



Hurricane Quick Reference Guide  
for School Administrators  
August 2020



# Sources for Hurricane Information

What is a Hurricane?

*f* [National Hurricane Center \(NOAA\) Basic Hurricane Information](#)

*f* [National Hurricane Center \(NOAA\), Educational Resources](#)

Is my district at risk for a hurricane?

*f* [Columbia University US Natural Hazards Index](#)

*f* [University of Minnesota – Is your County at Risk?](#)

Is this risk a priority for our district?

*f* [ARCGIS Hurricane Risk Index](#)

How do we adjust for hurricane planning for COVID-19?

*f* [Centers for Disease Control and Prevention \(CDC\) Preparing for Hurricanes During the COVID-19 Pandemic](#)



- f* Make sure MOUs and other agreements are up to date and include roles, and resources.
- f* If the school is used as an emergency shelter, make sure agreements are in place that include who sets up and operates the shelter, who is responsible for incidents and damage, and the timing for use.

## Mitigation : Reduce the impact of the hazard

### Plan to back up all essential data

- f* This may include a manual push to the server days before the storm.
- f* Consider cloud storage or offsite storage, perhaps in a different state or out of state school district.

### Relocate or elevate sensitive equipment or information.

- f* Think about computers, hard drives, servers, even flash drive that may be impacted by storm surge or flooding.
- f* Protect essential paper documents as well.

### Have a plan for district storage tanks (above and below ground) and stored chemicals

- f*



# Preparedness Regularly review district readiness for a hurricane.

## Plan to secure and preserve major resources

- f Consider fortifying of your campuses and facilities at a predetermined point before storm impact.
- f Consider the relocation of vehicles not immediately essential to critical core teams following the storm. This will include the majority of your school buses.
- f Issue refueling directives to ensure essential vehicles, equipment, and generators are regularly inspected and topped off with the right fuel.
- f Ensure all loose objects and materials on district properties have been properly secured, and all essential equipment has been relocated to higher ground.

## Ensure disaster supplies and resources are on hand and ready for use:

- f Make a list of needed emergency supplies, include where they will be stored and how they will be acquired.
- f Purchase additional supplies or replace old or outdated supplies. Ensure that backup supplies are in place so that emergency resources are functional and/or operational.
- f Test emergency generators, bilge pumps, and any other crucial emergency items, including storm shutters, flood prevention controls and emergency lighting.

## Review and update emergency call list

- f List should include at a minimum key personnel from district staff, contractors/vendors and other local resources
- f Document where communication information can be located including the community's return to normal operations within the district.

## Review your emergency communication plan with public information staff.

- f Consider joint communication operations with other entities, such as the city or county where the district is located.

## Review/update interlocal agreements and sources of legal authority

- f Verify emergency purchasing authority and district of succession
- f Identify and address resource shortfalls involving outside agencies/entities

## Communicate with local emergency management officials and the American Red Cross about shelter facility commitments.

- f If school district facilities are identified as shelters of last resort, review Memorandums of Understanding/Interlocal Agreements in place to ensure clear expectations for responsibility with the entity operating the shelter (Red Cross, etc...)



- f* If you have committed personnel or assumed the operational duties of a shelter, ensure you have plans to feed and secure staff and citizens sheltering a definite amount of time.

#### Conduct hurricane safety training for staff and students.

- f* Consider conducting training during hurricane off season with refreshers and highlights as the season approaches.
- f* The National Hurricane Center, listed in the General Hurricane Information section, has learning opportunities for K-12 students available on their site for teachers.

#### Train the key personnel who you identify to stay behind.

- f* Consider cross-training for duties tasked during storm but not readily performed.
- f* Consider checklists for personal supplies either the storm and the aftermath, including cleanliness and comfort without power.

# Response District actions during event

## Monitor the safety of onsite personnel during the storm.

- f* Prepare and maintain an accurate roster of all District personnel working in any capacity during the storm for accountability purposes.
- f* Assess individuals onsite for any emergency medical needs and monitor wellbeing of assembled staff members.

## Provide damage assessment reports to district administration and local Emergency Management

- f* Consider damages to stored perishable food.
- f* Align operations and coordination with local jurisdiction emergency management

## Request assistance for any unanticipated needs.

- f* Needed resources outside of a viable MOU/interlocal agreement should be routed through your local Emergency Management office. Local EM personnel can forward the request to the Texas Department of Emergency Management, who can coordinate the delivery of resources from other jurisdictions.

## Implement the district Continuity of Operations plan when appropriate.

- f* This may run concurrent with the response plan. It should begin as soon as the need to run continuity operations is established and it is safe for vendors, or any other involved parties.
- f* This may continue well after the response ends and recovery starts.

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# Recovery: Return to normal district operations

## Assess damage:

- f Conduct facility damage assessments as previously instructed by Emergency Management.
- f Prioritize damage and make emergency repairs as needed.
- f Plan for long term repairs.

## Document damages with the assistance of your local Emergency Management office

- f Record damage and repairs for the possibility of federal reimbursement.
- f Photograph damage and emergency repairs for insurance and reimbursement purposes.

Compile district needs and identify sources for those needs.