

SEVERE WEATHER: HURRICANE/TROPICAL STORM

Miscellaneous

- 1) FC Storm Team will be comprised of:
 - a. President
 - b. Dean of Students
 - c. VP of Finance and Operations
 - d. Provost/VP of Academics
 - e. AVP of Marketing
 - f. Director of Business Operations
 - g. VP of Information Technology
- 2) FC Storm Team will meet automatically when a storm is forecasted as likely to impact Tampa, in order to create timeline for decisions and communications in light of the unique circumstances of each storm. Team automatically meets each day between the first meeting and impact or redirection. Dean of Students convenes.
- 3) When impact by a storm is possible/likely, notify faculty 72 hours in advance and at least 24 hours in advance of the first impacted class that they MAY need to cancel or move classes online. Provost notifies with approval of committee.
- 4) Dean of Students monitors local school (Hillsborough Co and FCA and major College/University) communications and immediately notifies the Hurricane Team of changes and trends in local actions, (e.g., plans for upcoming announcement, and/or announced closings).
- 5) Final decision of whether to close or delay is determined by vote of the FC Storm Team.
- 6) All decisions need to be communicated to:
 - a. All Leadership Team
 - b. Faculty
 - c. All other personnel

Food Preparation – Dining Hall Services

During the hurricane season (June 1 through November 30), the Dean of Students will monitor the National Hurricane Center daily for information about potential hurricanes. In annual preparation for the hurricane season, the Director of Business Operations will work with the Dining Hall manager to:

- Draft a plan detailing what provisions of bottled water, non-perishable grocery items and disposable utensils and preparation/serving supplies are necessary for our resident student population over a three to four day period;
- Designate personnel for remote food service operations in and Boswell lobbies, utilizing—as necessary—kitchens in Boswell Hall, Hinely Hall, and Jennifer Hall;
- Submit the hurricane plan and review with the Dean of Students as part of the overall College Emergency Management Plan.

Hurricane Watch

In the event that a hurricane is projected to make possible landfall in the Tampa Bay area, the Dean of Students will notify the FC Storm Team and the following preliminary arrangements will begin (When the National Weather Service declares a hurricane watch, this normally is given 36 hours before the storm is expected to make landfall within a broad geographical area):

- Continued discussing decisions about cancelling classes and allowing students to leave campus by a certain day/time, if decision has not been made yet.
- All College-owned vehicles will be filled with gas and made ready for use if needed.
- All generators will be operable and ready.
- Director of Business Operations will direct the Dining Hall Manager in regards to ordering and having delivered the planned provisions to maintain food services during the event of a power outage or water shortage; pre-stage food service remote operations in Henderson Dining Hall and dormitory lobby and/or kitchen areas; be in hourly contact, or as needed, with the Dean of Students or his designee to ensure plans are either in process or complete.
- Director of Business Operations, in consultation with Facilities Manager, will stock appropriate supplies for securing campus facilities, including plastic sheeting, tape, boxes, cleaning supplies, and the like. They will begin the process of securing loose items on campus. They will also place sandbags in needed areas.
- Students will be given information about preparing for a hurricane and reminded to follow the progress of the storm on Social Media, Internet, television, radio, etc.
- Faculty and staff will secure their offices and check their voice mail, email messages, and the appropriate College emergency system for status reports.
- The Dean of Students Office will coordinate with the residence hall supervisors and distribute walkie-talkies and boxes of flashlights and batteries to the residence halls.
- Residence hall supervisors will check their First-Aid kits and replenish as necessary, with aid from Maintenance/Facilities.
- If students are allowed to stay off campus, they must sign out by a pre-determined deadline.
 - Online form will be created by VP of Information Technology.
 - When students submit online form, it will automatically be sent to Dean of Students, Dean of Students Administrative Assistant, and Residence Hall Supervisors.
- Assign a maintenance employee to stay on campus, if feasible.
- A decision will be made whether or not to relocate College Hall residents (including dorm supervisor) to Jennifer Hall and/or Hinely Hall.

Hurricane Warning

In the event of a hurricane warning, normally issued 24 hours before the storm is expected to strike within a narrower geographic boundary, the FC Storm Team will meet to make final arrangements. A final decision will be made about canceling classes and sending all appropriate notices, if it hasn't been made yet. In addition, the following actions will be taken:

- All communication to students, faculty/staff, and parents will come via the Dean of Students by email and/or Canvas. The Dean of Students will activate the College's Emergency Notification System, as necessary.
- The Dean of Students will relocate (with his family) to one of our residence halls where he will coordinate student services for the remainder of the emergency.
- If necessary, the students from College Hall will be relocated to Jennifer and Hinely Hall.
- If power and/or water are lost due to a hurricane, the Director of Business Operations, in conjunction with the Dining Hall manager, shall coordinate food services in the residence halls with available staff. The College's residence hall supervisors and the Dean of Students will assist with food preparation and service.
- In the event that power and water are unavailable for longer than a week, the Director of Business Operations, in conjunction with the Dining Hall manager, will work with the Dean of Students and the FC Storm Team to coordinate food service with local, state and federal authorities.

Evacuations

Florida College is high enough that the campus should not have to be evacuated, although some buildings might be affected in certain circumstances. A hurricane that makes landfall in the Tampa Bay area could cause a surge of high water to back up the Hillsborough River.

If rising water makes it necessary to evacuate Hinely Hall, women residents should move to the interior hallways and suite areas of Jennifer Hall. If the ground floor of College Hall must be evacuated, those residents will relocate to higher floors or to Jennifer Hall. If additional space is needed, the men will be moved to the upper floors of Boswell so that the lower floors can be used for women's housing.

During a hurricane, students should move from their rooms to the interior areas, such as the hallways of Hinely Hall and the hallways and suite areas of Boswell Hall and Jennifer Hall.

Student Instructions – Before the Hurricane

- Listen for weather updates on local stations, government access channels and on NOAA Weather Radio. Also, keep in contact with official College personnel and pay attention to notices that you receive through email, Canvas, and/or Florida College Emergency Notification System. Don't trust rumors and stay tuned for the latest information. A hurricane's path or speed of approach can change dramatically in a short time.
- All furniture, including beds, should be pulled away from the windows. Electronic equipment (TV, stereo, computer, etc., except for refrigerators) should be unplugged and placed off the floor, preferably in a closet, and covered with a large plastic garbage bag if possible. Turn refrigerators on coldest setting.
- Since the floors could get wet, all articles such as shoes, rugs, clothes bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers or lying loose on the floor. Important papers or documents should be placed in a waterproof container.

- Valuables should be put in a safe place. Closets and drawers should be closed throughout the hurricane. All doors should be locked when the occupants are not in the room.
- Close all windows tightly. All blinds/curtains should be closed.
- Resident students who own a car should see that the emergency brake is set and that it is placed in park or reverse gear. All windows should be closed and the car locked. All cars must remain in assigned parking areas, but away from trees. If possible, before the storm strikes, fill your car's gas tank and check oil, water, and tires. Gas pumps do not operate without electricity. Bicycles should be brought inside.
- Get extra cash. Banks and ATMs will not operate without electricity and few stores will be able to accept credit cards or personal checks.
- Each student should provide his or her own flashlight in case of power failure. Do not use candles or other flame-type lighting as fire is uncontrollable during a hurricane. Use battery powered lighting only.
- Dormitory residents should provide their own non-perishable snack items. The Director of Business Operations, in conjunction with the Dining Hall manager, will provide food in the residence halls as available. However, it is recommended that students have some food items for themselves.
- Make sure you have your Student ID Card, driver's license, insurance card, special medical information, passport and/or student visa, etc. with you. Do not leave cash in your room.
- Wear comfortable clothes and sturdy shoes in case you have to evacuate.
- A "shelter-in-place" on-campus period will be determined, as well as nightly dormitory curfews, for ALL remaining students staying on campus.

Student Instructions – During the Hurricane

- In case of high winds, close all windows and go to an interior area, such as an interior hallway, of the building. Be sure your room door is closed and locked when you leave. (Take your key with you!) Proceed via stairwell (do not use elevator) to the lowest floor and gather in the corridor, away from exterior doors or windows. Take your pillow, blanket or sleeping bag. Bring also a good book or school textbook, game, etc., with you. Remain in the corridor area until the "all clear" is announced by your dorm supervisor or other official. Consult with your dorm supervisor for specific instructions for your dorm.
- It is essential that you stay indoors throughout the entire hurricane. Residents must not leave their assigned area until directed to do so by a dormitory supervisor or other college official. During the storm, for maximum protection, residents are to close room doors and remain in the hallways. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes though, the storm begins again, but from the opposite direction. STAY INDOORS.
- Residents should proceed to the interior corridors of the residence hall(s) and remain away from danger areas, such as glass windows and doorways in lobby areas. Do not attempt to open windows or doors to see what is happening outside.
- Food service will be made available whenever the storm passes or power is restored.
- Primary First Aid assistance will be available in all Residence Halls housing students.

Subsequent medical attention, if required, for resident students and essential staff will be available with the campus nurse.

- Report all accidents, injuries, broken windows, or excessive water to a staff member.
- Phone calls should be made only in case of emergency. The networks, if still working, will be overloaded.
- Remain indoors until you are notified by College personnel that it is safe to leave the residence hall.
- If power is out for any length of time, 2-way radios will be the form of communication for personnel on-campus.

Student Instructions – After the Hurricane

- Be patient. Access to damaged areas will be controlled. Search and rescue operations need to be completed and safety hazards, such as downed trees and power lines, may need to be cleared. Utilities may not be restored for some time. Remain indoors until you are notified by College personnel that it is safe to leave the residence hall.
- Avoid driving. Streets and roads may have debris that could puncture your tires! Don't add to the congestion of relief workers, supply trucks, law enforcement, etc.
- Avoid downed or dangling utility wires. Metal fences may have been "energized" by fallen wires.
- Beware of snakes, insects or animals driven to higher ground by floods.
- Use your phone only for emergencies to keep the networks open for emergency communications.
- Don't drink the tap water until you are notified that it is safe. Bottled water, or water that you saved in clean containers before the hurricane, should be safe. If in doubt put a few drops of chlorine bleach or iodine into the water and let it sit for ten minutes before you drink it.