

# PENSACOLA STATE COLLEGE

## HURRICANE PREPAREDNESS ON CAMPUS

### EMPLOYEE AWARENESS

This Pensacola State College Employee Information brochure of tips on how to prepare for the June 1<sup>st</sup> thru November 30th hurricane season was compiled by the Pensacola State College Police 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.

PSC 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 Pensacola State College Police 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 at 484-2500.

Pensacola State College 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 Pensacola State College Police Department 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, Pensacola State College Police 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 the College students, employees, and College property.

The College police officers, 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.

Pensacola State College Police Department continues to monitor the storm conditions, reporting the storm's status, as well as 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 College 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, Pensacola State College police 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.

The College police 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.

## **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.

## **AFTER THE STORM**

The College will remain closed to **ALL** employees until an immediate danger assessment is made by the College police officers and reported to the President. The Director of Plant Operations will then conduct a damage assessment before any cleanup 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 Pensacola State College Police 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.

# PROTECT YOUR HOME

The only way to reduce the devastation of a hurricane is to be prepared. The more you prepare, the better your chances of reducing suffering and risk for you, your family and your community. Florida is the third most populous state in the United States with over 80% of its population within 10 miles of the coast. If you live in Florida, you must plan for hurricanes. A written disaster plan will assist you in survival. Create a Family Disaster Plan by contacting Escambia Emergency Management at 595-3311.

Identify your evacuation zone and level to determine if and when you would have to evacuate. Always be prepared for one hurricane category higher than the one being forecast, as a hurricane often increases in strength just prior to making landfall. If the storm suddenly upgrades, you will not have time to change your plans as winds will have already reached speeds that will make travel unsafe. Remember, if you live on high land, surrounded by lower areas that may be subject to flooding, you should plan to evacuate.

## How should I prepare for a hurricane?

Plan ahead. Do the following **now**:

- **Trim** dead tree branches regularly.
- **Check** your flood insurance.
- **Learn** safe routes inland.
- **Plan** your route.
- **Test drive** your route.
- **Develop** a plan to take care of your pets.
- **Prepare** updated emergency kits containing items needed for during and after the storm.
- **Store** valuable papers and treasured photographs in waterproof containers.
- **Buy** materials to cover glass and brace large doors, including your garage door.
- **Inspect** your roof and attic to determine if you need additional bracing.
- **Have** enough food and water to last at least three days without electric service.
- **Buy** foods that can be eaten without cooking or heating and that don't require refrigeration.
- **Know** the difference between a hurricane watch and a hurricane warning.

A **hurricane watch** means hurricane conditions threaten our area within **24-36 hours**.

A **hurricane warning** means hurricane conditions may arrive in our area within **24 hours or less**.

## What should I do during a hurricane watch?

- Monitor **local** media.
- Fuel your vehicles.
- Secure loose items.
- Cover windows.
- Review your evacuation plan.
- Secure or move your boat.
- Turn refrigerator and freezer to full cold.

## What should I do during a hurricane warning?

- Keep watching storm information.
- Finish covering windows.
- Have a battery-operated radio on hand.
- Evacuate mobile homes.
- Store drinking water.
- Locate flashlight and batteries.
- Rely on local **official** information sources—1370 AM, 88.1FM, or TV channels 3, 5, 11, or 15.

**Escambia County Emergency Preparedness announces a special Citizen Information Line you may call to get answers to your questions during a storm. Local official news media sources will broadcast the number.**

## SHOULD MY FAMILY EVACUATE...

### If you evacuate:

- **Unplug** appliances (**not** refrigerator and freezer).
- **Take** disaster supplies.
- **Elevate** furniture if flooding is possible.
- **Implement** lodging arrangements for your pets.
- **Tell** someone outside storm area where you will be.
- **Turn** off water.
- **Take** valuable papers and treasured photographs.
- **Lock up** and leave.
- **Avoid** flooded roads.
- **Look** for washed-out bridges.

### ...STAY HOME...

Stay home **only** if you live **outside** evacuation areas **and** you **don't** live in a mobile home.

Stay inside away from windows. Basements, interior bathrooms, closets, or hallways offer your family the best protection inside your home during a storm.

If you lose power, turn off air conditioners, water heaters and major appliances (except refrigerators and freezers).

Have enough water for everyone. You need one gallon of water per person for each day.

### ...OR GO TO A SHELTER?

Emergency Management officials will announce which locations will be open as shelters for lodging both during and after the storm. Remember to take medicines, blankets, pillows, and sleeping bags with you. Pets are not allowed in public shelters.

### If you are going to any shelter, take:

- Cash
- Portable radio
- First Aid Kit
- Bottled water
- Snack foods
- Sandwich bread
- Juice
- Peanut butter
- Canned/dried foods
- Special dietary foods
- Paper plates
- Foam cups
- Paper towels
- Plastic cutlery
- Sterno or camp stove/matches
- Manual can opener
- Flashlight and extra batteries
- Blankets or sleeping bags
- Property insurance papers
- Baby food/diapers
- Two-week medicine supply
- Four days' worth of clothing
- Books, cards, games, and children's toys
- Glasses, checkbook, credit cards, driver's license

## WHEN CAN I GO HOME?

Only after authorities issue an “all clear.” Drive only if necessary and avoid downed power lines. Enter your home with caution. Open windows and doors. Check refrigerated foods for spoilage. Don’t drink tap water until it has been declared safe. Beware of snakes or other animals. Be patient - it could take several weeks to restore services and clear roads. It may take several weeks or months to clear all debris.

## HOW LONG WILL MY POWER BE OFF?

All reasons why power is off must be addressed before power can be restored. **Don’t try to solve problems yourself.** Take steps to help the power company. If the power is off, turn off air conditioners, large appliances, water heaters, and other devices that use a lot of electricity. Do this before power is restored. If the power stays on, then turn on these devices one by one. If you have access to a small generator, hook it to your refrigerator or freezer to preserve food. Never hook a generator to the home’s electric wiring. Instead, connect the refrigerator, freezer, or other appliances directly to the generator itself. Otherwise, you could kill a worker trying to restore power.

## SHOULD I LEAVE IF I LIVE OUTSIDE THE EVACUATION AREA?

If you live in an evacuation area, **leave as soon as you can** if an evacuation is likely. Second, you should **not stay in mobile, modular, or manufactured homes** during hurricane conditions, no matter where you may live in Escambia County or Santa Rosa County.

If you live in a sturdy home, outside evacuation zones and flood-prone areas, it may be safe for you to stay home during a hurricane. However, if you have trees so near that one might blow down through the roof, you may want to consider leaving. Otherwise, you may be able to safely stay in your home, provided you have prepared the structure for high winds. This means taking steps to keep the wind from getting inside your home. Cover your windows, patio doors, and French doors with shutters or plywood and brace your garage door.

You can also help strengthen the support system for a roof. This is particularly important if you have a gabled roof with ends looking like the letter “A.” An excellent brochure entitled “**Against the Wind**” clearly illustrates how to add bracing to the attic to help prevent roof loss. (These brochures are available at Pensacola State College Police Department, Pensacola campus.) Modifications to strengthen the roof can be easily done by “do-it-yourselfers” with basic carpentry tools. If you are working in your attic, you should wear protective clothing, eye protection, and a dust mask. In attics without floors, be careful to walk only on joists or install boards wide enough to walk on as you work.

## HOW DO I HELP CHILDREN COPE WITH DISASTER?

In a disaster, children look to adults for help. How adults react to emergency situations gives children clues on how they should act. If adults react with alarm, then children may become more frightened. Children see fear in adults as proof that danger is real. Adults’ words and actions can reassure children that everything will be dealt with in a competent manner. Remember that a child who feels afraid is afraid.

### After a disaster:

- Keep the family together.
- Encourage children to talk.
- Calmly explain the situation.
- Include children in recovery activities.

### Then:

- Develop and practice a Family Disaster Plan.
- Explain how to call 9-1-1 for help.
- Help your child memorize important family data.
- Teach your child to recognize danger signals.

We hope these tips will allow you to successfully prepare for hurricanes that may threaten our area. Remember that plans must be made now when threat is not imminent. Waiting too late will not allow you to adequately address a crisis situation. When you know you have done all you can to protect your family, disaster preparedness will give you a tremendous peace of mind. Call Pensacola State College Police Department at 484-2000 for more information.

Prepared by Pensacola State College Police Department with thanks to Escambia County  
Emergency Preparedness.

## YOU AND YOUR PETS

### CARE DURING A HURRICANE

The only way to reduce the devastation of a hurricane is to be prepared. The more you prepare, the better the chances of reducing suffering and risk for you, your family, your pets, and your community. While 38 percent of U.S. households have children, 43 percent have pets. Florida is the third most populous state in the U.S. with over 80 percent of its population within 10 miles of the coast. There is no geographical point in Florida that is far from the salt water. If you live in Florida, you must plan for hurricanes. That planning should include your pets. Any disaster that threatens humans, threatens animals as well.

### WHY PET OWNERS MUST PLAN

**Public shelters will not accept pets. If you wait until the last minute to evacuate, you may have no choice but to go to a public shelter. If such a situation should force you to leave pets behind, prepare children and other family members to the fact that pets may not survive or may be lost before you are able or permitted to return to your home. There is no way to know how long it will be before you are permitted back after the storm.**

Frightened animals quickly slip out open doors, broken windows, or other damaged areas of your home exposed by the storm. Released pets are likely to die from exposure, starvation, predators, contaminated food and water, or on the road where they can endanger others. Even normally friendly animals of different species should not be allowed together unattended since the stress of the storm may cause distinct behavior changes

### DEVELOP YOUR WRITTEN PLAN NOW

A written disaster plan will help you and your pets survive. Identify your evacuation zone and level to determine if and when you would have to evacuate. Always be prepared for one category higher than the one being forecast. Hurricanes often increase in strength prior to making landfall. If the storm suddenly upgrades, you will not have time to change your plans as winds will have already reached speeds that will make travel unsafe.

### IF YOU MUST EVACUATE

Your goal should be to evacuate to a safe location close to home. Long-distance evacuation is not recommended, as highways will be crowded. Friends or relatives in a safe area are the best choice. The comfort of knowing you are safe together, far outweighs any inconvenience,

If friends or relatives are unable to house **both** you and your pets, arrange shelter for your pets at a veterinarian or kennel close to your evacuation location. This will allow you to have as much contact with the animals as possible. You and your pets will fare better if you are together.

If you plan to go to a motel, determine in advance whether pets are welcome and if any special rules are applicable. The Escambia County Animal Shelter has a list of motels that accept pets in an emergency.

All animals should have secure carriers (or collapsible cages for large dogs) as well as collars, leashes, and rabies tags. Carriers should be large enough for the animals to stand comfortably and turn around.

Train your pets to become familiar with their carriers ahead of time. The carrier will then be a secure and comforting refuge. The animal may be required to live in the carrier for days – even weeks – after the storm.

Before hurricane season begins on June 1, make sure all your pets have current immunizations and take these records with you if you must evacuate.

Photograph each of your pets annually. Include these pictures with immunization and other medical records.

Your pet survival kit should include ample food (at least a one-week supply), water and food bowls, medications, specific care instructions, newspapers and plastic trash bags for waste, brushes, combs, other hygiene items, toys and other comfort items, and muzzles, if necessary. A manual can opener is a necessity. Ask your veterinarian for emergency care recommendations.

If you plan to shelter your pets at a kennel or clinic, call ahead to determine if space is available. Allow sufficient time to travel from the kennel to the evacuation location. Make certain your pets are secure.

Throughout the evacuation and storm, your pets will need reassurance from you. Remain calm, keep as close to their routine as possible, and speak to them in a calm reassuring voice.

## IF YOU CAN STAY AT HOME

It is just as important to adequately plan for your pets even if you don't have to evacuate. Carriers, **collars with proper ID**, and leashes should be maintained for your pets at all times.

Your pets will be most comfortable and secure in a safe area of your home until the storm has passed. If they are not secured during the storm and your house is damaged, your pets may escape and become disoriented as normal landmarks and scent trails could be obliterated. If your pets become lost, proper ID will ensure their return.

Place pet food and medication in watertight containers in a cool, dry, dark place. Store adequate water for your pets. Your water source may become contaminated. (To purify water, add two drops of household bleach per quart of water, mix, seal tightly, let stand for 30 minutes before drinking.)

If you bring plants into the home before a storm, be careful not to allow pets access to them since many ornamental plants are poisonous.

## AFTER THE STORM

Walk your pets on a leash until they become re-oriented to their home. **CAUTION:** Downed power lines and other debris pose real dangers to you and your pets. Do not allow pets to consume food or water which may have become contaminated. Be extremely careful in using candles or oil lamps, particularly around pets. Never leave candles or oil lamps unattended.

When you know that you have done everything you can do to protect **all** members of the family, disaster preparedness will give you tremendous peace of mind.

## FARMS AND DISASTER PREPAREDNESS

All pet owners know they need to make arrangements for their pets if the family decides to evacuate and head to a public shelter where pets cannot go. But what about your livestock? During South Florida's 1992 Hurricane Andrew, the **leading causes of death** among large animals were:

- Collapsed barns
- Electrocutation
- Kidney failure from dehydration
- Broken fences, allowing animals to wander onto roads

The safest place for large animals in a storm is a large, open pasture. Ideally, such a pasture should be:

- \* Free of exotic trees
  - Free of overhead power lines
  - Free of wind-driven debris
  - A mix of low and high areas
- Enclosed by woven-wire fencing If you do decide to stay on your property during a hurricane, you should take several steps to minimize the damage potential during and after a major storm.
- **Install** a hand pump on your well now.
  - **Fill** outside vessels with water.



- **Shut off** electric breakers.
- **Use** chlorine bleach to purify water (two drops per quart).
- **Close** gas and water valves.
- **Store** a two-week supply of feed and medication in waterproof containers.
- **Get** mobile home tie downs for livestock trailers and other vehicles.

Next take steps to secure your land. Start with the farthest point and move in toward the house, listing everything that must be done. **Think debris!** Take down and secure everything that you can.

\***Turnover** and tie down picnic tables, benches, and anything else that is too large to move.

\***Chain** your propane tank to the ground and label it “PROPANE.”

\***Take pictures or video** of your property and animals for insurance purposes. Take this documentation with you. **If you plan to move livestock**, start doing it three days before the storm is due to hit. Make sure all vaccinations are current. **Contact** out-of-town friends and relatives as well as local neighbors and let them know about your plans.

### SUMMARY OF KEY CONSIDERATIONS:

Make sure all pets are wearing proper identifications. If you get separated, it will be their ticket home.

Get pets inside and under control when a warning is announced. Do **not** leave a dog tied outside in hurricane weather.

If you evacuate to somewhere other than a public shelter, **TAKE YOUR PET**. (If conditions are dangerous for you, they are dangerous for your pet.)

If you take your pets with you, make certain they are wearing collars with identification tags. For their care, also take:

- A pet carrier properly sized to hold them.
- Food and water bowls.
- A one-week supply of dry food.
- Water in plastic bottles.
- Pet medication and pet health records.
- Leashes (muzzles, if necessary).
- Newspapers, plastic bags, and paper towels for cleanup.
- If you **MUST** leave your pets behind:
- Ensure they have access to a safe room with no windows but with adequate ventilation (for instance, a bathroom or utility room).
- Leave enough food for at least three days.
- A sufficient supply of water is critical.
- If your area might be flooded, provide access to elevated spaces or counters.
- **Do not** leave cats and dogs in the same space – even if they have been friends.

Prepared by Pensacola State College Police Department with thanks to Escambia County Animal Control