

# St. Lucie

PUBLIC SCHOOLS



2024-2025

## Hurricane, Sheltering & Facility Emergency Preparedness and Response Plan

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## INTRODUCTION

The geographical location of St. Lucie County is vulnerable to many natural disasters. In the event of a natural disaster, primarily hurricanes, the St. Lucie County School Board (SLCSB), in cooperation with the St. Lucie County Board of County Commissioners (BOCC) and at the direction of the St. Lucie County Emergency Operations Center (EOC) have entered into an agreement to open and operate shelters utilizing SLCSB educational facilities. These buildings shelter displaced individuals during a natural disaster.

School facilities are often thrust to the forefront of the community recovery process by functioning as shelters, distribution points and relief centers. The way we respond can make or break community resolve and spirit. Efficient operation of shelters and relief centers are an important facet of recovery but the single most important thing a District can do is recover the educational process as quickly as possible to provide a sense of normality.

Throughout hurricane season as well as during the remainder of the school year, it shall be the responsibility of the school Principal (site administrator) to coordinate the preparation of their facility to minimize loss or damage resulting from the shelter use.

The purpose of this manual is to provide procedures and direction regarding the preparations for, use of, and recovery from the shelter operations and to assist with the reporting of damage to return the facilities to their normal operation as soon as possible after the event.

The primary disaster referenced herein, will be a hurricane. However, it is important that everyone understand that the emergency may be any type of disaster, which may affect the population of St. Lucie County. Although this manual primarily references those facilities serving as a shelter, it also holds valuable information for every facility and shall be utilized at every facility within the District.

The list of SLCSB shelter locations is available as [Exhibit A](#).

## STORM CONDITIONS

### **TROPICAL STORM / HURRICANE / TORNADO**

NORMAL                      Day-to-day operations

ADVISORY                      Official information issued by National Hurricane Centers describing all [tropical cyclone](#) watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that may affect St. Lucie County.

WATCH                              A **Hurricane Watch** is issued when a tropical cyclone containing winds of 64 kt (74 mph) or higher poses a possible threat, generally within 48 hours. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. The watch does not mean that hurricane conditions will occur. It only means that these conditions are *possible*.

A **Tropical Storm Watch** is issued when a tropical cyclone containing winds of 34 to 63 kt (39 to 73 mph) or higher poses a possible threat, generally within 48 hours.

A **Tornado Watch** is issued when severe thunderstorms and tornadoes are *possible* in and near the watch area. It does not mean that they will occur. It only means they are *possible*.

#### WARNING

A **Hurricane Warning** is issued when sustained winds of 64 kt (74 mph) or higher associated with a tropical cyclone are expected in 36 hours or less. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

A **Tropical Storm Warning** is issued when sustained winds of 34 to 63 kt (39 to 73 mph) or higher associated with a tropical cyclone are expected in 36 hours or less.

A **Tornado Watch means** a tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. seek safe shelter immediately

#### LANDFALL

Point when specified force winds are noted within a geographical area.

#### **Saffir-Simpson Scale for Hurricane Strength Categorization**

Maximum Sustained winds

*Tropical Storm-Winds of 39 to 73 mph*

Category 1 – Winds 74 to 95 mph

Category 2 – Winds 96 to 110 mph

Category 3 – Winds 111 to 130 mph

Category 4 – Winds 131 – 155 mph

Category 5 – Winds exceeding 155 mph

## **SLCSB Activation Codes**

- a. Phase “Prep” PREPAREDNESS – 2 weeks prior to the end of the school year and within 1 week of the start of the new school year.
- b. Phase "A" – ADVISORY - An undefined time period, commencing upon notification of the local EOC , or as designated by the Superintendent based on official information issued by National Hurricane Center describing anticipated [tropical cyclone](#) watches and warnings may affect St. Lucie County. This is the notification period during which appropriate agencies and organizations (public, quasi-public, and private) should be made aware of the situation.
- c. Phase "B" – EOC ACTIVATION – An undefined time period, when based on Official information issued by the State of Florida or local EOC declaring a state of emergency with anticipated impact to St. Lucie County and the activation of the St. Lucie County EOC, or as designated by the Superintendent. This period is generally before the general public evacuation. This is the alert period for the acceleration of preparedness actions for emergency and vital services affected by the situation. During this period, the decision to evacuate will be discussed. This is the period during which the School District and the public should take precautionary actions in order to cope with the threatening situation.
- d. Phase "C" – FINAL PREPARATION – A undefined time period before general public evacuation. This is the re-analysis period, and the preparation time needed to place emergency personnel and resources into position for operations and to open shelters.
- e. Phase “E” – EVACUATION – General public evacuation has begun. Shelters are opening at the request of the SLC Emergency Operations Center. Final preparedness activities should be completed.
- f. Phase “R” – RECOVERY – Period of time during daylight hours when winds go below 40 mph. Damage assessment and recovery efforts begin.

## **SCHOOL ADMINISTRATOR’S PROCEDURES**

This manual is to be used to assist the site administrator with the preparation of school facilities and the management of the school shelters. It is intended to be a guide for circumstances and should not be considered all-inclusive. Safety and common sense should always prevail.

It is the responsibility of each school administrator to ensure that the school is well maintained throughout the year to minimize the preparedness actions needed immediately prior to the storm and to minimize the impact from the storm.

### **Authority**

St. Lucie County is the emergency management authority for the County. For mass sheltering events, the SBSLC is designated the lead Emergency Service Function (ESF 6) for the County. The SBSLC provide the facilities (buildings) and the staffing to operate those shelters. American Red Cross (ARC) assists the SBSLC with the staffing for mass care in the event of an emergency. The ARC has agreed to provide supplemental shelter staffing for 4 shelters (see Exhibit A). St. Lucie county provides supplemental staff for the other shelters. Their role is to assist in the management of clients in the shelter and coordination with the

SBSLC. The SLCSB Site Administrator is the incident commander for the site and shall have final authority over all actions at their site.

The “Agreement to Permit the Use of a Facility as a Red Cross Shelter” is provided as Exhibit P. This provides the owner’s (SLCSB) responsibilities and the Red Cross’s obligations.

### **Shelter Staffing**

Each shelter shall have enough personnel to adequately support the needs of the facility. Based on previous experiences, it has been determined that the following positions, in addition to ARC or St. Lucie County staff, will be needed at each site during shelter activation.

- Facility Administrators and general staff
- Site Maintenance Workers & Plant Manager
- Food Service Manager
- Food Service Staff
- Health Aide or RN
- Law Enforcement

The Health Aide or RN is only to provide minimum first aid. 911 is the appropriate medical response. The EOC will assign law enforcement to the shelters as they open them.

The designation of staff will be completed by the following:

- Executive Director of Schools/EMC- Administrators and General Staff
- Director of Food Service-Food service managers, food service staff including Fenn Center & PSL Civic center special needs shelters (SNS)
- Coordinator of Custodial—Plant manager and site maintenance workers
- Exceptional Student Education and Student Services-Health Aide or RN

The assignments should be forwarded to -Nicole Fogarty, the Coordinator of Growth Management & Intergovernmental Relations (Emergency Management Coordinator) prior to June 1<sup>st</sup> of each year. This form shall also be confirmed with each staff member for accuracy during phase A, B and C. Changes shall be emailed Coordinator of Growth Management & Intergovernmental Relations during phases C. Copies of lists will be distributed to all appropriate pre-determined personnel. In June of each year, the Site Administrator of each facility shall confirm the duties of each primary and secondary position prior to placing him/her in that position.

### **Personal Responsibilities**

All SLCSB personnel who are assigned to work at a shelter shall have their personal emergency plans updated and in place by June 1<sup>st</sup> of each year. The Coordinator of Growth Management & Intergovernmental Relations will send a reminder on May 1 of each year to school site administrators to complete *Exhibit B, Designation of Personnel for Shelter Activation Form* to ensure employees that are required to work have updated their plans and contact information. This includes but is not limited to having a written emergency plan, informing relatives of their duties during emergency conditions/shelter activation, planning for care of family members (children & elderly) and any other responsibilities that may be addressed prior to an emergency. After the start of school, on or about Labor Day the Coordinator of Growth Management & Intergovernmental Relations will request schools provide an update of *Exhibit B, Designation of Personnel for Shelter Activation Form* because of possible change in school staffing with the

new school year. The Student Services Department will also update their list of nurses to work at the shelters on June 1 and Labor Day.

Personnel who are assigned to work during an emergency will be compensated based on the Compensation for Declared Emergency Chapter 7 of the School Board Policy Manual.

### **PREPAREDNESS ACTIVITIES**

In June of each year each site administrator shall coordinate with the SLCSB Building Official to determine the room(s) available for sheltering, usually the hallways, Cafeteria and/or Gymnasium. Restroom for client use shall also be pre-determined. Each site administrator shall complete a shelter plan.

The Site Administrator at each site shall complete the “Employee Contact Data” sheet. This information would benefit both the employee and the district in the event of a major catastrophe.

Once a month during hurricane season (June 1 – November 30), –plant managers shall confirm the generator on site has been run under full load in accordance with the manufacturer’s instructions. A list of generators and the fuel source and capacity is provided in Exhibit C-1. Check oil and water levels, refilling as necessary and verify adequate fuel reserves. Check battery powered emergency lights for operation. See attached [Generator Check List](#). Testing under a full load will validate that the generator is ready for emergency use.

SLCSB employees who are designated to work during activation of the shelter shall have a “resting” station away from the general population (when feasible) for personal use. The location must be pre-determined, within the confines of the safe area and approved by the site administrator. This resting station is designated for employees who are assigned to work during the activation of the shelter. Family members, friends or other evacuees are not permitted in this area.

### **Pre/post Emergency Photo Documentation**

The condition of the facility shall be documented by Plant Manager during the “Preparedness Phase” of each year through photographs with written descriptions. While this process may seem time and resource consuming, a picture is worth a thousand words. Pictures shall be taken, and duplicate electronic files saved by June 1. A thumb drive or portable storage device of the photographs shall be stored in a waterproof container (zip lock bags or similar). A second copy of the electronic files shall be stored on a shared drive on the server.

Photographs (prints or electronic images shall be stored on a team’s folder) should be less than 1 year old.

When taking photographs, attempt to “tell a story”. Following the steps below will ensure that anyone who may need documentation later will be provided with accurate and efficient data. Remember, the people reviewing the pictures later may have never visited your school.

1. Picture of Marquee of School.
2. Picture of building (noting building number or similar permanent reference).
3. Picture of exterior (walls, doors, windows, roof etc.).
4. Picture of room number.
5. Picture of room interior.
6. Continue #4 and #5 until building is complete.
7. Continue with step #2 through #6 until facility has been thoroughly photographed.

The same process shall be used to document damages resulting from the storm.

## **STORM PREPARATION/SHELTER ACTIVATION**

Upon notification of shelter activation by the superintendent, or designee, the site administrator shall notify all personnel designated as “shelter employees” when to report for duty. It is critical that enough time is allocated to those employees to complete their personal preparations. Remember they will be working while others will still have time to complete these tasks.

It shall be the duty of the site administrator or designee to confirm security of facilities that are not being utilized as a shelter. Rooms that are not to be utilized shall be properly secured (locked) and documented as such.

During activation, the Superintendent of Schools may choose to send a message to all school families through the School Messenger phone system. This message may include information relating to the activation of the shelters, where to listen for updates after impact, necessary items to bring with them, items that will not be allowed in the shelter as well as change in school hours and days.

### **Site Administrators**

Upon notification from the Superintendent or designee that we are under an EOC Advisory we will begin implementation of Storm Preparation Phase, the duties of the site administrator shall begin, utilizing the [Storm Preparation Activities Checklist](#) to prepare staff, facilities and equipment for possible activation as a shelter. The site administrator shall ensure that every task is completed as soon as possible after notification of current phase. Site Administrators have full responsibility to notify their staff of current phase and duties to be completed during the respective phase.

During this time any repairs to the infrastructure that can be made in a timely manner to help ensure the safety of the building should be completed. Under no circumstances should repairs begin that cannot be complete prior to landfall of a storm.

### **Procedures for Individuals with Special Circumstances**

During an activation period, shelters may experience special circumstances with certain occupants who arrive. In the following incidences, procedures are provided by the County Emergency Operations Center:

**Unaccompanied Minors:** In the event an unaccompanied minor arrives at the shelter, staff must immediately notify law enforcement, who will make attempts to locate a legal guardian. The unaccompanied minor will remain at the shelter in the event that a legal guardian or DCF staff do not show up prior to landfall.

**Family with an Autistic Child:** In the event a family with an autistic child goes into a shelter, a room must be made available to that family to assist them in providing the necessary attention and care to the child.

**Registered Sex Offenders:** Every person must register with Raptor prior to being allowed entrance to the shelter. In the event a registered sex offender is identified, staff is to notify deputies assigned to the shelter and they will make contact with the registered sex offender and advise them of their assigned space which is away from the general population. A process must be developed with the deputy on delivered meals to the registered sex offender and escorting to and from restroom facilities.

## **Food Service**

Upon notification from the Superintendent or designee of implementation of the Storm Preparation Phase, the Food Service Manager (FSM) shall complete a full inventory of all supplies and order any (non-perishable) items that may be necessary during the operation of the shelter. The inventory shall also include: toilet paper, paper towels, 5-gallon buckets, and garbage bags (55 gal and 5-gallon bucket). The FSM also has the responsibility of confirming the temperature of the cooler and the freezer. On average, a walk-in cooler can hold a temperature of 38 – 42 degrees for approximately 12 hours after power failure. If at any time the **cooler** reaches 45 degrees, all food must be discarded. If at any time the **freezer** temperature reaches 32 degrees, all food must be discarded. A list of the freezers on emergency power is provided in Exhibit C1.

## **Transportation**

SLPS is the lead agency for SLC EOC Essential Services Function (ESF) 1-Transportation. Community Transit provides special needs shelter (SNS) transportation.

The transportation director shall develop a roster for emergency evacuation drivers and aides to provide general population shelter transportation for residents needing transportation to the shelter.

The School Board provides buses and provides transportation for:

- Those at the Fenn Center SNS that were not special needs that needed to be transported to a general-purpose shelter.
- Home to Gen. Population shelter for those without transportation.
- Shelter to Home/new shelter transportation to assure prompt closure of the shelter.

## **Communications**

Communications are critical in the management of all disaster or emergency situations. St. Lucie County EOC in coordination with WQCS 89.9 and WPSL 1590 have pre-designated times throughout the emergency to air information relative to St. Lucie County. The pre-designated times are as follows:

### **WQCS 89.9 FM**

8:00 AM  
12 noon  
5:00 PM

### **WPSL 1590 AM**

8:00 AM  
12:00 PM  
5:00 PM

The District maintenance department will provide 900 MHz radios for the shelters to be used in the event of loss of telephone communications. If enough volunteers are available, St. Lucie County EOC will provide 1 Amateur Radio Operator to each shelter during activation. These amateur radio operators will be another line of communication in the event of local communication infrastructure failure.

Any emergency situation that may arise during shelter activation shall be called to 911 dispatch. Although rescue may not be able to dispatch immediately, they will take the information and prioritize the dispatching as soon as it is safe to travel.

## RECOVERY

Due to the number of uncertainties resulting from a disaster, creating a plan for recovery is based on many assumptions. This section of the manual is to be used to assist the site administrator with recovery activities. It is intended to be a guide for circumstances and should not be considered all-inclusive. **Safety and common sense should always prevail.**

### **When to Report to Work**

For the purpose of this section of the manual (recovery), “after storm passage” refers to the time when the hurricane force winds have passed, and sustained winds are below 35 mph during daylight hours only. Example: if the storm has passed at 1am and media reports are that the sustained winds are now at 35 mph, you would wait to report to your facility at daybreak.

The District will inform employees based upon group designation on when to report to work. The employee groups are as follows:

- Group # 1—Cabinet
- Group #2—All administrators
- Group #3- EM Response Team--Cabinet, Director Transportation, Maintenance, Custodial & Facility Project Managers, Custodial Coordinator
- Group #4--All site and district custodial, maintenance and facility personnel
- Group #5-- hourly employees All district 12-month personnel
- Group #6--All 10, 101/2- and 11-month personnel (part-time and full-time)
- Group #7--All: bus drivers, food service and gate keepers

If you are a designated shelter worker or have other specific duties, then you are to report as directed based upon those specific duties.

### **Unsafe Buildings**

Structural damage to a building causing it to be unsafe to enter shall be secured and noted by means of “Red Tagging” the building at all entrances. Red Tags are in the Responders Kit sent to each facility. It is also attached as [Exhibit J](#). Simply print on RED paper and laminate. Under NO circumstances should anyone enter a building that has been Red Tagged until the SLCSB Building Official removes the Red Tag and gives the “all clear” directly to the Site Administrator.

### **Initial Damage & Utility Assessment (first 4 hours after storm)**

It is the responsibility of the Site Administrator to begin facility damage assessment utilizing the Initial **Major** Damage Reporting Form via Microsoft forms. If electronic data is not possible then the form listed as [Exhibit H](#). Instructions/definitions are listed on the back of the form. Forms must be delivered to the Executive Director of Schools located in the District office utilizing any means necessary within 4 hours of storm passage or daylight. In the event the District office is severely damaged; security will be posted at the gate informing visitors of our temporary location. Work prioritization will occur at the Incident Command Center therefore prompt receipt of your damage assessment form is critical for prioritization. Please print legibly on all forms.

Facilities & Maintenance will assemble in the same fashion as the Site Administrators. At that time, Managers will proceed with prioritizing known MAJOR damage based on the information received from each facility. ([Exhibit H](#)).

**Damage Assessment (between 4 & 24 hours after storm)**

It is the responsibility of the Site Administrator, with assistance of the plant manager, to complete a **Detailed** Damage Reporting Form, [Exhibit I](#), for each building at the facility and forward to:

- Director of Building Services and Projects & Maintenance.
- District office Executive Directors of Schools

This should be done as soon as possible but within 24 hours of storm passage, unless otherwise directed. In the event the building has sustained a large quantity of damage, it may be necessary to utilize one form per room.

## EXHIBIT A – EMERGENCY SHELTER LISTING

Shelters are opened at the request of local Emergency Management Officials with the assistance of the St. Lucie County Red Cross. Shelters are opened on an “as needed” basis. Please listen to your local TV/radio stations for shelter opening/closing times and locations.

Tier Opening	Name	Bldg. #	EHPA area	Address	City	Zip
	Allapattah Flats K-8	1	n/a	12051 NW Copper Creek Dr.	Port St. Lucie	34987
3	Bayshore Elementary School	1	n/a	1661 SW Bayshore Blvd.	Port St. Lucie	34984
3	C.A. Moore Elementary School	1	n/a	827 N. 29th Street	Ft. Pierce	34947
	Dale Cassens School	8	n/a	1901 S. 11th Street	Ft. Pierce	34947
	Dan McCarty School	17	n/a	1201 Mississippi Avenue	Ft. Pierce	34950
	Fairlawn Elementary		n/a	1900 S. 33rd Street	Ft. Pierce	34947
3	Floresta Elementary	1	n/a	1501 SE Floresta Drive	Port St. Lucie	34983
	Forest Grove Middle School	6	n/a	3201 S. 25th Street	Ft. Pierce	34950
	Frances K. Sweet Elementary		n/a	1400 Ave. Q	Ft. Pierce	34950
1	Ft. Pierce Central High School	3	Bld 3 <sup>1</sup>	4104 S. 25 <sup>th</sup> Street	Ft. Pierce	34981
	Ft. Pierce Magnet School		n/a	1200 Delaware Avenue	Ft. Pierce	34950
1	Ft. Pierce Westwood	1	n/a	1801 Panther Lane	Ft. Pierce	34947
	Garden City Elementary		n/a	1801 N. 21st Street	Ft. Pierce	34950
1	Lakewood Park Elementary	1	n/a	7800 Indrio Road	Ft. Pierce	34951
	Lawnwood Elementary		n/a	1900 S. 23rd Street	Ft. Pierce	34950
	Lincoln Park Academy		n/a	1806 Avenue I	Ft. Pierce	34950
	Manatee Elementary	600	n/a	1450 SW Heatherwood	Port St. Lucie	34986
	Mariposa Elementary	600	n/a	2620 SE Mariposa Ave.	Port St. Lucie	34952
3	Morningside Elementary	1	n/a	2300 SE Gowin Drive	Port St. Lucie	34952
	Northport Middle School	2	n/a	250 NW Floresta	Port St. Lucie	34983
2	Oak Hammock K-8 <sup>3</sup>	4	Bld 4 <sup>2</sup>	1251 SW California Blvd.	Port St. Lucie	34953
3	Parkway Elementary	1	n/a	7000 NW Selvitz Road	Ft. Pierce	34981
	Palm Pointe K-8	4	n/a	10680 Academic Way	Port St. Lucie	34987
	Port St. Lucie High School		n/a	1201 SE Lennard Road	Port St. Lucie	34952
	Rivers Edge Elementary		n/a	5600 NE St. James Drive	Port St. Lucie	34983
	St. Lucie Elementary		n/a	2020 S. 13th Street	Ft. Pierce	34950
2	Samuel Gaines Academy	4	Bld 4 <sup>2</sup>	2250 S. Jenkins Road	Ft. Pierce	34947
	Savanna Ridge Elementary	1	n/a	6801 Lennard Rd.	Port St. Lucie	34982
	Southern Oaks Middle School		n/a	5500 NE St. James Blvd.	Ft. Pierce	34983
	Southport Middle School	6	n/a	2420 SE Morningside	Port St. Lucie	34952
	St. Lucie West Centennial		n/a	1485 SW Cashmere Blvd	Port St. Lucie	34986
	St. Lucie West K-8 School	4	n/a	1501 SW Cashmere Blvd	Port St. Lucie	34986
1	Treasure Coast High School	3	Bld 3 <sup>1</sup>	1000 SW Darwin Blvd.	Port St. Lucie	34953
	Village Green Elementary	1	n/a	1700 Lennard Road	Port St. Lucie	34952
	Wetherbee Elementary School	1	n/a	800 E. Weatherbee Road	Port St. Lucie	34982
2	West Gate K-8	4	Bld 4 <sup>2</sup>	1050 NW Cashmere Blvd	Port St. Lucie	34986
	White City Elementary School	9	n/a	905 W. 2nd Street	Ft. Pierce	34982
	Windmill Point Elementary	1	n/a	700 Darwin Boulevard	Port St. Lucie	34983

**Notes:** <sup>1</sup> EHPA area is Gym, culinary arts area.

<sup>2</sup> EHPA area is cafeteria, kitchen and music areas in building.

<sup>3</sup> Hearing Impaired Shelter

Main Shelters

**Exhibit A-1 Current Year Hurricane Public Shelter Opening Plan**

	<i>Planned Usage Tier 1</i>	<i>Planned Usage Tier 2</i>	<i>Planned Usage Tier 3</i>	<i>Planned Capacity Total</i>
<b><u>NORTH COUNTY</u></b>				
Lakewood Park Elementary			300	300
Westwood High School	750			750
Samuel S. Gaines Academy		620		620
C.A. Moore			300	300
Subtotal (GP Shelters)	750	620	600	1,970
<b><u>CENTRAL COUNTY</u></b>				
Fort Pierce Central High School	1,100			1,100
Westgate K-8		620		620
Parkway Elementary			300	300
Bayshore Elementary			300	300
Subtotal (GP Shelters)	1,100	620	600	2,320
Fenn Center (SNS) <sup>4</sup>	500			500
Subtotal				
<b><u>SOUTH COUNTY</u></b>				
Treasure Coast High School	1,100			1,100
Oak Hammock K-8		620		620
Morningside Elementary			300	300
Floresta Elementary			300	300
Subtotal (GP Shelters)	1,100	620	600	2,320
PSL Center (SNS) <sup>5</sup>	150			150
Subtotal				
Total GP shelters	2,950	1,860	1,800	6,610
GP Shelter Cap.-Cumulative Tier	2,950	4,810	6,610	13,220
SNS Shelter Cap.-Cumulative Tier	650	650	650	650

Notes: 1. Pet Friendly shelter is Fort Pierce Westwood high school.

2. **Special Medical Needs Shelter (SNS) are located below:** They are Supervised by the Health Department. Clients must be pre-registered – To register, please call 461-5201.

A. Havert L. Fenn Center  
2000 Virginia Avenue  
Ft. Pierce, FL 34950

B. Port St. Lucie Community Center  
2195 SE Airoso Boulevard  
Port St. Lucie 34984

**Exhibit A-2- Hurricane Public Shelter Supplies**

**Exhibit B-1 Public Shelter-Designation of Personnel**

	Location	Opening Tier	Shelter Management <sup>1</sup>	
			Other SB Team Member	
			Primary (shift 1)	Secondary (shift 2)
<b>NORTH COUNTY</b>	Lakewood Park Elementary	1	IC	IC
			1	1
	Fort Pierce Westwood High	1	IC	IC
			1	1
			2	2
			3	3
	Samuel S. Gaines Academy	2	IC	IC
			1	1
			3	3
	C.A. Moore Elementary	3	IC	IC
			1	1
<b>CENTRAL COUNTY</b>	Fort Pierce Central High	1	IC	IC
			1	1
			2	2
			3	3
	Westgate K-8	2	IC	IC
			1	1
			3	3
	Parkway Elementary	3	IC	IC
			1	1
	Bayshore Elementary	3	IC	IC
			1	1
	<b>SOUTH COUNTY</b>	Treasure Coast High	1	IC
1				1
2				2
3				3
Oak Hammock K-8		2	IC	IC
			1	1
			3	3
Morningside Elementary		3	IC	IC
			1	1
Floresta Elementary		3	IC	IC
			1	1

Notes: <sup>1</sup>To be completed by Executive Director of Schools  
 IC is Incident Commander  
 Form is to be completed and returned to Coordinator of Growth Management & Intergovernmental Relations.

**Exhibit B-2 Public Shelter-Designation of Personnel**

	Location	Opening Tier	Custodial <sup>2</sup>	
			Plant Manager/Site Maintenance Workers	
			Primary (shift 1)	Secondary (shift 2)
<b>NORTH COUNTY</b>	<b>Lakewood Park Elementary</b>	<b>1</b>	PM	PM
			1	1
			2	2
	<b>Fort Pierce Westwood High</b>	<b>1</b>	PM	PM
			1	1
			2	2
			3	3
	<b>Samuel S. Gaines Academy</b>	<b>2</b>	PM	PM
			1	1
			2	2
			3	3
	<b>C.A. Moore Elementary</b>	<b>3</b>	PM	PM
1			1	
2			2	
<b>CENTRAL COUNTY</b>	<b>Fort Pierce Central High</b>	<b>1</b>	PM	PM
			1	1
			2	2
			3	3
			4	4
	<b>Westgate K-8</b>	<b>2</b>	PM	PM
1			1	
2			2	
<b>Parkway Elementary</b>	<b>3</b>	PM	PM	
		1	1	
		2	2	
<b>Bayshore Elementary</b>	<b>3</b>	PM	PM	
		1	1	
		2	2	
<b>SOUTH COUNTY</b>	<b>Treasure Coast High</b>	<b>1</b>	PM	PM
			1	1
			2	2
			3	3
			4	4
	<b>Oak Hammock K-8</b>	<b>2</b>	PM	PM
			1	1
			2	2
	<b>Morningside Elementary</b>	<b>3</b>	PM	PM
			1	1
			2	2
	<b>Floresta Elementary</b>	<b>3</b>	PM	PM
1			1	
2			2	

Notes: <sup>2</sup> To be completed by Director of Custodial Services  
 PM is Plant manager  
 Form is to be completed and returned to Coordinator of Growth Management & Intergovernmental Relations.

**Exhibit B-3 Public Shelter-Designation of Personnel**

	Location	Opening Tier	Food Service <sup>3</sup>	
			Kitchen Manager/Workers	
			Primary (shift 1)	Secondary (shift 2)
<b>NORTH COUNTY</b>	<b>Lakewood Park Elementary</b>	<b>1</b>	KM	KM
			1	1
	<b>Fort Pierce Westwood High</b>	<b>1</b>	KM	KM
			1	1
			2	2
			3	3
	<b>Samuel S. Gaines Academy</b>	<b>2</b>	KM	KM
			1	1
			2	2
			3	3
<b>C.A. Moore Elementary</b>	<b>3</b>	KM	KM	
		1	1	
<b>CENTRAL COUNTY</b>	<b>Fort Pierce Central High</b>	<b>1</b>	KM	KM
			1	1
			2	2
			3	3
			4	4
			5	5
	<b>Westgate K-8</b>	<b>2</b>	KM	KM
			1	1
			2	2
	<b>Parkway Elementary</b>	<b>3</b>	KM	KM
			2	2
	<b>Bayshore Elementary</b>	<b>3</b>	KM	KM
1			1	
<b>SOUTH COUNTY</b>	<b>Treasure Coast High</b>	<b>1</b>	KM	KM
			1	1
			2	2
			3	3
			4	4
			5	5
	<b>Oak Hammock K-8</b>	<b>2</b>	KM	KM
			1	1
			2	2
	<b>Morningside Elementary</b>	<b>3</b>	KM	KM
			1	1
	<b>Floresta Elementary</b>	<b>3</b>	KM	KM
1			1	

Notes: <sup>3</sup> To be completed by Director of Child Nutrition Services  
 KM is Kitchen Manager  
 Form is to be completed and returned to Coordinator of Growth Management & Intergovernmental Relations.

**Exhibit B-4 Public Shelter-Designation of Personnel**

	Location	Opening Tier	Health & Medical <sup>4</sup>	
			Health Aide	
			Primary (shift 1)	Secondary (shift 2)
<b>NORTH COUNTY</b>	Lakewood Park Elementary	1	1	1
	Fort Pierce Westwood High	1	1 2	1 2
	Samuel S. Gaines Academy	2	1	1
	C.A. Moore Elementary	3	1	1
<b>CENTRAL COUNTY</b>	Fort Pierce Central High	1	1 2	1 2
	Westgate K-8	2	1	1
	Parkway Elementary	3	1	1
	Bayshore Elementary	3	1	1
	Treasure Coast High	1	1 2	1 2
<b>SOUTH COUNTY</b>	Oak Hammock K-8	2	1	1
	Morningside Elementary	3	1	1
	Floresta Elementary	3	1	1

Notes: <sup>4</sup> To be completed by Ast. Sup. of Student Services/ESE

Form is to be completed and returned to Coordinator of Growth Management & Intergovernmental Relations.

**Exhibit B-5 Public Shelter-Designation of Personnel**

**General Staffing 5**

	Location	Opening Tier	General Staffing <sup>5</sup>			
			General Staffing		General Staffing	
			Primary	Secondary	Primary	Secondary
NORTH COUNTY	Lakewood Park Elementary	1	1		1	
			2		2	
			3		3	
	Fort Pierce Westwood High	1	1		1	
			2		2	
			3		3	
	Samuel S. Gaines Academy	2	1		1	
			2		2	
			3		3	
	C.A. Moore Elementary	3	1		1	
			2		2	
			3		3	
SOUTH COUNTY	Fort Pierce Central High	1	1		1	
			2		2	
			3		3	
	Westgate K-8	2	1		1	
			2		2	
			3		3	
	Parkway Elementary	3	1		1	
			2		2	
	Bayside Elementary	3	1		1	
			2		2	
	Fenn Center	1	Staffing by SLC and Health Department			
	Treasure Coast High	1	1		1	
2				2		
3				3		
Oak Hammock K-8	2	1		1		
		2		2		
		3		3		
Morningside Elementary	3	1		1		
		2		2		
Floresta Elementary	3	1		1		
		2		2		
PSL Community Center	3	Staffing by SLC and Health Department				
		Footnotes	<sup>5</sup> To Be completed by SLC School IC			

Form is to be completed and returned to Coordinator of Growth Management & Intergovernmental Relations.

**EXHIBIT C – GENERATOR CHECKLIST**

**Monthly Generator Checklist School:** \_\_\_\_\_

**Month of** \_\_\_\_\_

**Completed by:** \_\_\_\_\_  
Plant Manager

**GENERATOR INFORMATION**

Brand Name: \_\_\_\_\_  
 Model Number: \_\_\_\_\_  
 Size/Capacity: \_\_\_\_\_  
 Propane: \_\_\_\_\_  
 Fuel Type: \_\_\_\_\_  
 Fuel Filter Type: \_\_\_\_\_  
 Oil Type: \_\_\_\_\_  
 Oil Filter Type & No.: \_\_\_\_\_

**STATUS OF GENERATOR PRIOR TO LOAD TEST**

Fuel Level:  
 Oil Level:  
 Date:  
 Employee:

Week 1	Week 2	Week 3	Week 4

**STATUS OF GENERATOR AFTER LOAD TEST**

Temperature:  
 Fuel Level:  
 Oil Level:  
 Date:  
 Employee:

Week 1	Week 2	Week 3	Week 4

**MAINTENANCE TRACKING**

Fuel Filter Change Date:  
 Oil Filter Change Date:  
 Amount of Fuel Added (gallons):  
 Amount of Oil Added (quarts):

Week 1	Week 2	Week 3	Week 4

Procedures for completing the monthly generator check.

- Notify all staff at facility of test date and time. Computers, phones, power etc. may be intermittently down.
- Make note of generator status PRIOR to starting the engine.
- Start generator and let run at idle speed for 5 minutes.
- Apply load to generator.
- Let run with full load for 30 minutes.
- Return engine to idle speed.
- Make note of generator status PRIOR to shutting engine down.
- Engine should run at idle speed (cool down) for 5 minutes prior to full shut down of engine.
- Complete remainder of form, sign and date.

**Plant managers will complete this form and attach to the monthly preventative maintenance work order at the end of each month.**

**EXHIBIT C-1 – GENERATOR EQUIPMENT LIST**

SITE	EMERGENCY SHELTER	Freezer/ Cooler on Generator	Fuel Source/Capacity		
			DIESEL	LP	NATURAL GAS
ADMINISTRATION		n/a	500 gal.		
ADMINISTRATION		n/a			
ALLAPATTAH FLATS K-8		Yes	620 gal.		
BAYSHORE ELEMENTARY	yes	Yes	550 gal		
CA MOORE ELEMENTARY		yes	350 gal.		
DAN MCCARTY SCHOOL					
DALE CASSENS SCHOOL		yes	89 GAL		
F.K. SWEET ELEMENTARY		yes	130 gal		
FAIRLAWN ELEMENTARY		yes	x		
FLORESTA ELEMENTARY	yes	yes	89 gal		
FOREST GROVE MIDDLE SCHOOL		yes			x
FORT PIERCE WESTWOOD HIGH	yes	yes	675 gal.		
FPCHS	yes	yes			x
LAKEWOOD PARK ELEMENTARY	yes	yes	89 gal		
LINCOLN PARK ACADEMY			475 gal		
MANATEE ACADEMY K-8	yes	yes	x		
MARIPOSA ELEMENTARY	yes	yes	89 gal.		
MEANS COURT			370 gal		
MORNINGSIDE ELEMENTARY	yes	yes	89 gal.		
NORTHPORT K-8		yes	260 gal		
NORTH COUNTY TRANSPORTATION		n/a	89 gal.		
OAK HAMMOCK K-8		yes		x	
PALM POINTE K-8		yes			X
PARKWAY ELEMENTARY	yes	yes	80 gal		
PORT ST. LUCIE HIGH SCHOOL		yes	250 gal		
RIVERS EDGE ELEMENTARY		yes			x
SAMUEL GANES ACACEMY K-8		yes			X
SAVANNA RIDGE ELEMENTARY		yes	350 gal		
SLW CENTENNIAL HIGH SCHOOL		yes	760 gal		
ST. LUCIE WEST K-8		yes			x
SOUTH COUNTY COMPOUND #1 (FAC/MAN/TRANS)		n/a	89 gal.		
SOUTH COUNTY COMPOUND #2 (warehouse)		n/a	260 gal.		
SOUTH COUNTY COMPOUND #3 (Warehouse Freezer/cooler		yes	X		
SOUTHERN OAKS MIDDLE SCHOOL		yes	65 gal.		
SOUTHPORT MIDDLE SCHOOL		yes	89 gal		
ST. LUCIE ELEMENTARY		yes		x	
TREASURE COAST HIGH SCHOOL		yes			
VILLAGE GREEN ENVIRONMENTAL SCHOOL	yes	yes	260 gal.		
WEATHERBEE ELEMENTARY		yes	350 gal		
WEST GATE K-8		yes	x		
WINDMILL POINT ELEMENTARY	yes	yes	269 gal		

## EXHIBIT D – PREPAREDNESS ACTIVITIES CHECKLIST

### Preparedness Activities by Phase

Preparedness Phase

**Phase "A" = ADVISORY - 48-36 hours prior to general public evacuation.**

**Phase "B" = EOC ACTIVATION - 36-24 hours prior to general public evacuation**

**Phase "C" = FINAL STORM PREPARATION - 24-18 hours prior to general public evacuation**

**Phase "E" = EVACUATION - Schools closed, shelters open**

**Phase "R" = RECOVERY**

#### Preparedness Phase: Beginning and end of school year

Responsibility Entity	Task
Principal/Departments	Review plan with staff. What are our expectations of them? What happens when?
Plant Manager	Confirm operability of shutters. Physically shut them. Report repairs necessary.
Plant Manager (PM)	Take pictures of facility. Store on thumb driver (flash drive) and upload to Cloud
Coord. Custodial/P.M.	Confirm or refresh supplies in hurricane kit and on hand for readiness & response.
Maintenance	Review plan for removal of any canopy. Lubricate/exercise any mechanical mechanisms.
Maintenance	Assemble Warehouse Supplies for Season
Maintenance	Service and exercise bladder tanks at Oak Hammock K-8, Westgate K=8, Samuel Gaines Academy, TCHS and FPCHS.
Maintenance	Service and exercise emergency EPHA HVAC systems at FPCHS and Samuel Gaines Academy.
Principal	Update employee information. Confirm employee has a personal plan.
Principal/Shelter manager	Organize and file Shelter forms, file keys for shelter team to use.
Exec. Dir. Schools/EMC	Update shelter staffing and backup lists.
Growth management/cor.	Survey administrators to develop list of shelter workers.
Growth management/cor.	Review shelter preload list and coordinate with EOC to preload facility for June 1 season.
Director of CNS	Develop list of shelter food service workers, develop storm shelter menu and order list.
Dir. Transportation	Develop list of storm activated drivers.
Dir. of Purchasing/COO	Assemble Contracts for Hurricane vendors

#### Phase "A" = ADVISORY

Responsibility Entity	Task
All	Notify staff of awareness activation phase.
All	Review <i>Emergency Plan</i> with all employees.
Custodial Coord. /PM	Verify Photos uploaded to cloud and stored on thumb drive.
All	Confirm <i>employee contact data</i> is still accurate and up-to-date
Maint./PM	Generator Check (see checklist in Facility Emergency Plan)
Maint./PM	Order fuel & repairs
PM/Principal/Dir. Maint.	Confirm inventory of response supplies – kits
All	<i>Confirm Shelter staffing and contact lists</i>
All	Remind employees to review their personal plans.

PM	Check battery powered emergency lights
Warehouse	Bottled water (5 gal & 12 oz.) will be delivered to shelters
Transportation	Confirm fuel availability/top off tanks
CNS	Confirm food availability, order as required.
CNS	Prepare "SNS Food Ready pallets" for Special Needs Shelters ready for activation.
CNS Managers	Restock empty water bottles in kitchens
Growth management/cor.	Coordinate with SLC to pre-stage pet shelter supplies and ready pet shelter

### Phase "B" = EOC Activation

Responsibility Entity	Task
All	Notify staff of activation phase.
Principal/Exec. Dir Schools	Release shelter workers for personal preparation prior to shelter duty.
Principal/Shelter manager	Verify Shelter forms on-site and available
Plant Manager	Make notes of items to be completed (school specific)
	check yard for potential missiles, anything that needs to be tied down
	check fenestration protection and shutters at school site
Principal	Call for assistance with tasks where needed (coordinate with neighbor school)
	Moving heavy items, completing structure repairs etc.
Principal/All	Confirm <i>employee contact data</i> is still accurate and up-to-date
Principal/All	Remind employees to review their personal plans
Dir. CNS	Food Service Managers shall complete inventory and review supplies that need to be
Dir. CNS	Food Service Director coordinate/deliver Special Needs shelter food order.

### Phase "C" = Final Storm Preparation

Responsibility Entity	Task
Superintendent/All	Notify staff of activation phase.
Principal/PM	Move books, etc. off floors.
Principal/PM	Move furniture and supplies from shelter spaces identified in your individual shelter plan.
Dir. Maint.	Shut off bell schedule for shelters.
Dir. Maint.	Distribute 900 MHz radios, chargers, etc. to activated shelters and designated staff
ITS	Distribute and setup RAPTOR at shelters
All	Confirm all tasks in phases A-B are complete.
PM/Dir. Maint.	Complete generator check.
Principal	Secure areas that are not accessible to shelter clients.
PM/Dir. Maint.	Shutter windows.
PM/Dir. Maint.	Close & lock windows not shuttered.
Principal/PM	All outside unsecured items that may become flying debris should be brought inside.
Dir. Maint.	Redi Schools Electrical systems for Storm
Dir. Maint	Construction work should be secured and prepared for impact of storm.
Superintendent/Principal	Confirm employees working at a shelter have completed their personal preparations.
Warehouse	Confirm bottled water (5 gal & 12 oz.) has been delivered to shelter sites.
All	Confirm all batteries including back up are fully charged.

### Phase "E" = Evacuation

Responsibility Entity	Task
Superintendent/All	Notify staff of shelters opening.
Principal/All	Shelters open.
EOC	General public evacuation has begun.
Superintendent	Employees not assigned to work at a shelter are released until storm passage.

**Phase "R" = Recovery (see *Recovery Checklist Shelter and Non-Shelter*)**

Responsibility Entity	Task
All	Always Have SLCSB ID with you .
All	Establish communication with Incident Command Center
Principal/PM	Complete" Initial School Damage & Utility Assessment "(Microsoft forms) (4 hours after clear)
All	Document damage and forward to Incident Command Center.

*Italicization is referencing a document or form titled as such.*

**Exhibit E- School Emergency Preparedness & Response Kit**

	<b>Description of Item</b>	<b>Purpose</b>	<b>Qty</b>	<b>Unit</b>
1	Storage Bin for Kit	Storage container	1	Container
2	Work Gloves	For working with debris	2	Pair
3	Safety Glasses		2	Pair
4	Duct tape	Not for windows	2	Rolls
5	Storefront tape	For sealing storefront	2	Rolls
6	Hand sanitizer		1	Each
7	Rubber gloves	Working with hazardous	2	Pair
8	Individual Flashlight (LED 50 Lumens)		2	Each
9	Extra Flashlight Battery		2	Each
10	Package of (4 or 9 pack) LED mini		1	Each
11	Dust Mask		4	Each
12	Caution Tape	To secure damage area	1	Rolls
13	Inverter (300 watt)	To use to charge	1	Each
14	INK PENS	To Document the event	4	Each
15	CLIP BOARDS	To Document the event	1	Each
16	FACILITIES PHONE LIST		1	Each
17	Facilities Emergency Preparedness and		1	Each
18	Building Red Tag (DO NOT ENTER THIS BUILDING UNSAFE)	Printed on Red Paper	10	pages
<b>Additional items for Shelters</b>				
1	Small Coleman type lantern			Each
2	Disposable Rubber Gloves			Box
	School Name			
	PRINT NAME			
	Received by: Signature			
<p>Notes 1. School to use own digital camera and store photos on thumb drive and Cloud.</p> <p>2. School should prepare basic tool kit for in storm repairs consisting of:</p> <ul style="list-style-type: none"> <li>• Hammer</li> <li>• Screwdrivers</li> <li>• Nails &amp; screws</li> <li>• AM/FM battery powered radio</li> </ul>				

**EXHIBIT F – SHELTER RECOVERY CHECKLIST**

**Facility Name:** \_\_\_\_\_  
**Date Completed:** \_\_\_\_\_ **Your Name:** \_\_\_\_\_

**Phase "R" = Recovery**

	always Keep your SLCSB Photo ID with you
	always Remember "SAFETY FIRST" .
	If communication lines are open, notify Incident Command Center of number of shelter occupants still present at 4 & 8 hours after storm passage.
	Confirm structure stability PRIOR to entering ANY building. IF in doubt, post DO NOT ENTER! Uncertainties should be documented with a "Red Tag" at all entrances of the building.
	Make notes of MAJOR facility damage utilizing the MAJOR Damage Assessment Form.
	Forms should be delivered to the Incident Command Center (SCC) within 3 hours of storm passage or daylight, utilizing any means necessary to report the damage. Fax, dispatch radio or physical delivery of the forms will be required. In the event the SCC cannot be utilized, a security officer will be posted at the gate and will be able to give directions to our location.
	Plant Manager should assist with recovery/clean-up efforts.
	Temporary containment of active water intrusion.
	Drying of facility (mopping water, securing windows), sweeping and removal of debris, removal of wet ceiling tiles (do not replace tiles until source of water is repaired), general clean up.
	Tour the shelter area with Red Cross and document all areas where damage has occurred. Take pictures of each.
	Take a complete inventory of supplies used by shelter.



## EXHIBIT H- Initial School Damage & Utility Assessment

(Please use Microsoft Forms survey if internet is available)

	Question	Circle Response		Response
1	School Site			
2	Name of Person Completing Form			
3	Does your campus have electric power to the campus?	Yes	No	
4	Please list areas or buildings that do not have electric power:			
5	Does your campus have running water?	Yes	No	
6	Does your campus have a working sanitary sewage system?	Yes	No	
7	Please list areas of the campus, and specific concerns with the sanitary sewer system:			
8	Did your campus experience any roof leaks or water intrusion during the storm?	Yes	No	
9	Please list all areas of any roof leaks or water intrusion during the storm? Provide building and area of leaks.			
10	Does your campus have any site flooding?	Yes	No	
11	Please list all areas impacted by flooding with approximate depth in feet and width of the area.			
12	Are any windows, doors, or gates damaged?	Yes	No	
13	Describe the damage to the windows, doors, or gates on campus:			
14	Are there any dangerous or concerning situations on campus that needs immediate attention?	Yes	No	
15	Please list or describe any dangerous or concerning situations on campus?			
16	Did your campus experience any obvious sign of significant roof or building damage?	Yes	No	

17	Are there any situations limiting access to your campus? Please describe.			
18	Is the Air Conditioning working in all buildings?	Yes	No	
19	Please list specific building and describe areas where the Air-condition is not working:			
20	Are your phones working	Yes	No	
21	Does your PA System work?	Yes	No	
22	Does your campus have internet and network access?	Yes	No	
<p><b>This form shall be completed in Microsoft Forms if Internet is available or on paper and faxed to Exec. Dir of Schools or hand delivered to SB Offices 9461 Brandywine Lane, Port St. Lucie, FL 34986 no later than 4 hours after storm passage or daylight.</b></p>				

**EXHIBIT I – DETAILED DAMAGE REPORTING FORM**

**Detailed Damage Assessment Form**

School Name:							
Address:							
<b>Building Number:</b>							
<b>Room Number:</b>							
Date & Time:							
Your Name & Contact #:							
FACILITY		CONDITION					
Electric	Okay		Partial		No Power		
Fire Alarm/Intercom	Okay		Inoperable				
Air Conditioning	Okay		Partial		Inoperable		
Gas/Kitchen	Okay		No Pilot Lights Freezer Temperature				
Water	Okay		No Water				
Sewer/Lift Station	Okay		Inoperable				
Roofs	Okay		Minor Damage		Major Damage		
Flooding	None		Minimal (In/Out)	In Out	Major (In/Out)	In Out	
Broken Windows	None		Less than 25%		More than 25%		
Structural Damage	None		Minor Damage		Major Damage		
Site Damage	None		Minor Damage		Hazardous		
Site Access	Good		Partial		Hazardous		
Phones	Okay		Not Working				
Generator/Fuel	Okay		Not Working		Working		
			Low Fuel		Needs Fuel		
Pictures	Before		After Event				
Additional Comments:							

**Email if possible or HAND DELIVER this for to the School District Incident Command Center as soon as possible after given the all clear, as directed by Exec. Dir. of Schools.**

EXHIBIT J – RED TAG

**DO NOT ENTER  
THIS BUILDING  
IS NOT SAFE!**

THIS PAGE SHOULD BE PRINTED ON RED PAPER AND LAMINATED TO PROTECT FROM WEATHER.





St. Lucie Public Schools  
Purchasing Department  
Voice (772)336-6980 Fax (772)336-6985

*Each Child, Every Day*

**Exhibit L--BOARD WAIVER REQUEST – POLICY  
6320**

Please fill in the below information to request a waiver of policy 6320. The waiver will be placed on the next available Board agenda and submitted for Board approval. Once complete email to [kimberly.albritton@stlucieschools.org](mailto:kimberly.albritton@stlucieschools.org).

Date of Request:

Date of Purchase:

Vendor:

Vendor Notified (purchasing to complete): No

School District Employee requesting goods and/or services:

Department Head/Supervisor:

ITB/RFP Number (if applicable): N/A

Financial Impact:

Cost Strip:

Detailed description as to why Board Policy 7.70 was not followed. Be very detailed and specific:

Corrective Active Steps (explain the steps that will be taken to avoid the violation of Policy 7.70 going forward):

A purchase order will be issued promptly after Board approval of the contract.

**EXHIBIT L**

## EMERGENCY TIMESHEET

### SLPS Emergency Event Time Sheet Procedures

1. **Emergency Event:** Enter the name of the Hurricane, Tropical Storm or other Emergency Event that
2. **Print Name:** PRINT name of employee working.
3. **SS#:** Only last 4 of Social Security number needed
4. **Position:** Current position with the District ex. Site Maintenance, Principal, Electrician.
5. **Dept. #:** The department employee is assigned to.
6. **Date:** Date additional work was performed
7. **Location work was performed:** Work site where the additional work was performed. Ex. Food service worker regularly works at site #0271 but during the emergency event they worked the emergency shelter at site #0141. Enter 0141 in this field.
8. **Detailed Information on Work Performed:** In detail explain what was done to incur the additional work hours.
  - Secured computers at school site
  - Sandbagged front doors at school site
  - Clean up debris at site
  - Check for roof leaks
  - Shelter work

Any questions on work performed could hold up payment.

Time Worked			
Start	AM/PM	End	AM/PM
5	PM	8	PM
11	AM	2	PM
7	AM	12	AM
12	AM	7	AM

9. **District Vehicle Used:** Enter the District vehicle number if using vehicle to perform work or travel.
10. **Time Worked:**
  - Enter the hour work started (Hours: Minutes)
  - Enter AM or PM
  - Enter the hour work ended (Hours: Minutes)
  - Enter Am or PM

11. **Total Hours:** Time worked that day

- If work was done in 24-hour period ex. 7am-7am time should be split between the 2 days (see 3<sup>rd</sup> and 4<sup>th</sup> line below).
- Total Hours should be recorded as decimal hours (not minutes)

Time Worked				Total Hours
Start	AM/PM	End	AM/PM	
5	PM	8	PM	3
11	AM	2	PM	3
7	AM	12	AM	17
12	AM	7	AM	7

**EXHIBIT M**

12. **Prep, Shelter, Recovery:** Check whether the work performed was prep, shelter or recovery.

- P=Prep
  - a. Secured computers at school site
  - b. Sandbagged front doors at school site
- S=Shelter
  - a. Shelter duty
- R=Recovery
  - a. Clean up debris at site
  - b. Check roof for leaks

13. **Employee Signature:** Employee performing the work will sign and date

14. **Administrative Approval:** Site Administrator where work performed and date

- If work performed at a shelter location the shelter administrator should approve the time worked.

**SLPS Emergency Event - TIMESHEET**

Emergency Event											
Print Name						SS# (last 4)		P=Prep S=Shelter R=Recovery			
Position						Dept #					
Date	Location Work was Performed	Detailed Information on work performed	District Vehicle Used	Hours worked				Total Hours	P	S	R
				Time Worked							
				Start	AM/PM	End	AM/PM				
<b>Total hours</b>											

\_\_\_\_\_  
Date \_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date \_\_\_\_\_  
Administrative Approval





### Exhibit O--Hurricane Relief Meals Count Form

Site		Date:														Meal (circle one):		
																Breakfast	Dinner	Lunch
1	31	61	91	121	151	181	211	241	271	301	331	361	391	421	451	481		
2	32	62	92	122	152	182	212	242	272	302	332	362	392	422	452	482		
3	33	63	93	123	153	183	213	243	273	303	333	363	393	423	453	483		
4	34	64	94	124	154	184	214	244	274	304	334	364	394	424	454	484		
5	35	65	95	125	155	185	215	245	275	305	335	365	395	425	455	485		
6	36	66	96	126	156	186	216	246	276	306	336	366	396	426	456	486		
7	37	67	97	127	157	187	217	247	277	307	337	367	397	427	457	487		
8	38	68	98	128	158	188	218	248	278	308	338	368	398	428	458	488		
9	39	69	99	129	159	189	219	249	279	309	339	369	399	429	459	489		
10	40	70	100	130	160	190	220	250	280	310	340	370	400	430	460	490		
11	41	71	101	131	161	191	221	251	281	311	341	371	401	431	461	491		
12	42	72	102	132	162	192	222	252	282	312	342	372	402	432	462	492		
13	43	73	103	133	163	193	223	253	283	313	343	373	403	433	463	493		
14	44	74	104	134	164	194	224	254	284	314	344	374	404	434	464	494		
15	45	75	105	135	165	195	225	255	285	315	345	375	405	435	465	495		
16	46	76	106	136	166	196	226	256	286	316	346	376	406	436	466	496		
17	47	77	107	137	167	197	227	257	287	317	347	377	407	437	467	497		
18	48	78	108	138	168	198	228	258	288	318	348	378	408	438	468	498		
19	49	79	109	139	169	199	229	259	289	319	349	379	409	439	469	499		
20	50	80	110	140	170	200	230	260	290	320	350	380	410	440	470	500		
21	51	81	111	141	171	201	231	261	291	321	351	381	411	441	471	501		
22	52	82	112	142	172	202	232	262	292	322	352	382	412	442	472	502		
23	53	83	113	143	173	203	233	263	293	323	353	383	413	443	473	503		
24	54	84	114	144	174	204	234	264	294	324	354	384	414	444	474	504		
25	55	85	115	145	175	205	235	265	295	325	355	385	415	445	475	505		
26	56	86	116	146	176	206	236	266	296	326	356	386	416	446	476	506		
27	57	87	117	147	177	207	237	267	297	327	357	387	417	447	477	507		
28	58	88	118	148	178	208	238	268	298	328	358	388	418	448	478	508		
29	59	89	119	149	179	209	239	269	299	329	359	389	419	449	479	509		
30	60	90	120	150	180	210	240	270	300	330	360	390	420	450	480	510		

Total Reimbursable Meals Served: \_\_\_\_\_

Total Adult Meals Served: \_\_\_\_\_

By signing below, I certify that the above information is true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

EXHIBIT O

## Exhibit P—Fenestrations Protection, Shutters and Canopies/Sunshades

Status of district fenestration storm protection that requires manual installation or assistance.

The following sites have Armor Screen for protection of bay doors in central receiving. These bay doors closed are sufficient for protection. These screens were mainly put in place in the event when the building would be used as a shelter and the need to open a door for fresh air may come in to play, you could open these doors and still be protected from the elements with some air ventilation. If these doors are closed there is no need for the installation of the Armor screen.

1. Bayshore Elementary
2. C.A. Moore Elementary
3. Floresta Elementary
4. Lakewood Park
5. Morningside Elementary
6. Northport K-8
7. Parkway Elementary
8. Savanna Ridge Elementary
9. St. Lucie West K-8
10. Westwood Academy
11. Village Green Env. Learning School
12. Weatherbee Elementary
13. Windmill Point Elementary

The following sites have roll down shutters. (Crankes to operate shutter should be in central receiving)

1. St. Lucie West K-8 (Building 5 on school store window)
2. Westwood High (Concession Window at Gym)
3. Dan McCarty (Tech Building Northside)

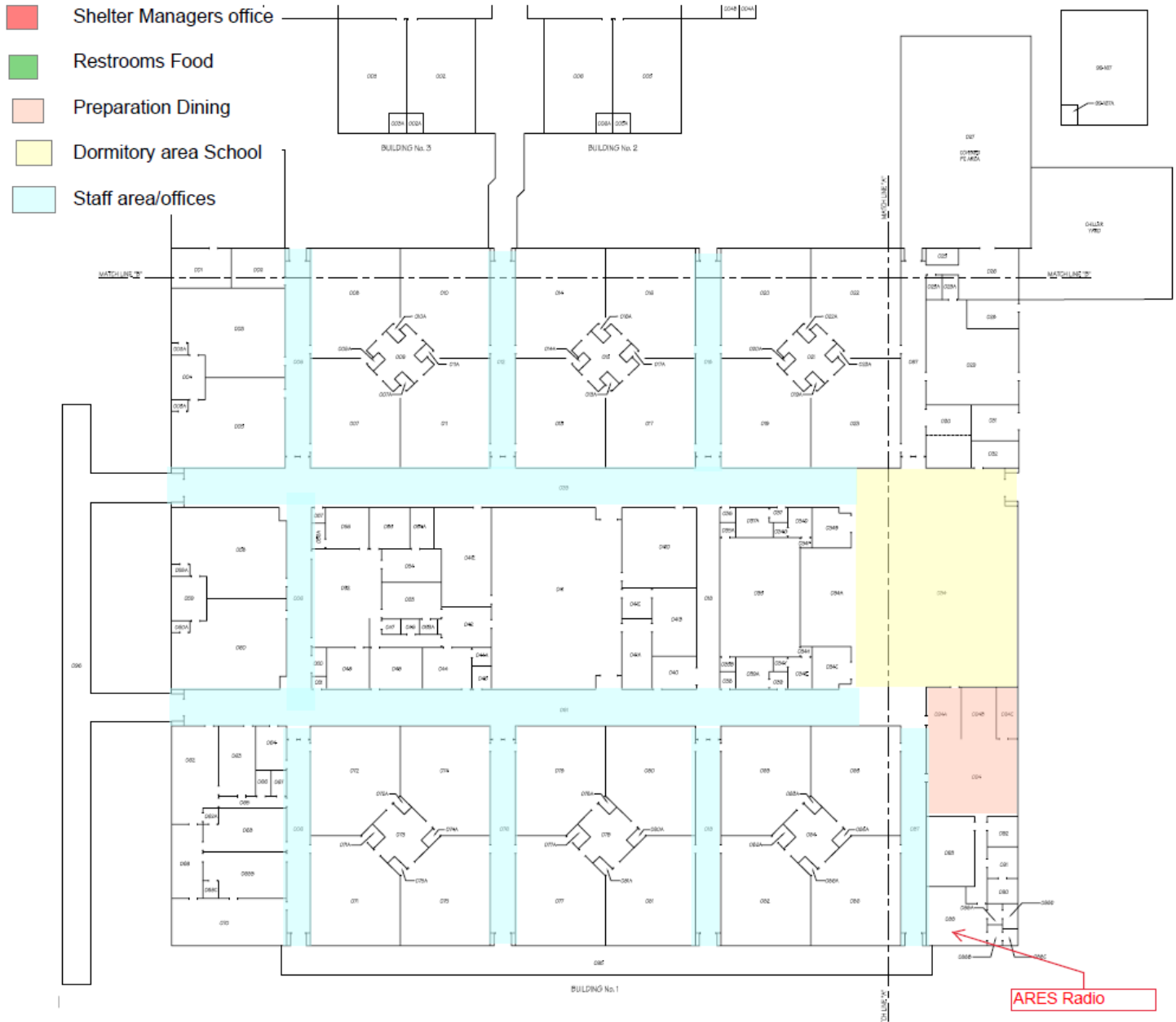
The following sites have accordion shutters. (Tracks that need placement should be in central receiving)

1. Manatee Academy. (Front entry door)
2. Mariposa (Front entry door)
3. Westwood (Front entry door)

The following schools have canopies or Sun Shades that may need to be taken down if winds are expected above 80 MPH.

1. Allapattah K-8
2. Oak Hammock K-8
3. Palm Pointe K-8

# Exhibit Q-Typical Shelter Plan



# FPCH EHPA INFO rev 1 06/02/2017

The steps below are only to be used IF the Central Chilled Water Plant loses power or its ability to supply chiller water and the EHPA area (GYM) is being used as a Shelter.

1. Location of Manual Switch Panel



2. Picture of Manual Switch Panel



PAGE 1

## EXHIBIT R- EHPA Emergency HVAC Systems- FPCHS

Page 2

Page 2

### How to turn ON the EHPA Chiller System

1. Keyed Override Switch. On Position = EHPA Chiller System Manual Emergency Override On.



2. EHPA Chiller Enable. ON = EHPA Chiller System Start.



3. Status Lights. For switchover Valves and Pumps. When they are illuminated it indicates the Open/On status of the device



### How to turn off the EHPA Chiller System

1. Turn OFF the EHPA Chiller Enable. OFF = EHPA Chiller System Stop.
2. Turn OFF the Keyed Override Switch. OFF Position = EHPA Chiller System Manual Emergency Override OFF.

PAGE 3

## SGA EHPA INFO rev1 06/02/2017

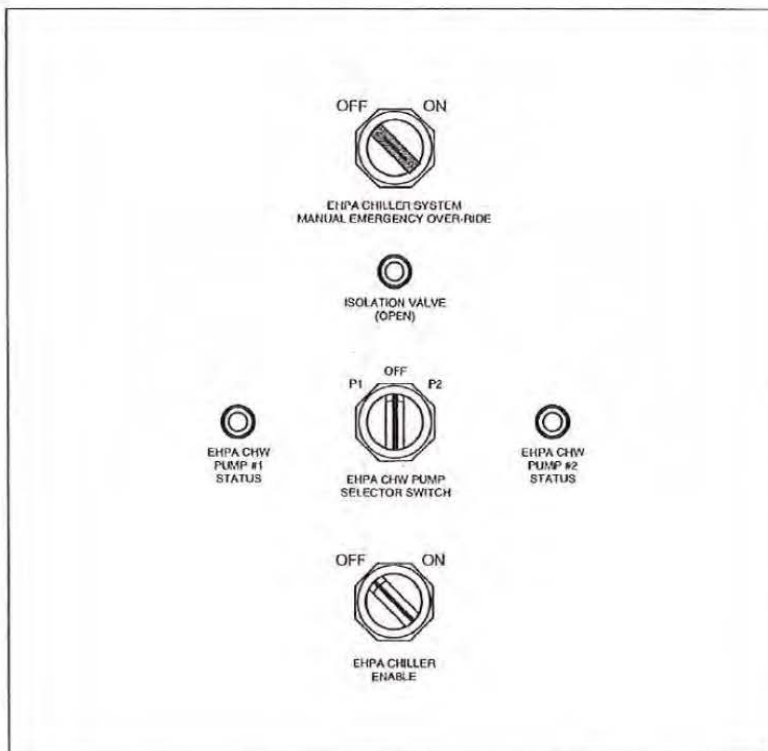
NOTE: EHPA MANUAL OVERRIDE PANEL IS ONLY TO BE USED IF THE TRANE AUTOMATED CONTROLS FOR THE EHPA CHILLER AND AHU4-2 FAIL. UNDER NORMAL EMERGENCY CONDITIONS, THE EHPA CHILLER AND AHU-4-2 WILL OPERATE AUTOMATICALLY VIA THE TRANE BAS SYSTEM. EHPA CHILLER AND AHU-4-2 GO INTO EMERGENCY OPERATION MODE AUTOMATICALLY WHENEVER THE EMERGENCY GENERATOR IS RUNNING FOR AT 5 MINUTES (Adjustable). ONLY USE EHPA MANUAL OVERERIDE PANEL IF THE EMERGENCY GENERATOR HAS BEEN RUNNING FOR AT LEAST 30 MINUTES AND THE EHPA CHILLER AND/OR AHU-4-2 ARE NOT RUNNING. (AHU-4-2 SUPPLIES A/C TO THE AUDITERIA)

1. Location of Manual Switch Panel is in the Kitchen Managers office.
2. Drawing of Manual Switch Panel is below.

### NOTE:

The EHPA CHILLER SYSTEM MANUAL EMERGENCY OVER-RIDE Switch operates with a KEY.

EHPA MANUAL OVERRIDE PANEL



PNL-1

**HOW TO OPERATE THE EHPA MANUAL OVERRIDE PANEL:**

1. Make sure the EHPA CHW PUMP SELECTOR SWITCH and EHPA CHILLER ENABLE selector switches are set to OFF position.
2. Insert the key in the EPHA Chiller System Manual Emergency Over-ride and turn it clockwise to the ON position.
3. Wait until the Isolation Valve Indicator light, illuminates GREEN. Indicating both (Chilled Water) EHPA valves are opened to the EHPA Chiller.
4. After the Valves Status light is illuminated, turn the EHPA CHW Pump Selector Switch to P1 (Pump 1) or P2 (Pump 2). Wait for the associated EHPA CHILLER PUMP STATUS LIGHT to illuminate that the selected pump is running.
5. Then START the EHPA Chiller, turn the EHPA CHILLER switch to the ON Position.

**How to turn OFF the EHPA Chiller**

1. To STOP the EHPA Chiller, turn the EHPA CHILLER switch to the OFF Position.
2. Wait 5 minutes and turn the EHPA CHW Pump Selector Switch to OFF.
3. Insert the key in the EPHA Chiller System Manual Emergency Over-ride and turn it counter-clockwise to the OFF position.

**Notes:**

**Attachment A**  
**COVID -19**  
**CDC Shelter Recommendations**



## COVID-19

# Staying Safe in Emergency Shelters During COVID-19 Pandemic in Low Resource, Non-U.S. Settings

Updated July 21, 2021

During or after natural disasters like hurricanes, typhoons, flooding, fires, and earthquakes, individuals and families may have to stay in emergency shelters. This means sharing living spaces and sanitary facilities, often in crowded conditions.

To limit the spread of COVID-19 in a shelter during a disaster, it is important for those running shelters to consider prevention early in the planning process. It's also important for staff and residents to practice safe behaviors at all times.

Vaccines are the most effective way to keep you from getting and spreading the virus that causes COVID-19. They can also protect you from getting seriously ill and dying from the disease if you do get COVID-19. So, it is important to be vaccinated as soon as possible once it's your turn.

## Screen and Isolate

- Screeners should stand behind a physical barrier, such as a glass or plastic window.
- Screen everyone entering the shelter for symptoms of COVID-19, including a cough and fever of at least 38°C/100.4°F.
- Following medical screening, residents should be grouped as "not sick," "sick," and "requires immediate medical attention."
- If a resident requires immediate medical attention, call emergency services for transport and, if applicable, tell the operator this person has a suspected case of COVID-19.
- Isolate residents and/or staff classified as "sick" with possible COVID-19. Move the resident to a separate room. If that is not possible, designate a separate isolation area for sick residents.
- Regardless of who appears sick or well, children and others requiring assistance should not be separated from caregivers. Breastfeeding/lactating women should not be separated from their infants.

## Stay 2 Meters (or 6 feet) Apart

- Place groups or families in individual rooms or in separate areas of the shelter, if possible.
- Keep cots or beds of people from different households at least 2 meters (6 feet, or about 2 arm lengths) apart.
- Have residents sleep head-to-toe (alternating head and foot positions).
- Post signs with clear language and illustrations and provide physical cues, such as tape or chalk markings on floor to guide spacing.
- Restrict mass gatherings and mixing between groups of people staying in different rooms.

## Wash Your Hands

- Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer and rub hands for 20 seconds.
- Wash/clean hands when entering and leaving shelter; after blowing your nose, sneezing, or coughing; before and after eating; after going to the bathroom; and if your hands are visibly dirty or greasy.

- Post signs in shelters encouraging residents to wash their hands.
- Provide handwashing stations or dispensers for alcohol-based hand sanitizer throughout shelter.

## Wear A Mask or Face Covering

- Masks are particularly important when physical distancing is not possible, and people are indoors with poor ventilation.
- Shelter staff and occupants should wear masks at all times except when eating or showering.
- Wear the mask over your nose and mouth and secure it under your chin.
- Babies and children younger than 2 years of age should not wear masks.
- People who have trouble breathing or are unconscious, incapacitated, or unable to remove the face covering without assistance should not wear a mask.

## Increase Ventilation & Air Flow

- Ensure ventilation systems are working properly, if available.
- Increase circulation of outdoor air within buildings by opening windows and doors and/or using fans.
- Shelters should be equipped with air exchange systems, when possible. Select upward airflow rotation if using ceiling fans to maintain good ventilation.

## Clean and Disinfect

- Clean frequently touched surfaces (including railings, light switches, tables, doorknobs, toys, pens, pencils, toilets, sinks) twice a day or more if needed.
- Use household cleaner that contains soap or detergent to reduce the number of germs on surfaces. Use disinfecting chemicals, like bleach, to kill germs on surfaces. For example: mix 1 part or 20 ml of 5% bleach with 49 parts or 980 ml of water to make 1 liter of bleach solution.
- Disinfect to substantially inactivate the virus that causes COVID-19 and kill any remaining germs on surfaces to reduce the spread of disease or illness.
- Wear gloves for all cleaning and disinfecting activities.
- Additional personal protective equipment (for example, eye protection) might be needed based on the products/chemicals being used and whether there is a risk of splash.

This page is a general overview. Read more information on [Emergency Shelters in Disaster Response in Global, Low Resource Settings](#).

Accessible version: [Staying Safe in Emergency Shelters During COVID-19 Pandemic in Low Resource, Non-U.S. Settings](#)   
[\[PDF – 605 KB\]](#)

Last Updated July 21, 2021

**End of Plan**

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