

In the event MDC closes prior to hurricane landfall, please make sure your office is prepared.

**NO MIAMI DADE COLLEGE BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER.** Non-essential employees are forbidden from seeking shelter in College facilities. They should remain at home, stay with friends, or go to a public shelter. Essential employees from pre-determined departments will remain on campus.

- Notify your immediate supervisor whether you plan to evacuate, stay at home, or are tasked to stay on campus; provide an address and telephone number where you can be reached if you evacuate.
- Listen for storm updates on the radio and/or television. All instructions given by the local authorities should be followed; no attempt to come to the office should be made until the 'all clear' is given by College authorities.

Individual Action steps are only to be taken when authorized by the department or supervisor. Upon notification of the College closing in response to a hurricane, all personnel should attempt to accomplish the following on an individual basis:

- Clear desk tops completely of paper and other articles.
- Back-up critical files and store them in an off-site location.
- Remove any food and perishable supplies.
- Move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.
- Remove all loose items (garbage cans, chairs, tables, plants, etc.) from outside the buildings.
- Remove all items from window ledges.
- Protect books, valuable papers, and equipment by storing them in a safe location away from any windows.
- Lock all file cabinets and desk drawers.
- Turn off (preferably disconnect) all electronic equipment including computers, lights, window air conditioners, microwaves, etc. Refrigerators should be left on at the coldest setting.
- In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location.
- Close and secure all windows and doors.