

Weather Terms

Tropical Disturbance—a disorganized area of thunderstorms in the tropics that maintains itself for 24 hours. It is the first step in hurricane development.

Tropical Depression—a mass of thunderstorms with a weak cyclonic circulation in the tropics with winds less than 39 miles per hour.

Tropical Storm—an organized, cyclonically rotating storm with winds between 39 and 73 miles per hour. At this stage the storm receives a name.

Hurricane—a large, violent storm with a pronounced rotary circulation of thunderstorms and, sometimes, an eye. It contains winds greater than 74 miles per hour with storm surges usually greater than 10 feet.

Storm Surge—a rapid rise in ocean height above storm waves as a hurricane comes ashore. More people are killed by this element than by wind in a hurricane.

Tropical Storm Watch—an alert status that tropical storm conditions may threaten an area within 36 hours.

Tropical Storm Warning—a heightened alert status that tropical storm conditions are imminent within an area. Sustained winds of 55 to 73 miles per hour can be expected.

Gale Warning—marine warning of winds 39 miles per hour or greater.

Hurricane Watch—hurricane conditions are expected within 24 to 36 hours. Viewers should continuously monitor the news media for the latest bulletins, warnings, and instructions.

Hurricane Warning—an alert status in which hurricane conditions are forecasted to strike an area within 24 hours. Winds greater than 73 miles per hour and life-threatening tidal flooding usually occur with hurricanes.

Tornado—a small-scale, violently rotating column of air extending from a severe thunderstorm (such as a hurricane) with winds up to 318 miles per hour.

The following web sites provide information on bulletins, warnings, and instructions:

www.wwtv.com

www.wdsu.com

www.fox8live.com

www.weather.com

Governor's Office of Homeland Security & Emergency Preparedness:

www.loep.state.la.us

Introduction

This booklet is divided into “Threat Levels,” which are action plans based on the threat of a hurricane in our area. Threat Level 1 is the least urgent; Threat Level 4 is the condition wherein a hurricane is imminent.

Please become familiar with this booklet, review it with your staff, and follow the action plans as described. If you have any questions about this booklet or hurricane preparation in general, call the EOC Director.

Threat Level 1: An alert condition set annually on June 1, remaining in effect until November 30.

Action Items:

- Review St John the Baptist Parish School Board's Hurricane Preparedness Plan. Review all hurricane procedures and assign post-storm duties with your staff.
- At this time, the Principal or Director should secure current telephone numbers, alternate telephone numbers and cellular telephone numbers for each employee. To ensure that employees will receive JCampus messages, please have them report any change in contact numbers to the Human Resources Department.
- Remind employees to review their pre-storm personal plan relative to the care of their children after the storm. It is not advisable for employees to bring children to work immediately after the storm.
- Check inventory of damage control supplies and equipment and store these items in a secure area. This inventory may include items such as portable pumps, hoses, lumber, nails, tarpaulins, plywood, sandbags, shovels, axes, cameras, film, power tools, and hand tools.
- Inspect and make emergency repairs to drains, gutters, and flashing. Clean out drains and catch basins.
- The Superintendent shall send notices to each location during various phases of preparation as threat levels increase.
- Require all employees to log into the District's web mail system from outside the network.

Threat Level 2: An alert condition in which hurricane force winds are predicted to make landfall in our area within 72 hours.

Action Items:

- If a hurricane watch is announced during working hours, the following steps are suggested prior to employees' leaving work that day. If the watch begins on a weekend, then employees designated by the Principal or Director should report to the office and secure work stations, covering the steps bulleted below.
 - All files should be placed inside closed file cabinets.
 - Place all loose papers, time cards, and other important documents in bags/containers and store in a filing cabinet. Label the bags/containers accordingly, e.g., correspondence, policies, attachments, drawings, etc.
 - Move manuals to a high and dry area.
 - Have employees remove their personal items from the work place.
- Custodial personnel should secure playground equipment; secure all loose objects outside the building. Put as many items as possible inside the building.
- Information Technology Services personnel should back up all student information systems, human resources information systems, and financial information systems to be saved in redundantly and in a secure location away from the storm.
- At this time, the Principal or Director should confirm current telephone numbers, alternate telephone numbers, and cellular telephone numbers for each employee.
- Review all hurricane procedures and assigned post-storm duties with faculty and staff. Review the school district's Essential Personnel, which is Appendix A of this booklet.
- Employees identified are required to report to work after the storm passes as soon as it is safe to do so. If designated employees are unable to come to work, they should notify the Principal or Director as soon as possible after the storm.
- The Superintendent or designee shall confirm with the EOC which schools are needed for emergency shelters. The Principals of the schools designated as emergency shelters will be contacted with special instructions concerning use of their facilities.

Threat Level 3: A readiness condition in which hurricane force winds are predicted to make landfall in our area within 48 hours.

Action Items:

- The Superintendent or designee shall notify the public via radio, television web page and social media of school closure plans as a result of an impending hurricane.
- No school or Board facility should be used as a shelter unless designated by the Superintendent or EOC.
- Staff should relocate or cover items near window openings.
- Back up all computer systems. The Principal or Director should take home a back-up copy.
- Secure computers:
 - Unplug all computers laptop carts, promethean boards, etc. from electrical sources (unplug power strips from the wall outlet); remove network cable from the back of computers (leave the network wire plugged into the wall for re-connection after the storm).
 - All CPU towers on the floor should be lifted off the floor.
 - Follow the instructions of the Information Technology Services staff with respect to turning off all power to hubs, switches, and routers.
- Unplug typewriters, adding machines, and any other office equipment. Move them away from windows and, if possible, place in file cabinet.
- Segregate physical location of school buses. Position 10 or 12 buses at various pre-selected locations.
- Remove everything from desks and counter tops and place items in drawers.
- Contractors who at this time are working on construction and/or renovation projects for the school district shall secure work areas.

Threat Level 4: A readiness condition in which hurricane force winds are predicted to make landfall in our area within 24 hours.

Action Items:

- Superintendent shall continue to notify the public via radio, television web page and social media of school closure plans as a result of impending hurricane.
- All employees shall check in with the Principal or Department Director at this time. Employees should re-confirm their location and contact numbers now.
- Employees should receive additional instructions at this time relative to post-storm assignment of duties.
- Maintenance and/or custodial personnel should check auxiliary battery back-up systems for fire and security alarms and initiate shutdown procedures for gas and electrical service to properties. Disconnect alarm systems. Turn off all HVAC systems. Coolers and freezers should remain on.

DO NOT turn off your gas supply at the main meter. That valve should be turned on and off only by emergency or utility personnel.

DO NOT turn off gas to individual appliances at the supply valve near each unit. Most city codes now call for a small supply turn-off valve within six feet of each appliance.

- Close drapes and blinds.
- Information Technology Services personnel should run a final back-up of data and initiate shutdown of main computer system.

Resumption of Operations

Action Items:

- Essential personnel should report to work immediately after the storm passes if it is safe to do so. If employees who are unable to come to work must notify the Principal or Department Director as soon as possible. The Director and Project Management Firm with the assistance of staff should
 - assess damage;
 - mandate evacuation of the premises if major structural damage is found;
 - provide a situational report to the Administrator assigned to the school (or directly to Maintenance in the case of department directors)
 - report any broken gas lines and downed power lines to appropriate authorities.

- Maintenance and Project Management Firm should report all property damage to the Director and the CFO.

- The Director, with the assistance of the Project Management Firm and his staff, shall compile the damage assessment to file property damage claims with the property insurer and/or FEMA.

- Maintenance personnel should
 - restore automatic sprinkler and fire alarm service
 - cover broken windows and opening in the roof and/or mitigate loss to the extent possible.

- Custodial personnel should check drainage systems and make sure they are free of debris.

- Return to Threat Level One status.

ESSENTIAL PERSONNEL

CENTRAL OFFICE

Kevin R George, Superintendent

Felix Boughton, CFO

Peter Montz, Director

Steve Vales, Transportation Supervisor

Bob Bourgeois, Information Technology

Cory Butler, EOC

Created : 8/31/2016

APPENDIX A

ESSENTIAL PERSONNEL

I. ESSENTIAL PERSONNEL, DEFINED

In emergency situations which require the closure of one or more schools, some school district personnel may be dismissed from duty for the day(s) that the schools are closed, while others—defined as “essential personnel”—may be required to report for regular duty. Situations arising after a school or facility is closed for the day or a holiday may also be defined as emergencies if the purpose for requiring essential personnel to report is to protect property from damage or further damage; to repair damage to property; or to continue business operations which are critical to the school district and its stakeholders.

To the extent permitted by the Office of Homeland Security and Emergency Preparedness, essential personnel shall use school district identification badges which identify them as emergency responders in a disaster. The purpose of these identification badges is to assist school district personnel in gaining access to our properties in an emergency situation when emergency response officials may bar access to the general public.

II. JOB DESCRIPTIONS

Job descriptions for all employees defined as essential personnel shall indicate such so that employees clearly know that they are to report when the school district issues a message that “all essential personnel shall report.”

III. OTHER “STANDBY EMPLOYEES”

There may be times when employees not defined as essential personnel are called to report to work during an emergency in order to accomplish a specific task. These employees, defined as “standby employees” are

- Principals
- Payroll Department staff
- Human Resources Department staff
- Maintenance/Custodial Staff
- Food Services Staff
- Any additional employee group the Superintendent designates

IV. CRITICAL FUNCTION COMPENSATION

There are two different categories of critical function compensation.

1. When the timing of performing a critical function imperative to continuing or resuming normal operations is impaired, critical function compensation for an essential or standby employee working beyond his or her normal working schedule or for a holiday shall be paid per School Board Policy.
2. When schools are closed on what would normally be a workday, critical function compensation will be paid per School Board Policy.
3. The Emergency Daily Activity Record form must be submitted for each daily entry on the time card.

In all instances, this compensation must be approved by the supervisor in consultation with the Superintendent or his/her designee before the time is incurred. Critical function pay needs to be documented as such on the timesheet and the Emergency Daily Activity Record. Compensation for all hourly, non-exempt employees shall begin when they clock in to work. In the absence of a time clock, compensation shall begin when the employee reports to the assigned location and informs the supervisor that he or she has arrived at work. Work performed from home needs to be approved in advance by a supervisor. Travel time shall not be included as time for which the employee is compensated.

Created : 8/31/2016

ST. JOHN THE BAPTIST PARISH PUBLIC SCHOOLS

EMERGENCY DAILY ACTIVITY RECORD

WORK LOCATION NAME: _____

DATE WORK PERFORMED: _____

EMPLOYEE #: _____

EMPLOYEE PHONE # _____

JOB TITLE: _____

DISASTER: _____

T
I
M
E

LOCATION OF WORK PERFORMED	DESCRIPTION OF WORK PERFORMED (Be detailed and specific)	HOURS WORKED	
		IN	OUT

M
A
T
/
S
V
C

MATERIAL / SERVICE DESCRIPTION	INVENTORY OR VENDOR	UNITS USED	UNIT OF MEASURE

EMPLOYEE NAME (PRINT): _____

ADMINISTRATOR NAME/TITLE: _____

EMPLOYEE SIGNATURE: _____

ADMINISTRATOR SIGNATURE: _____

DATE: _____

DATE: _____

Please e-mail form to pmontz@stjohn.k12.la.us or fax form to: (985) 536-3695 -Store original EDAR with Time Sheets