

Pre-Hurricane Checklist

General Areas:

- _____ Who are essential persons required to be on site (maintenance, custodial, principal or assistant principal, and/or a designated group of people). **Inform your custodial** staff that they are on-call and are to be available to assist with clean up efforts and repairs. This is to include inside the building as well as picking up any fallen debris or stacking of fallen limbs outside the building. **This applies to in-house and contract custodial. Provide Facility Support Operations an updated contact list annually no later than May 1.**
- _____ Secure yard darts such as picnic tables, trash cans, moveable playground equipment and any movable item.
- _____ Remove all flags from flag poles and any exterior banners on buildings and in yards.
- _____ Remove all letters and glass if possible from marquees.
- _____ Review the **LP gas bottles** around facility and be sure they are **turned off** and secure always.
- _____ Secure all doors and windows and those that may not be easily closed should be secured with some type of material. (Also visit all exterior building doors and windows).
- _____ Go to every computer and be sure it is not just sleeping, turn the computer and monitors off, get hard drives off floor.
- _____ Go through your cafeterias, break rooms, lounges, and classrooms and any item non essential should be turned off and unplugged.
- _____ High & Middle School vocation programs – store all lumber and other materials indoors that may be subject to wind movement.

Athletic and Playground Areas:

- _____ Remove all wind screens from fences.
- _____ Store portable batting cages, soccer goals, and bleachers, etc. that are not permanently attached.
- _____ Playground items that are not permanently attached, these should be moved indoors.
- _____ Banners, ad signs, flags, etc. that are attached by ropes should be taken down.

_____ Date

_____ Signature

KENNY PEDERSEN
DIRECTOR OF FACILITY SUPPORT OPERATIONS

Post-Hurricane Reporting Procedures

Our maintenance staff will be checking your school immediately after an event and we will leave a yellow carbonless page on the reception desk noting our findings. When the school's essential person gets there, verify our findings, make your own assessment, and **call me immediately @ 241-9681**. Your being there daily makes you far more familiar with the school's details and you will find problems that we do not see.

Notify maintenance through a **FAX message (728-3614)** of storm damages (maintenance will create storm work orders, we only want a Fax on storm damage only) all other work should be requested as usual.

Do not use words such as terrible, tremendous, a lot, some, please use a type of measure to determine water on the floor, number of ceiling tiles out etc. Ex: a ½ gallon of water or milk on your kitchen floor..... It will do the same at your school in the hallway.

Be aware of things that you will experience: slower response time, phones that have lost their programming, swollen doors, mold and mildew issues.

Yard clean up Phase 1: move debris away from the students area;
Phase 2: Contractor or maintenance staff shall return for pick up and removal to off site locations.

Be patient and don't let the fury of the storm make it worse than it is; don't get excited about the situation.

After checking your school and making your assessment, please call Kenny. This needs to be done as soon as it is safe for you to leave your home. It is extremely important for you to provide a timely response for us to coordinate with the various agencies that may be necessary to re-open schools. Even if you have no damages, let us hear that from you so that we will know that your school is ready to open.

For school equipment lost due to storm damage you must submit the following information to Technology ASAP: Equipment damaged beyond repair, i.e., Computer (CPU, Monitor, Keyboard individually or as a unit), TV, VCR, overhead projector, scanner, etc; brand name; model number; purchase price and/or replacement cost estimate from appropriate vendor; CC Schools asset number, and room number/location. This information will speed up the claims process.