

## **Hurricanes, Then & Now: Staffing, Documentation & Check List Before Re-opening**

Wednesday, May 8, Concurrent Session 2, 11:00 am

Panelists: George Kelly (Hardee), Betsy Kuhn (Pasco), John Newman (Hillsborough), Kathy Scalise (Pasco), Marie Whelan (Hillsborough)

### **Shelter Operations Checklist – SAMPLE from Pasco County Schools**

#### Immediate Actions

1. \_\_\_ Call in your shelter team to plan for the opening and operations of the shelter as soon as you're notified that your school will likely open.
2. \_\_\_ Review this whole plan with your staff and discuss organizational chart, duties and responsibilities, work schedule, what to expect and to expect the unexpected. (Principal and Plant Manager)
3. \_\_\_ Refer to school shelter map for hardened areas and predetermined locations for command center, resident room usage (reserve nearby first floor rooms with bathroom access for guests with disabilities), pets (if applicable), registration, "clinic", etc.
4. \_\_\_ The principal is in charge of the school facility at all times. A district leader will be assigned as a contact as well. (Principal and Plant Manager)
5. \_\_\_ The Human Resources Department will assign shelter staff to all shelter schools. Your existing administration including assistant principals and Plant Manager will be assigned to work at your shelter. (Principal)
6. \_\_\_ Follow schedule provided whereby the principal or administrative designee will be present at all times while the shelter is open (or follow one developed by district work group). (Principal and Plant Manager)
7. \_\_\_ The Maintenance Department will schedule custodial support to be available 24 hours per day for the duration of shelter activities. (Plant Manager)
8. \_\_\_ The FNS Department will schedule the food service manager or other responsible food service workers to be available during the designated meal times. (FNS)
9. \_\_\_ All teachers who have classrooms in areas used as shelter space should be notified to prepare their rooms by securing personal items, test materials, and student information. (Principal, Plant Manager and Teachers)
10. \_\_\_ If your shelter is equipped with a generator, ask your plant manager check on the fuel level and fill all approved fuel cans if possible. (Plant Manager)
11. \_\_\_ Review your inventory of toilet paper, paper towels, hand soap and garbage bags. Designate areas around campus to stock inventory. Whatever you think will be needed, double it. Fully stock all bathrooms in the hardened area, command center, etc. and store additional supplies nearby (Plant Manager)
12. \_\_\_ The FNS Department will review your inventory of food and supplies and coordinate transfers from neighboring schools.
13. \_\_\_ Remove outside equipment (e.g., picnic tables, movable play equipment, garbage cans, etc.) that may become airborne in high winds. (Plant Manager)

## Continuing Action Items and Information

1. \_\_\_ Establish phone contact with the Emergency Operations Center at the Government Center (727) 847-8941 and have a responsible person staff the designated emergency phone at the shelter during the entire time the shelter is open. This person should also have some sort of access to the news to watch for breaking news alerts and weather updates, as well as be able to monitor email from Pasco's emergency operations staff.
2. \_\_\_ Maintain a log of hours worked by all hourly employees and volunteers, as well as major events as they happen.
3. \_\_\_ Coordinate meal service plan with food service manager on that can be prepared with or without power and served during the height of the storm.
4. \_\_\_ Meal times for breakfast, lunch, and dinner should be scheduled and posted in prominent locations throughout the areas opened as shelter. Monitor resident numbers as it may be necessary to establish staggered time if numbers are too high for cafeteria capacity.
5. \_\_\_ The Plant Manager and Principal should conduct a facility survey and take pictures noting the condition of the school and equipment prior to the opening of the shelter to evacuees. The results of this inspection will serve as the basis for a final survey to identify any damage as a result of sheltering activities or storm damage. A shelter map/plan should be included with this manual.
6. \_\_\_ An area should be designated near the entrance for check-in/registration.
7. \_\_\_ Secure all audio visual/computer equipment and other high theft items. Office areas, the media center and all other areas designated as off limits must be secured.
8. \_\_\_ The use of phones should be restricted to designated shelter team members only (school personnel, county and law enforcement). School phones in shelter areas should be unplugged and secured before opening to evacuees.
9. \_\_\_ The school custodial staff must maintain an accurate log of custodial items that are used in support of sheltering activities (a detailed inventory documentation sheet should be created).
10. The FNS staff must maintain an accurate record of food and supplies that are used in support of sheltering activities.
11. \_\_\_ Maintain an open line of communication with the school board representative at the EOC. Consider setting up a "remind app" with all assigned employees and superintendent's staff designee.
12. \_\_\_ General population shelters will not be expected to house evacuees that are deemed to be dangerous, unruly, intoxicated or otherwise hazardous to the well-being of other evacuees. The principal or administrative designee should report the concerns regarding safety or conduct of evacuees to the law enforcement official providing security for the shelter.
13. \_\_\_ Pasco County law enforcement officers should make rounds every hour to maintain security in the building. Also use National Guard (if available) during night "lights out" times for counting residents in rooms.

14. \_\_\_ Pasco County may provide additional shelter staff to augment school district personnel. The District Human Resources Department will coordinate with the county on additional staffing and communicate this with each shelter.

#### Closing of the Shelter

1. Do not close the shelter until authorized by the Emergency Operations Center (EOC) or School District Superintendent's staff.
2. Requests for transportation assistance should be directed to the District Transportation Department who will coordinate transportation for those evacuees that may need help in returning to their homes.
3. Coordinate the clean-up of the shelter with volunteers or additional custodial personnel provided by the Maintenance Department.
4. Conduct inventory of all food and supplies. A list of all school board food and supplies utilized in support of the sheltering activities should be forwarded to the Finance Department.
5. Conduct final inspection of the facility to identify any damage as a result of shelter activities. Any damage should be photographed and noted. All damage notes and pictures should be sent to the Director of Maintenance.