

EMERGENCY PROCEDURE HURRICANE

OBJECTIVE

To establish procedure for the operation of **Homestead Campus** during a hurricane.

GOAL

To ensure efficient operations during a hurricane emergency.

GENERAL

A. Definitions

1. **Advisory:** weather advisory messages are issued by the National Oceanographic and Atmospheric Administration concerning tropical storms and hurricanes. An advisory gives details relative to the location, intensity, direction of travel, and speed of a tropical storm or hurricane.
2. **Hurricane:** a violent storm originating over tropical waters with winds near its center reaching 74 mph or higher. In size, the storm may range from 50 to 1,000 miles in diameter.
3. **Hurricane Watch:** hurricane conditions are *possible* in the specified area of the watch, usually within 36 hours. During a watch, preparations will be made to take immediate action to protect life and property in case a warning is issued.
4. **Hurricane Warning:** a warning which indicates that hurricane winds of 74mph (64 knots) or higher or a combination of dangerously high water and very rough seas are *expected* on specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately, or at least within the next 12 to 24 hours. When a warning is announced, it is of utmost importance that all precautionary measures and actions be instituted for the protection of life and property.
5. **Gale Warning:** a warning of winds within the range of 39-54 mph (34-37 knots). Gale warnings may precede or accompany a hurricane watch.

B. Personnel Assignments and Duties (Refer to Appendix II for a telephone listing of essential personnel)

1. Hurricane preparation

The hurricane season in South Florida runs from June through November. In May of each year appropriate supervisors will coordinate the following operations:

- a. Security and Custodial personnel will identify and correct safety hazards on Campus.

- b. Security, Custodial and Maintenance personnel will activate and test all emergency equipment and insure availability.
- c. Security and Campus Services supervisors will review home and office telephone list accuracy for essential personnel (see Appendix I).
- d. The Campus Services supervisor will inspect and restock emergency supplies (see Appendix III).
- e. Maintenance personnel will inspect and clean all roof drains, downspouts and road/parking lot drains.
- f. The Campus Services supervisor will assure all emergency communications systems are in working order.
- g. The security supervisor will re-inspect emergency supplies and replenish any shortages identified (refer to Appendix I).
- h. Network/Media Services will videotape the entire campus; inside and out, buildings and grounds for insurance purposes.

2. Upon the issuance of a hurricane watch

When a hurricane watch is announced (usually twenty-four to forty-eight hours before the storm strikes land), the following tasks will be preformed:

- a. The Campus Services supervisor will activate and test all emergency communications systems and both Security and Custodial personnel will insure that other maintenance equipment is in working order and appropriately positioned throughout the Campus.
- b. The Campus Services supervisor will determine manpower needs, availability and assignments, and notify concerned personnel.
- c. Campus President and Director of Administrative Services will decide in conjunction with 50 States Security leadership whether their staff can provide required coverage during the storm. If not, assistance will be requested for security staff from the Kendall Campus.
- d. Security and Campus Services supervisors will conduct roll call training for their departments in regards to hurricane procedure.
- e. Office of Administrative Services will establish contact and coordination network with other academic institutions, the Police Department, the Military, local hospitals, and the Red Cross.
- f. Administrative Services personnel will fuel all vehicles.

- g. Security personnel will re-inspect the Campus for debris that could become projectiles, write a trouble report and inform the appropriate department(s). If time permits, a re-inspection will be conducted.
- h. Custodial personnel will install hurricane shutters on Building A, Building D and Building G.
- i. Hurricane shutters will be checked by custodial personnel to insure the integrity of the shutters.
- j. Security, Campus Services and Plant Maintenance supervisors will establish a plan which involves, but is not limited to, installing sand bags and other emergency equipment (refer to Appendix II), checking air conditioning, electrical circuits, and power equipment.
- k. The Office of Administrative Services will request that the Purchasing Department identify and make tentative arrangements to obtain dumpsters.

3. Additional steps to be taken upon the issuance of a hurricane warning

When the hurricane warning is announced (expecting the hurricane to strike within twenty-four hours), and the College President closes the College:

Security Personnel

- a. Personnel assigned to emergency hurricane duty will report to supervisors for specific assignments.
- b. If requested, Kendall Campus will assign security staff to the Homestead Campus.
- c. Security personnel will establish an Emergency Operations Center for Campus personnel to disseminate information essential to the safety and general welfare of faculty, staff and students; to provide a central site from which to administer recovery functions; and to supervise a volunteer phone bank.
- d. Security personnel will inspect all buildings to insure they are properly secured and will identify any existing hazardous conditions for appropriate action.
- e. Security personnel will keep the Campus President and/or designated representative informed of hurricane preparations.
- f. Security personnel will insure that available cots/blankets are delivered to the Security Office.
- g. Security personnel will check the entire Campus for vehicles left on Campus.
- h. When the Campus is secure, the Chief of Security, at his discretion, may excuse Security personnel from active duty for specified periods.

- i. Security personnel will notify the District Security Director or designee to deactivate all security alarm systems.

Custodial and Landscape Personnel

- a. Essential personnel assigned to emergency hurricane duty will report to supervisors for specific assignments.
- b. Custodial personnel will pick up loose items of furniture, equipment, recycling containers, signs and other material and properly store them in a designated safe location. Any additional loose debris, tree branches, boards, etc., which could cause damage, will be discarded or stored in secure space.
- c. Custodial personnel will insure all garbage dumpster lids/doors are closed and secured.
- d. Custodial personnel will place sand bags at designated doorways of buildings and low level areas where needed.

Both Security and Campus Services Personnel

- a. The Office of Administrative Services in conjunction with security and custodial supervisors will initiate a plan for additional security and custodial personnel support and form standby crews. In addition, they will identify essential personnel to remain on duty for the duration of the hurricane.
- b. Essential personnel required to be on-campus during a hurricane may be excused from active duty at the discretion of their supervisor, for specified periods to complete personal preparations.
- c. The Campus Services/Security Command Post will be located in Building A (Ext. 7-5100). Personnel stationed there will be informed via radio as each assignment is completed.
- d. The Office of Administrative Services supervisor will request any students, faculty, staff and visitors on Campus to vacate the premises.

Other Personnel

- a. The College President will determine the specific time when classes will be suspended and non-essential on-duty personnel will be sent home.
- b. The Campus Facilities Planner or designee will contact all construction crews on Campus to secure job sites.
- c. Each Department Head will maintain contact with personnel and will establish emergency procedures to secure department property and equipment, and recall their personnel if necessary.

- d. All campus facilities must be accessible to emergency vehicles.
- e. All College personnel will attempt to accomplish the following:
 - i. Clear desktops completely of paper and other articles.
 - ii. Protect books, valuable papers and equipment by covering with plastic sheeting secured with masking tape.
 - iii. Where necessary and possible, move desks, file cabinets, etc., away from windows.
 - iv. Close and latch all windows and doors, if applicable.
 - v. Turn off or disconnect all electrical equipment.
 - vi. Clear any laboratory tables/shelving of all apparatus and glassware and place the items in a protected location.

Kendall-Tamiami Executive Airport and Miami International Airport

- A) Clean your premises and remove or relocate indoors wherever possible – such things as building materials, loose equipment, fixtures and other objects that can be dislodged or blown away.
- B) Cover and/or tie down those items, which cannot be moved indoors.
- C) Eliminate or minimize outdoor storage.
- D) Remove unflyable aircraft from your leasehold.
- E) All buildings that have been notified by the Building Department must be vacated when a Hurricane Warning is posted.
- F) **Please Note:** Should evacuation of a building become necessary, make certain all main electrical switches are disconnected prior to leaving.

4. During the hurricane

- a. Essential Security and Custodial personnel will maintain constant contact with the command post. They will be available for response to emergency situations if at all possible.
- b. To the degree staffing permits, Security supervisors will station two officers and one vehicle in strategically located buildings throughout the Campus.

5. **After the hurricane**

- a. The College President will determine when the Campus will re-open for normal operations
- b. As soon as possible, Security personnel will resume patrol. These officers, along with Custodial Personnel, will conduct a complete check of the Campus to assess and report any damage not previously discovered and repaired, and a Trouble Report or Work Order will be completed for each. Security personnel will concentrate on the following:
 - i. Locating and assisting injured persons
 - ii. locating and reporting fatalities
 - iii. locating downed power lines
 - iv. identifying roadways, parking lots and sidewalks needing clearing
 - v. reporting any and all hazardous conditions
 - vi. preventing looting
 - vii. video-taping the entire campus; inside and out, buildings and grounds, for insurance purposes.
- c. Department Heads will insure that an inspection of their area is conducted. All damage and problem areas observed will promptly reported to Campus Services for appropriate action by Trouble Report or Work Order.
- d. Security and custodial personnel will escort cleanup workers and assist in the effort.
- e. Security personnel will inform the Director of District Media Relations of damage and request photographic record throughout initial recover period.
- f. The Office of Administrative Services will coordinate damage assessment with the Risk Manager and Facilities Management.
- g. Security personnel will maintain a log of all employees and volunteers including name, date, time, and services performed.
- h. The Office of Administrative Services will provide an after-action report on the emergency operation.

EMERGENCY PROCEDURE TORNADO

OBJECTIVE

To establish procedure for the operation of **Homestead Campus** during a tornado.

GOAL

To ensure efficient operations during a tornado emergency.

GENERAL

A. Definitions

6. **Advisory:** weather advisory messages are issued by the National Weather Service. The agency issues an advisory bulletin. An advisory identifies weather patterns which may generate tornadoes locally. An advisory is also issued when tornadoes have been spotted.
7. **Tornado:** a rotating funnel cloud that extends downward from a mass of dark clouds. Tornadoes are the most intensive type of cyclone. Tornadoes whirl around the center of the storm at speeds of more than 200 miles (320 kilometers) per hours; measure several hundred yards or meters in diameter; travel a distance of about 20 miles (32 kilometers) at a speed of 10 to 25 miles (16 to 40 kilometers) per hour. Some last several hours; measure up to 1 ½ miles (2.4 kilometers) in diameter; and travel 200 miles (320 kilometers) or more at a speed of up to 60 miles (97 kilometers) per hour. The atmospheric pressure of a tornado is lowest at the center of winds spiral towards center. Tornadoes usually last less than 1 hour and are normally accompanied by storms.
8. **Place of Protection:** storm cellars; basements; or laying flat under a table or bed on ground floor.

B. Personnel Assignments and Duties (Refer to Appendix II for a telephone listing of essential personnel)

1. Tornado preparation

Tornadoes usually occur in spring and early summer. During the first two weeks in March of each year, appropriate supervisors will perform the following operations:

- i. Security and Custodial personnel will identify and correct safety hazards on Campus.
- j. Security, Custodial and Maintenance personnel will activate and test all emergency equipment and insure availability.
- k. Security and Campus Services supervisors will review home and office telephone list accuracy for essential personnel (see Appendix I).

1. The Campus Services supervisor will assure all emergency communication systems are in working order.

2. Upon the issuance of a tornado advisory

If a tornado advisory is issued and assuming there is sufficient time, the following tasks will be performed (see Appendix III for a supply list):

1. The Campus Services supervisor will activate and test all emergency communications systems and both Security and Custodial personnel will insure that other maintenance equipment is in working order and appropriately positioned throughout the Campus.
- m. Office of Administrative Services will determine manpower needs, availability and assignments, and notify concerned personnel.
- n. Security personnel will re-inspect the Campus for debris that could become projectiles, write a trouble report and inform the appropriate department(s). If time permits, a re-inspection will be conducted.
- o. The Campus Services supervisor will establish a plan which will involve, but is not limited to, the inspection of emergency supplies and equipment, and placement where needed (see Appendix I).
- p. Security personnel will staff an Information Center for Campus personnel to disseminate information essential to the safety and general welfare of faculty, staff and students.
- q. Security and Campus Services supervisors will initiate a plan for additional Security and Custodial personnel support and form standby crews.
- r. Security personnel will inspect all buildings to ensure they are properly secured and will identify any existing hazardous conditions for appropriate action.
- s. Security personnel will keep the Campus President and/or his designated representative informed.
- t. Each Department Head will be responsible for maintaining contact with personnel and will establish emergency procedures to secure department property and equipment, and recall their personnel if necessary.
- u. When the Campus is secured, the Chief of Security, at his discretion, may excuse Security personnel from active duty for specified periods.
- v. The Campus Services/Security emergency Operations Center will be located in Building A112 (Ext. 7-5100). Personnel stationed there will be informed via radio as each assignment is complete.

3. **During the tornado**

- j. Essential Security and Custodial personnel will maintain constant contact with the Emergency Operations Center. They will be available for response to emergency situations if at all possible.

4. **After the tornado**

Once the Dade County Disaster Preparedness Office has determined the tornado has passed:

- a. Security personnel will resume patrol. These officers, along with Custodial and Plant Maintenance Personnel, will conduct a complete check of the Campus to assess and report any damage not previously discovered and repaired and a Trouble Report or Work Order will be completed for each.
- b. Each Department Head will ensure that an inspection of their area is conducted. All damages and problem areas observed will promptly be reported to Campus Services for appropriate action by Trouble Report or Work Order.
- c. Security and Custodial personnel will escort cleanup workers and assist in the effort.
- d. Security personnel will maintain a log of all employees and volunteers including name, date, time, and services performed.
- e. The Campus Services Director and Chief of Security will provide an after-action report on the emergency operation to the Director of Administrative Services/Campus President.

Hurricane Emergency Contact List
Homestead Campus

Name	Title	Ext	Home	Cell	Beeper
Harry Hoffman	Interim Campus President	75222	305-385-5083	305-979-3515	305-208-0413
Joyce Crawford- Martinez	Dean of Academics & Student Services	75101	305-681-1221	305-301-3814	N/A
John Greb	Administrative Services, Director	75011	305-944-0883	305-297-7115	305-277-3334
Monique Harris	Campus Services Supervisor	75136	786-243-0706	N/A	305-237-7778
Security		75100			

APPENDIX II

PERSONNEL TO BE NOTIFIED **IN CASE OF AN EMERGENCY**

Title	Name	Ext.	Residence	Cell (c)/Pager (p)
Chief of Security	Vivian Williams	75100	305-247-5630	
Director, Office of Administrative Services	John Greb	75011	305-944-0883	305-297-7115 (c) 305-237-7130 (p)
Supervisor, Campus Services	Monique Harris	75136	786-243-0706	305-641-0899 (p)
Risk Manager	Frank Meistrell	72877	305-326-1830	305-237-7883 (p)
Interim Campus President	Harry Hoffman	75222	305-385-5083	305-979-3515 (c) 305-208-0413 (p)
Collegewide Director Plant Maintenance	Alfredo Menendez	72026	305-554-9454	305-934-8460 (c) 305-880-1696 (p)
Director, District Media Relations	Betty Semet	73372	305-663-1575	305-297-3557 (c)

ACADEMIC AFFAIRS

Dean of Academic Affairs	Joyce Crawford	75101	305-681-1221	305-301-3814 (c)
Chair, Business/CIS Community Education	Patricia Conroy	75107	305-238-4245	305-778-9996 (c)
Chair, Arts & Sciences	Diane Otis	75089	305-247-9913	
Director, Campus Network Services	Leroy Mann	75038	305-247-8458	305-237-7097 (p)
Manager, Audio Visual	Al Garip	75041	305-246-8297	305-641-8075 (p)

ADMINISTRATIVE SERVICES

Director of Administrative Services	John Greb	75011	305-944-0883	305-297-7115 (c) 305-237-7130 (p)
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AVIATION & VISITOR SERVICES

Director, School of Aviation & Visitor Services	Mario Guerrier	75127	305-866-7673	305-310-3708 (c) 305-641-8084 (p)
Chair, Aviation	Marjan Mazza	TBD		
Program Manager	Dionne Henry	75130	954-442-2880	

LEARNING RESOURCES

Director, Learning Resources	Rosemary Garcia- Pendleton	75139	305-444-6689	
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STUDENT SERVICES

Manager, Student Services	Cecilia Bermudez	75036	305-383-3293	305-302-7758 (c)
Assistant Manager, Student Services	Carmen Raby	75032	305-251-5028	

DISTRICT ADMINISTRATION

College President	Eduardo Padron	73316	305-285-0506	305-342-1793 (c)
College Provost	Jeffrey Lukenbill	73803	954-423-9658	305-332-3754 (c) 305-237-7799 (p)
Associate Provost	Mardee Jenrette	73775	305-442-3346	305-898-7327 (c)
Vice Provost for Facilities Operations	Christopher Moran	70503	305-866-2800	786-367-3596 (c) 305-881-9032 (p)
Director of Telecommunications	Javier Munoz	73888	305-408-9808	305-216-5830 (c) 305-272-6624 (p)
Director, District Media Relations	Betty Semet	73372	305-663-1575	305-297-3557 (c)
Vice Provost & Chief Information Officer & Technology	Jacqueline M. Zelman	73500	305-443-5018	305-989-3983 (c) 800-618-3061 (p)
Director, Computer Services	Howard Murphy	72719	305-666-7977	305-310-3709 (c) 305-839-7240 (p)

Director, Computer Production Services	Marlene Gomez	72207	305-270-0310	305-281-9163 (c) 305-841-2925 (p)
Director, Computer Applications Development	Harold Harper	72723	305-388-2299	305-733-2821 (c) 305-839-7184 (p)
Interim Vice President, Business Affairs	E.H. Levering	72839	305-232-8763	305-297-2042 (c) 305-276-6161 (p)
Vice Provost, Education Policy, Programs & Analysis	Karen Hays	73040	305-448-2751	305-298-4972 (c)
Vice Provost, Employee Development & Quality Enhancement	Bettie Thompson	72055	305-378-0218	305-308-9646 (c) 305-732-1148 (p)

**PERSONNEL TO BE NOTIFIED
IN CASE OF A FATALITY**

Title	Name	Ext.	Residence	Cell (c)/Pager (p)
Chief of Security	Vivian Williams	75100	305-247-5630	
Director, Office of Administrative Services	John Greb	75011	305-944-0883	305-237-7130 (c) 305-297-7115 (p)
Interim Campus President	Harry Hoffman	75222	305-385-5083	305-979-3515 (c) 305-208-0413 (p)
College President	Eduardo Padron	73316	305-285-0506	305-342-1793 (c)
Risk Manager	Frank Meistrell	72877	305-326-1830	305-641-8063 (p)
Director, District	Betty Semet	73372	305-663-1575	305-297-3557 (c)

If the fatality involves an employee:

Vice Provost, Employee Development & Quality Enhancement	Bettie Thompson	72055	305-378-0218	305-308-9646 (c) 305-732-1148 (p)
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If the fatality involves a student:

Director, Student Services	Cecilia Bermudez	75036	305-383-3293	305-302-7758 (c)
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**ADDITIONAL TELEPHONE NUMBERS
KEY CAMPUS SERVICES PERSONNEL**

Title	Name	Ext.	Residence	Cell (c)/Pager (p)
CAMPUS SERVICES PERSONNEL				
Supervisor	Monique Harris	75136	786-243-0706	305-641-8078 (p)
Quick Copy Supervisor	Monique Harris	75136	786-243-0706	305-641-8078 (p)
SECURITY PERSONNEL				
Chief of Security	Vivian Williams	75100	305-247-5630	
Security Officers:	Chilair Bearun	75100	305-245-4025	305-898-6978 (c)
	Willie Charles	75100	305-941-2165	
	Lonnie Darby	75100	305-242-0071	305-855-6287 (p)
	Alvareste Dieumaine	75100	305-245-9739	
	Marcia G. Dixon	75100	305-242-5616	
	Vincent HERN	75100	305-258-0039	
	Marie Jean-Baptiste	75100	305-247-4736	
	Sgt. Patricia Johnson	75100	305-247-8047	
	Kawall	75100	305-251-5625	
	Pauline Saint-Fleur	75100	305-248-4570	
	Lioda Santiago	75100	305-252-0642	
	Sgt. Jean Sataille	75100	305-247-4825	
	Stephen Simms	75100		

**ADDITIONAL TELEPHONE NUMBERS:
PLANT MAINTENANCE PERSONNEL**

Title	Name	Ext.	Residence	Cell (c)/Pager (p)
MAINTENANCE				
Project Manager	Ed Benedetti	72195	305-448-3555	305-277-2436 (p)
Maintenance Supervisor	Ricardo Power	72825	305-386-5218	305-880-1714 (p)
AIR CONDITIONING				
A/C Lead Mechanic	Larry Morgan	72190	305-235-7442	305-880-1659 (p)
ELECTRICIAN				
Lead Electrician	Rick Branam	72022	305-279-9483	305-736-6395 (p)
Electrician	Ernesto Olivera	72190	305-274-5375	305-880-1746 (p)
OTHER TRADES				
Lead Carpenter	Ronald Morgan	72190	305-238-7141	305-880-1668 (p)
Locksmith	Fernando Torres	72190	305-382-3992	305-880-1743 (p)
Plumber	Bernard Cole	72190	305-635-1573	305-880-1669 (p)

IMPORTANT ADDITIONAL NUMBERS

HOMESTEAD CAMPUS SECURITY	305-237-5100
COLLEGE EMERGENCY HOTLINE	305-237-7500
BellSouth	611 – repair 305-222-0900 – emergency security
City of Homestead – utilities	305-247-1801
City of Homestead Police	305-247-1535
City of Homestead Water	305-247-1801
Homestead Hospital	305-248-3232
Hurricane Hotline	305-229-4483
Jackson Memorial Hospital	305-585-1111
Miami-Dade Police	911 – emergency 305-595-6263 – non-emergency
Miami-Dade Fire/Rescue	911 – emergency 305-595-6263 – non-emergency
Miami-Dade Emergency Management	305-468-5400
Red Cross – Main Office	305-644-1200
Red Cross – South Miami Dade	305-248-2024
Weather Service	305-229-4522
Weather Information	
National Hurricane Center Hotline	305-229-4470
Atlantic Ocean Storms Hotline	305-229-4483

APPENDIX III

EMERGENCY SUPPLIES INVENTORY

In Case Of A Hurricane

Food Supplies for Essential Personnel on Campus:

1. Bread
2. Canned Food
3. Canned Juices
4. Drinking Water
5. Dry Milk
6. Dried Fruit
7. Snacks

Enough food should be stocked for Essential Personnel for a period of not less than six (6) days.

Supplies/Equipment

- | | |
|-------------------------------------|-------------------------------|
| 1. Battery operated portable radios | 15. Lanterns |
| 2. Blankets | 16. Manual Can Opener |
| 3. Bleach | 17. Caution Tape |
| 4. Brooms | 18. Mops, Pails, & Wringers |
| 5. Cots | 19. Paper Supplies |
| 6. Duct tape & Masking Tape | 20. Pillows |
| 7. Fire extinguishers | 21. Plastic Utensils |
| 8. First Aid Kits | 22. Plastic Wrap and Sheering |
| 9. Flashlights | 23. Portable Coolers |
| 10. Flashlight Batteries | 24. Rope |
| 11. Garbage Bags | 25. Sandbags |
| 12. Hand Wipes | 26. Shovels |
| 13. Heavy Chain Padlocks | 27. Towels |
| 14. Hurricane Lamps | 28. Wet/Dry Vacuums |