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SECTION I

EXECUTIVE SUMMARY

A. INTRODUCTION

Natural disasters as well as the prospect for recovery through the district's excess property insurers and the Federal Emergency Management Agency (FEMA) present a challenge to Miami-Dade County Public Schools (M-DCPS). The roles of the two organizations are complementary and sometimes duplicative, depending on the extent of the destruction. It is vital that administrators understand why two entities are involved in the recovery process and how to avoid duplication of benefits.

Throughout hurricane season, which lasts from June 1 to November 30, all work site administrators must understand their role in preventing loss, as well as in establishing and proving losses sustained at their respective sites. The district's property insurance deductible has risen markedly since Hurricane Andrew in 1992 therefore, it is crucial that any prospective recovery include both insurance funds and grants from FEMA. The purpose of this manual is to provide pre-storm preparation procedures and direction regarding the filing of claims with Risk Management and FEMA, through the Property Loss Control department, to ensure the district avails itself of all possible funding. Post the 'AT-A-GLANCE' guides available in the Appendix for quick and easy reference.

The Office of Risk and Benefits Management administers a self-insured property program that responds to wind and flood losses by reimbursing locations for covered losses before the district has met its deductible from a single event. In a catastrophic loss, such as a Category 3 hurricane or greater, Risk Management will assist in establishing the loss. The excess property insurer will coordinate with Risk Management to dispatch adjusters who will document the extent of the loss. However, note that in recent years, the district has experienced comparatively minor storms that failed to pierce the deductible, thus placing the responsibility of proving the loss on the administrator and staff.

Risk Management also submits claims to FEMA if the storm is declared a federal disaster by the President of the United States. FEMA's program requires documentation of losses similar to that of an insurance claim, although not all damage eligible under a property insurance program is automatically reimbursed by FEMA. In other words, the federal government employs a more arduous burden of proof than does an insurer.

Property damage within the district can represent a substantial loss to the general fund whereby dollars are diverted from educational activities. Therefore, each administrator is expected to be diligent in assisting Risk Management in resolving property claims and pursuing all avenues to recoup losses. The Director of Property Loss Control in the Office of Risk and Benefits Management is charged with these responsibilities and can be reached at (305) 995-7810.

B. SCHOOL SITE SHELTERS

One of the most valuable services the district avails to the community is the use of school buildings as hurricane evacuation shelters during weather emergencies. A list of M-DCPS schools designated as emergency shelters is included as an Attachment. Upon notification by the Superintendent, the principal of the school serving as a shelter will open the building at the designated hour. The principal must ensure that the district's property is protected at all times and that areas that house expensive equipment are not used as shelter areas. The principal must document and review a pre-emergency inventory with the Red Cross representative. Additional information is located in the M-DCPS Emergency Management Procedures manual.

Costs associated with clean up of the facility, damage to the interior of the building caused by the shelter occupants, and damage to or theft of furniture, fixtures, and equipment (FF&E) must be established through a post-emergency inventory. Discrepancies shall be documented with the Red Cross representative and reported to the M-DCPS Department of Safety, Environment and Hazards Management for reimbursement by FEMA.

SECTION II

PRE-DISASTER PREPARATIONS

A. BEFORE THE STORM

Hurricanes make landfall with only a few days notice and are capable of changing track with little warning. A Hurricane Watch is issued seventy-two (72) hours before a storm is anticipated to make landfall. A Hurricane Warning is issued when the storm is twenty-four (24) hours from landfall. Be mindful, however, that these projections carry an error rate of 300 and 100 miles respectively, so that a storm that seems destined to strike North Broward may actually come ashore in South Dade. Furthermore, tropical waves capable of causing devastating flooding are not subject to hurricane announcements. For these reasons, the site administrator must be familiar with his or her pre-disaster responsibilities. Since the first priority is to insure the safety of all students and employees, it is crucial to conduct a general inspection before hurricane season to ensure readiness when time is of the essence:

1. Inspect every area and assess its vulnerability to water. Water is almost always a factor in disasters, whether from roof damage, rising sewer water, or plumbing failure. Nothing but furniture and durable equipment should be stored directly on the floor.
2. Instruct staff to be prepared to cover all items with plastic, including phones, fax machines and calculators, and store in drawers and cabinets or on chairs in closets. Desks and tabletops are vulnerable to water run-off from higher floors. While these may be resurfaced or replaced after the storm, loose papers, computers, equipment, and files will be lost to water soakage.
3. Establish a system of routinely backing up computer data and determine in advance where and how it will be stored in a safe, dry environment.
4. Maintain a modest stock of emergency supplies. A few dozen plastic tarps, a squeegee, and a case of absorbent wipes may make all the difference the day after a storm.
5. Ensure that windows are caulked as a matter of routine maintenance.
6. Make sure all items valued over \$1000 have been tagged with a Property Control number. This includes donated equipment and items purchased through fund-raising activities. Requests for payment on items that have not been assigned a Property Control number may be denied after the storm.

B. WARNING/WATCH PROCEDURES (24-72 HOURS)

1. Bring indoor any outdoor items that can be carried such as tennis nets, trash cans, and banners.
2. Secure awnings.
3. Clean out roof drains and catch basins. Inspect roofs for items that need to be secured.
4. Shut louvers tightly.
5. Clear window ledges and secure windows.
6. Move computers and electronic equipment away from windows.
7. Cover computers, machinery, and stock with tarpaulins and waterproof covers.
8. Get as many items as possible off the floor.
9. Shut down non-essential electrical equipment.
10. Turn off the gas main in non-shelter schools.
11. Turn off the boiler in non-shelter schools
12. Inspect and make emergency repairs to drains, gutters, and flashing.
13. Back up hard drives onto disks.
14. Protect/relocate vital records by storing them in a water-safe, covered area.
15. Anchor large outdoor items, such as dumpsters, that could potentially blow away, or blow into and damage the facility.
16. Make sure outdoor signs are properly braced.
17. Fill the fuel tanks of generators and all vehicles.
18. Elevate pianos and cover them with heavy-duty plastic.

Remember, strong outer rain bands from hurricanes can arrive a day or more before landfall along with strong gusty winds. Organize in advance and start preparations early! **For purposes of gathering documentation to support all losses, possibly without electricity** after the storm, the following should be done:

1. Prepare a package that includes a camera, several rolls of film and flashlights sealed in plastic, copies of the Damage Survey form (see Attachment 2), the Furniture, Fixtures, and Equipment (FF&E) form (see Attachment 3), the Hurricane Photo Identification form (see Attachment 4), the Emergency Daily Activity Record (see Attachment 5), pens, pencils, paper clips, white-out, staplers, etc. **Numerous copies of these forms should be made before the storm when copiers are functional.** A complete, current work site inventory must be included in the package. This will ensure the minimum supplies required for documenting the loss once the storm has passed.
2. **Take digital photos before the storm of the existing FF&E and copy to CD.** Videos, while helpful, are less desirable as they require electricity for viewing and cannot be easily copied for submission to the insurer or FEMA.
3. **Store a copy of the site plan. Florida Inventory of School Houses (FISH) numbers, for buildings and rooms, must be used to identify where losses are. NO EXCEPTIONS!**
4. **Inventory textbooks on a room-by-room basis.** Print property control records for the purpose of reporting damaged and destroyed items.
5. **Store copies of the Emergency Daily Activity Record (EDAR) for distribution to employees who perform storm-related work during any emergency period declared by the Superintendent.** The EDAR must be signed each day in blue ink by the employee claiming and the supervisor. The administrator is responsible for their timely completion. **EDARs must be stored with the time sheets for audit purposes.**

All items cited above should be sealed in heavy plastic and secured in a windowless, walled area within the building before the storm. The prudent administrator will keep an identical set with him or her during the storm.

C. IS IT WIND OR FLOOD?

The Damage Survey Form (DSF) that is completed by each work location during the initial claims reporting process gives the administrator an opportunity to comment on the cause of the loss, and assists Emergency Management in dispatching the proper personnel and equipment to the work site as quickly as possible.

The site administrator will indicate the cause of the damage, i.e., wind, flood, lightning strike, power surge, etc. on the DSF and Furniture, Fixtures & Equipment forms. Different insurance policies respond, with varying deductibles, to these different causes of loss. Damage caused by flood cannot be submitted to the windstorm insurer, and vice versa. There also may be damage eligible to be claimed under the district's Boiler and Machinery policy. For the purpose of Public Assistance grant funding (FEMA), wind

and flood damage will not be commingled on the same Project Worksheet, even if both types of loss have occurred at the same site.

Simply stated, flood is 'rising water'. Flood is *not* water dripping from the ceiling and creating a puddle on the floor. Flood is most easily identified by a linear watermark at or above the baseboard on the wall, along with unfamiliar debris left behind when the water recedes. For this reason, painting or touching up of walls, and cleaning/re-waxing the floor, should be delayed until the loss has been documented by photographs. This is the responsibility of the work location's supervisor.

The district carries separate deductibles for wind and flood, as the policies are issued by separate insurers. The district's flood insurance is underwritten on a building-by-building basis by the National Flood Insurance Program (NFIP), a division of FEMA. Flood insurance is required on all structures located in a Special Flood Hazard Area such as Zones AE or AH. Flood insurance is not required on buildings in more highly elevated zones, therefore, the district does not carry a standard flood policy on every building.

D. SAFEGUARDING PROPERTY

There is no coverage under the district's excess property program or through FEMA for theft or vandalism occurring in the aftermath of a natural disaster. **If district property is vulnerable to illegal entry and the contents are at risk, it is the responsibility of the work site administrator to notify the Incident Command Center (ICC) that the building and contents cannot be protected.** ICC will coordinate with M-DCPS Police, Maintenance Operations and contracted security vendors to ensure that adequate patrols are assigned to the work site.

M-DCPS administrators and staff are not to put themselves at risk by guarding a damaged work site, especially during a curfew. However, all employees are obligated to notify ICC and/or MDCPS Police if unsafe conditions are observed.

SECTION III

POST-STORM DEPARTMENTAL FUNCTIONS

Work site administrators should be aware that there is no guarantee all documented costs are recoverable under the district's insurance policies and the FEMA program. Risk Management will work with the insurance carriers and FEMA to insure maximum recovery is achieved. The Region Director listed in the Administrative Roster will function as a Hurricane Claim Liaison, responsible for coordinating Furniture Fixtures & Equipment (FF&E) claims for the respective region with Risk Management.

A. WORK LOCATIONS

Once a safety inspection has been conducted and the work site re-opened, each work site must begin to collect the data required for a FF&E claim. There is no need to file a Plant Security Report for contents claims caused by storms; **however, payment will not be issued to the work site unless a signed (received) Outgoing Controlled Equipment form (FM-1670) has been copied to Risk Management.** Risk Management will assist the work site in developing the scope of work and attendant costs and will negotiate with the insurance carriers, and FEMA. Should additional information be required, Risk Management will contact the Region's Hurricane Claim Liaison.

The following process must be observed **when filing a claim:**

1. All sites will complete the Initial Damage Assessment Survey form and indicate cause(s) of loss.
2. All sites will take photographs of damaged areas. Photos (digital) are to be attached to the completed Photo Identification form. Post-storm photos should be stored with pre-storm photos at the work site or in Records Retention until Risk Management issues notice that the disaster is closed out.
3. Work locations will submit the Initial Damage Assessment Survey form via Blackberry to Incident Command Center with copy to the applicable Region Center.

Emergency Overtime Payment

4. All sites with employees who work during the emergency period declared by the superintendent will submit pre- and post-storm emergency labor to Payroll.
5. Each employee incurring storm-related emergency pay will complete the Emergency Daily Activity Record (FM-6444) on a daily basis to match the hours reported to Payroll. The form will be completed on a daily basis by each employee

6. All sites incurring costs for equipment usage and materials will complete the applicable sections of the EDAR.

Furniture, Fixtures and Equipment

7. In Category 1-2 hurricanes, the work site will determine if the items can be repaired or must be replaced. Items are listed separately on the FF&E form.
8. In Category 2 storms or greater, the Superintendent of Schools may direct Management and Compliance Audits to develop damaged or destroyed FF&E inventories for submission to Risk Management.
9. Risk Management will deliver each work site's damaged/destroyed inventory to Procurement and Materials Management.

Role of Procurement

10. Procurement buyers will establish replacement costs for destroyed items in conformity with current bid awards.
11. Procurement buyers will obtain competitive bids for repair of items.
12. Procurement will deliver the completed list of inventories with applicable prices to Risk Management.

Role of Risk Management/Work Location

13. Risk Management will submit cost documentation to the district's excess property insurers.
14. Risk Management will develop Project Worksheets for submission to FEMA.
15. Risk Management will submit Proof of Loss form (FM-5349) to the work location administrator for signature in **blue** ink. (Please see Attachment 6.)
16. Work site will return the signed Proof of Loss form to Risk Management **with** a copy of the Outgoing Controlled Equipment form for destroyed property-controlled items.
17. Risk Management will forward the Proof of Loss form to Budget Management.*
18. Budget Management will assign structure and transfer funding to work site.

*The Proof of Loss will not be forwarded to Budget Management unless all required summary forms have been submitted to Risk Management.

B. EMERGENCY LABOR

Pursuant to School Board Policy 8420, the Superintendent of Schools is responsible for the emergency closing of schools. **The eligible pre-storm preparation period shall begin seventy-two (72) hours prior to the Superintendent's announcement.** In the event of a disaster declaration, employees who perform disaster-related work during the emergency period must be reported on the Emergency Daily Activity Record (EDAR).

The following storm-related emergency labor and contracted services are potentially eligible for FEMA reimbursement:

I. Debris removal

II. Emergency Protective Measures

A. Pre-storm preparation

1. Sandbagging (to deter flooding)
2. Protective measures (see page 5)

B. Post-storm emergency response:

1. Water extraction
2. Temporary roof repair
3. Emergency road repair
4. Building remediation
5. Generator rental
6. Fuel for emergency work
7. Police and security patrol
8. Clerical duties (in performing **direct storm-related work**, such as transportation specialists ordering replacement bus parts)
9. Spoiled food removal and replacement labor
10. Safety inspections*

*Safety inspections are **not** damage assessment. Only overtime incurred during the initial safety inspection to determine if the building is safe to enter is eligible. Labor for damage assessment is never eligible.

III. Emergency pay (complete EDAR for all hours worked/volunteered even though these individuals will not be paid.) The volunteer's social security number must be written on the EDAR.

- a. Essential personnel
- b. Volunteer labor – see Donated Resources & Volunteer Labor in Section IV
- c. Employee on loan
- d. Emergency Pay
 1. Eligibility
 2. Procedures

Emergency procedures payroll will be entered under a program assigned by the Budget Office. The administrator will give the employee, at the start of each day, a blank EDAR. The employee will document time on the form, as well as the location of the work performed and a description of the work. The employee will state the specific materials and equipment used. The identical payroll information will be entered by the work site payroll clerk on the payroll Special Form.

Employees who undertake debris removal **and** emergency protective measures must complete **separate EDAR's** for each type of work. Debris removal efforts cannot be commingled with cleanup efforts on the same EDAR, per FEMA requirements.

Be sure the employee is specific when completing the 'Description of Work.' FEMA may disallow descriptions such as 'storm clean-up.' The employee must state the work actually performed during overtime hours, i.e., re-waxing first-floor corridor, bagging and placing sandbags, etc. The emergency period expires when the Superintendent declares the re-opening of schools.

Loan of Employee

If an employee is loaned to a different work site in an effort to expedite cleanup, the originating work site will be responsible for payroll. The accepting work site administrator will complete the EDAR and forward it to the originating work site administrator. The latter will be responsible for payroll entry.

Eligible Emergency Pay

Only direct storm-related hours are eligible for emergency work, including the seventy-two (72) hour period prior to the storm either making landfall or passing by. Time incurred by (MEP) administrators is eligible for compensatory time at a rate of half or full day increments for each half/full day worked during the emergency closing of schools. Examples of eligible emergency time include: a custodian waxing a floor that was smeared by mud during the storm, a zone mechanic filling sandbags and placing them where necessary for flood fight, a food service worker discarding rotted food, a police officer being assigned to guard a damaged school at night.

Ensure that equipment and materials claimed match the description and time usage of work performed. The EDAR must be completed to reflect hours worked, equipment used (such as a waxing machine) and materials used (such as a quart of wax taken from stock). Equipment is eligible only when actually in use. If the employee used the equipment all day, equipment idle time during lunch or breaks is not eligible. At no time, can the number of hours equipment is used exceed the number of hours worked, less lunch and break times.

The school site administrator will complete the section concerning whether the equipment is owned or leased, and the source of the material used. Non-owned

equipment must be tied to a rental Purchase Order. The 'Equipment Rate' will be entered by Risk Management, according to the FEMA Schedule of Equipment Rates.

C. MAINTENANCE OPERATIONS

Maintenance Operations is tasked with submitting an Initial Damage Assessment to Miami-Dade County Emergency Management that aids the federal government in determining whether to issue a disaster declaration. **This is a priority because in the event of a presidential declaration, the assessment supports the district's request for advance funding from FEMA. Therefore, Maintenance Operations must access damaged facilities as soon as the hurricane warning is lifted.** Maintenance Operations is responsible for post-storm outdoor debris clearance, repair of structures, and submission of related costs to Risk Management.

1. Debris Removal

2. Emergency Measures

3. Clean Up

Maintenance Operations will assist the principal and staff in ascertaining that the building is safe to enter. Costs associated with safety inspections must be documented on a Project Worksheet with respect to hourly time, **and the inspector's findings.**

Whether the storm manifests itself as a tropical wave or a Category 4 hurricane, the first order of business is clean up. It is important, however, not to destroy evidence of loss in the rush to normalcy. The debris slated to be discarded *is* the loss and must be captured on paper and film before being hauled away. Without proof the items existed and were damaged, the loss may not be paid. The school is responsible for documenting damage **before** debris is hauled away. The work site administrator must ensure that the adjusters and FEMA inspectors have completed their inspections before the damage is discarded. Special attention should be paid to trees. The subject is covered further under Trees - Section IV, Subsection I. Call Risk Management if there are any questions.

4. Structural Repair

Each Maintenance Operations director is responsible for the work sites under that satellite's jurisdiction. The cost for repair at each building must be committed to a Project Worksheet that is tagged to hurricane Work Orders for audit purposes. The scope of work must be detailed at each site to include how the building and outdoor property were damaged and the extent. Square footage of damaged roof membrane, linear footage of damaged gutters or fences, or dimensions of a destroyed storage shed must be delineated by line item, and material and equipment usage must match labor costs claimed. With regard to repair of

structures, FEMA reimburses both straight and overtime labor, the costs for materials and equipment used regardless whether employed under straight or overtime, and the cost of contracts. Therefore, an Emergency Daily Activity Record (EDAR) must be completed when permanent work is performed.

Costs for materials that were purchased or taken from the district's stock, such as plywood, and used during the performance of eligible work must be listed in the EDAR. Costs for the use of equipment, i.e. district-owned chain saws and front-end loaders, are reimbursed using FEMA's Schedule of Equipment rates for usage during both straight and overtime. Use of automobiles, pick-up trucks, and police vehicles in the performance of emergency work is reimbursed on the basis of district-approved mileage.

In addition, labor is eligible in the performance of permanent work. This would include:

1. Permanent work (straight and overtime)
2. Outdoor property (straight and overtime)
3. Temporary contracted labor (cost of contract)
4. Contracted security (cost of contract)

These costs will be tracked through Maintenance Operations work orders for submission to Risk Management. Permanent work payroll will not be entered under the Hurricane Program.

Contracted Work

Once the emergency period is concluded, Contract Services will deliver copies of all contracts associated with emergency work to Risk Management for inclusion in a PW. The contracts must be accompanied by the respective checks which Contract Services must obtain from Accounts Payable prior to submission to Risk Management.

D. INTERNAL AUDITS

In storms of devastating magnitude, the Superintendent of Schools may direct Management and Compliance Audits to coordinate with Risk Management to develop FF&E data for submission to the district's excess property insurer and FEMA.

If so directed, Management Audits will survey and photograph each room with regard to damaged or destroyed inventory. The material developed at each site will be delivered to Risk Management. For Category 1-2 storms, the work site will develop lists of damaged or destroyed contents, documenting them on the FF&E form.

E. PROCUREMENT AND MATERIALS MANAGEMENT

In the event of a storm of Category 3 or greater, the site administrator will develop lists of ruined items that require replacement or repair, as in the case of a wet copier, for submission to Risk Management using the FF&E form. Procurement will review the list

of damages developed by either the work site or Management Audits, depending on the severity of the storm, and assign a cost.

F. INFORMATION TECHNOLOGY

For all storms and federal declarations, where electronics equipment is damaged, the work location must obtain an inspection and written report from IT detailing the Property Control number and exact nature of damage, IT must recommend whether to repair or replace. In the latter instance, IT must categorically state the damage is beyond repair.

G. POLICE

School Police is charged with providing personnel to guard hurricane shelters, support to other law enforcement agencies and security for district property in the aftermath of the event. Police are activated when an emergency is declared; however, Police must be aware that stand-by time is not eligible for federal reimbursement. Therefore, personnel should be activated with the strength of the storm in mind so that work is restricted to storm-related duties.

Police who are activated under Alpha Bravo must complete an EDAR each day of the emergency. The locations to which the individual is assigned in a given day must be listed under the Time section in the order in which the day progressed. Correspondingly, the Equipment section must annotate the number of miles drives from one location to another under Mileage. If the police vehicle is parked with its lights flashing for a specific endeavor, the time must be entered under Hours of Operation.

H. FOOD AND NUTRITION

When power is lost at a school site for longer than seventy-two (72) hours, Food and Nutrition must discard and replace all consumables. The cafeteria manager is charged with documenting the loss. The manager will complete the Report of Spoilage. Each item must be numbered on the Report of Spoilage starting with the number one (1). The supporting invoice must be labeled with the corresponding number for the specific line item. If there are multiple items on one supporting invoice, each specific line item should be identified with its own number.

Should invoices be kept at the school site from opening of school til mid-November instead of being shipped to storage ???

The Spoilage Report and invoices must be hand-delivered to Food and Nutrition. Faxed copies will not be accepted due to illegibility which is unacceptable because the invoices constitute the FEMA claim.

Food and Nutrition will deliver the collective Spoilage Reports and supporting documentation with a cover spreadsheet to Risk Management.

I. ACCOUNTS PAYABLE

Accounts Payable is responsible for delivering checks for specific costs.

SECTION IV

DOCUMENTING THE LOSS

A. THE PROJECT WORKSHEET

The Project Worksheet, formerly known as the Damage Survey Report (DSR), is the instrument employed by FEMA to document claimed losses (included as Attachment). Commonly referred to as a PW, the Project Worksheet can be written as either a Large Project or a Small Project. **Any and all Project Worksheets written at a work site must be submitted to Risk Management for signature before they are entered into FEMA's database.**

With each disaster declaration, FEMA establishes a threshold that differentiates the two project sizes. For example, the Large Project threshold for the current fiscal year is \$67,500. The threshold is adjusted yearly according to the Consumer Price Index. The effect of this cut-off number is explained below.

1. Small Project

A Small Project is any project that has a cost estimate less than the threshold established for the declared disaster. Small Projects are developed and written by the district. Funds are extended almost immediately for the entire amount of the project, in that the federal cost share for a Small Project is paid upon PW approval. However, any cost overrun can be addressed only after the last Small Project is completed, by averaging actual costs against all Small Project estimates. As that is a cumbersome and labor-intensive undertaking, Small Project estimates must be written as close to actual cost as possible. Work sites can be grouped together by Region on Small Project Worksheets.

2. Large Project

A Large Project is any project that has a cost estimate greater than the applicable threshold for Large/Small projects. Large Projects are written by FEMA, and are cost-reimbursable on actual costs incurred to complete the eligible scope of work, in that the federal cost share is paid in stages as the work is completed. A final inspection is conducted on both the completed work and record keeping for a final adjustment after the work is completed. Only one facility should appear on a Large Project Worksheet. A facility, in this instance, is a single structure or vehicle.

Given that Small Projects are paid to the applicant immediately after entry into FEMA's computer database, the district would be best served by writing Large Projects *if* the storm is sufficiently severe to involve the excess property insurer. This would eliminate potential duplication of benefits as Large Project Project

Worksheets will not be paid unless the district requests reimbursement. The district will not seek federal funds that duplicate insurance proceeds.

The Project Worksheet is an estimate. It is adjusted to actual cost when actual cost becomes known. It is, therefore, of paramount importance to submit the scope of work required to put the damaged/destroyed entity (be it a building or a computer) back to pre-storm condition. No work should be categorized under 'miscellaneous.' Identical scopes of work must be submitted to the insurer and FEMA, as the insurance settlement (net of the deductible) will be deducted from the Project Worksheet. Much as with a bid process, the scope of work covered in FEMA Project Worksheets and the insurance statement of loss should be apples to apples.

The significance of SMALL vs. LARGE projects is linked to whether the district has met its excess property insurance deductible. Category 1 and 2 storms may be reimbursed solely by FEMA.

In the case of a stronger storm, it is not desirable to accept federal funds concurrently with insurance funds. Each damaged building must have its own Project Worksheet written as a Large Project requiring submission of Requests for Reimbursement by the district to the Florida Department of Community Affairs for payment. As the district will already have a source of revenue from the insurer, the Large Projects can be documented as to the scope of work but left untouched until actual costs and insurance proceeds are substituted for the original estimate. This eliminates the prospect of duplication of benefit.

Factors that ultimately influence a Project Worksheet may include the district's desire to change the use of a damaged site or expand a damaged site during reconstruction. These actions require notification to FEMA as well as awareness of environmental and historical impact. **It is important to discuss any change of use with Risk Management before proceeding.** The following exceptions to repair/replacement in like kind are eligible once Risk Management and FEMA have acknowledged notification:

1. Improved Project

An improved project (large or small) is a project wherein the district chooses to make improvements (separate from code compliance or hazard mitigation measures). Another option is to keep the scope the same but move it to a different location as in the case of a marquee. FEMA caps the eligible scope of work at the estimated damage cost. The cost of the improvement is not eligible, although another federal grant may be used to offset costs. The project must be submitted to the State for its approval, and FEMA will review any historical or environmental issues. As example, the district owns a small one-story building that is destroyed. The district determines it would be beneficial during the rebuilding process to add on a second story. The district would report its intent to Risk Management who would then notify the Florida Department of Community Affairs. Having been

notified by the State of the district's intent, FEMA would limit its participation to replacement of the original footprint and first floor. Be aware that the failure to notify FEMA of an improved project can lead to denial of funding on the eligible portion of the project.

2. Alternate Project

An alternate project is any permanent work restoration that the district declines to undertake. For example, if the district decided not to replace a destroyed gymnasium and to build a science lab instead, it would receive a 25% reduction in federal funds for the eligible damage to the gym. The balance could then be applied to construction of the lab. FEMA must extend approval prior to the inception of the science lab work. Advise Risk Management of any intent to alter the purpose or use of the damaged structure.

3. Environmental Review

Improved projects that depart from the pre-storm configuration and all alternate projects are subject to an environmental review to ensure that the project complies with the National Environmental Policy Act (NEPA). This review must be undertaken and FEMA approval received before the work is started.

4. Historical Aspects

A few structures owned by the district qualify as historic sites. Repairs to such structures must be handled on a case-by-case basis. FEMA will participate to ensure funding for repair/replacement of any historic aspects that are excluded under the district's excess property insurance. Contact Risk Management if a building older than 50 years or a building with historic significance is damaged.

B. FORCE ACCOUNT VS. CONTRACT

There are timelines under FEMA guidelines during which work must be completed and, if not completed with the time allowed, requests for time extensions should be filed. Maintenance Operations must decide initially whether to undertake the work through force account labor or by contract.

FEMA allows six (6) months for completion of debris removal and emergency protective measures. Given the nature of the work, the bulk should be finished six (6) months after the storm. If it is not, Maintenance must notify Risk Management of the need for a time extension. FEMA allows eighteen (18) months after the date of the declaration for completion of permanent work. If a work order remains open eighteen (18) months after the storm, with a projection that the work may be completed within an additional six to twelve (6-12) months, the department must contact Risk Management to discuss the options of sub-contracting the work or filing for a time extension.

Staffing problems, inability to purchase needed parts, or a subsequent storm may be viable reasons for a time extension. Work that cannot be completed by staff within FEMA timelines must be brought to the attention of Risk Management at least three (3) months in advance of the eighteen (18) month deadline. Failure to complete the work within eighteen (18) months or to file a time extension can jeopardize project funding.

If the degree of damage and quantity of work is such that it cannot be handled under force account, the work must be completed by a pre-approved contractor. The district must ensure that the contractor is not on, nor has been on in the prior thirty-six (36) months, the State's convicted vendor list. Maintenance Operations must coordinate with Risk Management in committing the contract to a Project Worksheet. Each contract is cost-reimbursable for the scope of work deemed storm-related by FEMA. Any cost overruns resulting from hidden damage must be addressed with Risk Management. The scope and records are subject to interim and final inspections by FEMA personnel.

C. FORCE ACCOUNT SUPERVISION AND PROJECT MANAGEMENT

1. Force Account Supervision

Double-time incurred in supervision of employees performing *emergency work* is eligible for reimbursement. Such payroll is submitted under the program number issued by Budget following the re-opening of schools. The corresponding Emergency Daily Activity Record (EDAR) will be retained by Maintenance Operations. First-line direct supervision of force account employees performing eligible *permanent work* is eligible for straight and overtime (time and a half).

2. Project Management

Project management is the oversight of an eligible permanent work project from the design phase to project completion. Whether the project is managed under a Job Order Contract or Construction Management at Risk, the following costs are potentially eligible:

- a. Direct costs incurred as a result of the project's concept and design stages, whether performed by staff or an A&E firm.
- b. Procurement activities for A&E services and project management.
- c. Review and approval of the project design regardless of how the project is managed.
- d. Land surveys, feasibility studies, and geo-technical investigations.
- e. Construction inspection performed by a contractor is estimated at 3% of construction costs. Final payment is based on actual cost.

In the event that the 25% Rule relating to Substantial Damage as defined by applicable ordinance is triggered, Risk Management must be advised immediately. Any State Requirements for Educational Facilities ordinance that demands increased classroom size or any change from the existing footprint must be discussed with Risk Management. The latter costs are potentially eligible under the FEMA program, but would not be reimbursed under the excess property insurance contract.

D. USE OF DISTRICT-OWNED EQUIPMENT

Wear and tear on district equipment, use of stock materials, and emergency materials are potentially eligible. FEMA reimburses use of an applicant's own equipment during the performance of eligible work through the FEMA Schedule of Equipment Rates. The schedule computes parts and labor for normal maintenance and periodic equipment overhaul. In order for the district to recapture these costs, the employee must complete an EDAR form each day, completing both the Time and Equipment sections.

Each individual who drives a district vehicle during the course of eligible work must annotate on an EDAR the identification number of the vehicle and the number of miles driven. The mileage must correspond to the locations listed in the Time section. It is the responsibility of the work location to calculate the daily individual mileage incurred by each individual who drives a district vehicle.

Equipment that is unavoidably damaged due to harsh conditions may be eligible for repair if the damage could not be reasonably avoided, however, most additional cost is covered under the vehicle reimbursement. As example, submersion of the equipment, fluid changes due to high water, repair/replacement of tires, and undercarriage repair due to operation in severe debris conditions, may be eligible. Contact Risk Management for guidance on claiming equipment repair.

E. VEHICLES

Vehicle usage is eligible for reimbursement when the vehicle is used specifically for storm-related recovery. FEMA pays an hourly rate for such usage that must be tracked by detailing the hours the vehicle was used (on an EDAR) with a description of the work performed. For example, a district employee may be dispatched in a district-owned pickup truck to a Home Depot in Fort Lauderdale because the locally damaged Home Depots cannot supply demand. The vehicle round-trip may take three hours. The vehicle identification number, the work performed, the miles/hours recorded must be stated on the Emergency Daily Activity Record. Use of M-DCPS Police vehicles for disaster recovery is eligible as well. Contact Risk Management for guidance on specific instances.

F. GRANTS AND CASH DONATIONS

It is common for an applicant to receive non-federal grants and cash donations in the aftermath of a disaster. Traditionally, FEMA insisted these monies be used to reduce FEMA participation. The current rule application would allow the district to use such donations to offset the non-federal cost share, or to pay for ineligible work. The non-federal cost share is the cost that is not paid by FEMA, in that FEMA pays 75% of eligible costs, the State of Florida pays 12½% and the district absorbs 12½%. Non-federal grants and cash donations can also be used to offset the 12½% district share.

For example, tree replacement is not eligible under the FEMA program, therefore, cash donations can be used to purchase trees so long as they are excess to trees reimbursed by the district's limited tree insurance coverage.

Cash donations that are given with a specific directive (i.e., XYZ Foundation donates 150 computers to South Dade Skills Center) may duplicate the scope of work that is potentially eligible for FEMA funding at the site. Therefore, a Project Worksheet written to replace 200 damaged computers at South Dade Skills would be ultimately eligible for 50 computers.

Non-federal grants and cash donations that are non-specific, i.e., 'for disaster recovery and relief efforts' or for work not eligible for FEMA assistance such as replacement of art work or trees are not considered a duplication of benefits.

Federal grants may not duplicate FEMA grants. Funds must be returned to FEMA if and when duplication is discovered. Contact Risk Management for guidance on spending cash donations or non-federal grants that may be duplicative.

G. DONATED RESOURCES AND VOLUNTEER LABOR

All volunteers must register by completing the School Volunteer Program Registration Form (FM-1764) and by signing in daily on Appendix V (FM-3953). At the close of each day worked, the volunteer must complete the Emergency Daily Activity Record. The title of that document should be changed (by hand) to 'Volunteer Labor'. The volunteer must state the hours worked and the type of emergency storm-related work performed.

Donated resources such as volunteer labor, donated equipment, and material used on eligible emergency work to eliminate immediate threats to life and property may be used to offset the cost of the non-federal share that would normally be borne by the district. Such costs must be documented using the individual's name, hours worked, site assignment and work performed.

Volunteer labor and equipment are limited to direct assistance for emergency work such as:

1. Removing eligible debris

2. Filling and placing sandbags
3. Conducting professional safety inspections
4. Providing mass food and shelter for victims

Volunteers should not be given equipment to operate. The rate assigned to volunteer labor must be the same as would be paid to a district employee for equivalent work, plus fringe benefits. Contact Risk Management for guidance on how to document donated resources.

H. INDIRECT COSTS

Indirect costs are not eligible. These include, but are not limited to, utility costs, legal reviews, and systems support. However, FEMA will reimburse direct administrative costs incurred by the District that are properly documented and directly chargeable on a Project Worksheet for a specific project. Contact Risk Management for guidance on indirect costs.

SECTION V

TECHNICAL ISSUES

A. DISTRICT EXCESS PROPERTY INSURANCE

The district's excess windstorm property insurance responds to catastrophic loss, the entirety of which must be documented in order to recoup the district's deductible and policy exclusions from FEMA. For this fiscal year, the district's deductible is a flat one hundred million dollars District wide. Coverage is extended by the insurer once the one hundred million dollars in damage to District property has been sustained.

It is unlikely that one work site alone would sustain damage from a hurricane, although it is possible for a tornado to wreak havoc on a small section of Miami-Dade County, damaging only one site. In any type of windstorm event, each damaged site would be combined to reach our one hundred million dollars deductible. In order for the district to seek supplemental funding to cover this out-of-pocket expense, there must be a federal disaster declaration and the scope of work must be documented in a format acceptable to FEMA. Insurance proceeds are deducted from the eligible FEMA grants on a site-by-site basis.

The terms and conditions of the district's excess property insurance is subject to change at policy renewal each year; therefore, the information cited above is applicable only for this fiscal year.

Flood insurance policies are written separately through the National Flood Insurance Program for structure and contents on an actual cash value basis (replacement cost less depreciation). The district would seek FEMA assistance for the deductible(s) and the depreciation.

B. THE FEDERAL EMERGENCY MANAGEMENT AGENCY

The Federal Emergency Management Agency administers a Public Assistance program that provides financial relief to eligible organizations once a disaster declaration has been issued by the President of the United States. The district would then be known as the 'applicant' or the 'sub-grantee'. In order for a state's Governor to request a disaster declaration, Maintenance Operations must perform an Initial Damage Assessment to assess the magnitude of the storm's impact. Once tendered to Miami-Dade County Emergency Management, the assessment is instrumental in determining whether a declaration will be issued and, if so, the type and amount of assistance available from the federal government. For this reason, Maintenance Operations must access the damaged buildings and grounds immediately following the storm.

Some storms produce minor damage totaling a few thousand dollars at each affected work site. In such cases, the district's excess property insurer will not be involved

because the cost of the damage will not have met the one hundred million deductible; however, if the President of the United States has declared the occurrence a disaster, federal assistance will be made available. FEMA employs a \$1000 threshold at each damaged site. Once FEMA is satisfied the site has sustained \$1000 in damage, the entire loss at that site is eligible for reimbursement.

The main responsibility of the FEMA inspector is to observe the damage and coordinate with the district in developing Project Worksheets that capture the scope of work. **All storm-related damage must be committed to a Project Worksheet.** Do not reduce or eliminate scope of work on the Project Worksheet simply because it may be covered by insurance.

In the event a FEMA inspector creates a Project Worksheet that minimizes or ignores eligible scope of work, the administrator must notify Risk Management immediately. Risk Management will develop an attachment for the Project Worksheet documenting the district's position, and preserving the right of appeal. The right of appeal is time sensitive and should be reported to Risk Management as soon as possible.

Under both the district's excess property coverage and the FEMA program, pre-existing damage resulting from lack of maintenance is not eligible. The cost to repair rotted roof sheathing, for example, must be absorbed by the sub-grantee. This type of damage is not 'hidden damage,' even if initially not visible to the naked eye.

C. THE FEMA PUBLIC ASSISTANCE PROGRAM

Certain departments, such as Facilities Planning/Construction, and Maintenance Operations, will be compelled to document structural losses to the satisfaction of both the excess property insurer and FEMA. It will be their responsibility, in coordination with Risk Management, to bring forth the eligible scope of work, including code upgrade and potential hazard mitigation techniques, on the Project Worksheet.

Other departments may confront issues concerning payroll, or donations that may be a potential duplication of benefit. The purpose of this section is to elaborate, with specific examples, on specific recovery issues.

For ease of comparison, the following chart illustrates coverage extended by the district's excess property insurer and FEMA. The insurer will reimburse the district for damage to buildings, furniture, fixtures, equipment, district-owned vehicles, machinery, and physical education property once the deductible has been exceeded. FEMA participation is limited to those expenses not covered by insurance, and this amount can be substantial given the district's large exposure. The categories listed below are eligible for disaster recovery funding. The work undertaken must be the district's legal responsibility and the damage, a direct result of the storm.

	FEMA	INSURER
EMERGENCY WORK		
Debris removal	*	(buildings, contents)*
Emergency Protective Measures	*	
PERMANENT WORK		
Road Systems	*	
Water Control Facilities	*	
Buildings/Contents	*	*
Utilities	*	*
Outdoor Equipment	*	*
Trees (remove, re-stand, trim)		(limited coverage)*
Hazard Mitigation	*	

At first glance, it appears that FEMA covers more categories of loss than does the insurer whose coverage is limited to the building(s) and contents cited in the insurance policy contract. However, the scopes of work that have the most serious impact on district operations are debris removal, emergency measures, buildings, and contents. The FEMA program is supplemental in nature to that of the insurer. No duplication of payment by the insurer and FEMA is allowed. **At no time may any district employee assume the responsibility of discussing district insurance coverage with a FEMA representative. Refer FEMA personnel to Risk Management if the subject of insurance coverage arises.**

D. AUDITS AND RECORDS RETENTION

As federal grant funding is subject to audit, the following material must be isolated and retained: **original** payroll, Emergency Daily Activity Records, invoices, purchase orders, rental costs, vehicle logs, etc., that support the actual costs incurred. The responsibility to identify and store these materials rests with the work site administrator. Original records must be kept for five years after completion of the last grant, which could occur as late as eight or ten years after the date of declaration.

The work site administrator must identify the disaster-related documents, box them separately, and ship them to the Department of Records Management. Risk Management must be copied on the Records Transfer Request form (FM-1223 – included as Attachment). Only Risk Management is authorized to notify the Department of Records Management of the date when disaster records may be destroyed.

DO NOT SEND ORIGINAL DOCUMENTATION TO RISK MANAGEMENT

Once a payment is made, the audit may discover problems that, if unresolved, could force the district to return some of the FEMA funds received. Some common problems include:

1. Failure to adequately describe the work performed.

2. Lack of documentation for fringe benefits and/or nonproductive leave time.
3. Lack of support for equipment rates.
4. Excessive claims for equipment hours.
5. Failure to distinguish between disaster-related work and normal on-going activities.
6. Failure to provide a clear audit trail from the supporting cost summaries to the supporting records.
7. Failure to segregate ineligible work.
8. Claiming indirect costs that are not eligible.

E. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

All federal agencies, including FEMA, follow specific review and planning processes to ensure that permanent work does not present a significant impact to the environment. Repair and replacement projects that replicate that which existed before the disaster are not subject to environmental review. However, alternate or improved projects in which planned use does not conform to past use, must undergo an Environmental Assessment or an Environmental Impact Statement.

It is the responsibility of the Florida Department of Community Affairs to coordinate any environmental review with FEMA. It is the district's responsibility to notify FEMA, through the State, of any change in use, design or location so that the assessment can be conducted **before** funding is accepted. Therefore, at first indication of any such change, notify Risk Management before proceeding with the project. While numerous categorical exclusions exist under NEPA, FEMA will deny funding if the project proceeds without an environmental review completed to the agency's satisfaction.

F. NATIONAL HISTORIC PRESERVATION ACT (NHPA)

The repair, replacement or demolition of a historic structure demands compliance with the National Historic Preservation Act. Improved, alternate or relocated projects that potentially affect a historical or archeological site must comply with NHPA as well. FEMA works with the Advisory Council on Historic Preservation Office and the State Historic Preservation Office once a historic property has been identified through the questionnaire on the Project Worksheet.

The district's excess property insurer will contribute to the repair or replacement of district-owned historic buildings. However, the insurer is obligated only to repair/replace to current function. The insurance policy does not provide for replacement of antique windowpanes or similar components that satisfy historic standards. FEMA will consider funding costs that, in addition to basic insurance reimbursement, maintain historic authenticity.

SECTION VI

IMPORTANT INFORMATION

GENERAL HURRICANE INFORMATION

Hurricanes are tropical cyclones in which winds reach a constant speed of at least 74 miles per hour (mph) and may gust to 200 mph. Their spiral clouds may cover an area several hundred miles in diameter. The spirals are heavy cloud bands from which torrential rains fall and tornados may be generated. The eye of the hurricane is deceptively calm and almost free of clouds with light winds and warm temperatures. Beyond the eye, counterclockwise winds bring destruction and death to coastlines and islands in their erratic path. During the period of 1900 to 2012, 21 hurricanes made landfall in Miami-Dade County. The months of September and October have the highest level of activity. Most storms have been Category 2 or 3.

It is important to remember that the position of the storm given by the National Hurricane Center is the eye of the storm. High winds and heavy rain may extend up to 200 miles from the eye. Hazardous conditions may arrive 6-10 hours before the eye makes landfall.

The Saffir/Simpson Scale is used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage.

<u>Category</u>	<u>Winds</u>	<u>Storm Surge</u>
I	74-95 mph	5 feet
II	96-110 mph	7 feet
III	111-130 mph	10 feet
IV	131-135 mph	13 feet
V	135 + mph	15 feet +

The following is a description of the damage potential by hurricane category:

CATEGORY I -Winds of 74 to 95 miles per hour. Storm surge 5 ft.

Damage occurs primarily to shrubbery, trees, unanchored mobile homes, and to poorly constructed signs. Low-lying coastal roads are inundated, minor pier damage occurs, and some small craft in exposed anchorages are torn from moorings.

CATEGORY II- Winds of 96 to 110 miles per hour. Storm surge 7 ft.

Considerable damage occurs to shrubbery and trees with some blown down. Major damage befalls exposed mobile homes. Extensive damage is done to poorly constructed signs. Some damage may occur to roofing materials, windows, and doors

but major damage to buildings should not be evident. Coastal roads and low-lying escape routes inland may be cut by rising water two to four hours before arrival of hurricane center. Considerable damage is done to piers. Marinas flood. Small craft in unprotected anchorages will be torn from moorings.

CATEGORY III - Winds of 111 to 130 miles per hour. Storm surge 10 ft.

Extensive damage occurs to large trees. Poorly constructed signs are blown down. Damage to roofing materials, windows and doors is evident. Mobile homes are destroyed. Serious flooding is evident along the coast with many smaller coastal structures destroyed and large structures damaged by battering waves and floating debris. Low-lying escape routes further inland are inundated by rising water three to five hours before hurricane center arrives.

CATEGORY IV - Winds of 131 to 155 miles per hour. Storm surge 13 ft.

Shrubs and trees are blown down; all signs are down. Extensive damage to roofing materials, windows, and doors occurs. Roofs on many small residences completely fail. Mobile homes are completely destroyed. Major damage to lower floors of structures near shore lines due to flooding, battering waves, and floating debris. Low-lying inland escape routes are cut by rising water three to five hours before hurricane center arrives. Major erosion of beaches is evident.

CATEGORY V - Winds greater than 155 miles per hour, Storm surge 15 ft.

Shrubs and trees are blown down, considerable damage to roofs of buildings is evident, all signs are down. Severe and extensive damage occurs to windows, and doors. Roofs on many residential and industrial buildings fail completely. Extensive shattering of glass in windows and doors is seen. Some buildings fail completely. Small buildings are overturned or blown away. Mobile homes are completely destroyed. Low-lying inland escape routes are cut off by rising water three to five hours before the hurricane center arrives.

DEFINITIONS

A. Advisory

A National Weather Service message giving storm location, intensity, movement, and precautions to be taken.

B. Eye

The roughly circular area of comparatively light winds and fair weather at the center of a hurricane. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall cloud. (Do not go outdoors while the eye is passing; the full intensity of the storm will reoccur in minutes.)

C. Hurricane

A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour (64 knots) that is usually accompanied by rain, thunder, and lightning. Hurricanes often spawn tornadoes.

D. Hurricane Season

The six-month period from June 1 through November 30.

E. Hurricane Alert

A hurricane alert will be issued by the County Manager if readiness actions are required before a hurricane watch is issued. Action normally taken during a hurricane watch should be initiated when a hurricane alert is declared.

F. Hurricane Watch

Issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and time period. A hurricane watch indicates hurricane conditions are possible, usually within 24-36 hours, but it does not mean they will happen. When a watch is issued, listen for advisories and be prepared to take action if advised to do so.

G. Hurricane Warning

A warning is issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 10 to 18 hours or less, before the storm makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

H. Hurricane Landfall

The point and time during which the eye of the hurricane passes over the shoreline. After passage of the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.

I. Storm Surge

A dome of seawater, often 50 miles across, that sweeps across the coastline inundating the land with up to 15 feet of water above normal high tide. The ocean level rises as a hurricane approaches, peaking where the eye strikes land, and gradually subsides after the hurricane passes. Storm surge, also known as tidal flooding, has been responsible for nine out of ten hurricane deaths.

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2019 M-DCPS Designated Emergency School Shelters

PRIMARIES

Loc. #	Name of Facility	RC	Address	City	Zip Code	Evac Center Type
7791	Booker T. Washington Senior (EHPA)	C	1200 NW 6th Avenue	City of Miami	33136	General Population
1401	Charles Drew Middle School	C	1801 NW 60th Street	City of Miami	33142	General Population
5101	Doral Middle (EHPA)	C	5005 NW 112th Avenue	Doral	33178	Public Safety
7251	Miami Central Senior (EHPA)	C	1781 NW 95th Street	Miami	33147	General Population
7271	Miami Coral Park Senior (EHPA)	C	8865 SW 16th Street	Westchester	33165	General Population
7341	Miami Jackson Sr (MEC) (EHPA)	C	1751 NW 36th Street	Miami	33142	Medical
7241	Ronald Reagan Senior (EHPA)	C	8600 NW 107th Avenue	Doral	33178	General/Pet
7721	South Miami Senior (EHPA new bldg)	C	6856 SW 53rd Street	South Miami	33155	General Population
7751	Barbara Goleman Senior	N	14100 NW 89th Avenue	Miami Lakes	33016	General Population
6611	Country Club Middle (EHPA)	N	18305 NW 75th Place	Miami	33015	General Population
7141	Dr. Michael Krop Senior	N	1410 NE 215th Street	North Miami Beach	33179	General/Pet
7191	Hialeah Gardens Senior (EHPA)	N	11700 Hialeah Gardens Blvd.	Hialeah Gardens	33018	General Population
6241	Highland Oaks Middle	N	2375 NE 203rd Street	North Miami Beach	33180	General Population
7231	Miami Carol City Senior (EHPA)	N	3301 Miami Gardens Dr.	Miami Gardens	33056	General Population
7541	North Miami Beach Senior	N	1247 NE 167th Street	North Miami Beach	33162	General/Pet
7591	North Miami Senior (EHPA)	N	13110 NE 8th Avenue	North Miami	33161	General Population
7011	American Senior High	N	18350 NW 67th Avenue	Hialeah	33015	General Population
7781	Felix Varela Senior	S	15255 SW 96th Street	West Kendall	33196	General Population
7121	John Ferguson Senior (MEC) (EHPA)	S	15900 SW 56th Street	West Miami-Dade	33185	Medical
7371	Robert C. Morgan Senior (EHPA)	S	18180 SW 122nd Avenue	Miami	33177	General Population
7701	South Dade Senior (EHPA)	S	28401 SW 167th Avenue	Homestead	33030	General Population
7029	Terra Environmental Research Institute (EHPA)	S	11005 SW 84 Street	Miami	33173	General Population

Attachment 1a

Miami-Dade County Public Schools HURRICANE SHELTER ANNUAL PRESEASON CHECKLIST

SHELTER SCHOOL NAME	LOCATION #	REGIONAL CENTER OFFICE	DATE	TIME

The following checklist must be completed for each hurricane season by the host and back-up shelter administrator assigned to an emergency shelter. This checklist must be completed each time there is a change in assignment change.

- Provide a floor plan indicating the designated shelter areas.
- Walk through the building and familiarize the back-up shelter principal with the master keys, high value areas and specific locking arrangements.
- Identify building mechanical, generator and air handler rooms.
- Discuss and demonstrate basic operation of the school's fire alarm, public address, emergency power systems and, where applicable, EHPA systems.
- Identify areas where bottled water and custodial supplies are store
- d.
- Discuss any current building/campus concerns i.e. flooding in parking lot, active roof leak, etc.
- Show location of the **Shelter DECON** radio and provide School Board number _____. Shelter principals have been assigned a second DECON radio, this radio should be with them at all times.
- Provide emergency contact numbers for shelter staff.
- Exchange emergency contact information with host principal.
- Meet with cafeteria manager, head custodian, security monitors and zone mechanic to discuss shelter operations and review any concerns.

HOST PRINCIPAL (PRINT)	EMPLOYEE #	SIGNATURE
RELIEF ADMINISTRATOR (PRINT)	EMPLOYEE #	SIGNATURE
RELIEF ADMINISTRATOR (PRINT)	EMPLOYEE #	SIGNATURE
RELIEF ADMINISTRATOR (PRINT)	EMPLOYEE #	SIGNATURE

REGIONAL CENTER DIRECTOR NAME: _____ **SIGNATURE:** _____

REGIONAL CENTER SUPERINTENDENT NAME: _____ **SIGNATURE:** _____

Revised 5/12
Attachment 1b

FURNITURE, FIXTURES AND EQUIPMENT FORM INSTRUCTIONS

The Furniture, Fixtures and Equipment (FF&E) form records items that have been destroyed, damaged or stolen. Enter the Work Location name and number. Indicate applicable page number, school telephone number, whether the entry was forced (if applicable), the applicable ACCESS Center number, and the date of the loss. Note that personal items are not eligible for reimbursement but school property damaged outside the school environment, such as textbooks or a laptop, may be claimed.

CHECK ONE BOX ONLY: Indicate the cause of the loss. Remember that flood is caused by rising water. Unless the water rose from street level, do not indicate flood as the cause. If some items were damaged by flood and others by wind-driven water leaking from above, complete separate FF&E sheets, listing each type of damage on separate sheets.

Building Number: Enter the building number from the Florida Inventory of School Houses (FISH) Floor Plan Number. Be consistent!

Room Number: Enter applicable FISH number.

No. of Items: Enter number of items **of like kind** that are destroyed or stolen.

Item, Model No.: Identify item, including model or serial number.

(Over \$1000) Property Control Number: Enter Property Control (P.C.) number for items valued over \$1000. If an item has not been P.C.'d, submit copy of Purchase Order or original invoice as proof of ownership.

(Under \$1000) Original Invoice: If an item is valued under \$1000, submit copy of original Purchase Order or invoice to show proof of ownership.

Damaged: Check this column if item was damaged.

Repair Cost: Prepare a separate list of damaged equipment for review by the Zone Mechanic. For items the Zone Mechanic deems repairable, submit a Request for Service (FM-0400) to Maintenance Operations. Enter an estimated repair cost.

Destroyed or Stolen: Record whether item was destroyed or stolen. For destroyed/stolen items, secure a replacement cost on vendor's letterhead and submit to Risk Management along with a copy of the Outgoing Controlled Equipment form (FM-1670).

Replacement Cost: Record the current replacement cost of the item obtained from catalogs or approved School Board vendors. Keep copies of source documents with work location claim file.

The column totals will be recorded automatically. Complete the signature line and sign manually in blue ink.

FM-6249 Rev. (11-04)

Attachment 3 Cont.

EMERGENCY DAILY ACTIVITY RECORD INSTRUCTIONS

The Emergency Daily Activity Record (EDAR) tracks regular and excess work hours, and the use of district-owned or rented equipment, and material. Enter prime work location name and number, date work was performed, employee number, and job title. Indicate full- or part-time employment status. Leave Disaster# and PW# blank. **An EDAR must be completed each day by each employee working additional hours to his/her usual work schedule OR using equipment and/or materials in storm-recovery work during regular time. The EDAR must be signed in blue ink by the employee and work location administrator.**

TIME SECTION

Enter location number where work was performed. For Shelter Operations, record all related hours under that column. For non-Shelter work, describe the **specific** work performed during both Regular and Excess hours. Under Regular Hours, Part-Time employees enter hours usually worked, i.e., average daily hours worked in the weeks prior to the storm; Full-Time employees enter eight (8) hours. Hours worked in addition to usual hours, regardless whether employee is part- or full-time, are entered under Excess Hours. Payroll will compute the applicable hourly rate(s). When stating hours, round off to the nearest quarter of an hour, i.e., 30 minutes = .50 hour, 45 minutes = .75 hour, 90 minutes = 1.5 hour.

EQUIPMENT SECTION

Equipment Description: Examples include marked police vehicle, front-end loader, forklift, waxing machine, wet/dry vacuum cleaner, etc.

Equipment Identification Number: Use the Property Control Number when available. Alternative identification could be gas numbers for vehicles or serial numbers for equipment.

Hours of Operation/Mileage: For vehicles, enter the number of miles driven. For other equipment, such as back hoes and buffing machines, state the number of hours the equipment was in use. *DO NOT REPORT EQUIPMENT IDLE TIME.*

Equipment Rate: Risk Management will complete the form with the applicable rate.

MATERIAL SECTION

Material Description: Examples include cement bags, paint brushes, yellow pine 2x4s, E-Z Strip, Orange Solve-It, Spray 'n Wipe, etc.

Quantity: Enter quantity of items used.

Unit of Measure: Enter the measure of items used. Use the following example codes as applicable: Pint (PT), Quart (QT), Gallon (GL).

Unit Cost: Risk Management will determine the unit cost.

Extended Cost: Risk Management will calculate the extended cost.

At the bottom, the employee must legibly print his or her name, date and sign the form. The administrator must legibly print his or her name, date and sign the form. Use blue ink.

Attachment 5 Cont.



**SELF-INSURED PROPERTY FUND
PROOF OF LOSS**

S
C
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Plant Security Report Number _____	Fire/Water Damage _____
_____	Theft & Vandalism _____
School/Worksite Name _____	Work Location # _____
Date/Time of Loss _____	
Nature of Loss _____	
Injuries? YES <input type="checkbox"/> NO <input type="checkbox"/> Estimate of Damage _____	
Principal/Worksite Supervisor Signature _____ (Signed in blue ink)	Telephone _____
	Date _____

THIS CLAIM CANNOT BE PROCESSED UNLESS A COMPLETED PLANT SECURITY REPORT WITH A MASTER CASE NUMBER ASSIGNED, AND AN ITEMIZED LIST OF DAMAGED EQUIPMENT WITH COPIES OF INVOICES AND/OR PURCHASE ORDERS ARE ATTACHED.

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Estimated Damage \$ _____	Date forwarded to Budget Management _____
Deductible \$ 500.00	
Claim Approved for \$ _____	
Claim Disapproved <input type="checkbox"/>	Date forwarded to work location supervisor if disapproved _____
Reason: _____	

_____ William B. Wever, Director of Property Loss Control	

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Budget has been established as follows: Date _____

Fund	Object	Location	Program	Function	Amount
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0100					

Budget Analyst

DISASTER PREPARATION AT-A-GLANCE

BEFORE THE STORM

- Bring outdoor furniture and equipment inside
- Shut window louvers tightly
- Back up hard drives
- Disconnect and unplug electrical equipment
- Move computers and electronics away from windows
- Cover equipment with plastic
- Clear off desks
- Store items up off the floor
- Take photos of existing rooms
- Elevate pianos
- Clear roof and storm drains

GET 'THE PACKAGE' READY

- Gather camera, film, whiteout, pens, paper clips, flashlights, etc.
- Make multiple copies of forms: Damage Survey (FM-6250), Emergency Daily Activity Record (FM-6444), Furniture, Fixtures and Equipment (FM-6249), Proof of Loss (FM-5349) and Photo (FM-6248) forms
- Include current work site inventory and textbook inventory
- Print Property Control records
- Locate the FISH site plan
- Seal everything in plastic
- Secure in a walled, dry place

THE DAY AFTER

- Find 'The Package'
- Complete the Damage Survey form
- Use F.I.S.H. numbers for building and room identification
- Indicate wind or water on Damage Survey form
- Mail Damage Survey form to Property Loss Control #9112
- Take photos room-by-room and label
- Store work site photos in 'Hurricane File'
- List furniture, fixtures and equipment damages

POST-STORM CAUTIONS AT-A-GLANCE

AFTER A FLOOD

- Extreme caution when walking or driving through flooded areas
- Vehicle may stall
- Vehicle may be swept away
- Don't drive around road barriers
- Careful of submerged canals

CAREFUL WALKING

- Floors are slippery
- Broken glass or nails may be in debris
- Wear appropriate footwear

CARBON MONOXIDE

- No generators or gasoline to be used in building
- No candles, lanterns, open flames
- Use flashlights!

CLEAN-UP

- Be aware of sewage and chemicals in floodwaters
- Report evidence of microbial growth
- Be aware of indoor air quality
- Have Maintenance Operations evaluate

ELECTRICAL

- Electrocution can happen
- Don't step into water
- Careful of downed tree limbs and overhead power lines
- Appliances and motors need to be cleaned and dried

CREEPY CRAWLIES

- Look out for snakes, rodents and fire ants
- Walk noisily and carry a big stick
- Bitten or injured? Go to Emergency Room

DISASTER RECOVERY AT-A-GLANCE

OVERTIME PAYROLL

- Complete Emergency Daily Activity Record (EDAR)
- Enter payroll per instructions from Payroll Dept.
- One EDAR per day, one EDAR per employee
- Complete separate EDARs for debris removal
- Fax EDAR to (305) 995-7813
- Flag time cards/sheets for audit

ELIGIBLE OVERTIME

- Debris removal – complete separate EDARs
- Sandbagging for flood fight
- Cleanup
- Temporary repairs
- Police/Security
- Clerical
- Spoiled food removal
- State ALL material and equipment use on EDAR
- Employee and administrator must sign EDAR in BLUE INK

Categories 1 and 2 Storms

- Work site manages claim
- Take and label photos
- Store photos in 'Hurricane File'
- Compile furniture, fixtures and equipment info on FF&E form
- Use F.I.S.H. numbers to identify buildings and rooms
- Contact Procurement and Materials Management for prices
- Consult district-approved catalogs for prices

Categories 3, 4 and 5 Storms

- Insurance adjusters and FEMA inspectors will survey damage
- Procurement and Materials Management gathers costs
- Submit claim using forms in Disaster Recovery Manual
- Copy Outgoing Controlled Equipment report to Risk Management
- Sign Proof of Loss form in BLUE INK