribute emergency supplies to staff within building(s) as requested.

#### 36 Hours Before Event:

- Power off uninterruptible power supplies (ups); depending on the model, turn off the switch or press and hold down the power button; unplug from the wall.
- Elevate all first-floor systems 3 inches off the floor or place them on the desktop.
- 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 backup power and remove all food.
- Lock cabinets or drawers containing sensitive/important information, lock office doors, and evacuate safely when directed.
- Information Technology will follow the department disaster preparedness plan, where the staff will appropriately shut down the computer lab systems.

#### Computer Back-Up Instructions:

Copy all local files to OneDrive

## 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 drop boxes for assignments, online 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 remain up and running. Please consider using D2L to keep your students informed and engaged for on-campus and blended classes. You may wish to consider using BC Outlook email to notify your students that D2L will be available and that you will be posting important announcements to their class about changes in lesson plans and upcoming events. This will help your students get started or continue their lessons in your class.

Instructors and students may access D2L through <https://broward.onelogin.com>.

## 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)
- The South Facilities manager must check on the availability of the Chiller plant, automotive building, and the new aviation hangar to park the college vehicles.

#### Storm Two Days Out

- Park the pickup, NV200, student life van, and IT van in the central campus parking garage.
- Park all golf carts in the gym, chiller plant, or new aviation building.
- Park all security golf carts and SUVs in the gym or chiller plant. Put plywood under the SUV wheelbase just inside the roll-up door.
- Park aviation equipment in the hangar.
- Move automotive vehicles, equipment, and marine department into their building.
- Central will bring an ambulance, bucket truck, TRIO bus, and large high-top work vans for storage in the chiller plant, automotive building, and new Aviation building.
- Transport vehicles from Miramar West to the central campus to store in the parking garage.
- Park the golf cart at Miramar West in the chiller yard.
- Secure all lawn equipment in the grounds shop.
- Any vehicles that can't fit can be dropped off in the parking garage at the central campus.

### 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 a secure location in the compound.
- Any vehicles that can't fit in the compound can be dropped off at the parking garage at the central campus.

## 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, bobcats, man lift, trailers, and generators) in the parking garage's first-floor storage area and ramp.
- Park all IPS cars and carts on the fourth floor and ramp of the parking garage.
- Secure all loose items in the compound.
- Take the ambulance, TRIO bus (end user should assist), high-top work vans, and bucket truck to the south campus park in the chiller plant, Automotive building, or new aviation building.
- Make sure the two boats are secured (the end user should assist).

## Procedure 4: Using Satellite Phones

### Turning on or off:

Press and hold the Power button on the phone's lower left. The phone will beep and then search for a signal. Once the screen displays "Registered," you can make and receive calls.

### Making Calls

From your Iridium phone to a landline or cell phone:

*Dial 00+country code + area code + phone number.  
US and Canada are country code 1. i.e. 0019542015321*

From your Iridium phone to another satellite phone:

*Dial 00+ satellite phone number. Broward College satellite phone numbers will be distributed upon Activation.*

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.)

TIPS: You will first hear a series of beeps as the phone contacts the satellite before the call is connected. The prefix 00 is the same as "+". If your phone is set up to have the "+" pop up in front of the number automatically, omit the 00. Do not include any spaces or dashes between numbers

Calling a satellite phone from a landline/cell phone:

*Dial 011 + satellite phone number. You can also call 1 (480) 768-2500 and be prompted to enter the 12-digit satellite number.*

Answering a call:

*When the phone rings, ensure the antenna is extended; "Answer" will be displayed, press the OK button. To end a call, press the "C" button.*



### Procedure 5: Hurricane Communications Strategy

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


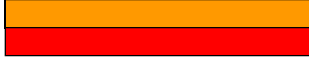

Tropical Cyclone	
<b>Definition</b>	<p>A rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has a closed low-level circulation. Tropical cyclones rotate counterclockwise in the Northern Hemisphere.</p> <p>They are classified as follows:</p> <ul style="list-style-type: none"> <li>• <b>Tropical Depression:</b> A tropical cyclone with maximum sustained winds of 38 mph (33 knots) or less.</li> <li>• <b>Tropical Storm:</b> A tropical cyclone with maximum sustained winds of 39 to 73 mph (34 to 63 knots).</li> <li>• <b>Hurricane:</b> 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 and South Pacific oceans are called cyclones.</li> <li>• <b>Major Hurricane:</b> 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.</li> </ul>
<b>Examples</b>	<p>2017 Hurricane Matthew 2018 Hurricane Irma</p>
<b>Initiating Authorities</b>	<p>Public Information Officer (Associate Vice President, Public Relations and Communication). If not available, proceed down the list:</p> <ul style="list-style-type: none"> <li>• Chief of Staff and Vice President of Communications and Community Relations</li> <li>• Communications Coordinator</li> </ul>
<b>Approval Processes</b>	
<b>Pre-Event Processes</b>	<p><b>Content/Information</b> - College President, College Provost, Chief Operating Officer, Chief of Staff and Vice President of Communications and Community Relations, Vice President of Talent and Culture (if applicable)</p>

	<b>Approvals</b> - College President, District Incident Commander, Chief of Staff and Vice President of Communications and Community Relations
<b>During Event Processes</b>	<b>Content/Information</b> - College President, College Provost, Chief Operating Officer, Chief of Staff and Vice President of Communications and Community Relations
	<b>Approvals</b> - College President, District Incident Commander, Chief of Staff and Vice President of Communications and Community Relations
<b>Post Event Processes</b>	<b>Content/Information</b> – College President, College Provost, Chief Operating Officer, Chief of Staff and Vice President of Communications and Community Relations, Vice President of Talent and Culture (if applicable)
	<b>Approvals</b> - College President, District Incident Commander, Vice President of Marketing Chief of Staff and Vice President of Communications and Community Relations
<b>Pre-Event Communications</b> Begins 3-5 days before the event	
<b>Emails</b>	Emails (advisory@broward.edu) should be concise and provide valuable preparation information, weather updates, 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: <ul style="list-style-type: none"> <li>• Subject: Hurricane (X) Advisory #1 – Monitoring Storm</li> <li>• Subject: Hurricane (X) Advisory #2 – Preparations for College Closure</li> </ul>
<b>Social Media</b>	Social Media should be sharing College preparation information and updates on closure.
<b>Broward.Edu</b>	The advisory page should be live and updated with information shared via email. The advisory page should include alternate sources for information, including social media, hotline, BC Alert, and social media.
<b>Hotline(s)</b>	During pre-event communication, the hotline should only be used to communicate campus/college closure or immediate threat.
<b>BC Alert</b>	During pre-event communication, the BC Alert should only be used to communicate campus/college closure or immediate threat.
<b>During Event Communications</b> Messaging begins once the College announces its intent to close campus/college-wide	
<b>BC Alert</b>	During-event communication should be led by BC Alert and <u>used only to communicate extended campus/college closure or immediate threats</u> . Example:




	<ul style="list-style-type: none"> <li>BC Alert #2 – College Closure Extended</li> </ul>
<b>Hotline(s)</b>	Content should mirror the BC Alert message
<b>Emails/Social Media/Website</b>	<p>Emails/social media/websites should be secondary communication channels used to clarify or expand upon messaging. Messages should not duplicate information being shared via the BC Alert system.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Subject: Hurricane (X) Advisory #3 – College Closure Extended</li> </ul>
<b>Post-Event Communications</b> Messaging begins once the threat has passed and immediate responders deem campuses safe for return.	
<b>BC Alert</b>	<p>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. Established lists within the system should be used to optimize direct target messaging. Examples include:</p> <ul style="list-style-type: none"> <li>BC Alert – Essential Personnel Stage 1 Report In           <ul style="list-style-type: none"> <li>Sent to a targeted list of S1P</li> </ul> </li> <li>BC Alert – Essential Personnel Stage 2 Report In           <ul style="list-style-type: none"> <li>Sent to targeted list of S2P</li> </ul> </li> <li>BC Alert #3 – Broward College Essential Personnel Assessing and Evaluating Impact.           <ul style="list-style-type: none"> <li>All registered users.</li> </ul> </li> <li>BC Alert #4 – All Clear</li> </ul>
<b>Emails</b>	<p>Emails (<a href="mailto:advisory@broward.edu">advisory@broward.edu</a>) should focus on details for return-to-work procedures, accommodations, and special directions. <u>Department-specific communications should be distributed from the department.</u></p> <ul style="list-style-type: none"> <li><b>Examples -</b> <ul style="list-style-type: none"> <li>Subject: Hurricane (X) Advisory #4 – Essential Personnel Stage 1 to Return on XX</li> <li>Subject: Hurricane (X) Advisory #5 – Essential Personnel Stage 2 to Return on XX</li> <li>Subject: Hurricane (X) Advisory #6 – Return to Work and Classes Special Instructions</li> </ul> </li> </ul>
<b>Website/Hotline/Social Media</b>	Messages should be live and updated with details for return-to-work procedures, accommodations, and special directions.


## Attachment 1: Abbreviated Timelines

### Tornado Strike Abbreviated Timeline

<p><b>Tornado Watch</b> Watch Issued by NWS - Possibility of funnel cloud development</p>	<p>Alert Status</p> 	<ul style="list-style-type: none"> <li>• Enacted by NWS releasing a tornado watch or message detailing the possibility of funnel cloud development.</li> <li>• Incident Management Team (IMT) meets if necessary &amp; continues to monitor the situation.</li> </ul>
<p><b>Tornado Warning</b> Warning Issued by NWS Tornadic activity has been spotted</p>	<p>Watch Alert</p> 	<ul style="list-style-type: none"> <li>• Incident Commander activates respective Emergency Operations Center.</li> <li>• PIO announces notifications through the emergency messaging platform, describing warnings and designated time frames. Noting that individuals should take immediate shelter in a safe location.</li> <li>• IMT remains prepared to respond.</li> </ul>
<p><b>Recovery Phase</b> The tornado warning has expired, or all clear has been issued by NWS.</p>	<p>Recovery Phase</p> 	<ul style="list-style-type: none"> <li>• Incident Management Team (IMT) determines the extent of impact, if any.</li> <li>• IC directs roles and responsibilities as appropriate.</li> <li>• Damage Assessment Teams (DAT) are deployed if required.</li> <li>• If impacted, IMT determines if any operations are affected and shares information with all appropriate parties.</li> <li>• PIO works with IMT to determine appropriate notifications regarding impacts and operations.</li> <li>• Risk Management coordinates reimbursement and insurance protocols and procedures.</li> <li>• IMT shares reports and information with all individuals involved. This can be accomplished through group emails or on-scene.</li> </ul>

### Hurricane Strike Abbreviated Timeline

<p><b>Hurricane Alert</b> Strike 120 hours (5 days) away Broward College locations within potential pathway cone</p>	<p>Alert Status</p> 	<ul style="list-style-type: none"> <li>• Incident Management Team (IMT) is activated, meets as required, and monitors the situation (<i>meetings may be conducted by telephone</i>).</li> <li>• Web announcement is activated 120 hours (5 days) in advance. (PIO)</li> <li>• Facilities staff begins to secure facilities</li> <li>• DSSEP participants in NWS &amp; County briefings.</li> <li>• DSSEP provides briefings to ICT and Policy Group</li> </ul>
<p><b>Hurricane Watch</b> Watch Alert Issued Strike 36-24 hours away</p>	<p>Watch Alert</p> 	<ul style="list-style-type: none"> <li>• IMT meets as required and continues to monitor the situation (<i>meetings may be conducted by telephone</i>).</li> <li>• PIO keeps departments/units informed of the situation through meetings, e-mail, web, social media, and voice.</li> <li>• Incident Commander, upon the President's direction, instructs departments/units to activate and execute the Severe Weather Plan related to their areas of operation.</li> <li>• The Incident Commander instructs Faculty and Staff to prepare their rooms and offices for evacuation.</li> <li>• Facilities staff continue to secure facilities</li> </ul>
<p><b>Hurricane Warning</b> Warning Alert Issued Strike 24-0 hours away</p>	<p>Warning Alert</p> 	<ul style="list-style-type: none"> <li>• IMT meets as required and continues to monitor the situation (<i>meetings may be conducted by telephone</i>).</li> <li>• Incident Commander cancels classes.</li> <li>• PIO keeps departments/units informed of the situation through meetings, email, web, social media, and voice.</li> <li>• Incident Commander instructs departments/units to activate and execute the final stages of the Severe Weather Plan related to their operation areas.</li> <li>• Facilities staff continue to secure facilities</li> <li>• Once department/unit work areas are secured, the Incident Commander releases non-essential personnel.</li> <li>• Campus operations and facilities are evacuated, and campuses are secured.</li> </ul>

<p><b>Recovery Phase</b> NWS has issued an "All Clear."</p>	<p>Recovery Phase</p> 	<ul style="list-style-type: none"> <li>● Incident Management Team (IMT) determines the extent of impact, if any.</li> <li>● IC directs roles and responsibilities as appropriate.</li> <li>● Damage Assessment Teams (DAT) are deployed if required.</li> <li>● If impacted, IMT determines if any operations are affected and shares information with all appropriate parties.</li> <li>● PIO works with IMT to determine appropriate notifications regarding impacts and operations.</li> <li>● Risk Management coordinates reimbursement and insurance protocols and procedures.</li> <li>● IMT shares reports and information with all individuals involved. This can be accomplished through group emails or on-scene.</li> </ul>
---	---	--

## Attachment 2: Essential Personnel

---

According to college policy, certain positions have been identified as essential personnel. The positions that 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.

**The essential personnel that are called upon will vary depending on the circumstances of the incident and the decision made by the Incident Commander(s). The Incident Commander(s) will assign all personnel according to NIMS protocols. Sometimes, 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's 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 S1Ps will report to their appropriate supervisor at their assigned location at the beginning of each shift and check out with them before leaving at the end of their shift.

S1P includes the following:

- Policy Group
  - College President
  - Senior Vice President, Finance and Operations
  - College Provost and Senior Vice President for Academic Affairs and Student Services
  - General Counsel and Vice President of Public Policy and Government Affairs
  - Senior Vice President of Workforce Education and Innovation
  - Vice President, Advancement, and Vice President of Broward College Foundation
  - Vice President, Information Technology, and Chief Information Officer
  - Vice Provost, Academic Affairs
  - Vice President, Student Services
  - Vice President, Talent and Culture
  - Vice President of Finance
- DIMT
  - Senior Vice President, Finance and Operations (District Incident Commander)
  - College Provost and Senior Vice President for Academic Affairs and Student

- Services (Deputy District Incident Commander)
  - Public Information Officer (PIO)
    - Associate Vice President, Marketing
    - Communications Coordinator
  - Vice President of Finance (Admin/Finance Section Chief)
  - Vice President, Information Technology (Logistics Section)
    - Chief Business Officer (Backup)
- CIMT
  - Vice Provost (Campus Incident Commanders)
  - Business Deans (Campus Deputy Incident Commanders)
  - Campus Technology Officers (Campus Logistics Section)
- DSSEP
  - Associate Vice President
  - Senior Director, Emergency Management
  - All Campus Safety profiles (Officer, Dispatcher, Corporal, Sergeant, Lieutenant, Captain)
- Facilities Department
  - Vice President, Facilities
  - Associate Vice President, Facilities
- Business Services & Resource Management
  - AVP of Business Services & Resource Management
- Risk Management
  - Senior Director of Risk Management & Chief Risk Officer

**Stage Two** – After the initial assessment by S1P and the delivery of a clear operational picture—the availability to protect human life and support of health, safety, and basic services of the following phases— Stage Two Essential Personnel (S2P) may be activated by the Incident Commander. The determination is made by evaluating the conditions and overall operational picture. S2Ps are involved in Level 2 – Vital Services and Level 3 – Resumption of Business Activities. S2Ps are utilized per 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 before leaving at the end of their shift.

SP2 includes the following:

- Information Technology
  - Analyst, System Security
  - Assistant Director, Learning Technology

- Assistant Director, Technical Support
- Chief Business Officer
- Cloud Systems Manager
- Coordinator, IT Customer Service & Support
- Coordinator, Telecommunication System
- Cyber Security Architect
- Director, Enterprise Communications
- Lead Specialist, Campus Technology
- Security Administrator
- Senior Cloud Systems Engineer
- Business Services & Resource Management and Other Operations Personnel
  - Senior Director of Auxiliary Services
  - Senior Director of Procurement
  - Material Services Manager
  - Material Services Warehouse Supervisor
  - Material Services Movement Specialists
  - Bookstores – General Manager, Campus Managers
  - Food Services – General Manager, Campus Managers
- Academics
  - Academic Deans
- Student Services
  - Associate Vice President, Student Life & Ombudsperson
  - Lead Student Dean and Student Services Deans
  - Dean of Libraries and ASC
- DSSEP
  - Manager, Physical Security Technology

**Other Personnel** – Besides the abovementioned areas, the Incident Commander may 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 Vice Provost*)
  - Science Lab Managers
- Payroll (*guidance from VP of Finance*)
- Computer Lab Employees (*guidance from Vice Provost*)
- Mailroom Employees (*guidance from Material Services Manager*)
- Landscaping, Construction & Custodial (*guidance from VP of Facilities*)

- Managers
- Contractual Custodial Services
- Contractual Landscaping Services

### **Coordinating Access for Essential Personnel**

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

The Department of Safety, Security & Emergency Preparedness oversees the coordination of access to Broward College locations. During portions of pre- and post-event, Campus Safety, in collaboration with local law enforcement agencies, 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 identifying them as either Stage 1 or Stage 2. College IDs are issued and managed by the Manager of Physical Security or Manager of Security Operations Center.

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

## **Attachment 3: Business Resumption Activity Guidelines**

---

BC's core business is teaching and learning, and many functions support it in 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 prioritized, and only those 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 of Information Technology and Chief Information Officer.

### *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	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
11	DOWNTOWN CENTER	31	ADMINISTRATION AND C	BUILD	0	PERM
11	DOWNTOWN CENTER	38	CHILLER PLANT	BUILD	1	PERM
12	WESTON CENTER	110	WESTON CENTER	BUILD	1	PERM
14	CYPRESS CREEK ADMIN	1401	CYPRESS CREEK ADMIN	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 ADMINISTRATION	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
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	GROUND 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	FACILITIES 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	PADDLEBALL 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	BOATHOUSE	BUILD	1	PERM
34	TIGERTAIL CENTE	39	TIGERTAIL WATER SPORT	BUILD	1	PERM
34	TIGERTAIL CENTE	40	STORAGE BUILDING	BUILD	1	PERM

35	PINES CENTER	100	PINES CENTER BUILDING	BUILD	1	PERM
37	MIRAMAR TOWN CENTER	109	MIRAMAR LIBRARY AND	BUILD	1	PERM

## Attachment 5: WorkDay Job Aid - Emergency Compensation

### 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](#).

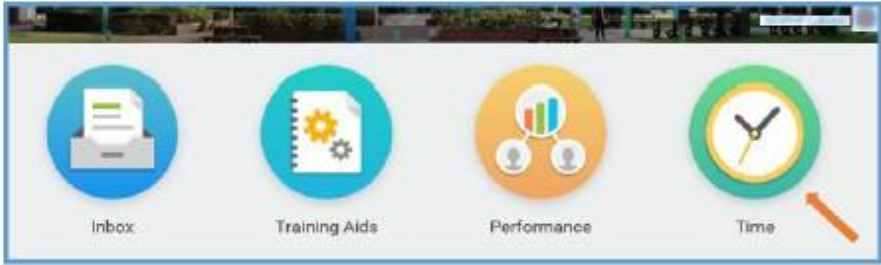
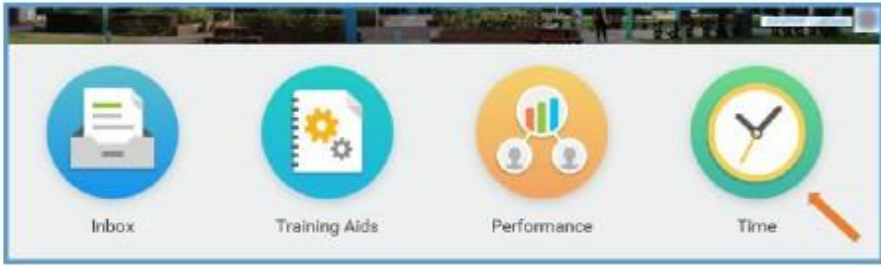
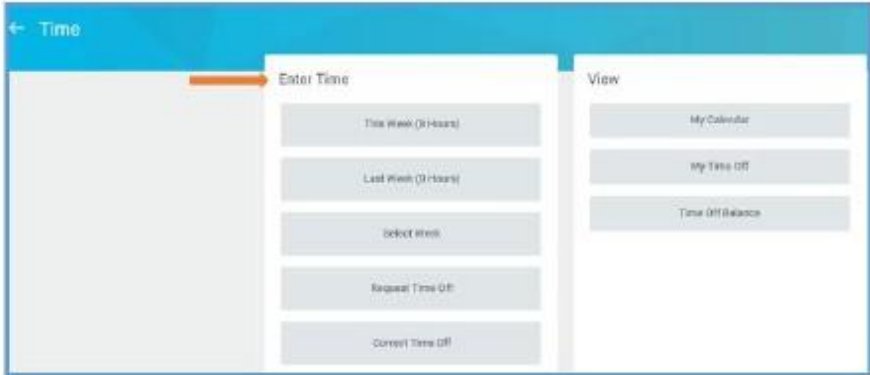
#### TASKS IN THIS JOB AID

[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](#)

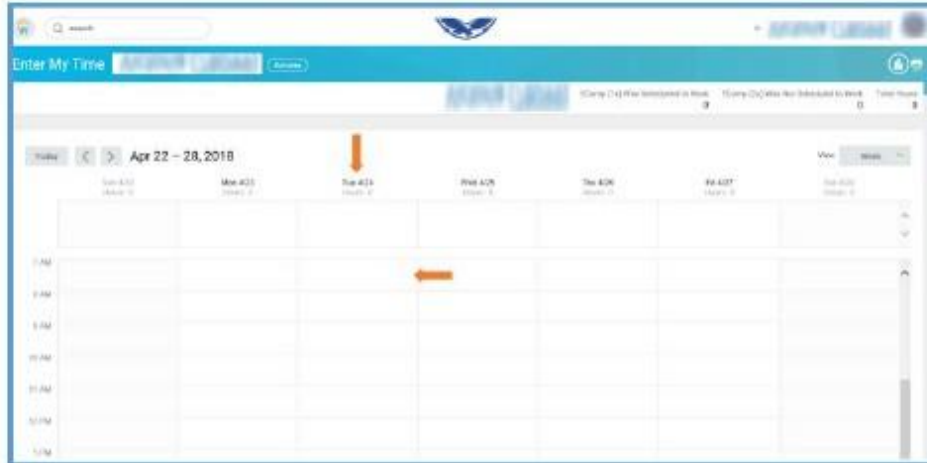
Locate the Time Worklet and Select an Enter Time Tab	
Step 1	<p>To enter <b>Emergency Compensation Time Worked</b> employees should locate the <b>"Time"</b> entry worklet displayed on their <b>Home Page</b>.</p> 
<b>NOTE:</b>	<p>If there is no <b>"Time"</b> entry worklet on your <b>Home Page</b> &gt;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

Locate the Time Worklet and Select an Enter Time Tab	
<b>NOTE:</b>	<p>What are my "Enter Time Tab" choices?</p> <p>There are <b>three (3)</b> "Enter Time Tab" choices.</p> <p><b>This Week:</b> Enter time for the current week.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; text-align: center;">             This Week (0 Hours) ←           </div> <p><b>Last Week:</b> Enter time for a past week.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; text-align: center;">             Last Week (0 Hours) ←           </div> <p><b>Select a Week:</b> Select a week in time.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; text-align: center;">             Select Week ←           </div> <p>When you click on the "Select a Week" Enter Time Tab a "Date" entry field will appear and it is a "required entry field".</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; font-weight: bold;">View Time Select Week</div> <div style="padding: 5px;">             Date * <input type="text" value="MM / DD / YYYY"/> </div> </div> <p>Add the <b>month, date</b> and <b>year</b> of a selected week.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; font-weight: bold;">View Time Select Week</div> <div style="padding: 5px;">             Date * <input type="text" value="05 / 05 / 2018"/> </div> </div> <p>Click "Ok".</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; display: flex; gap: 10px;"> <div style="background-color: #f4a460; padding: 5px 15px; border-radius: 3px;">OK</div> <div style="background-color: #ccc; padding: 5px 15px; border-radius: 3px;">Cancel</div> </div>

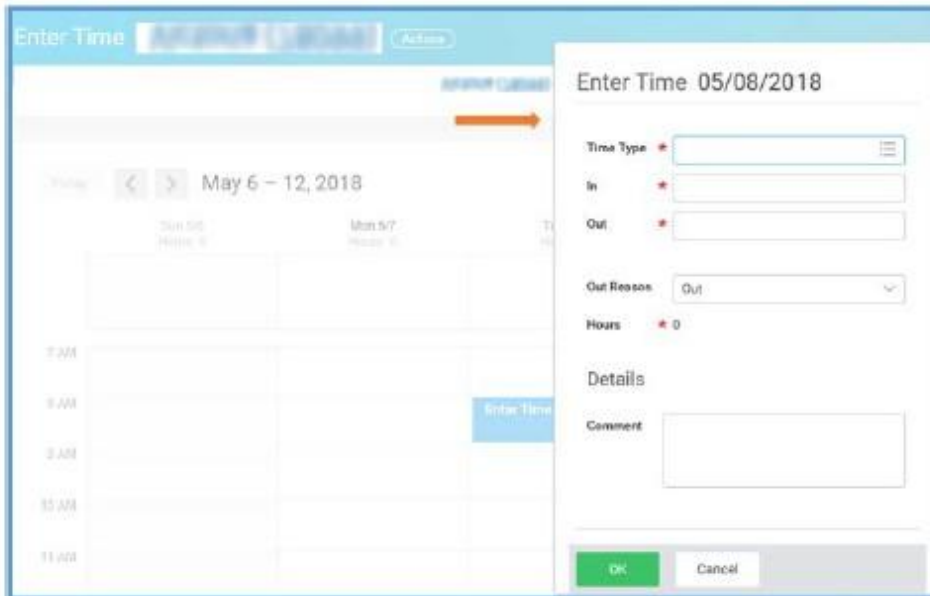
View Enter My Time Calendar	
<b>NOTE:</b>	<p>After selecting a "time entry week" employees will be able to view the "Enter My Time" calendar.</p> 
<b>NOTE:</b>	<p>Employees should be able to view the <b>EComp (1x) Was Scheduled to Work</b> and the <b>EComp (2x) Was Not Scheduled to Work</b> "time entry banner".</p>  <p>The "time entry banner" will display all <b>Emergency Compensation Time Worked</b> entered for the <b>entire week</b> selected.</p>
<b>NOTE:</b>	<p>Employees should ensure that the <b>correct week</b> is selected prior to requesting <b>Emergency Compensation Time Worked</b>.</p> 

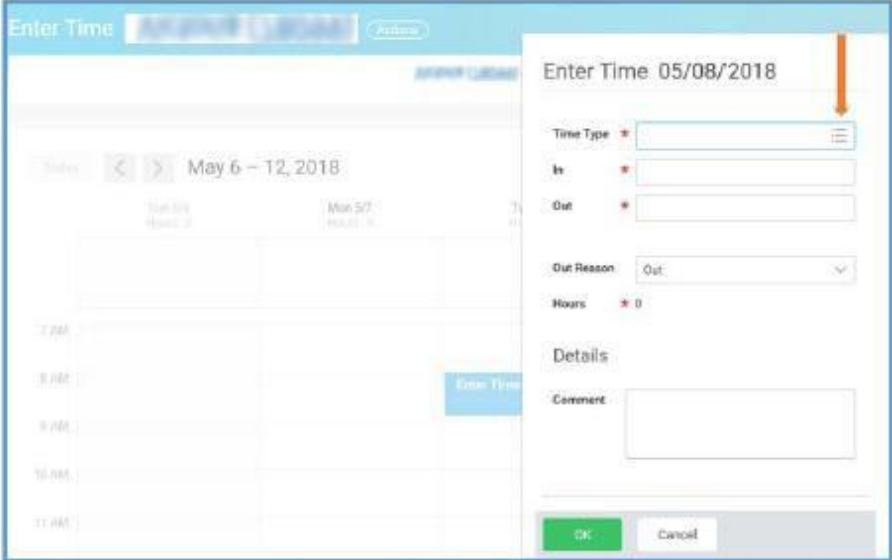
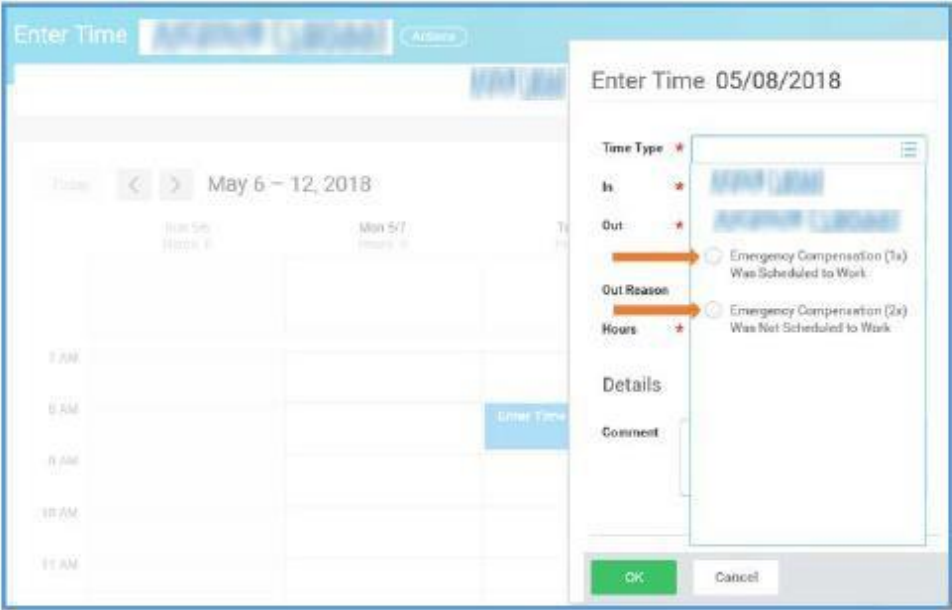
**Enter Emergency Compensation Time Worked**

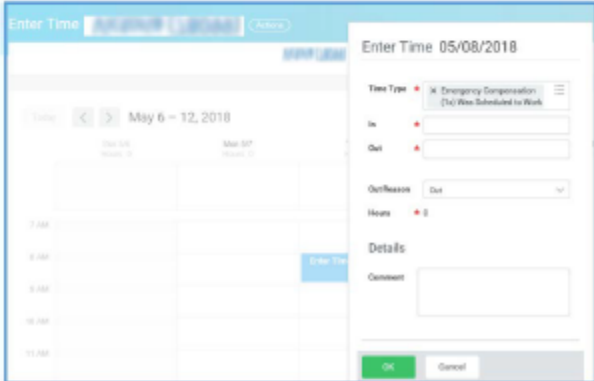
**Step 1** To enter **Emergency Compensation Time Worked**, employees should click on a **Day/Date** and a **Start Time** box.

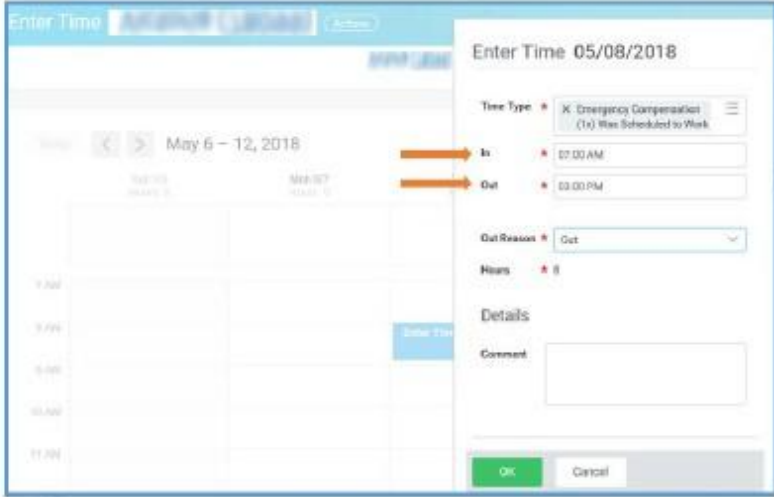
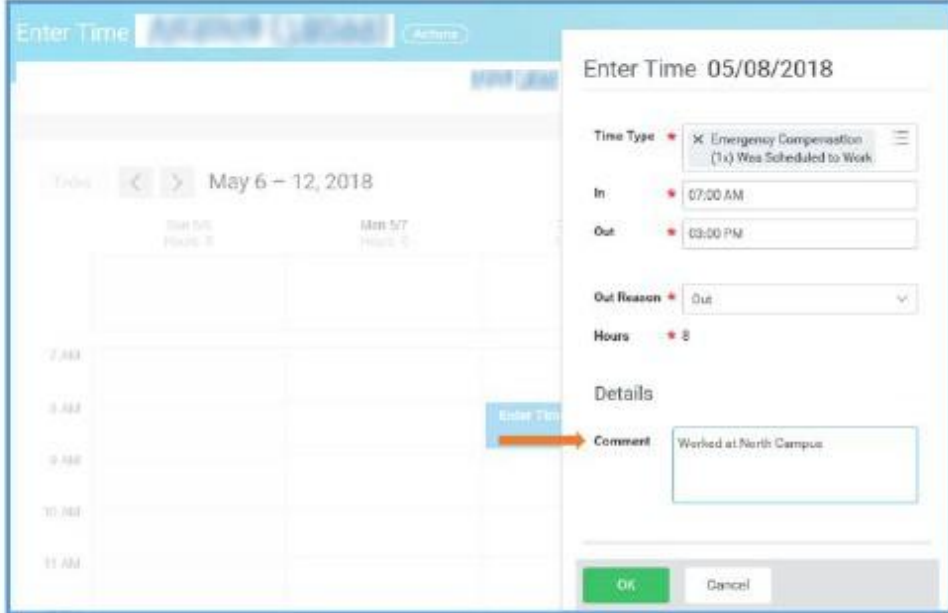


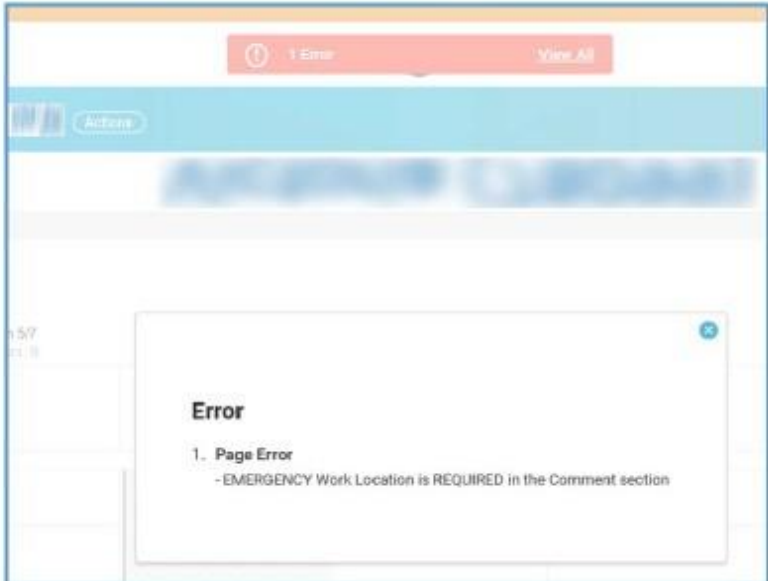
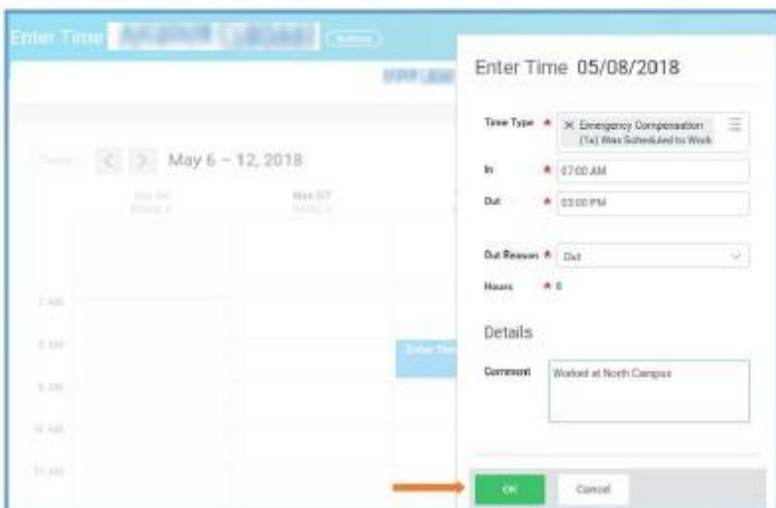
**Step 2** When an employee selects a **Day/Date** and **Start Time** box an **Enter Time** window will appear.



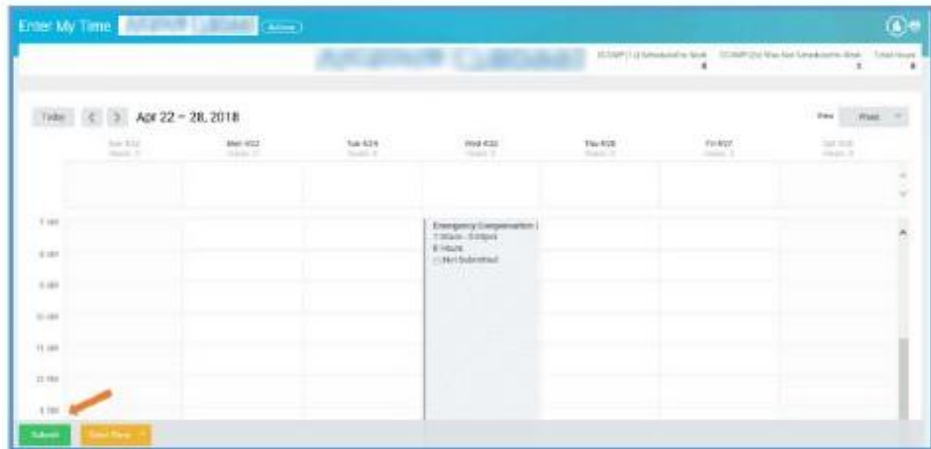
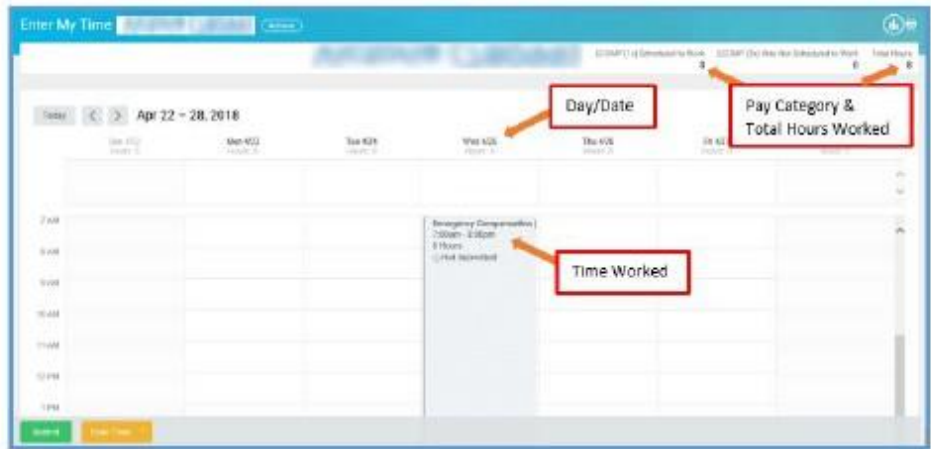
Enter Emergency Compensation Time Worked	
<p><b>Step 3</b></p>	<p>Click on the "Time Type" drop down tab.</p>
	
<p><b>NOTE:</b></p>	<p>There are <b>two (2) Emergency Compensation "pay categories"</b> for "time worked" for "Full Time Non-Exempt Employees" and <b>will only be visible</b> during a <b>College Emergency Closure Order</b>.</p>
	

Enter Emergency Compensation Time Worked	
<p><b>NOTE:</b></p>	<p>The <b>two (2) Emergency Compensation "pay categories"</b> for "time worked" for "Full Time Non-Exempt Employees" are:</p> <ol style="list-style-type: none"> <li>1. <b><u>EComp (1x) Was Scheduled to Work</u></b> – This time entry "pay category" is most often used by "Full Time Non-Exempt" <b>Campus Safety</b> and <b>Facilities Employees</b> who are identified as "essential personnel" and are <b>required to remain</b> on their assigned duty shift during a College Emergency Closure Order.</li> </ol> <p>In addition, this emergency provision may be used by <b>Non-Represented, Non-Exempt Employees</b> on a <b>case by case</b> basis and only after being <b>authorized by management</b> to continue to work an <b>assigned duty shift</b> based on a College Emergency Closure Order. <b>(As an example: Payroll Employees)</b></p> <ol style="list-style-type: none"> <li>2. <b><u>EComp (2x) Was Not Scheduled to Work</u></b> – This time entry "pay category" is most often used by "Full Time Non-Exempt" <b>Campus Safety</b> and <b>Facilities Employees</b> who are identified as "essential personnel" and are <b>required to report</b> to work during a <b>non-assigned duty shift</b> during a College Emergency Closure Order.</li> </ol> <p>In addition, this emergency provision may also be used by <b>Non-Represented, Non-Exempt Employees</b> on a <b>case by case</b> basis and only after being <b>authorized by management</b> and <b>required to report</b> to work during a <b>non-assigned duty shift</b> during a College Emergency Closure Order. <b>(As an example: Payroll Employees)</b></p>
<p>Step 4</p>	<p>Select an Emergency Compensation Time Worked "pay category".</p> 

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

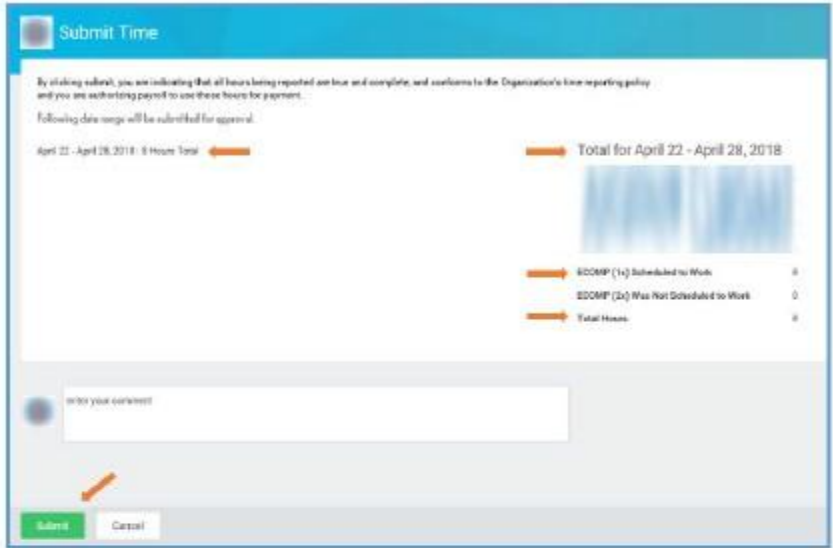
<b>Enter Emergency Compensation Time Worked</b>	
<b>NOTE:</b>	<p>If an employee <b>misses</b> placing their <b>work location</b> in the <b>"Comment Box"</b> an <b>"Error"</b> notification will appear.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p><b><u>The employees work location is required for Risk Management Accounting purposes.</u></b></p>
<b>Step 6</b>	<p>Upon entering all required information, select <b>"Ok"</b> to create the <b>Emergency Compensation Time Worked</b> request.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>

Enter Emergency Compensation Time Worked	
<p><b>NOTE:</b></p>	<p>Employees must review the <b>Emergency Compensation Time Worked</b> and confirm that the <b>pay category, total hours worked, day/date</b> and <b>time worked</b> are correct prior to submitting the <b>Emergency Compensation Time Worked</b>.</p>
<p>Step 7</p>	<p>Upon review and validation of the <b>Emergency Compensation Time Worked</b>, click <b>submit</b>.</p>



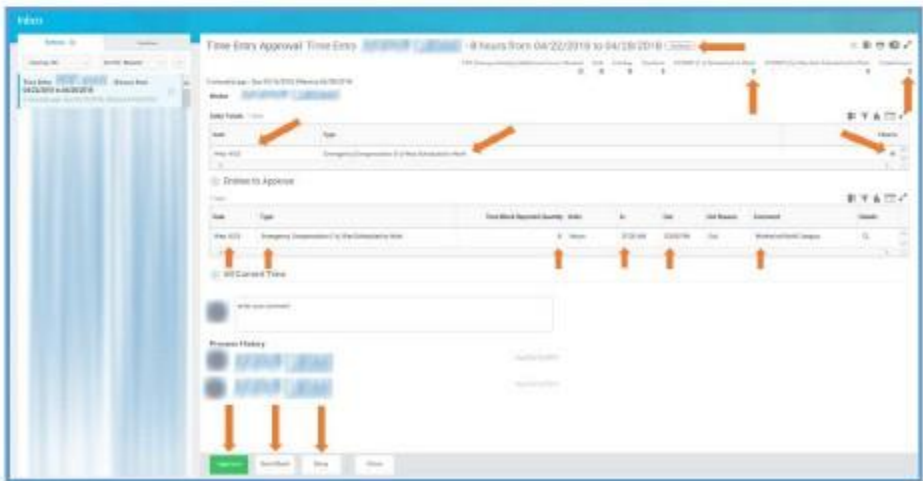
**Enter Emergency Compensation Time Worked**

**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 securing College property and assets before storm events and inspecting damage to facilities and equipment post-storm. The checklists have been developed to maintain clear and concise documentation about items requiring attention during storm preparation and post-storm assessment. Once documentation is completed, the information is forwarded to appropriate administration members, and a copy is retained at each campus for reference and assistance with recovery activities. To recap, information regarding post-storm assessments should be forwarded through the appropriate communication chains, including the Incident Commander, Senior Director of Environmental Health & Chief Fire Official, Senior Director of Risk Management & Chief Risk Officer, and the Vice President of Facilities.

<u>Pre-storm</u>	<u>Form</u>	<u>Completed by</u>
	1	Facilities Manager
	2	Facilities Manager
	3	VP, Facilities
	4	Facilities Staff
<u>Post-Storm</u>		
	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 following 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 before the storm. The Facilities Manager will indicate who is assigned to secure each building and site quadrant on this form. 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: Associate Vice President, 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. The Pre-Storm checklist item lists specific locations for elevators, smoke hatches, roof hatches, shutters, and sandbag placement.

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 any damage is required. Included with building damage assessments are 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 any damage is required. Ground damage assessments include 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 the 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.

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

The 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 the 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. Facilities Managers may use it to assign responsibilities to ensure that every area has been inspected for damage.

# Form 1: Daily Work Assignment / Activity Form



## 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 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		

If 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 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 the top floor with the 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:

	<u>Roof or Ceilings</u>	Image
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

	<u>Walls, Windows, Doors</u>	Image
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

	<u>Flooring</u>	Image
1		
2		
3		
4		
5		
6		

# 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**


**Vehicles, Equipment**

**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		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

