

BEFORE THE STORM

1. Periodically check the computer e-mail system when a storm begins to approach our area.
2. Mentally prepare yourself to secure your work area, as well as your home.
3. When the college President announces the closing of the College, complete the following before leaving your department:
 - Know who and where to call after the storm and before returning to work. Make arrangements in advance with your Department Head to ensure that all Department members follow the same plan.
 - Close and lock all office and classroom windows in your Department.
 - Turn off all office machines, computers, coffee pots, and any other electrical appliances.
 - Cover all computers, printers, typewriters, adding machines, televisions, VCR's, etc. with plastic bags located in the custodial closets. If possible, move this equipment away from windows and to high counters.
 - Move all televisions and VCR's to storage closets and lock the closets.
 - Lock any file cabinets, desk drawers, and storage closets in your area that contain important items.
 - Place items subject to flood damage as high as possible, such as on counters, shelves, or desks.
 - Remove items from window sills and away from windows.

Lock all office, break room, and classroom doors in your Department.

Exit the building and drive as safely as possible as you leave campus.

DURING THE STORM

Tune in to radio station WCOA-AM 1370, WEAR-TV3, or any other local station to monitor the local news and weather. Make certain you have plenty of fresh batteries for your radio. Have a NOAA weather radio on hand.

AFTER THE STORM

Pensacola State College will remain closed to **ALL** employees until an immediate danger assessment is made by college Public Safety Department and reported to the President. The Director of Plant Operations will then conduct a damage assessment before any clean up efforts begin. Do not return to the college while the College is closed unless you are contacted by your supervisor and told that you are needed. All essential personnel reporting to the College while the College is officially closed must check in with the college Public Safety Department.

Police barricades, when necessary, may be placed around campus entrances, parking lots, and buildings, to keep people out of dangerous areas. Only authorized personnel will be allowed to cross these barricades. Do not ignore these barricades as they are placed there for your protection.

WCOA-AM 1370, WEAR-TV3, and the College's main number, 484-1000, will announce when the College will reopen for employees and students.

The only way to reduce the devastation of a hurricane is to be prepared. Let's work together to see our College is as safe as possible

PENSACOLA STATE COLLEGE

HURRICANE PREPAREDNESS ON CAMPUS

EMPLOYEE AWARENESS

www.pensacolastate.edu

PENSACOLA STATE COLLEGE

EMPLOYEE INFORMATION for HURRICANE PREPAREDNESS

This Pensacola State College Employee Information brochure of tips on how to prepare for the June 1 - November 30 hurricane season was compiled by the Pensacola State College Public Safety Department in an effort to assure that all employees know what steps to take in the event of a threat of a hurricane.

Should the threat of a hurricane affect our area, or the immediate surrounding area, the President of the Pensacola State College will declare if, and when, the College will be closed. The following information is being made available to you to answer any questions you may have as to what steps you should take to assure your safety and the safety and security of the College and College property.

Pensacola State College is not a designated evacuation shelter and is not equipped to handle emergencies associated with a hurricane. A list of shelters is available, by request, from the college Public Safety Department.

Department heads and instructors may request special training classes for their employees and students on how to prepare for a hurricane. If you are interested in this service, contact the college Public Safety Department at 484-2500.

The police department is available to help you with information and suggestions concerning hurricane preparedness for your family. We also maintain a list of volunteers who would like to help in certain areas after a hurricane. Employees interested in being added to this list should submit a memo to the college Director of Public Safety/Chief of Police requesting to be added to this list. Please include any contact information.

FIRST STAGE OF PREPARATION

As soon as a tropical disturbance originates in the Atlantic Ocean or the Gulf of Mexico, the college Public Safety Department begins to monitor weather conditions. A tropical disturbance is the first sign of a potential hurricane. As the disturbance strengthens into a tropical storm (winds of 39 to 73 mph), we begin to track the storm and its direction of travel. At this time, the college President is notified of the storm's status. As the storm's direction of travel indicates that it might head in our direction, the College begins making preparations for the safety and security of college students, employees, and College property.

The college Police Officers and Public Safety Officer, along with Maintenance personnel, combine efforts to ready the College for tropical storm/hurricane conditions:

Custodial closets are stocked with an additional supply of garbage bags to use for covering computers, typewriters, televisions, VCR's, and any other office or lab equipment that should be protected from water damage.

Storm drains are cleared of debris to assure the flow of run-off water from campus parking lots.

Tree branches are trimmed to help deter damage to College buildings.

Emergency equipment, such as barricades, police barrier line tape, safety cones, generators, power tools, first aid equipment, plastic sheeting, and plywood is inventoried and made ready for use.

College vehicles are inventoried, as well as grounds vehicles, and made ready for use.

The college Public Safety Department continues to monitor the storm conditions, reporting the storm's status, as well as the college status, to the college President. When necessary, we begin our second stage of preparedness.

SECOND STAGE OF PREPARATION

The second stage of preparedness begins before the imminent threat of a tropical storm or hurricane reaches the Pensacola area and prior to the time a hurricane watch is issued for our area. The college President, along with his designees and the Director of Public Safety/Chief of Police, meet to decide when to close the College and to determine what additional preparations need to be made. Prior to this meeting, there has been a constant, close monitoring of storm conditions and area emergency management plans by each person involved in this decision making process. At this point, the PJC President announces when the College will officially close to students and non-essential personnel. Non-essential personnel are employees who are not needed to help secure the College and College property.

Official notice that the College will close, and at what time the College will close, will be announced by the following:

1. E-mail on the College computer system
2. WCOA-AM Radio 1370
3. WEAR-TV 3

College officials, Police Officers, Public Safety Officers, Maintenance personnel, and all other essential personnel will then continue to monitor the storm, secure the College, assist with the evacuation of students and employees, and secure the College. Once the College is secure, all essential personnel, with the exception of the police officers, are sent home to secure their families and homes. These measures are taken on all campuses and centers.

College Police Officers and Public Safety Officers are sent home in shifts to allow them to secure their families and homes. Once secure, the officers return to campus to monitor conditions at the College throughout the storm.