

Plaquemines Parish School Board

Recommendations and Plans

For Preparation, Response and Recovery from A Hurricane



2015 Hurricane Season

Denis Rousselle, Superintendent



Plaquemines Parish School Board
Hurricane Disaster Preparedness, Response and Recovery Plan
(Alphabetized by department or support service)

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**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Administrative Response Team

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Establish the different procedures for responding to an approaching Tropical Storm or a Hurricane in the Gulf.		Superintendent and Staff
Prepare and deliver an Annual Hurricane In-service for all faculties and staff.		Safe Schools Coordinator
Obtain a list of cell phone numbers, especially of key personnel, for text messaging communication.		Superintendent Safe Schools Coordinator
Prepare a phone tree to facilitate communication before, during and after a storm.		IT Director/Staff/Principals
Compile the list of Key Personnel who will serve as the Response Team during and after a storm.		Superintendent Safe Schools Coordinator
Prepare Emergency Kits for vehicles returning after a storm for recovery assessment.		Safe Schools Coordinator
Identify the possible Gathering Sites for Key Personnel for recovery tasks after a storm.		Superintendent Directors
Obtain Authorization Certificates for Key Personnel from Parish authorities for re-entry after storm.		Superintendent Safe Schools Coordinator
During Hurricane Response	(✓)	Person(s) Responsible
When a Named Storm enters the Gulf, activate the immediate preparation plans for an evacuation.		Superintendent Safe Schools Coordinator
Establish communication with WWLTV & Radio, and facilitate website communication ASAP. Use the PPG Website to send updates.		Director of Student Services
Meet as a Response Team to monitor storm progress and maintain immediate and continuous communication with Parish Officials.		Superintendent/Response team
Maintain communication with Board Members.		Superintendent
Name the Gathering Site where Key Personnel will gather when an evacuation has been called.		Superintendent

During Hurricane Response (continued)	(✓)	Person(s) Responsible
Instruct Administrators at each facility to obtain a list of intended evacuation locations for each employee.		Superintendent/Supervisors
Monitor Storm Progress and advise Principals regarding the closing of schools.		Superintendent Safe Schools Coordinator
When storm path warrants evacuation, advise all facilities to complete evacuation procedures.		Superintendent
If Belle Chasse is evacuated, advise Response team to complete personal evacuation and move to named gathering site for post storm response.		Superintendent
Maintain communication through cell phones, text messaging and satellite radio provided by Parish.		Response Team
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Post communication procedures for all employees to School Board website; establish one point of contact and request immediate contact to report status.		Response Team
Instruct all Key Personnel as to recovery status of the Parish and when re-entry is possible.		Superintendent Safe Schools Coordinator
If necessary, begin to use alternative facilities, and keep employees informed of how to respond.		Superintendent
Send Tier Two Response Team members into the parish for Assessment of facilities. Authorized vehicles and personnel should convoy for re-entry.		Superintendent/Team
After Assessment, determine work to be done and name staff responsible for tasks at each facility: clean-up, repair, resumption of operations.		Response Team
Maintain communication updates to all personnel through website, e-mail, phone, radio and TV.		Superintendent Director of Student Services

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Business Office

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Backup essential computer files; evacuate with backed up files.		All Employees
Load all payroll documents and accounts payable documents with Alio-including payroll checks, paper for direct deposits, employee calculation sheets, and accounts payable checks.		Director of Finance Chief Accountant
Transport payroll documents and checks to disaster recovery site.		Director of Finance Chief Accountant
Notify Personnel Director and /or Director of Finance & Management as to location and contact numbers.		All Employees to direct supervisors
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
Contact Business Office employees & check on status.		Director of Finance Chief Accountant
Determine if recovery operation can begin at the office or if an alternate location is needed; communicate to employees time frame and sites for beginning operations		Director of Finance Chief Accountant
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Payroll <ul style="list-style-type: none"> ▪ Check status of banks for direct deposit. ▪ Order payroll checks if direct deposit not available. ▪ Prepare payroll. 		Director of Finance & Management, and Payroll Specialist
Accounts Payable Prepare Payments to vendors as needed.		Chief Accountant & Accounts Payable Clerk

Business Office (Cont.)

Post-Hurricane Recovery (continued)	(✓)	Person(s) Responsible
Insurance <ul style="list-style-type: none">▪ Verify that the health insurance company is operational to approve medical coverage.		Health Insurance Specialist
General Business Office <ul style="list-style-type: none">▪ Contact Sales Tax department for revenue projections.▪ Contact SDE for projections of State Funding.▪ Review effectiveness of hurricane preparedness and recovery plan.		Director of Finance

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Child Nutrition Department

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Create two backups of Data on file server, Nutrikids for Windows, POS, and Inventory. Take one offsite and lock the other in a file cabinet.		Child Nutrition Staff
Call Vendors to reschedule pending orders.		Child Nutrition Staff
Ensure that all keys for all cafeterias, and equipment, are in the Child Nutrition office.		Child Nutrition Staff
<p>Call all Cafeteria Managers to do the following:</p> <ul style="list-style-type: none"> ▪ Create two backups of Nutrikids for Windows, POS, and inventory-lock one in file cabinet; send the second copy to the Child Nutrition office. ▪ Print two copies of the perpetual inventory, fax one copy to the central office, and take the other offsite. ▪ Place all milk and bread in freezers. 		Child Nutrition Staff Cafeteria Managers “ “ “ “ “
Go to all schools and pick up backups, if time permits		Child Nutrition Staff
Make sure contact information for Cafeteria Managers and Child Nutrition employees are up to date.		Child Nutrition Staff
Keep lines of communication open for further instructions.		Child Nutrition Staff
Order hurricane supplies.		Child Nutrition Staff
Review procedures for shelters and make sure necessary paperwork is in place.		Child Nutrition Supervisor
Move all food from coolers/freezers in lower Plaquemines to Belle Chasse High, if time permits.		Child Nutrition Supervisor

Child Nutrition (Cont.)

Pre-Hurricane Planning (continued)	(✓)	Person(s) Responsible
Make sure the Child Nutrition Staff has ordered hurricane supplies.		Child Nutrition Supervisor
Call Principal and reserve a large room for Child Nutrition Staff		Child Nutrition Supervisor
During Hurricane Response (if shelter is opened)	(✓)	Person(s) Responsible
Oversee feeding of evacuees; keep track of expenses, paperwork and the number of people being fed; prepare food; prepare accurate production records.		Child Nutrition Supervisor Child Nutrition Staff
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Child Nutrition Central Office <ul style="list-style-type: none"> ▪ Contact immediate supervisor to receive instructions. ▪ Contact Cafeteria Managers (if they have not already called in) ▪ Contact Vendors to have orders delivered. ▪ Start computers up and make sure network is functioning properly. 		Child Nutrition Supervisor/Child Nutrition Staff
Cafeterias <ul style="list-style-type: none"> ▪ Contact the Child Nutrition office within 48 hours after disaster has occurred for instructions. ▪ Contact all employees to give an update on the situation. ▪ Take an accurate physical inventory upon return; forward new inventory to Child Nutrition office. 		Cafeteria Managers Cafeteria Managers Cafeteria Managers

Child Nutrition (Cont.)

Post-Hurricane Recovery (continued)	(✓)	Person(s) Responsible
<p>Cafeterias (continued)</p> <ul style="list-style-type: none"> ▪ Enter all meals that had not been entered prior to evacuation. ▪ Enter all invoices that had not been entered prior to evacuation. ▪ Complete all production records that had not been completed before evacuation. ▪ Print a perpetual inventory after all production records have been completed. ▪ Identify and highlight all items that appear on the perpetual inventory, but do not appear on the physical inventory. ▪ Inventory all spoiled food; send a copy to the Child Nutrition office. ▪ Complete all reports. ▪ Place orders for needed supplies. ▪ Report all information to Supervisor of Child Nutrition. ▪ Discard all spoiled food from coolers and freezers. ▪ Wash walls, shelving, floors, etc. with warm soapy water. ▪ Rinse all walls, shelving, floors, etc. with a mixture of water and bleach. (Add 1 oz. bleach to one gallon of water) 		<p>Cafeteria Managers</p> <p>Cafeteria Managers</p> <p>Cafeteria Managers</p> <p>Cafeteria Managers</p> <p>Cafeteria Managers</p> <p>Cafeteria Managers</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>Child Nutrition Technicians</p> <p>Child Nutrition Technicians</p> <p>Child Nutrition Technicians</p>

**Plaquemines Parish Public Schools
Hurricane Disaster Preparedness and Recovery Plan**

Curriculum, Instruction and Assessment

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Back up files <ul style="list-style-type: none"> ▪ Develop directions for backing up files ▪ Purchase USB Flash Drives ▪ Take master files (e.g., district assessments, Textbook inventory, Pupil Progression Book, the various Handbooks, Homeless & Residency) on CD or place all on USB Flash Drives 		Dir. Curriculum/Instruction Curriculum Supervisor Curriculum Specialists Secretaries
Move important records away from windows.		All C & I Staff
Identify and Secure essential printed records. Designate person/persons who will take essential records with them.		C & I Staff Elementary and High School Directors
Get contact information for administrators, teachers and students in summer programs (e.g., LEAP Summer School, high school summer school).		Director, Summer School Principals
Identify phone numbers for out-of-parish relatives and friends of C & I Staff members.		C & I Staff
List major priorities to be addressed upon return (All C & I members).		All C & I Staff
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
❖ Maintain communication, if possible.		All C & I members
❖ Contact consultants to cancel workshops.		Contact Person for each Workshop

Curriculum, Instruction and Assessment (Cont.)

Post-Hurricane Recovery	(✓)	Person(s) Responsible
Establish a designated time and place to meet.		Curriculum Director
Survey current status of textbooks and other instructional materials.		Director of Elem. Education Curriculum Specialists
Survey offices to identify and document losses/damages.		All C & I Staff members
Stay flexible and offer help where needed.		All C & I Staff members
Assist schools in surveying damage and with recovery.		All C & I Staff members
Discuss with Superintendent the issues related to Child Welfare for evacuees entering our system.		Superintendent Supervisor of Child Welfare and Attendance
Establish contact with families of Home School.		Curriculum Specialists
Distribute district news regarding registration to parents of student evacuees.		Dir. Curriculum/Instruction
Arrange for all necessary personnel to assist with re-enrollment process: nurses, transportation, and other school personnel.		Dir. Curriculum/Instruction All C & I Staff Members
Establish procedures for timely testing of non-public and home school students who transfer to the district.		Dir. Curriculum/Instruction
Investigate the residency of students and notify schools of follow-up action.		Dir. Of Student Services Supervisor of Child Welfare and Attendance
Contact State DOE regarding compiling the data needed for state audit of displaced students		Dir. Of Student Services Supervisor Child Welfare/Att
Identify needs (e.g., housing) of employees		All C & I Staff Members
Retrieve files that have been backed up: Textbook inventory, Pupil Progression Book, Substitute Teacher's Handbook, 504 Handbook.		Dir. Curriculum/Instruction

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Distribution Center/Warehouse

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Review pre-disaster conditions with other employees of facility.		Supervisor
Bring in empty pallets and other loose items.		Supervisor/ Staff
Ensure all items are on pallets; leave nothing on the floor; move textbooks to higher level if possible.		Supervisor/ Staff
Update inventory of current contents of warehouse.		Supervisor/ Staff
Back up essential computer files.		Supervisor/ Staff
Take copy of backup offsite.		Supervisor
Verify employee contact numbers.		Supervisor
Instruct employees to contact supervisor with their destination plans and to check in periodically.		Supervisor
Contact immediate supervisor and make him aware of evacuation plans and contact information.		Staff
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
Establish communication with employees and supervisor.		Supervisor and Staff
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Upon return, evaluate and document damage and immediate needs.		Supervisor and Staff
Check inventory against final inventory before event.		Supervisor and Staff
Report any discrepancies to superintendent and other authorities.		Supervisor
Prepare for “business as usual” ASAP.		Supervisor and Staff

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Head Start and Nurses

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Encourage nursing personnel to be a member of Crisis Response Teams at assigned school.		Nurse Supervisor
Train personnel in first aid procedures.		Head Start Dir/Nursing Staff
Make sure all schools assigned have current phone numbers (home, cell)		Nurses/ Head Start Staff
Update school emergency phone list which includes Head Start/nurses		School Office Specialists
Secure all equipment.		Head Start Staff/Nurses
Back up essential computer files on USB Flash Drive.		Head Start Staff/Nurses
List items to be taken.		Head Start staff/Nurses
Get contact information for personnel.		Head Start Director/staff
Identify phone numbers for out-of town relatives and friends. Share this information with one another.		All Staff
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
Contact the Headstart Staff and Nurses to assess needs.		Head Start Director
Utilize internet websites – school system and parish government.		Head Start staff/Nurses
Listen to WWL (870) for updates.		Head Start staff/Nurses
Maintain communication.		Head Start staff/Nurses
Contact Dallas office and Child Plus contact person for student records.		Head Start Director

Establish contact with families of Head Start children.		Head Start Staff
Survey losses and document.		Head Start Dir/Staff
Identify needs of employees and assist when possible.		Head Start Director
Assess displaced students for special medical needs at all school sites.		Nurses
Review mandatory dates for State reports and discuss with staff.		Head Start Director
Participate in district-wide placement of students and prepare a list of required immunizations.		Nurses

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Human Resources/Personnel

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Send email to all supervisors/principals requesting that they review employee contact procedures and have up-to-date contact numbers for their staff members. This will be provided in a digital format.		Director
Direct Personnel staff to backup all essential computer files.		Director
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
Seek and establish communication with Personnel department members.		Director
Seek and establish communication with Executive Staff.		Director, Assistant
Seek and establish communication with principals and key supervisors.		Director, Assistant
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Assess initial impact on Human Resource needs for district.		Director, Assistant
Secure relocation site, if needed, and set up temporary worksite.		Director, Assistant
Order hardware and basic operational materials.		I.T. Director, Assistants
Establish contact with principals and other supervisors to begin process of assessing staffing needs.		Director, Assistants
Compile list of displaced teachers from district and continue communication regarding their return to district.		Director, Assistant

Human Resources (Cont.)

Post-Hurricane Recovery (continued)	(✓)	Person(s) Responsible
Continue to counsel employees as to options with regard to their employment status if they are not able to return to work for an extended period of time.		Director, Assistant
Attend principals'/supervisors' meeting during initial weeks following disaster to serve as a resource and to gain better perception of their needs.		Director, Assistant
Reflect on action plan and revise during process as well as afterward.		Entire Staff

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Information Technology Services

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Insure direct communication capability among all I.T. staff.		I.T. Director and Staff
When a named storm is in the Gulf, facilitate meetings to discuss assignments and plans for recovery.		I.T. Director
Take action to prepare system backups for transport to alternative site/location.		I.T. Staff
Essential systems that will be backed up are: Alio, PowerSchool, Individual and Shared User Drive Data, and Microsoft Active Directory Information.		I.T. Staff
Notify Excel Software Professionals in Baton Rouge of pending disaster.		I.T. Director
When storm path is toward central Gulf Coast: Backup all essential data and prepare for online data transfer. Instruct school staff to follow hurricane instructions - unplug computers/peripherals and move them away from windows before they leave the school.		I.T. Director
When we are in the projected cone and storm is immanent: At the WCO data center, verify all essential data was backed up and shutdown all technology equipment.		I.T. Staff
Ensure that travel reservations and accommodations have been made and confirmed.		I.T. Staff
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
Notify administrators of status of data center, etc.		I.T. Director and Staff
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Set up temporary work area within the recovery site.		I.T. Director and Staff

Setup phone lines and internet connections for the recovery/alternate site.		I.T. Director and Staff
Notify district personnel using the district website (www.ppsb.org) and district e-mail of disaster recovery plans.		I.T. Director, Staff, Administrators and Webmasters
Setup computer systems with the most recent set of backups available.		I.T. Staff
Instruct administrative personnel on procedures to access restored data and mission critical applications.		I.T. Staff
Operate and maintain all I.T functions of the recovery/alternate site.		I.T. Staff
Establish plans to return to pre-disaster levels of facilities, equipment, supplies, etc.		I.T. Director and Staff
Review the effectiveness of the disaster plan as carried out.		I.T. Director and Staff

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Maintenance and Facility Services

Pre-Hurricane Planning	(✓)	Person(s) Responsible
<p>Administrative (site)</p> <ul style="list-style-type: none"> ▪ Review disaster prep/recovery plans with site administrators. ▪ Check emergency phone/radio (cell phone) with site administrators. ▪ Determine emergency custodian for site with administrator. ▪ Secure emergency entry keys to site from administrator. 		Maintenance Supervisor
<p>All Groups: Custodial, Distribution, Child Nutrition, Maintenance, Transportation</p> <ul style="list-style-type: none"> ▪ Review disaster prep/recovery plans with all groups. 		Respective Supervisor
<p>All Groups: Distribution, Child Nutrition, Maintenance, Transportation</p> <ul style="list-style-type: none"> ▪ Review use of cell phones/walkie talkies with all groups. 		Respective Supervisor
<p>Custodial</p> <ul style="list-style-type: none"> ▪ Review procedure to document pre-disaster conditions with custodians. <ul style="list-style-type: none"> – Building Contents and Building Interiors 		Maintenance Supervisor
<p>Maintenance</p> <ul style="list-style-type: none"> ▪ Organize emergency maintenance crews. ▪ Review procedure to back up/secure files (inventory) with crews. ▪ Review procedure to check vehicles/machinery for emergency use. ▪ Review procedure to document pre-disaster conditions with crews. <ul style="list-style-type: none"> – Buildings' Exterior & Grounds – Special Systems (Fire Alarm, PA, Security Alarm) – Telephone – Utilities (Electricity, Gas, Water) 		Maintenance Supervisor

Maintenance and Facility Services (Cont.)

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Disaster Preparation Meeting (48 hours prior to event)		Director of Facilities Maintenance Supervisor
Administrative (site) <ul style="list-style-type: none"> ▪ Contact/contract vendors for building cleaning. ▪ Notify all groups to document pre-disaster conditions of site. ▪ Review disaster prep/recovery plans with site administrators. ▪ Test emergency phone/radio (cell phone) with administrators. 		Maintenance Supervisor
All Groups: Custodial, Distribution, Child Nutrition, Maintenance, Transportation <ul style="list-style-type: none"> ▪ Review Disaster Preparation and Recovery Plan with all groups. 		Respective Supervisor
Custodians <ul style="list-style-type: none"> ▪ Contact/organize emergency custodian at each site. ▪ Secure site for disaster conditions. ▪ Check/document pre-disaster conditions of site. <ul style="list-style-type: none"> – Building Contents – Building Interior ▪ Prepare site for possible use as shelter. 		Maintenance Supervisor Emergency Custodians
Maintenance <ul style="list-style-type: none"> ▪ Contact/contract vendors for debris removal. ▪ Contact/organize emergency employees. ▪ Back up all files; arrange for safekeeping. ▪ Purchase/stock materials/supplies needed for emergency use. ▪ Secure all sites. ▪ Check/fuel/charge vehicles/machinery needed for emergency use. ▪ Check/document pre-disaster conditions of all sites. <ul style="list-style-type: none"> – Buildings' Exterior & Grounds – Special Systems (Fire Alarm, PA, Security Alarm) – Telephone – Utilities (Electricity, Gas, Water) 		Maintenance Supervisor Maintenance Personnel

Maintenance and Facility Services (Cont.)

During Hurricane Response	(✓)	Person(s) Responsible
Establish communication with Superintendent/Staff. Schedule Disaster Recovery Meeting (ASAP after event).		Maintenance Supervisor
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Administrative (site) <ul style="list-style-type: none"> ▪ Contact/contract vendors for building cleaning, if needed. ▪ Notify all groups to document post-disaster conditions of site. ▪ Review Disaster Recovery Plan with site administrators. ▪ Test use of emergency phone/radio (cell phone) with administrators. 		Maintenance Supervisor
Custodians <ul style="list-style-type: none"> ▪ Contact/organize emergency custodian at each site. ▪ Check/document damage to site; report information to supervisor. <ul style="list-style-type: none"> – Building Contents – Building Interior ▪ Clean interior of buildings. 		Maintenance Supervisor Emergency Custodian
Maintenance <ul style="list-style-type: none"> ▪ Contact/contract vendors for debris removal, if needed. ▪ Contact/organize emergency employees. ▪ Check/document damage to site; report information to supervisor. <ul style="list-style-type: none"> – Buildings' Exterior & Grounds – Special Systems (Fire Alarm, PA, Security Alarm) – Telephone – Utilities (Electricity, Gas, Water) ▪ Repair/clean areas of responsibility. <ul style="list-style-type: none"> – Buildings' Exterior & Grounds – Special Systems (Fire Alarm, PA, Security Alarm) – Telephone – Utilities (Electricity, Gas, Water) 		Maintenance Supervisor Maintenance Personnel
Schedule meeting to evaluate effectiveness of hurricane preparedness and recovery plan.		Maintenance Supervisor

**Plaquemines Parish Public Schools
Hurricane Disaster Preparedness and Recovery Plan**

Public Information Function

Prior to Hurricane Season	(✓)	Person(s) Responsible
Verify validity of all media contact information, including alternate phone numbers/locations of media in case of evacuation		Director of Student Services
Verify validity of contact information for representatives from surrounding school districts (i.e., Jefferson, Orleans, St. Tammany, St. Bernard, St. Charles, and the State Department of Education).		Superintendent's Secretary
Inform Board members and Executive Staff of past storm effects on facilities and operations.		Superintendent/Staff
Determine legalities of roles/responsibilities of personnel employed jointly by the parish and school system.		Human Resources Director
Distribute employee information verification letters three times per year: August (first day for teachers), January (first school day in month), and May (first school day in month).		Human Resources
Determine and Train all staff who will post emergency information to website and develop a simple checklist of instructions.		I.T. Director, Administrators and Webmasters
Train all staff who will post emergency information on Channel 4 and develop a simple checklist of instructions.		Director of Student Services
Develop binders with the checklist instructions and copies of directories for staff and media phone numbers.		Safe Schools Coordinator

Public Information Function (Cont.)

Pre-Hurricane Planning (Alert Status)	(✓)	Person(s) Responsible
Contact School Secretaries to gather staff and student contact data.		Human Resources
Obtain frequent updates on storm and communicate storm status to employees.		Superintendent Safe Schools Coordinator
Verify validity of all media contact information, including alternate phone.		Director of Student Services
Verify validity of contact information for representatives from surrounding school districts (i.e., Jefferson, Orleans, St. Tammany, St. Bernard, St. Charles and the State Department of Education).		Director of Student Services
Back up essential computer files.		Department Staff
Review checklists for communication resources (i.e., Channel 8, the website, Connect-ED, etc.)		Director of Student Services secretary
Pre-Hurricane Planning (Upon Evacuation Declaration)	(✓)	Person(s) Responsible
Send a message to employees and parents via email, the website, Channel 4, and the high school signs.		Superintendent/Staff
Give the message for the phone system to the receptionist.		Superintendent/Staff
Send a press release to the media via fax and telephone notifications, including contact names and phone numbers for the Emergency Operations Center.		Superintendent Director of Student Services
Compile evacuation locations and contact information for the Executive Staff and distribute to department staff to include in Hurricane Binders.		Safe Schools Coordinator
Take laptops/USB drives and Hurricane Binders with them during evacuation.		Department Staff
Take a digital and video camera to document damages.		Department Staff

Public Information Function (Cont.)

During Hurricane Response	(✓)	Person(s) Responsible
Keep the Administrative Response Team, Staff and all employees informed of storm status.		Superintendent Director of Student Services
Post-Hurricane Recovery	(✓)	Person(s) Responsible
Communicate parish's assessment of damages to all stakeholders.		Superintendent/Staff
Communicate with surrounding school districts (i.e., Jefferson, Orleans, St. Tammany, St. Bernard, St. Charles, and the State Department of Education) to ensure message consistency.		Superintendent/Staff
Disseminate messages daily regarding status of parish and schools via TV and radio stations, email, website, community billboard, newspaper articles as available.		Response Team
Notify district personnel using the district website (www.ppsb.org) and district e-mail of disaster recovery plans.		Superintendent/Staff
Create and update daily a list of Frequently Asked Questions with answers and distribute the list to the webmasters, all departments, and all work areas.		Superintendent/Staff
Order any requested signage.		Maintenance Supervisor
Select sites for signs for posting information.		Maintenance Supervisor

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

School Sites

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Name members of school response team and identify various responsibilities of each.		Principal
Ensure school radios, Nextel's and 800-trunking radios are fully charged.		School Office Personnel
Take radios and chargers to evacuation destination.		Principal
Cancel after-school activities if storm is in the Gulf.		Principal
Obtain evacuation destination information of staff members, including phone numbers.		School Office Personnel
Stock ample supply of jump drives/disks to back- up all computers.		School Office Personnel
Back up essential computer files.		Technical Site Coordinator
Move important papers/books off the floor and away from windows, textbooks to second floor if possible.		Teachers, Custodial Staff
Secure loose materials/ trash on campus.		Custodial Staff, Groundskeeper, Maintenance
Assure that all windows, doors, vents, shutters, etc. are closed and securely locked.		Custodial Staff, Groundskeeper, Maintenance
Take Plaquemines Parish ID badges when evacuating.		All Staff
Empty all refrigerators, excluding those in cafeteria, and place waste in outside dumpster.		Custodial Staff
Remove all food items from the school and place in dumpster outside of the building.		Custodial Staff
Survey interior and exterior of buildings and report to maintenance any unusual conditions prior to storm.		Administration and Custodial Staff
Turn off Water, Gas, & Electricity except to freezers.		Maintenance staff

Move equipment (tractor, lawn mowers, etc.) to Belle Chasse.		Groundskeeper
Move all cumulative records to Belle Chasse		Counselor
Determine if a custodian is available to return soon after the event.		Principal
Remove live animals from the school.		Teachers
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
Maintain contact with key personnel.		Principal
Contact supervisor or key personnel to obtain directives from Central Office.		Principal
Avoid use of lanterns; torches and lit cigarettes in the building as there may be leaking gas lines or other hazards involving flammable materials.		Custodial Staff, Maintenance
Survey inside and outside of school to assess damage to structure.		Administration, Custodial Staff, Maintenance
Survey inside of building to assess damage to materials, equipment, furniture, supplies, etc.		Administration, Custodial Staff
Report survey findings to Superintendent and Administrative Staff, where appropriate.		Principal
Test PA system, fire alarm and security system.		Principal, Maintenance
Secure inside of buildings to avoid further damage caused by wind/rain (request assistance, if needed).		Custodial Staff, Groundskeeper, Maintenance
Clean yard of debris wherever possible.		Custodial Staff, Groundskeeper, Maintenance
Establish a post disaster answer center for all staff.		Administration
Identify needs of employees and assist if possible.		Administration

**Plaquemines Parish Public Schools
Hurricane Disaster Preparedness and Recovery Plan**

Special Education Department

Pre-Hurricane Planning	(✓)	Person(s) Responsible
Update current cell phone numbers and alternate email addresses.		Staff
Conduct periodic drills and review emergency procedures.		Director of Special Education
Unplug and elevate computers/important items and disconnect all electrical appliances.		Staff
Back up files (including inventory) to flash drives and take with you.		Staff
Post-Hurricane Immediate Response	(✓)	Person(s) Responsible
Check websites (parish/school), radio/TV stations, (especially WWL 870) and newspapers.		Staff
Communicate location to Director of Special Education including address and land-line number.		Staff
Coordinate a core team of mental health professionals to develop a plan of action.		Director of Special Education
Assess displaced students for physical and emotional needs at all school sites.		Director of Special Education

**Plaquemines Parish School Board
Hurricane Disaster Preparedness and Recovery Plan**

Transportation

Pre-Hurricane Planning (Evacuation Order Received)	(✓)	Person(s) Responsible
Review procedure to document pre-disaster conditions with employees <ul style="list-style-type: none"> ▪ Building Contents ▪ Building Exterior, Interior & Grounds ▪ Generator ▪ Fuel Tank ▪ Vehicles 		TD
Determine drivers/staff available to bring evacuees to Belle Chasse for evacuation.		TD
Determine drivers/staff available to work immediately after emergency.		TD
Secure necessary resources (money, food, water, medical, etc.).		TD
Brief staff on emergency/evacuation plan; <ul style="list-style-type: none"> ▪ Cell phone/emergency communication numbers and addresses all employees ▪ Emergency/evacuation staging areas, routes, support, and shelters ▪ Parish reentry plan ▪ Radios/chargers distributed to emergency/evacuation personnel ▪ Residents transported and expectations of evacuation drivers/staff 		TD
Top off district vehicles with fuel.		HM/M
Top off bulk fuel tank at Transportation North.		OS

KEY: TD: Transportation Director
OS: Office Staff

HM/M: Head Mechanics/Mechanics
D: Drivers

Transportation (Cont.)

Pre-Hurricane Planning (Evacuation Order Received) (continued)	(✓)	Person(s) Responsible
All buses not being used for evacuation to be brought to Belle Chasse as per current Board Policy.		D
Park buses at Belle Chasse Transportation in pasture and secure keys.		HM/M
Secure loose items on transportation sites.		HM/M
Back up computers, secure backups as directed, unplug and put CPUs on table- tops, take lap top computers.		TD/HM
Identify buses for PPG with the Director of Public Service.		TD/HM
Immediate Response (Evacuation Order Received)	(✓)	Person(s) Responsible
Determine status and location of all emergency drivers/staff and evacuees.		TD
Evaluate transportation sites, resources and staff.		TD/HM/M/OS
Schedule available emergency staff (ongoing).		TD/OS-
Support district needs (ongoing).		TD/HM/M/OS
Transport personnel as directed by Emergency Operations.		TD/OS/D
Post-Hurricane Recovery (Evacuation Order Lifted)	(✓)	Person(s) Responsible
Return evacuees to locations directed by Emergency Operations.		TD/OS/D
Continue to transport personnel as directed by Emergency Operations.		TD/OS/D
Debrief evacuation drivers/staff.		TD/OS/D

KEY: TD: Transportation Director
OS: Office Staff

HM/M: Head Mechanics/Mechanics
D: Drivers

KEY: TC: Transportation Coordinator
OS: Office Staff

HM/M: Head Mechanics/Mechanics
D: Drivers

Post-Hurricane Recovery	(✓)	Person(s) Responsible
Check/document damage to site; report information to supervisor. <ul style="list-style-type: none"> ▪ Building contents ▪ Building exterior, interior & grounds ▪ Generator ▪ Fuel Tank (Diesel) ▪ Vehicles/Buses 		TD/HM/M/OS
Meet with all transportation staff		TD
Determine health and welfare needs of transportation staff		TD
Coordinate recovery operations with Executive Staff		TD
Evaluate routes & mission requirements.		TD
Return evacuees to locations directed by Emergency Operations.		TD/HM
Secure necessary resources (buses, drivers, etc.)		TD

KEY: TD: Transportation Director
OS: Office Staff

HM/M: Head Mechanics/Mechanics
D: Drivers