

(45) UNIQUE INCIDENTS AND SEVERE WEATHER - HURRICANE

Pre-Plan Action	Immediate Action	Follow-Up Action
* Conduct training for all employees.	* Meet and coordinate with American Red Cross personnel and officials from Brevard County Emergency Management.	* Assessment report.
* Shelter coordinator will supply organization chart to the area director designating all persons who will assist in a disaster.	* Complete the American Red Cross Self-Inspection Worksheet/Off Premise Liability Checklist.	* Summary of personnel actions and written action plans.
* Shelter coordinator will work closely with the directors of communications, maintenance, food supply, and Office of Public Safety.	* Sign the facility agreement with the American Red Cross.	* Complete written report of actions forward to facility services within twenty-four (24) hours to address re-occupancy.
* Keep first aid supplies in a convenient location.	* Shelter coordinator notifies the shelter support team.	* Personnel assets will be evaluated for necessary to repairs and operations.
* Have use of portable building contingency.	* Shelter coordinator is the specific school representative assigned to assist the American Red Cross shelter manager and/or the "special needs" shelter manager.	* Complete written report of actions forwarded to Area Superintendent, Office Safety Management, Office of Public Safety.
* Special Note - The Appendix for Hurricanes "Disaster Plan" is published on an annual basis. It is the responsibility of the school site administrator to place the "disaster plan" in the comprehensive plan.	* The American Red Cross shelter manager opens the shelter and prepares to receive evacuees, with the exception of "special needs" shelters.	* Assist the American Red Cross and Brevard County Emergency Management with short-term and long-term recovery process.
* The American Red Cross is responsible for the activation, operation, maintenance, and deactivation of designated public shelters (other than "special needs" shelters).	* Assist with the registration and room assignment.	* Support Appendix #70 - Chain of Command.
* The American Red Cross is the primary agency responsible for public shelters (other than "special needs" shelters) under the Federal Response Plan.	* Insure entrances and exits to the facilities are not blocked by traffic.	* Support Appendix #71 - Emergency Phone Numbers.

Pre-Plan Action	Immediate Action	Follow-Up Action
* Brevard County Emergency Management is responsible to establish and maintain a comprehensive emergency plan.	* Insure access to food and water supply.	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Brevard County Emergency Management is responsible for selecting shelter managers for "special needs" shelters.	*  <b>Refer to Section 10.6 in the "Comprehensive Safety and Health Program" plan. See Appendix G - School Board of Brevard County - Disaster Plan, School Board of Brevard County, dated July 1, 1997.</b>	* Support Appendix #85 - Schools as Shelters Training Materials.  * Critique incident.
		<b>Refer to Section 10.6 in the "Comprehensive Safety and Health Program" plan. See Appendix G - School Board of Brevard County - Disaster Plan, School Board of Brevard County, dated July 1, 1997.</b>