

DAYTONA STATE COLLEGE

Hurricane Safety Guide 2021

A QUICK REFERENCE GUIDE



BE SAFE, BE PREPARED

Louie Mercer, Director
Daytona State College
Campus Safety Department

Russell Gibbons, Manager
Daytona State College
Campus Safety Department



DAYTONA
STATE COLLEGE

DaytonaState.edu

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INTRODUCTION

In accordance with Policy 8.09, Daytona State College has established a Comprehensive Emergency Management Plan (CEMP), and a Continuity of Operations Plan (COOP) to deal with the various crises that might threaten the resources of the college, the physical safety of its employees, students and other clientele, and the general public.

In accordance with Florida Statute #252.365, Louie Mercer, Director, Campus Safety has been designated as the Emergency Coordinating Officer (ECO) for Daytona State College.

Due to the coastal locations of our campuses, hurricanes and tropical storms pose a significant threat to Daytona State College. This document serves as a quick reference guide for College personnel to plan for and react to a hurricane or tropical storm according to the guidelines in the CEMP and COOP.

This Hurricane Guide also provides information for personal safety and preparation for a hurricane or tropical storm, including includes links and contact information for useful county, state, and federal resources .

The Daytona State Comprehensive Emergency Management Plan is available to Daytona State employees at the MyDaytonaState Document Repository > Campus Safety folder.

Additional inquiries about hurricane preparedness and safety information can be directed to Daytona State Campus Safety.

- **Campus Safety Emergency Dispatch – (386) 506-4444**
 - In case of power or network outage – (386) 258-7374

2021 Atlantic Storm Names

Ana	Henri	Odette
Bill	Ida	Peter
Claudette	Julian	Rose
Danny	Kate	Sam
Elsa	Larry	Teresa
Fred	Mindy	Victor
Grace	Nicholas	Wanda

NOAA Hurricane Tracking Information

- <https://www.nhc.noaa.gov/?atlc>
- <https://www.nhc.noaa.gov/gtwo.php?basin=atlc&fdays=2>

Printable Tracking Charts

https://www.nhc.noaa.gov/tracking_charts.shtml

Daytona Beach Campus – N29.12, W81.02



Experts predict above-normal storm activity for the 2021 season. (Forecasts are not definite.) In any case, one storm can cause disaster. Here's what you can do to prepare.

Know what a hurricane WATCH and WARNING means

- ✚ **WATCH:** Hurricane conditions are possible in the specified area, usually within 36 hours.
- ✚ **WARNING:** Hurricane conditions are expected in the specified area of the warning, usually within 24 hours.

Prepare a Personal Evacuation Plan

- ✚ **WATCH:** Hurricane conditions are possible in the specified area, usually within 36 hours.
- ✚ Identify ahead of time where you could go if you are told to evacuate.
- ✚ Choose several places—a friend's home in another town, a motel, or a shelter.
- ✚ Keep handy the telephone numbers of these places as well as a road map of your locality. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- ✚ Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.

Assemble a Disaster Supplies Kit containing—

- ✚ First aid kit and essential meds
- ✚ Canned food and can opener
- ✚ At least 3 gallons of water per person
- ✚ Protective clothing, rainwear
- ✚ Bedding or sleeping bags
- ✚ Battery-powered radio, flashlight, and extra batteries
- ✚ Special items for infant, elderly, or disabled family members

- ✚ Written instructions on how to turn off electricity, gas, and water if authorities advise you to do so

Prepare for high winds

- ✚ Install hurricane shutters or purchase precut 1/2" outdoor plywood boards for each window of your home. Install anchors for the plywood and predrill holes in the plywood so that you can put it up quickly.
- ✚ Make trees more wind resistant by removing diseased and damaged limbs, then strategically removing branches so that wind can blow through.

Know what to do when a hurricane WATCH is issued

- ✚ Listen to NOAA Weather Radio or local radio or TV stations for up-to-date storm information.
- ✚ Prepare to bring inside any lawn furniture, outdoor decorations & ornaments, trashcans, hanging plants, and anything else that can be picked up by the wind.
- ✚ Prepare to cover *all* windows of your home. If shutters have not been installed, use precut plywood as described above. *Note:* Tape does not prevent windows from breaking, so taping windows is not recommended.
- ✚ Fill your car's gas tank. Recheck manufactured home tie-downs.
- ✚ Check batteries and stock up on canned food, first aid supplies, drinking water and medications.

Know what to do when a hurricane WARNING is issued

- ✚ Listen to the advice of local officials and leave if they tell you to do so.
- ✚ Complete preparation activities. If you are not advised to evacuate, stay indoors, away from windows.
- ✚ Be aware that the calm "eye" is deceptive; the storm is not over.
- ✚ The worst part of the storm will happen once the eye passes over and the winds blow from the opposite direction. Trees, shrubs, buildings and other objects damaged by the first winds can be broken or destroyed by the second winds.
- ✚ Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors, in the center of your home, in a closet or bathroom without windows.

- ✚ Stay away from floodwaters. If you come upon a flooded road, turn around and go another way.
- ✚ If you are caught on a flooded road and waters are rising rapidly around you, get out of the car and climb to higher ground.

Know what to do after a hurricane is over

- ✚ Keep listening to NOAA Weather Radio or local radio or TV stations for instructions.
- ✚ If you are evacuated, return home when local officials tell you it is safe to do so.
- ✚ Inspect your home for damage.
- ✚ Always use flashlights; avoid using candles.

Daytona State - Emergency Broadcast Announcements

- ✚ In the event of a tropical storm or other emergency that causes the President to close one or all of the college campuses, emergency announcements will be broadcast via the Daytona State College DSC Alert system, the College website, and the Daytona State College Facebook and Twitter pages. Students and Employees can get updates on the status of the College during emergencies by calling (386) 506-HELP (4357)



DSC Alert

- ✚ The DSC Alert system uses text, phone calls, email, social media and desktop alerts to notify employees and students of emergencies and disaster related announcements. The message is recorded and will
 - ✓ advise employees of a decision to close the College
 - ✓ request certain employees or volunteers to report to work or
 - ✓ announce that the College has reopened.

Take time now to review the Comprehensive Emergency Management Plan (CEMP) on the MyDaytonaState Portal in the Campus Safety folder

If you haven't begun storm preparations at home, *NOW* is the time.

The success of our response to a major storm depends on your readiness.

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Saffir-Simpson Scale

Category	Winds (mph)	Storm Surge
5	>155	>18'
4	131-155	13'-18'
3	111-130	9'-12'
2	96-110	6'-8'
1	74-95	4'-5'

General Guide of Activities for Hurricanes

STEP I	Monitoring	Storm tracking by Campus Safety
STEP II	Hurricane Watch	Alert Status - Senior Executive Staff (SXS) and Critical Incident Management Team (CIMT) notified.
STEP III	Hurricane Warning	President may issue statement of action. EOC may declare shelter open.
STEP IV	During Hurricane	Continue to monitor
STEP V	After a Hurricane	Monitor local broadcasts, Senior Executive Staff and CIMT convened May convene entire Cabinet.

Hurricane Preparedness and Response

Hurricane season: June 1st - November 30th

STEP I: Monitoring - Storm Tracking

- When a storm with hurricane potential is in the Caribbean region the Director of Campus Safety or his designee will begin constant tracking and disseminating weather information. Employees will stay informed.
- The Volusia County Emergency Operations Center (EOC) will report storm updates via fax or email. It will give details about the storm and recommend any actions that need to be implemented.
- Campus Safety will receive and review the EOC communication.

STEP II: Hurricane Watch - Alert Status (24-36 hours)

- Employees should initiate plans for their family and property.
- The President or his/her designee may convene appropriate members of the Senior Executive Staff and/or the Critical Incident Management Team to review options and determine a course of action.
- Facilities Services will prepare emergency supplies and generators.
- All Daytona State vehicles will be fueled. Contact Campus Safety for designated storage location and key drop box.
- All loose objects – trash cans, rubber mats, lawn furniture, etc., are brought inside or secured. Facilities Services will secure all items on their checklist.
- Whisper Oaks student residents notified- standby alert status. Voluntary evacuation strongly encouraged.

STEP III: Hurricane Warning (24 hours or less)

- The President or his/her designee may convene appropriate members of the Senior Executive Staff and/or the Critical Incident Management Team to review options and determine a course of action.
- All personnel will continue to report to work at their regular times. Employees not directly involved in the disaster response may be sent home at the President's discretion but are subject to recall.
- Mandatory evacuation may be ordered for Whisper Oaks student housing: evacuation plan would be initiated.

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- When directed by the President or his/her designee:
 - All programs will close.
 - Records, cash, and equipment will be moved to a safe location.
 - Facilities Services will turn off non-essential utilities.
- If a request is made by the Daytona State President's Executive Staff for emergency staff to report to work, staff should respond, safety permitting. Employees caught at home by disaster conditions should attempt to notify their supervisor.
- The Senior Executive Staff may designate a temporary shelter for emergency personnel and their *immediate* family members. No pets or alcohol will be permitted in the temporary shelter.
- When the college has been officially closed by the President or his/her designee NO ONE should be reporting to work unless specifically requested by the President e.g. the Senior Executive Staff. If you need to be here, you must have the permission of a Vice President and notify Campus Safety.
- Do not re-enter a building without notifying Campus Safety.

STEP IV: [During a Hurricane](#)

- Remain calm and stay indoors (away from windows).
- If the center (eye) passes through your area, continue to stay indoors. Wind and rain may stop for a few minutes or up to more than half an hour. **Beware:** the wind will suddenly pick up again from the opposite direction and possibly with greater force than before.
- Monitor television and/or radio (WDSC 15 and all major TV & radio stations).

STEP V: [After a Hurricane](#)

- Remain indoors until the official "all clear" is given.
- If communication with the College Senior Executive Staff or Cabinet is unavailable, pay strict attention to instructions from official sources such as the Emergency Management Office, the American Red Cross or law enforcement agencies.
- Stay away from downed power lines.
- Do not re-enter buildings until authorized by Facilities Services or the Administrator in charge.
- Whisper Oaks residences inspected by Facilities Services and Campus Safety.
- Watch for snakes and other small animals that have sought shelter or higher ground.
- Do not turn on appliances or computers unless authorized due to low voltage power fluctuations



Emergency Operations Center (EOC) Locations

In the event of an approaching storm, Daytona State College may use one of the following locations as its Emergency Operations Center (EOC).

- 1. Conference Center (Bldg. 640)**
- 2. IT Conference Room (Bldg. 300, Room 113)**
- 3. WDSC (Bldg. 400)**
- 4. Campus Safety – Bailey Hall (Bldg. 540)**
- 5. President’s Suite (Bldg. 100, Room 402)**

Conditions will dictate who will occupy the Emergency Operations Center before, during, and after the storm and which Emergency Operations Center location will be used. If conditions are determined severe enough, an Emergency Operations Center will not be established at one of the above locations; emergency operations will be managed from a safe location off campus



Senior Executive Team

Dr. Thomas LoBasso, President

Brian Babb	Executive Vice President and General Counsel
Dr. Amy Locklear	Provost
Roberto Lombardo	Senior Vice President, Information Technology/Center for Interactive Media
Martin Cass	Vice President, Finance Chief Business Officer
Dr. Erik D'Aquino	Vice President, Enrollment Management
Keith Kennedy	Vice President, Student Development
Timothy Norton	Vice President, Advancement and Executive Director, DSC Foundation
Robin Barr	Associate Vice President, Human Resources/Payroll/Benefits
Chris Wainwright	Associate Vice President, Facilities Planning
Lonnie Thompson	Director, Equity and Inclusion

Lynn Mercer	Coordinator IV, Office of the President
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Phone Numbers / Websites

VOLUSIA COUNTY

VOLUSIA COUNTY EMERGENCY MANAGEMENT			
Citizens Information Center	(866) 345-0345	TTY (386) 248-1792	
Daytona Beach (386) 258-4088	DeLand (386) 736-5980	New Smyrna (386) 423-3395	
www.volusia.org/services/public-protection/emergency-management			
DIRECTIONS TO VOLUSIA COUNTY SHELTERS – VOLUSIA COUNTY SCHOOL BOARD			
(386) 943-7623		(386) 734-7190	
SHELTER TRANSPORTATION - VOTRAN			
(386) 322-5100	(386) 943-7050	(386) 424-6820	
FLORIDA DEPARTMENT OF HEALTH – VOLUSIA COUNTY			
Daytona Beach (386) 248-1790	DeLand (386) 822-6215	Deltona (386) 789-7507	New Smyrna Beach (386) 424-2065
VOLUSIA COUNTY ANIMAL SERVICES			
(386) 274-0500	(386) 740-5241	(386) 423-3369	
VOLUSIA COUNTY EMERGENCY MANAGEMENT APP			
https://www.volusia.org/services/public-protection/emergency-management/em-app.shtml			
Available on the App Store and Google Play			

FLAGLER COUNTY

FLAGLER COUNTY EMERGENCY MANAGEMENT	
Emergency Information Line	(386) 586-5111
Emergency Management Website	http://www.flaglercounty.org/emergency
Emergency Services Office	(386) 313-4200
Flagler County Disaster Preparedness Guide	http://fliphtml5.com/gtIs/gzkv

AMERICAN RED CROSS

Disaster Services 24-Hour	(386)-226-1400
Service to the Armed Forces	1-877-272-7337
American Red Cross – Central Florida Region	www.redcross.org/local/florida/central-florida

STATE AND FEDERAL RESOURCES

FLORIDA DIVISION OF EMERGENCY MANAGEMENT		
(800) 342-3557	TDD/TTY (386) 226-4239	www.floridadisaster.org
DEPARTMENT OF HOMELAND SECURITY / FEMA		
Ready – Plan Ahead for Disasters	www.ready.gov/hurricanes	
FEMA Disaster Assistance	www.disasterassistance.gov	
FEMA Recovery Resources	www.fema.gov/recovery-resources	Return to Table of Contents

Disaster/Mass Care Shelters

Designated Shelters

DeLand Campus - Building 8 and the Deltona Center's west wing are shelters when designated available by the Volusia County EOC.

For information on local shelters, visit <https://www.volusia.org/services/public-protection/emergency-management/before-a-disaster/shelter-information.shtml> or <http://www.flaglercounty.org/emergency>

Shelter Opening

The local emergency management agency alerts the Red Cross and other county agencies about the imminent need to open emergency shelters. Emergency management agencies work with the Red Cross to decide which shelters to open, and when they will open.

During an emergency, not all shelters will open at once. To find out which shelters are available, tune to the local news media, or during an emergency call

Volusia County Citizen's Information Hotline

- (866) 345-0345
- Telecommunications Device for the Deaf: (386) 248-1792

Flagler County Emergency Information Line

- (386) 586-5111

Transportation

The Volusia County School Board and Votran will provide free rides to general public shelters. Pick up will be made at all regular Votran bus stops.

Evacuees

Shelter residents are asked to bring their own bedding, flashlights, prescription medicines, and other personal care items.

Pet Shelter

Pets are only permitted at designated shelters. In Volusia County, people and their pets are housed in the same location at the Volusia County Fairgrounds. Bring bedding and snack foods that do not require refrigeration. Cots are not provided. All companion animals must have a current license, vaccinations, identification and rabies tags. They must be confined in pet carriers or crates and must be under control at the facility at all times. Transportation to the shelter is provided at regular Votran bus stops as long as animals are crated.

Shelter Closing

After a disaster, Red Cross volunteers take responsibility for closing the shelter locations. This includes cleaning up debris, packing up Red Cross supplies, and transporting supplies back to their headquarters.

Actions

- | | Responsibility |
|---|---------------------|
| ○ Notify the President when the county Emergency Operation Center designates a shelter to be opened | Campus Safety |
| ○ Prepare/setup designated building | Facilities Services |
| ○ Coordinate with the Emergency Operation Center to receive evacuees | Campus Safety |

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What to Expect in a Shelter

General population shelters are stocked with basic necessities including food, water and a warm place to sleep. However, shelters will not be able to provide a level of convenience comparable to a home or hotel. Oftentimes, shelters can be crowded, noisy, boring, short-staffed and have very little privacy. Keep safety in mind at all times while in a shelter and avoid bringing valuables.

Most shelters only permit service animals, not pets. If you are evacuating to a shelter with your pets, find a shelter that is indicated as pet friendly.

Special Needs Shelters

Physically, mentally and sensory disabled residents and those who need supplemental oxygen should register before a disaster for a special needs shelter program.

Volusia County Online Special Needs Registry

<https://snr.flhealthresponse.com/>

Flagler County Online Special Needs Registry

<https://member.everbridge.net/index/453003085618348#/signup>

Evacuees should be accompanied by a caregiver if this type of assistance normally is needed.

Special needs shelters are not for isolation patients or people who need 24-hour dedicated care, a hospital bed, ventilator, or other complex care. These individuals should discuss other shelter arrangements with their physician or home health service provider or caregiver.

More Information on special needs shelters:

Volusia County

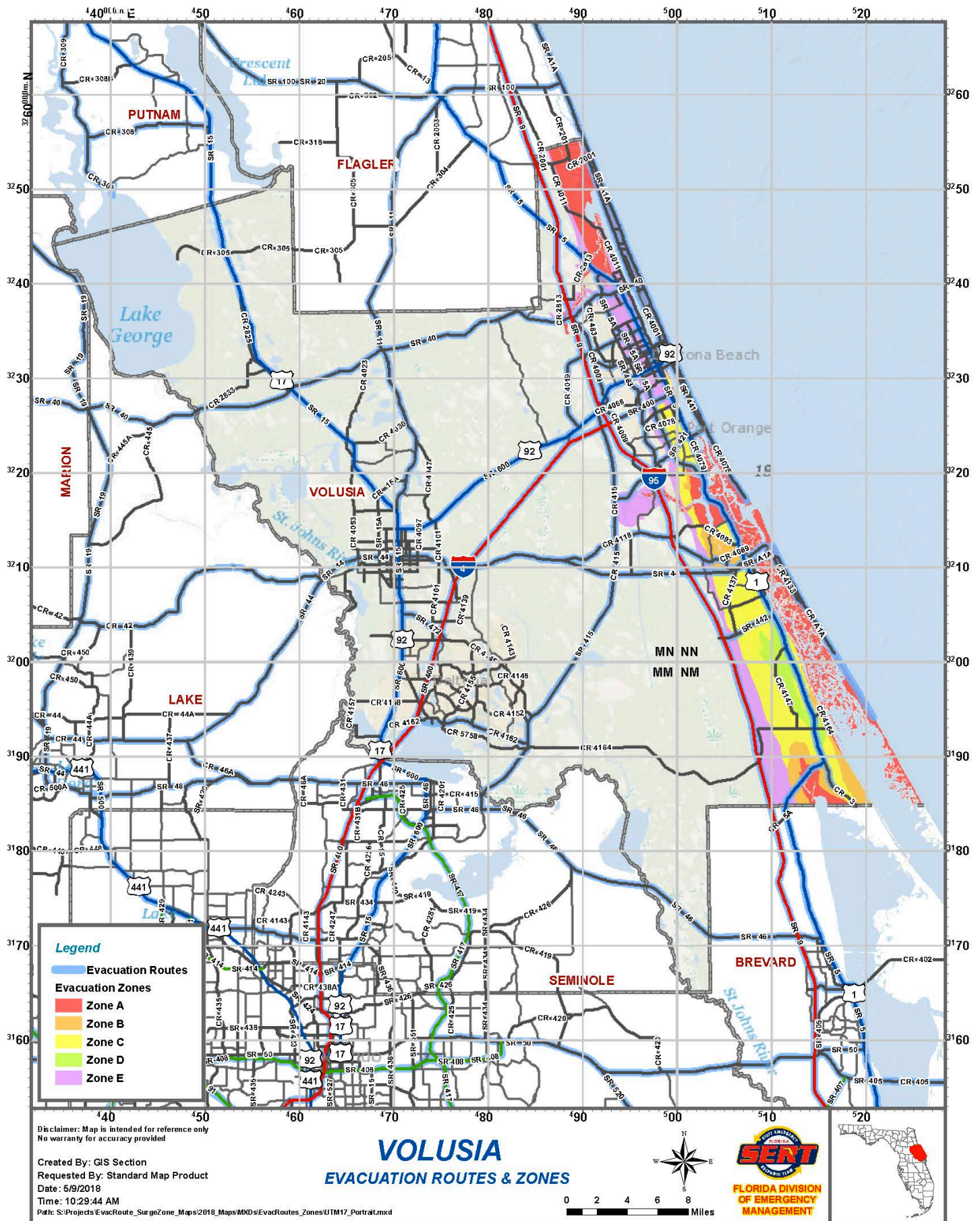
<https://www.volusia.org/services/public-protection/emergency-management/before-a-disaster/special-needs.stml>

Flagler County

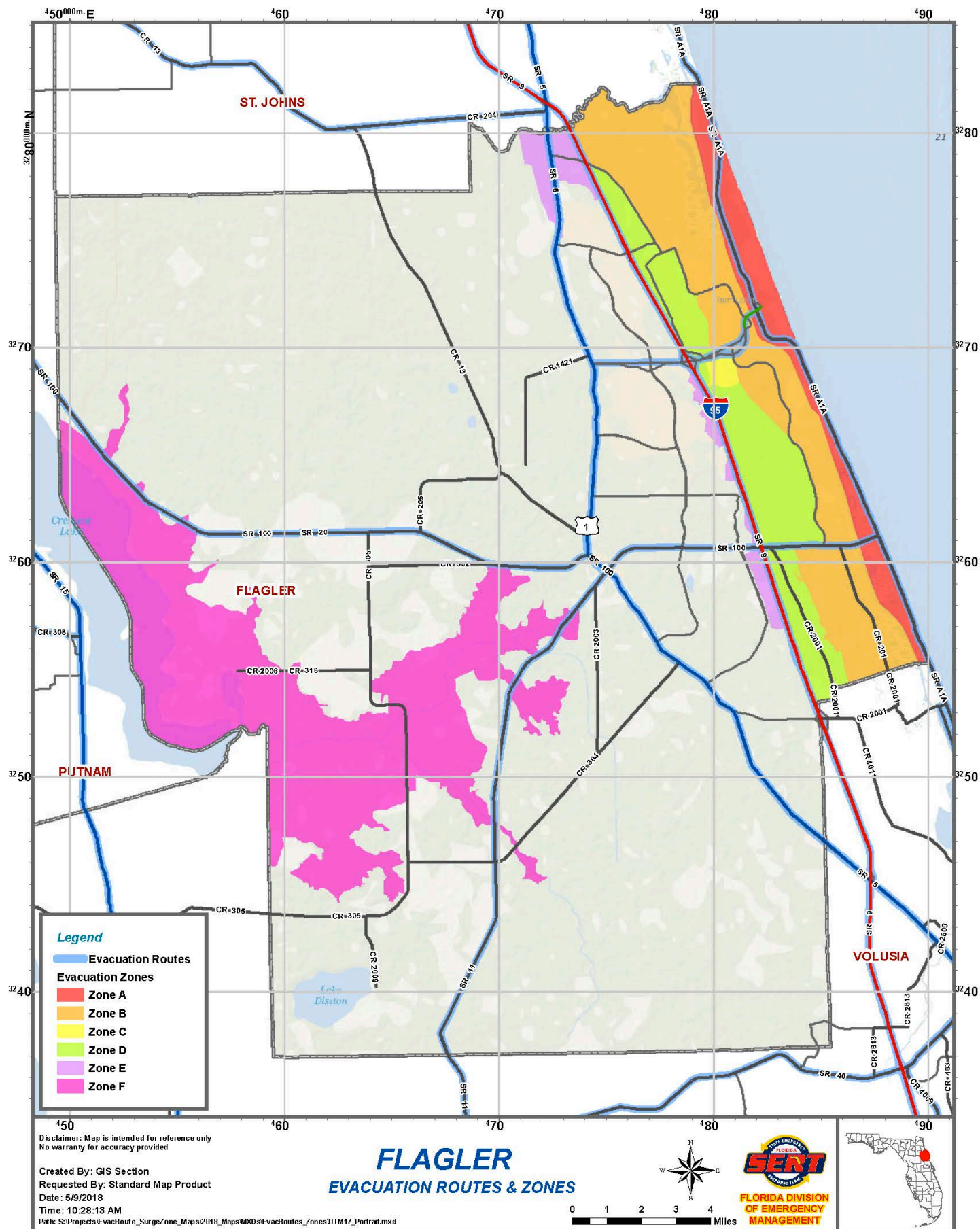
<https://www.flaglercounty.org/departments/emergency-services/emergency-management/individuals-with-special-needs>

Some Items to Bring to a Shelter

- A 30-day supply of all required medications and copies of all prescription information.
- Medical equipment and supplies (oxygen tanks, etc.) required to sustain the special needs of an individual for a minimum of two weeks
- Food and snacks required for a special diet, (non-perishable).
- Medical information including the name and phone number of medical provider/doctor, home health agency, copies of your medical insurance and/or Medicare and Medicaid cards
- Personal information (Identification with photo and current address, Social Security card, insurance papers, emergency contacts and any other valuable papers)
- Pillows, blankets, sleeping pads, diapers, toiletry items, extra clothing.
- Flashlight and batteries
- Non-perishable snacks, comfort food, water or other non-alcoholic beverages.
- Time occupiers such as books, magazines, games or cards. (Remember you are advised against bringing valuable and/or expensive items.)



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FEMA

Federal Emergency Management Agency
Washington, DC 20472



Recommended Items to Include in a Basic Emergency Supply Kit:

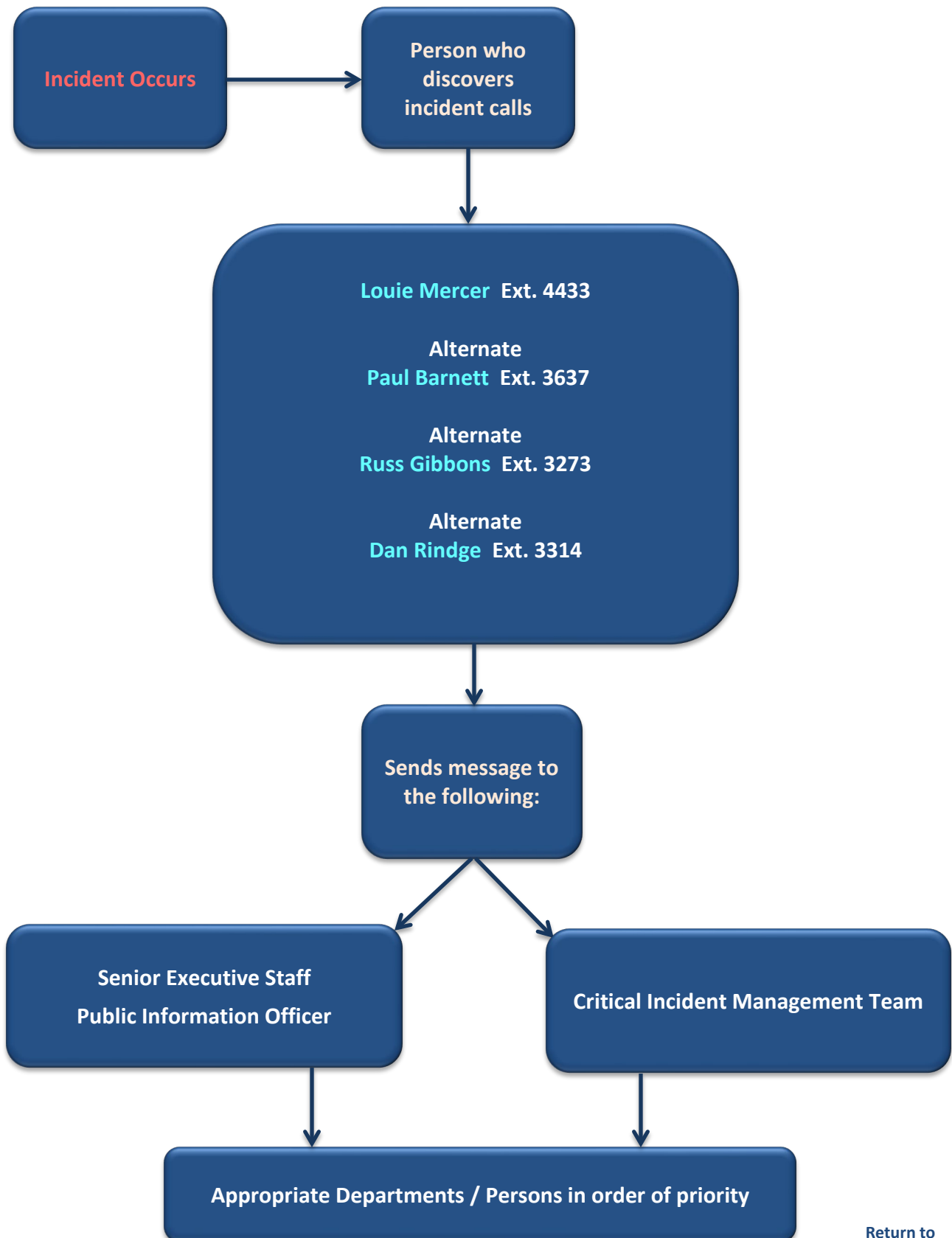
- ☐ **Water, one gallon of water per person per day for at least three days, for drinking and sanitation**
- ☐ **Food, at least a three-day supply of non-perishable food**
- ☐ **Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both**
- ☐ **Flashlight and extra batteries**
- ☐ **First aid kit**
- ☐ **Whistle to signal for help**
- ☐ **Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**
- ☐ **Moist towelettes, garbage bags and plastic ties for personal sanitation**
- ☐ **Wrench or pliers to turn off utilities**
- ☐ **Can opener for food (if kit contains canned food)**
- ☐ **Local maps**

For more information on emergency / disaster preparedness, visit

www.ready.gov

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Information Dissemination / Phone Call Flowchart



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Emergency Notification

During a sudden severe weather emergency, such as a tornado, Daytona State College uses the following systems to quickly notify the College community of danger and to provide clear information and instructions.

- **DSC Alert Emergency Notification System**

Notification via text messages, phone calls, and emails to all Daytona State College students and employees.

- **DSC Informacast Emergency Notification System.**

Notification via message alerts to indoor and outdoor speakers and all IP network phone speakers throughout Daytona State College campuses.

- **Portable Loudspeakers (Bullhorns)**

Bullhorns are available for deployment to Campus Safety officers to disseminate instructions during an emergency

Before and after a hurricane, information and updates regarding the status of the College will be provided to students and employees by various means including DSC Alert, official Daytona State College Facebook and Twitter accounts, Daytonastate.edu, the Daytona State College HELP Line at (386) 506-HELP, and local news media.

**THE FOLLOWING PAGES ARE
EXCERPTS FROM THE DAYTONA
STATE COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN
(CEMP).**

**THE ENTIRE PLAN CAN BE FOUND
ON THE MYDAYTONASTATE
RESOURCE CENTER IN THE CAMPUS
SAFETY FOLDER.**

EVACUATION

Preparing for an Evacuation

- Know your building or classroom's floor plan. Know where the doors, windows, stairs, and fire extinguishers are.
 - Current evacuation floor plans with defined exits per building are posted in all DSC buildings. These plans are mounted in frames adjacent to exit doors for easy identification and recall.
- Determine in advance the nearest exit from your work or classroom location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area, or the areas you frequent on campus.
- If you are in an unfamiliar building, look for exit signs and stairwells upon entering.
- If you work in an interior office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Do not return to the building until you have been instructed to do so by DSC Campus Safety, police or fire department emergency responders.

During an Evacuation

- Evacuation of all or part of the campus will be announced through DSC Mass Notification System, which includes outdoor emergency notification speakers, indoor voice over IP speaker alerts, DSC Alert text, and phone alerts to mobile devices, and possible additional methods such as Campus Safety officers with bullhorns.
- When instructed to evacuate by Campus Safety or when a fire alarm sounds, all persons who can safely do so must evacuate the determined area.
- Do not slow down during an emergency to retrieve belongings. If time and conditions permit, take only your most important personal items such as a purse, car keys, or glasses, and secure your workplace.
- Follow instructions from DSC Campus Safety or emergency responders.
 - Keep noise to a minimum so you can hear emergency instructions.
- Watch for falling debris and glass inside and outside of building.
- If time/safety permits, attempt to keep existing groups and classrooms of students together. This will assist in identifying anyone who may not have made it out.
- In case of fire or earthquake, do not use elevators.
 - During a fire, if you open a door, check the door for heat with the back of your hand before opening it. Do not open the door if it is hot.
- If time/safety permits, assist people with disabilities in exiting the building.
 - If you cannot evacuate a disabled person, move them to the safest location possible, such as a stairwell or balcony during a fire, and let emergency responders know they are still in the building
- Once outside, move quickly away from the building and proceed to the closest evacuation location. You should try to be at least 500 feet away from the affected building.
- Keep roadways, fire lanes, and fire hydrants clear for emergency vehicles and responders.
 - Let emergency responders know about anyone who is not accounted for.
- Do not return to the building until instructed by Campus Safety or emergency responders.
 - Do not assume because a fire alarm is silenced it is safe to return to a building. Wait for the official "all clear"

Evacuation of Persons with Disabilities

- Faculty and supervisors should try to be aware of the potential needs of their student' and employees in an emergency.
 - Be respectful of everyone's rights and privacy. Awareness may involve making a plan with people who come forward to do so, or it may merely involve being able to provide information to emergency responders about people who could evacuate.
 - The Campus Safety Department is available to assist in making an evacuation plan before an emergency for students and employees with disabilities.
- If time/safety permits, assist people with disabilities in exiting the building.
 - If you cannot evacuate someone, assist them to the safest location possible and let emergency responders know they are still in the building
 - Be ready to specify the building, room number and any additional location information. If possible, signal out the window to alert emergency responders if time/safety permits.

Assisting People Who Are Blind or Visually Impaired:

- Announce the type of emergency that is occurring.
- Offer your assistance, or your arm for guidance.
- Tell the person where you are going, or about any obstacles, you encounter.
- When you reach safety, ask if further assistance is needed.

Alerting People Who Are Deaf or Hearing Impaired:

- Turn lights on and off to gain the person's attention.
- Write a note with evacuation instructions or directions based on the emergency.
- Indicate directions with gestures.

To assist people with mobility impairments to include those using wheelchairs, canes, crutches and walkers:

- Ask how to help.
- Remove obstructions.
- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors as soon as possible.
- For persons in wheelchairs, ask if they need help driving their chair.
 - Do not attempt to push a power/electric chair.
 - The best way to move a power chair is to use the controls in the way the person does, usually with a hand on the joystick.
- When people with mobility impairments cannot evacuate, assist them to the safest place possible.
 - During a fire, many stairwell landings can help to provide temporary protection in fire emergencies. Close the door behind.
 - Alert DSC Campus Safety or emergency responders that a disabled person is waiting for rescue. Specify the building, floor, exit stairwell and any additional location information.
- During a life-threatening emergency, determine the best carry options for the person based on their input.
 - Power wheelchairs are too heavy to carry down stairs,
 - EVAC chairs are available for evacuating people with mobility impairments.

EVAC Chairs

- EVAC Chairs are emergency chairs that can be used to evacuate people with mobility impairments. An EVAC chair can be operated by a trained person, (assistance by two people is recommended if possible), to move a person seated in a chair safely down stairs.
 - Most EVAC chairs have weight limits, usually 300-350lbs.
- Do not use the EVAC Chair unless you have received training.
 - DSC Campus Safety officers are trained to use EVAC chairs.
 - Training sessions in the use of EVAC chairs are available from Campus Safety throughout the year and upon request.
- EVAC Chairs are available at Daytona State College at the following locations:

<i>Campus</i>	<i>Location</i>
Daytona Beach Campus	Building 100, 4 th Floor by East Stairwell
	Building 115, 3 rd Floor by West Stairwell
	Building 150, 4 th Floor Hallway by Room 400
	Building 200, 4 th Floor Hallway by Room 420
	Building 320, 5 th Floor Hallway by Room 503
	Building 410, 2 nd Floor by Room 227
	Building 500, 3 rd Floor by Room 317
Advanced Technology College	Top of Atrium Stairwell by Room 213
DeLand Campus	Building 7 Room 118 Hallway
Deltona Campus	2 nd Floor Hallway by Room 204
Flagler/Palm Coast Campus	Building 3, 2 nd Floor, by South Stairwell
News-Journal Center	2 nd Floor, Stairwell 200F, by West Elevator
	3 rd Floor by West Elevator



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Student Residences Hurricane Response

Many of the students in our Athletics program currently reside in off-campus student residences provided by Daytona State College. These residences are located at the Whisper Oaks Villas near the Daytona Beach Campus.

Preparing

Before students move into their residences, they are instructed on making a personal hurricane preparedness plan.

As part of this plan, students are advised to make arrangements for where they will go in the event our off-campus student residences are evacuated. Students may discuss any questions or concerns they have regarding evacuation arrangements in advance with the Athletics Department.

Before the Storm

The Daytona State College Critical Incident Management (CIM) Team monitors tropical activity and is activated whenever the potential exists for tropical weather to impact our area. The CIM Team will make decisions on the status and response of the College, including whether our off-campus student residences will be evacuated. Decisions are based on factors such as the likelihood and potential strength of the impact.

During this time students should contact their family members, loved ones, etc. to discuss the plans they have in place if an evacuation is necessary.

The CIM Team may order a mandatory evacuation of our student residences before any evacuation orders are issued by local emergency management officials.

Evacuation

When the CIM Team issues the order to evacuate our student residences, students will be notified directly by the Athletics Department and/or Campus Safety.

If a local evacuation order is in place, students should use proper evacuation routes specified by local emergency management officials.

Volusia County Emergency Management Evacuation Information:

<https://www.volusia.org/services/public-protection/emergency-management/before-a-disaster/evacuation-plan.shtml>

The College will assist students who cannot make their own evacuation arrangements with sheltering at a local hurricane shelter. Prior to sheltering, these students should obtain an adequate supply of all medications they require.

Before leaving their residences, students should properly dispose of all perishable foods and beverages.

Students should not leave behind any expensive portable electronic devices, money, or valuable personal items. Before leaving, students should make sure all doors and windows of their residences are closed and locked.

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Student Residences Hurricane Response

Communication

The College will send out communications before and after a hurricane via the DSC Alert system, (more information at www.daytonastate.edu/help/dscalert.html), and the College website at www.DaytonaState.edu.

Messages on the status of the College during an emergency will also be available at (386) 506-HELP (4357).

At any time students can contact Campus Safety at (386) 506-4444.

After the Storm

Students who have evacuated should continue to monitor official College communications on the status of the College.

For students who normally have direct contact with Athletics Department employees, (such as their coaches and Athletics Coordinators), please note that immediately after a hurricane or tropical storm these College employees may not be able to respond promptly to phone calls and texts.

Following the storm, Daytona State College Campus Safety and Facilities Services personnel will inspect the student residences to determine whether they are safe for students to return.

When the CIM Team determines that students may return to their residences, students will be notified directly by the Athletics Department.

Students *may not* return to their student residences until authorized by the College.

Upon returning to their student residences, students should report any dangerous conditions, damage, loss of property, or any other related issues they encounter.

Students may always contact Campus Safety at (386) 506-4444 for assistance.

Shelter-In-Place

Daytona State College uses the term **Shelter-In-Place** to refer to seeking immediate indoor shelter and remaining there during an emergency when a sudden outdoor hazard, such as a weather emergency, (e.g. tornado or high winds), or chemical cloud, makes evacuating unsafe.

Shelter-in-Place Recommendations for Weather Emergencies

- Try to reach the lowest level of the building that time allows.
- Seek shelter a safe room or area in the interior of the building
 - Put as many walls as possible between yourself and the outer walls of the building.
 - Stay away from windows and glass.
 - Flying debris is a potential danger. Consider the potential for flying debris, large, heavy objects falling from above you, etc. when choosing a room for shelter.
 - Do not open windows.
- Close the door and go to center of room.
- When possible, get under something sturdy
- Cover your head with a blanket, pad, or cushion, if available. If nothing is available, cover your head with your arms and hands.
- Remain in shelter until given an “all clear” by authorities
(Do not assume a calm in winds means the danger has passed).

Tornado Safety

- **D.U.C.K.**
 - **D**own to the lowest level.
 - Get to an interior room on the lowest floor of the building possible, away from windows, glass, and potential flying or falling debris.
 - **U**nder something sturdy.
 - If possible, get under something sturdy enough to protect you from falling debris
 - **C**over your head.
 - Use whatever is available, (cushion, blanket, etc.), or your arms.
 - **K**ee in shelter.
 - Do not leave shelter because you’ve heard the weather calm. Stay in shelter until you are advised that the danger has passed.
- Get out of automobiles and mobile homes
 - Most deaths from tornadoes occur in automobiles and mobile homes.
 - Find a sturdy structure if possible.
 - If no sturdy structure is available, lie flat in the nearest ditch or depression and cover your head with your arms/hands. Be alert for flash floods.

Post-Storm Considerations

Post-Storm Safety

Don't leave shelter too soon

- Stay in shelter until the winds have stopped.
- Falling tree limbs and other debris can be deadly.
- Debris such as tree limbs weakened by the storm can fall even when wind speeds start to decrease as the storm passes.

Be careful during clean-up and repairs

- Wear protective clothing and work with someone else.
- Avoid wading in floodwater, which may contain dangerous debris or may be electrically charged by downed or underground power lines.
- Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries. Learn portable ladder safety, especially if you are not used to working on a ladder.

https://www.osha.gov/Publications/portable_ladder_qc.html

Electrical Safety

- Never use or touch electrical equipment when it is wet or when you are standing in water. Remember that floodwaters can be electrically charged by downed power lines.
- If water has been present anywhere near electrical circuits or equipment, turn off power at the main breaker or fuse on the service panel. Do not turn the power back on until the equipment has been inspected by a qualified electrician.
- Improper use of generators after a storm causes a risk of electrocution for line workers, other repair workers, and people in nearby buildings.
 - When using a portable generator for a residence, use heavy-duty, outdoor extension cords with an adequate wire gauge to plug appliances directly into the outlets on a generator that is positioned outside of the structure. Do not plug the generator into a wall outlet.
 - When using a gasoline or diesel generator to supply power to a structure, make sure the main breaker or fuse on the service panel is in the off position prior to starting the generator.

Carbon Monoxide Safety

- Never use a generator inside your home or garage, even if the windows are open. Only use generators outside, more than 20 feet away from your home.
- Fumes can kill. Do not use grills inside your home. Keep grills at least 20 feet from your home. Do not heat your home with a gas oven.
- Never run a vehicle inside your garage, even with the garage door open.
- Consider installing battery operated or battery-backup carbon monoxide detectors near every sleeping area of your home.

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Flood Safety

- Always follow warnings about flooded roads.
- Don't drive through floodwater– it may be deeper than you think.
- A shallow depth of fast-moving floodwater produces more force than most people imagine. Even six inches of swiftly moving water can knock you off your feet, and two feet of water will carry away most automobiles.
- Keep in mind that floodwater can contain
 - Downed power lines
 - Human and livestock waste
 - Household, medical, and industrial hazardous waste (chemical, biological, and radiological)
 - Coal ash waste that can contain carcinogenic compounds such as arsenic, chromium, and mercury
 - Other contaminants that can lead to illness
 - Objects such as lumber, vehicles, glass, metal fragments, and other debris
 - Wild or stray animals such as rodents and snakes.
- If you come in contact with floodwater
 - Wash the area with soap and clean water as soon as possible. If you don't have soap or water, use alcohol-based wipes or sanitizer.
 - Take care of wounds and seek medical attention if necessary.
 - Wash clothes contaminated with flood or sewage water in hot water and detergent before reusing them.
- If you must enter floodwater, wear rubber boots, rubber gloves, and goggles.

Food Safety

- When in doubt, throw it out. Throw away the following foods after a hurricane
 - Food that has an unusual odor, color, or texture.
 - Perishable foods (including meat, poultry, fish, eggs and leftovers) in your refrigerator when the power has been off for 4 hours or more.
 - Food not in packages or cans.
 - Canned foods or food containers that are bulging, opened, or damaged.
 - Packaged food: Throw away food containers with screw-caps, snap-lids, crimped caps, twist caps, flip tops, and snap-open, and home-canned foods. Throw away food in cardboard containers, including juice/milk/baby formula boxes.

Water Safety

- Listen for announcements from local officials to find out what to do. They will tell you if there are germs and/or chemicals in the water.
- Boil water if instructed. Boil it for at least one minute (start counting when the water comes to a constant boil). Let the water cool sufficiently before drinking. Boiling kills germs in the water.
- Use bottled water if instructed. Sometimes after a disaster, there may be chemicals in the water that boiling cannot remove.
- Do not use water you suspect or have been told is contaminated to wash dishes, brush your teeth, wash and prepare food, wash your hands, make ice, or make baby formula.

Animal and Insect-Related Hazards

- Avoid wild or stray animals. Call local authorities to handle animals.
- Secure food sources and items that may attract animals and provide shelter for rodents.
- The types of mosquitoes that spread viruses may increase two weeks to two months after a storm. To prevent mosquito bites
 - Use an EPA-registered mosquito repellent.
 - Wear long-sleeved shirts and pants.
 - Remove items outdoors that hold water where mosquitos can breed.
- Be aware that snakes may be swimming in water or hiding under debris.

Beware of Scams

- To report any suspected fraud, call the FEMA Disaster Fraud Hotline at 1-866-720-5721
- Only deal with licensed, insured, reputable contractors. Never pay large amounts of money up front. Get a written contract detailing the work that will be done, the materials that will be used and the prices for labor and materials.
- Never sign over the right for a contractor to deal directly with your insurance company, (assignment of benefits), without making sure the contractor is reputable. Research assignment of benefits (AOB) scams, which are very common after a disaster.
- Beware of fake flood insurance phone calls. Contact your insurance company directly before giving any information or payment.
- Beware of imposters posing as FEMA inspectors. FEMA never charges for home inspections, and the only information they request is a nine-digit FEMA registration code. Call FEMA if you are suspicious of claiming to be a FEMA inspector.

Other Considerations

- One of the most common causes of deaths after a hurricane is exacerbation of existing medical conditions due to factors such as stress and anxiety, heat and interruption of medical treatment.
- Make sure your preparation includes refilling prescriptions, having a plan if your treatment is dependent on electricity, and other necessary preparations related to your health care.
- Consider strategies to manage stress and anxiety.
- Don't overdo it on cleanup and repairs and stay hydrated.

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Post-Storm Considerations

Insurance and FEMA

How you and your employees manage post-storm work such as damage assessment and documentation, debris clean up, emergency protective measures, permanent repairs, record-keeping of labor hours and equipment usage, procurement of contractors, equipment, and materials, etc. can significantly affect the amount of money recovered through insurance and the Federal Emergency Management Agency (FEMA).

Storm preparation should include becoming familiar with the requirements for your insurance company and FEMA. Some information on FEMA requirements can be found in the FEMA Public Assistance Program and Policy Guide (PAPPG) <https://www.fema.gov/media-library/assets/documents/111781>.

Daytona State College must follow the same policies and procedures the College would use for procurements with non-Federal funds, comply with 2 *CFR* § 200.322, Procurement of recovered materials, and ensure that every purchase order or other contract includes any clauses required by 2 *CFR* § 200.326, *Contract provisions*.

FEMA provides assistance with adhering to the Federal procurement standards. For more information visit <https://www.fema.gov/procurement-disaster-assistance-team>.

Some Basic Tips:

- Consider maintaining an agreement or contract with a restoration company prior to a storm or disaster.
- FEMA *Response and Recovery Directorate Policy Number 9525.11* provides guidance on the eligibility of costs with a grantee or subgrantee employees contractors to manage their public assistance grant.
- Have all relevant paperwork such as insurance paperwork, contracts, MOUs, procurement procedures, etc. in a safe location where it will be available after the storm.
- Document all damage with photographs. Document the locations of damages using GPS coordinates.
- When assessing and documenting damage, always include scope. For example, include how many square feet of roof is damaged, how many ceiling tiles are damaged, how many feet of flashing needs to be replaced, etc.
- Document all force account labor for specific recovery and repair tasks. Identify the employee and the number of hours worked.
- When documenting force account equipment usage, match the equipment used to the employee using the equipment and the number of hours used.
- Considering using documents provided by FEMA for your documentation. These documents can be found at <https://www.fema.gov/media-collection/public-assistance-project-worksheets>.

CEMP APPENDIX 6 - CRITICAL INCIDENT PROCEDURES

PURPOSE

To control and/or manage any critical incident by recognizing a potential or actual threat and rapidly identifying actions and resources that will resolve the incident/ crisis or result in a recommendation to the President and his/her Executive Staff for resolution of the incident.

PROCEDURE

This Operating Procedure consists of two parts: *Threat Assessment* and *Critical Incident Direct Response and Management*.

THREAT ASSESSMENT

Definition: The recognition, evaluation and determination of events that may pose a threat to the health, safety and/or welfare of the College and/or its public.

Threat Assessment Team:

Campus Safety will, upon recognition of a potential or actual threat, assemble a Threat Assessment Team from any segment of the College, based on the expertise warranted by particular events. This may include any individual from senior administration to front line staff.

A Threat Assessment Team, under the guidance of the Director of Campus Safety or his designee, will evaluate the conditions of the (potential) threat and the level of risk to the College or its public and resolve or recommend to the President actions to address the (potential) threat. Depending on the event, or anticipated event and its impact the process will move to Critical Incident Response and Management.

CRITICAL INCIDENT RESPONSE AND MANAGEMENT

Critical Incident: A critical incident is a crisis which is an unexpected interruption from previously normal state of functioning producing significant reactions such as turmoil, instability and upheaval in the system an occurrence, caused either by human or natural phenomena. It is further defined as an incident where students, faculty, staff and visitors are in danger and there is a need for immediate action to prevent the loss of life, injuries or damage to property

Critical Incident Direct Response Team (CI/DRT): Once a threat has been identified by the Threat Assessment Team and determined to pose a risk to the health, safety and/or welfare of the College or its public, the Critical Incident DRT will respond. The Incident Commander will ensure that an information communication is directed to the Critical Incident Management Team.

The CI/DRT and CIMT must be prepared to provide to the best of its ability for the safety of the college community. Team(s) training is prioritized and further addressed in this appendix.

Incident Command Post (ICP): The location at which the primary command functions are executed, away from the immediate incident location but readily accessible for directing operations. Unless otherwise instructed, the communications center will be located within the ICP. For each identified critical incident, an Incident Command Post will be established by the Director of Campus Safety or his designee. The ICP should be identifiable to all involved in the incident and include essential tools to manage the situation. This is the base of operations to which CI/DRT members will report as soon as notified. The CIMT will respond to the President's Office or, if not possible, to an announced safe location dictated by the event dynamics and location.

Identify the Danger Zone: The actual physical area where the danger exists. The type of situation occurring will dictate how large or small the area will be.

Communication: The Incident Commander or designee will launch an emergency action message as soon as possible to the appropriate population. Additional action messages and follow up information messages will be launched under the guidance of the CIMT at the appropriate time.

Establish an Inner Perimeter: Not letting anyone into the area until Public Safety Officials arrive or the danger is no longer present. This can be accomplished by blocking of hallways, posting personnel at or locking entrances/exits, etc.

Establish an Outer Perimeter: Secure an area to limit casual access to the area by non-essential personnel. This may mean blocking off entrances to parking lots from public streets, stopping pedestrian traffic onto and across campus grounds or limiting access to a portion of a building.

CI/DRT will establish an outer perimeter location for media personnel. The PIO- Director of Marketing & Communications is the authorized College spokesperson.

Establish Staging Areas: Temporary locations for resources (personnel, equipment, supplies, etc.) should be identified and those resources directed to the designated staging area. This keeps the scene as uncongested as possible until the resource is needed, and it provides a great deal of flexibility for the use of the resource.

CI/DRT Command Staff and their primary responsibilities are:

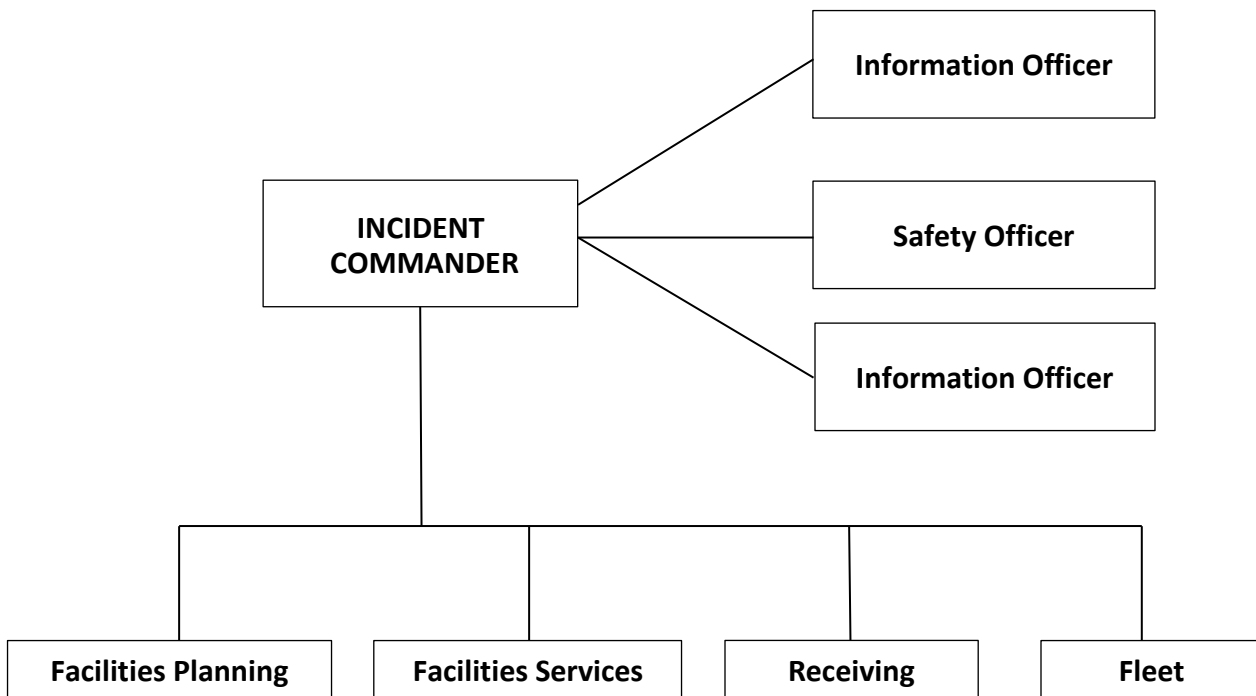
Incident Commander (*Director of Campus Safety*): has overall control over the incident. Priorities include life safety of the public and emergency responders, incident stability while minimizing the effects of the incident and minimizing damage to property while achieving department objectives, and communicating to the CIMT.

Safety Officer Responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

Liaison Officer (*Representative of Campus Safety*): The on-scene contact responsible for coordinating with assisting agencies and works directly with appropriate college, law enforcement and other emergency response agencies.

Information Officer (*PIO/Director of Marketing & Communications*): Responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. The College posture towards the news media shall be open and accessible providing that the rights of victims and suspects are protected; a reasonable right to privacy for all individuals is provided; and that information that would jeopardize ongoing law enforcement investigations is not released.

CI/DRT Graph:



As an incident becomes more involved, the Incident Commander may activate additional sections shown above.

Facilities Planning : Facilitate building and grounds expertise.

Facilities Services : Utilize College equipment to accomplish objectives.

Receiving : Provides services, materials and equipment

Fleet : Utilize equipment/services.

Critical Incident Management Team (CIMT): The CIMT is a wide representation of college staff that will convene to consider options, recommend direction, and take appropriate action as quickly as possible when an incident occurs or is anticipated. This Team may convene several days prior with information such as a Hurricane Watch or on very short notice like a chemical spill or active shooter. This is an “All Hazards” plan. The CIMT will receive information directly and as quickly as possible from the CI/DRT. The CI/DRT will serve on the CIMT.

The CIMT will consist of - but not be limited to;

Senior Executive Staff

Director of Campus Safety

Director of Equity and Inclusion

PIO/Director of Marketing and Communications

Representative from Regional Campuses

CI/DRT

Each member of the CIMT will designate two alternates to serve in their absence and support role.

The CI/DRT and CIMT will meet at least 3-4 times annually to review emergency procedures, make recommendations and changes, and attend training and perform any other actions to ensure that the highest level of readiness is achieved. Both teams will meet as soon as possible after any event to review and provide after action recommendations.

The efforts of both the CI/DRT and the CIMT will focus on preserving and restoring safety, threat elimination, incident stabilization, communication, restoration of routine daily operations.

Enhanced Fujita (EF) Tornado Damage Scale

Implemented Feb. 1, 2007 as an update to the original Fujita (F) Scale

SCALE	WIND SPEED (mph)	TYPICAL DAMAGE
EF0	65-85	<p><u>Minor Damage</u></p> <p>Peels surface off some roofs; some damage to gutters or siding; branches broken off trees; shallow-rooted trees pushed over.</p> <p>Confirmed tornadoes with no reported damage (i.e., those that remain in open fields) are always rated EF0.</p>
EF1	86-110	<p><u>Moderate damage</u></p> <p>Roofs severely stripped; mobile homes overturned or badly damaged; loss of exterior doors; windows and other glass broken. Moving automobiles pushed off of road.</p>
EF2	111-135	<p><u>Considerable damage</u></p> <p>Roofs torn off frame houses; mobile homes demolished; boxcars overturned; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.</p>
EF3	136-165	<p><u>Severe damage</u></p> <p>Entire stories of well-constructed houses destroyed; severe damage to large buildings such as shopping malls; trains overturned; trees debarked; heavy cars lifted off the ground and thrown; structures with weak foundations blown away some distance.</p>
EF4	166-200	<p><u>Devastating damage</u></p> <p>Well-constructed houses leveled; structures with weak foundations blown away some distance; cars thrown and large missiles generated.</p>
EF5	>200	<p><u>Incredible damage</u></p> <p>Strong frame houses leveled off foundations and swept away; automobile-sized missiles fly through the air in excess of 100 meters (109 yds.); trees debarked; incredible phenomena will occur.</p>

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ATLANTIC BASIN SEASONAL HURRICANE FORECAST FOR 2021

<u>Forecast Parameters</u>	<u>2021 Forecast</u>	<u>1991-2020 Average</u>
Named Storms	17	14.4
Named Storm Days	80	69.4
Hurricanes	8	7.2
Hurricane Days	35	27.0
Major Hurricanes	4	3.2
Major Hurricane Days	9	7.4
Accumulated Cyclone Energy	150	123

Issued April 8th, 2021
Colorado State University

<https://tropical.colostate.edu/forecasting.html>

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MORE HELPFUL WEBSITES



FEMA Mobile App

www.fema.gov/mobile-app (On the App Store and Google Play)



American Red Cross Mobile Apps

<http://www.redcross.org/prepare/mobile-apps>



National Weather Service National Hurricane Center

<http://www.nhc.noaa.gov/>



American Red Cross Hurricane Preparedness

<http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/hurricane>



Florida Division of Emergency Management Plan and Prepare

www.floridadisaster.org/planprepare



American Red Cross Make a Disaster Preparedness Plan

<http://www.redcross.org/prepare/location/home-family/plan>



WESH Hurricane Page

<http://www.wesh.com/hurricanes>



The Weather Channel

<http://www.weather.com>

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Notes

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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