

2020-2021 Emergency Preparedness MANUAL



SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

DURING AN EMERGENCY, IMPORTANT INFORMATION
FOR SCHOOLS IS AVAILABLE ON:
WKPX AT 88.5 ON FM RADIO AND WPPB, Channel 19 or 70 on Cable Television (BECON)



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BROWARD COUNTY PUBLIC SCHOOLS

The School Board of Broward County, Florida

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**Director, EEO/ADA Compliance at 754-321-2150
or Teletype Machine (TTY) 754-321-2158**

www.browardschools.com

www.broward.k12.fl.us/safetydept

In a declared emergency, (754) 321-1900 is monitored 24 hours a day.

IN A DECLARED EMERGENCY, (754) 321-1900 WILL BE MONITORED 24 HOURS A DAY.

DISTRICT RUMOR CONTROL HOTLINE: (754) 321-0321

EMPLOYEE ANSWER LINE: (754) 321-0060

DURING AN EMERGENCY, IMPORTANT INFORMATION FOR SCHOOLS IS AVAILABLE

**ON: WKPX AT 88.5 ON THE FM RADIO AND WPPB,
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BROWARD COUNTY (WIOD 610 AM)**

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EMERGENCY COMMUNICATIONS PLAN

Purpose

The purpose of this District Emergency Communications Plan is to establish a definitive process for initiating and maintaining effective, interactive communications among essential departments/divisions and individuals both within and outside of the District during emergencies and crises. This communications plan is developed with the understanding that no plan established in advance of a specific crisis or emergency can possibly cover all aspects of a specific, emergent situation. With this reality in mind, this plan should be employed as a general guide in responding to emergencies and crises from a communications perspective, while allowing the organization the freedom to develop more appropriate event specific plans to respond to emergent events in the most appropriate manner.

Plan

The Emergency Management Department is responsible for establishing and maintaining Emergency Preparedness Procedures for the Broward County Public Schools, including but not limited to hurricane response and other event crises. These procedures are reviewed and updated regularly, including establishment and updating of contact information for essential individuals and their designees who are considered members of the District's emergency response organization.

Upon initial notification of an emergency or crisis, the following actions will take place:

1. Initial notifications of school-based and other site-specific emergencies and/or crises include but are not necessarily limited to the Chief School Performance & Accountability Officer, Emergency Management Department, Broward District Schools Special Investigative Unit, Superintendent, Chief of Staff and the Communications Officer.
2. These individuals and/or department heads/designees will confer to determine an appropriate planned response and initiate same in a timely, coordinated fashion.
3. In the event of a District-wide or prolonged crisis, such as the approach of a hurricane, the Superintendent, in close consultation with the Emergency Management Department, will consider convening the Senior Leadership Team via teleconferences and other means, to communicate specifics of the crisis to essential personnel within the organization and to solicit the expertise of individual Senior Leadership Team members in developing an appropriate response to the crisis or emergency.
4. In the event of an anticipated prolonged emergency or crisis, the Superintendent, in close consultation with the Emergency Management Department will consider scheduling a series of meetings and/or teleconferences with Senior Leadership in order to continuously assess the crisis or emergency and make adjustments and updates to the District's response to the event or situation.
5. At all times, the Superintendent or his/her designee will remain in overall command/charge of the emergency or crisis response, while adhering to the District's Emergency Response procedures as established and updated by the Emergency Management Department.
6. The District's Chief Communications Officer is responsible for providing the Superintendent and the emergency response team with communications advice and counsel regarding appropriate internal and external communications responses to the emergency or crisis.
7. The Superintendent, in close consultation with the District's emergency response organization, including Emergency Management and the District's Chief Communications Officer, will designate the most appropriate "spokesperson(s)", who will be responsible for directly communicating to various internal and external audiences about the crisis or emergency on behalf of the District. Once this/these individual(s) has/have been designated, no one else is sanctioned to communicate on the record about the crisis or emergency on behalf of the District, unless specifically authorized by the Superintendent.
8. The District's Chief Communications Officer is responsible for employing the most effective established and emergent communications vehicles for informing internal and external audiences of the District's response to a crisis or emergency, including use of the news media, the District's Rumor Control Hotline, CAB, the District Web site, BECON television, WKPX Radio (located at 88.5 FM) and other vehicles, as required. An example of an emergent communications vehicle is a press conference convened by the Broward County Emergency Response Organization in which the District is invited to participate.
9. The Superintendent and/or his/her designee will be responsible for keeping Board Members informed and updated on the emergency or crisis on a regular and timely basis throughout the event, along with the actions undertaken by the District in response.
10. Upon resolution of the emergency or crisis, District's Chief Communications Officer, in close consultation with the Emergency Management Department will review all communications efforts undertaken during the event and establish recommended lessons learned for consideration. Upon review and approval by the Superintendent, Chief Safety & Security Officer and Emergency Management, the recommendations will be incorporated into the District's formal Emergency Communications Plan.

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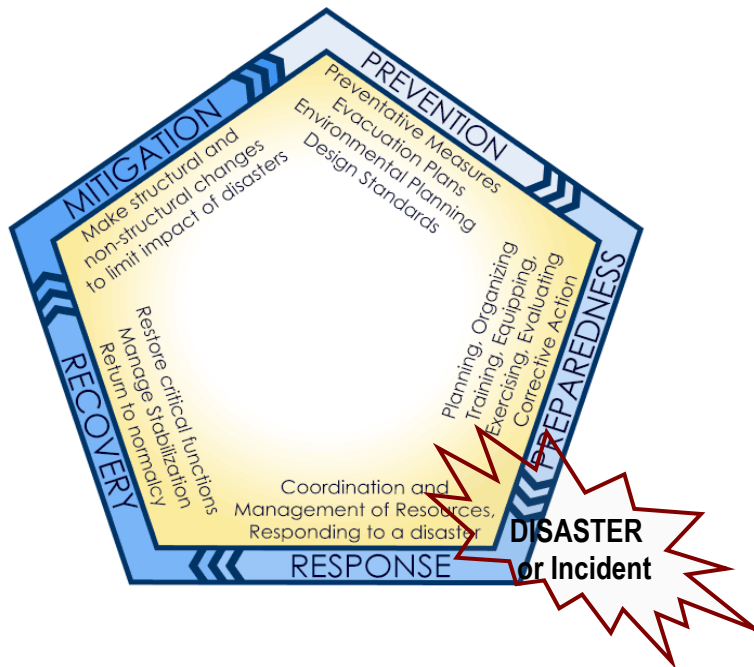
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FOR ADDITIONAL EMERGENCY PREPAREDNESS INFORMATION, PLEASE VISIT:
www.floridadisaster.org www.fema.gov

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The Five Phases of Emergency Management

Below is an illustration and brief explanation of the Emergency Management Cycle. All five phases – Mitigation, Prevention, Preparedness, Response, and Recovery – are equally vital components for an effective Emergency Preparedness Plan.



1. **Prevention** focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning and design standards.
2. **Preparedness** is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Training and exercising plans is the cornerstone of preparedness which focuses on readiness to respond to all-hazards incidents and emergencies.
3. **Response** is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.
4. **Recovery** consists of those activities that continue beyond the emergency period to restore critical community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.
5. **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes.¹

Please refer to pages 2 through 4 for measures to be taken during each phase of the Emergency Management Cycle. The actions are NOT all-inclusive and may be adapted to your campus or situation.

¹Bexar County Emergency Management, "The Five Phases of Emergency Management," <https://www.bexar.org/694/Five-Phases>, June 27, 2019.

The Five Phases of Emergency Management

1. PREVENTION:

- A. Exercise your plans
 - i. Active Assailant Drills
 - ii. Campus Intruder Drills
 - iii. Evacuation Drills
 - iv. Fire Drills
 - v. Tornado Drills
 - vi. Departmental/Facility Hurricane Procedures
 - vii. Other essential procedures
- B. Regularly walk around and monitor your campus
 - i. Address Safety Issues as soon as you find them
 - 1. Tripping hazards
 - 2. Electrical hazards
 - 3. Broken equipment (playground, picnic tables, student desks, car stops, etc.)
 - 4. Blocked exits
 - 5. Defective emergency lighting
 - 6. Other identified safety issues
 - 7. For additional clarification or questions, contact Emergency Management at: 754-321-4884
 - ii. Keep all outside gates locked
- C. Review your Annual Comprehensive Safety Inspection Report
 - i. Correct all on-site (O – type) violations
 - ii. Follow up on all Maintenance (M – type) violations
- D. Be Storm Ready! Don't wait until the last moment
 - i. Review: "Prepare your site for the Storm" – See Exhibit D

2. PREPAREDNESS:

- A. Know your site
 - i. Complete an annual site assessment. The Site Assessment Form is available at: <http://www.broward.k12.fl.us/police/pdf/seccl/Site%20Assessment.pdf>
 - ii. Review the assessment on a regular basis and update to reflect any changes
 - iii. Provide essential staff site maps identifying crucial building components
 - 1. Single Point of Entry
 - 2. Loading docks
 - 3. Stairwells
 - 4. Parking lot entrances
 - 5. Additional entry points, etc.
 - 6. Identify cross streets and evacuation areas
- B. Know your building(s)
 - i. Know building restrictions
 - 1. Identify emergency access restrictions
 - a. Are all buildings accessible to emergency vehicles?
 - b. Are all buildings accessible to emergency responders?
 - i. Identify emergency access routes
 - 1. Single Point of Entry access
 - 2. Locked doors/gates prohibiting access to buildings/areas

The Five Phases of Emergency Management

Continued: 2. Preparedness

- C. Know your employees
 - i. Establish an employee directory listing by building/department/floor and provide to essential personnel
 - 1. Employee emergency contact information
 - 2. Immediate family contact information (ICE: In Case of Emergency)
 - ii. Establish a site/building email group and provide to essential personnel
- D. Know location of emergency equipment
 - i. Automatic External Defibrillators (AED)
 - ii. First Aid Kits
 - iii. Elevator Keys
- E. Post Emergency Services 911 Posters
 - i. Post AED/CPR/First Aid Posters in each building and on each floor identifying the location of AEDs/First Aid Kits and a list of personnel trained in AED/CPR/First Aid
 - 1. Update the posters when personnel changes occur, but at least once a year
 - ii. Post 911 Posters on each floor with instructions for dialing Emergency Services and the building's address
 - 1. **9-9-911** from an office phone
 - 2. **911** from a cell phone

3. RESPONSE:

- A. For critical incidents and emergency events which commonly occur throughout our School District, see the information and procedures beginning on page 5 through 55.
- B. Incidents or events may be man-made, mechanical or environmental in nature.
- C. These plans are designed to be a reference either during or immediately following an emergency incident or event.
- D. Conduct these actions as quickly and as safely as possible. The sooner appropriate District staff and departments are aware of the incident and any available details, the faster the response will be to provide help.
- E. If the District is unaware of your incident, there will be NO RESPONSE.
- F. If you have any questions, or need additional information, please contact the Emergency Management Department at 754-321-4884. You may also email Victoria Stanford, Manager, Emergency Management at vstanford@browardschools.com

4. RECOVERY

- A. For accidents and critical incidents
 - i. Provide statements from Witnesses – Students, Parents, Staff to appropriate stakeholders
 - 1. Special Investigative Unit (SIU)
 - 2. Risk Management Department
 - 3. Local authorities, if appropriate
 - ii. Provide security camera surveillance video to appropriate stakeholders, if available and appropriate
 - 1. Special Investigative Unit (SIU)
 - 2. Risk Management Department
 - 3. Local authorities, if appropriate
 - iii. Create an After-Action Report (AAR) utilizing established procedures
 - iv. Contact the Student Services Department at 754-321-1618 who will provide counseling services students and staff, if needed.

The Five Phases of Emergency Management

Continued: 4. Recovery

- B. For critical Facility or Site Damages
 - i. Provide Priority One (01) and Priority Two (02) work orders to the Emergency Management Department for follow-up
 - ii. If appropriate departments do not provide a response in a timely manner, contact the Emergency Management Department at 754-321-4884

5. MITIGATION:

- A. Schedule a de-brief meeting with appropriate staff
 - i. Review the procedures taken
 - ii. Identify procedural problems encountered during the response
 - iii. Determine S.A.F.E Team response strengths and weakness
- B. Implement process and procedure modifications where determined necessary
- C. Contact the Emergency Management Department for any suggested modification of the procedures within the Emergency Procedures Manual
- D. Facility Improvements
 - i. Work Orders for repairs: Call for a work order at: 754-321-1480
 - ii. Large Projects – Capital Projects
 - 1. Contact the Facility & Construction Management Department at 754-321-2617
 - 2. Submit the School Based project Initiation Form (See Exhibit G)
The form may also be found at:
<https://browardcountyschools.sharepoint.com/sites/FAC/Shared%20Documents/School%20Based%20Projects/School%20Based%20Projects%20Initiation%20FORM.pdf>

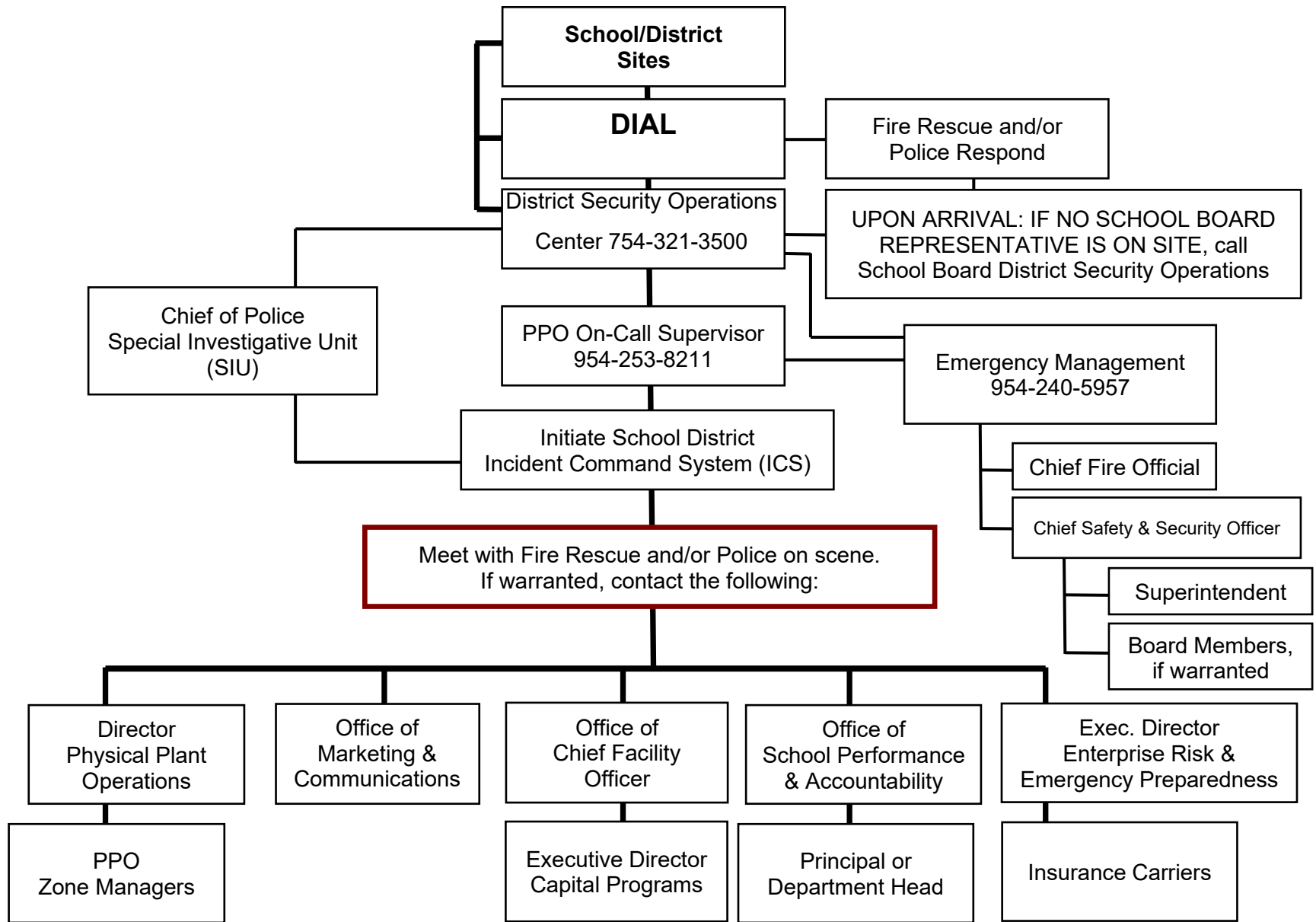
BROWARD COUNTY PUBLIC SCHOOLS

EMERGENCY PROCEDURES

- A. The following pages contain established procedures for critical incidents and emergency events commonly experienced throughout our School District.
- B. Incidents or events may be man-made, mechanical or environmental in nature.
- C. These plans are designed to be a reference during and/or immediately following an emergency incident or event.
- D. Conduct these actions as quickly and as safely as possible. The sooner appropriate District staff and departments are aware of the incident and important available details, the faster the response will be to provide help.
- E. If the District is unaware of your incident, there will be NO RESPONSE.
- F. If you have any questions, or need additional information, please contact the Emergency Management Department at 754-321-4884. You may also email Victoria Stanford, Manager, Emergency Management at vstanford@browardschools.com

AFTER HOURS EMERGENCY NOTIFICATION PROCEDURES

When an emergency situation occurs after normal business hours, the following procedures shall apply:



Note: Emergencies that occur during normal business hours please refer to the appropriate section of this manual.

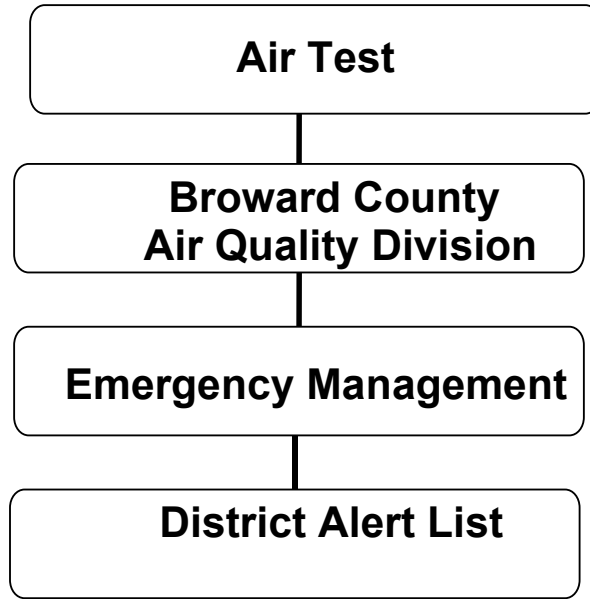
AFTER HOURS EMERGENCY NOTIFICATION PROCEDURES (CONTINUED)

INSTRUCTIONS:

When an emergency situation occurs after normal business hours, weekends or holidays, the following procedures shall apply:

- The affected principal, administrator or employee notifies:
 - 911, if appropriate.
This notification may also come from the public.
 - The School Board's Security office: (DSOC) District Security Operations Center at (754)321-3500.
- The DSOC will notify:
 - Chief Special Investigative Unit Officer of Broward District Schools
 - Emergency Management, Emergency Management of Broward District Schools at (954)240-5957, (954)562-1270 or (954)370-6271
 - PPO On Call Supervisor at (954)253-8211
- The appropriate emergency response agency (Police and/or Fire/Rescue) will respond.
- If Police or Fire Rescue arrive at the facility and find no representative from the School Board Emergency Response Team at the site, the agency will contact the DSOC at (754)321-3500 to report their arrival on scene and request a representative from the "on call" School Board Emergency Response Team (Special Investigative Unit or Emergency Management).
- The School Board representative will meet with the appropriate emergency response agency at the Incident Command Center at the School Board site.
- If warranted, the School Board representative will contact the appropriate School Board department(s) for assistance or notification or initiate the School District Incident Command System (ICS).

AIR QUALITY ALERTS



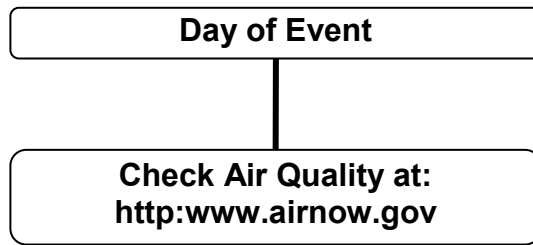
1. Air Quality in Broward County is monitored every two hours (24/7).
2. Air Quality Alerts are provided to, Emergency Management.
3. Emergency Management sends out bulletins on an established Emergency Alert List.
4. Schools or sites may monitor the air quality on line at <https://www.airnow.gov/>
5. Follow recommendations listed below.

AIR QUALITY	AQI	PROTECT YOUR HEALTH
Good	0-50	No health impacts are expected when air quality is in this range.
Moderate	51-100	Unusually sensitive people should consider limiting prolonged outdoor exertion.
Unhealthy for Sensitive Groups	101-150	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.
Unhealthy	151-200	Active children and adults and people with respiratory disease such as asthma, should avoid prolonged outdoor exertion: everyone else, especially children, should limit prolonged outdoor exertion.
Very Unhealthy	201-300	Active children and adults and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.
Hazardous (Alert)	301-500	Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion, everyone else, especially children, should limit outdoor exertion.

AIR QUALITY ALERTS

Local Events and Field Trips

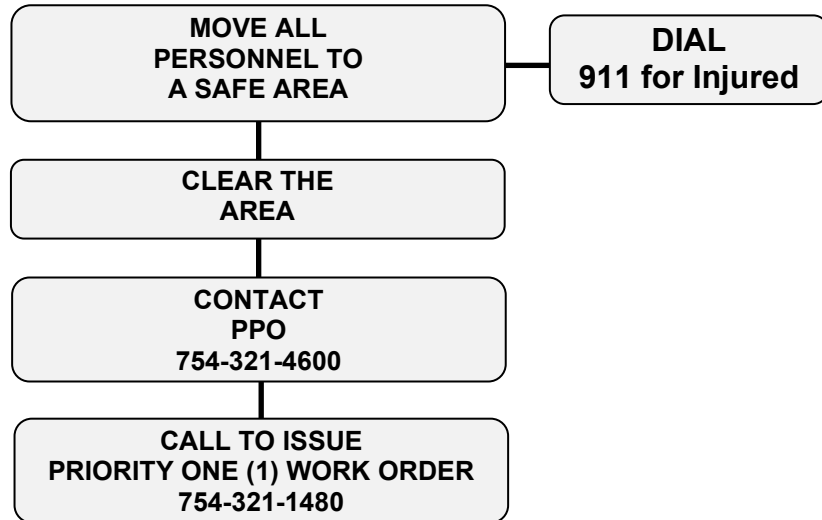
I. Broward County Air Quality Division



***The forecast for the next day is issued after 4:00 p.m.**

Check the air quality for all areas before a field trip at <https://www.airnow.gov/>

BEES, WASPS, HORNETS



If you suspect an active bee, wasp or hornet's hive on a school site or in the area around a school:

1. Check for potential bee nesting sites:
Holes or cracks in building walls Holes in trees
Underneath portable classrooms Culverts or drainage pipes
Flowerpots Old tires
Bird houses Shed
Utility Boxes Plastic Lawn Sprinkler Boxes
2. If possible, cordon off the area with yellow caution tape, cones, or orange safety fence to visibly identify the area and keep people out.
3. For any bee, wasp, or hornet nest on school sites, call the Physical Plant Operations Department (PPO) at 754-321-4600 and advise the office of the school and the location of the beehive.
4. Call 754-321-1480 to have a work order issued. Request a PRIORITY 01 work order.

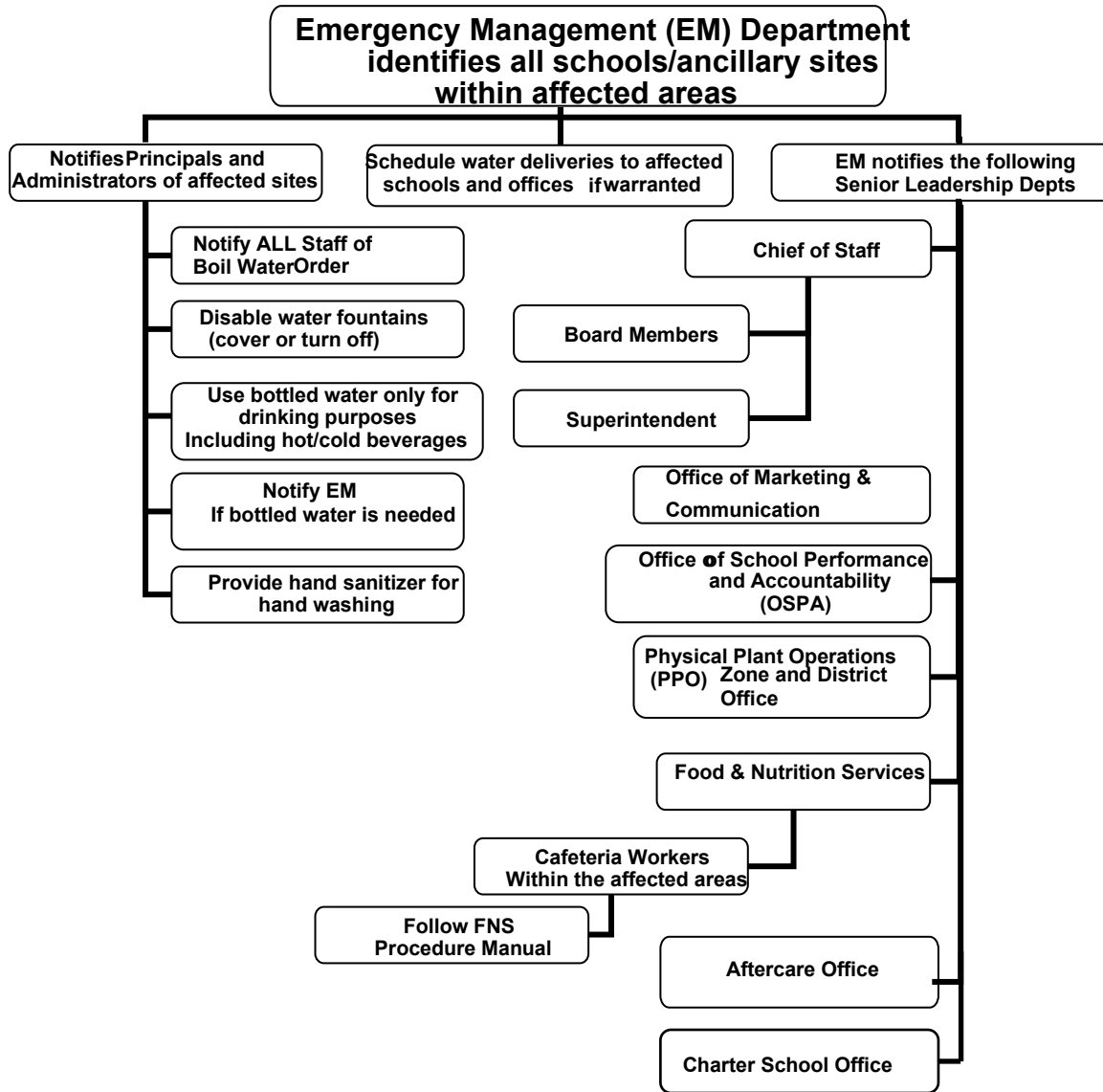
*If you see someone attacked by bees:

1. Safely remove the person from the area.
2. DIAL 911.
3. Do not remove bee stingers with fingers or tweezers. This forces toxins into the victim's body.
4. Scrape stingers off the skin with a blunt instrument or plastic card.
5. Await medical help.

*If you are attacked by bees:

1. Cover your head and run for shelter. Standing and swatting will only provoke more attacks.
2. Do not jump into water. Certain bees will wait until you come up for air to attack.
3. SEEK MEDICAL ATTENTION IMMEDIATELY.
4. Dial 911.

BOIL WATER ORDER ADVISORY



INSTRUCTIONS

- Notify **ALL** staff that a boil water advisory/order is in effect.
- Disable water fountains and water bubblers (turn off units or cover with plastic bags) and post “Do Not Drink” signs.
- Place signs in all restrooms advising not to drink the water.
- If bottled water is needed, contact the Emergency Management Department at 754-321-4884.
- **PLEASE NOTE:** Due to the large volume of schools that may be affected during an extensive boil water advisory, there may be a delay in receiving water. If the need for water is immediate, purchase bottled water from local stores. Retain receipts for reimbursement consideration.
- Provide hand sanitizers for hand washing.

See the instructions on the next page for procedures once the Boil Water Advisor has been lifted.

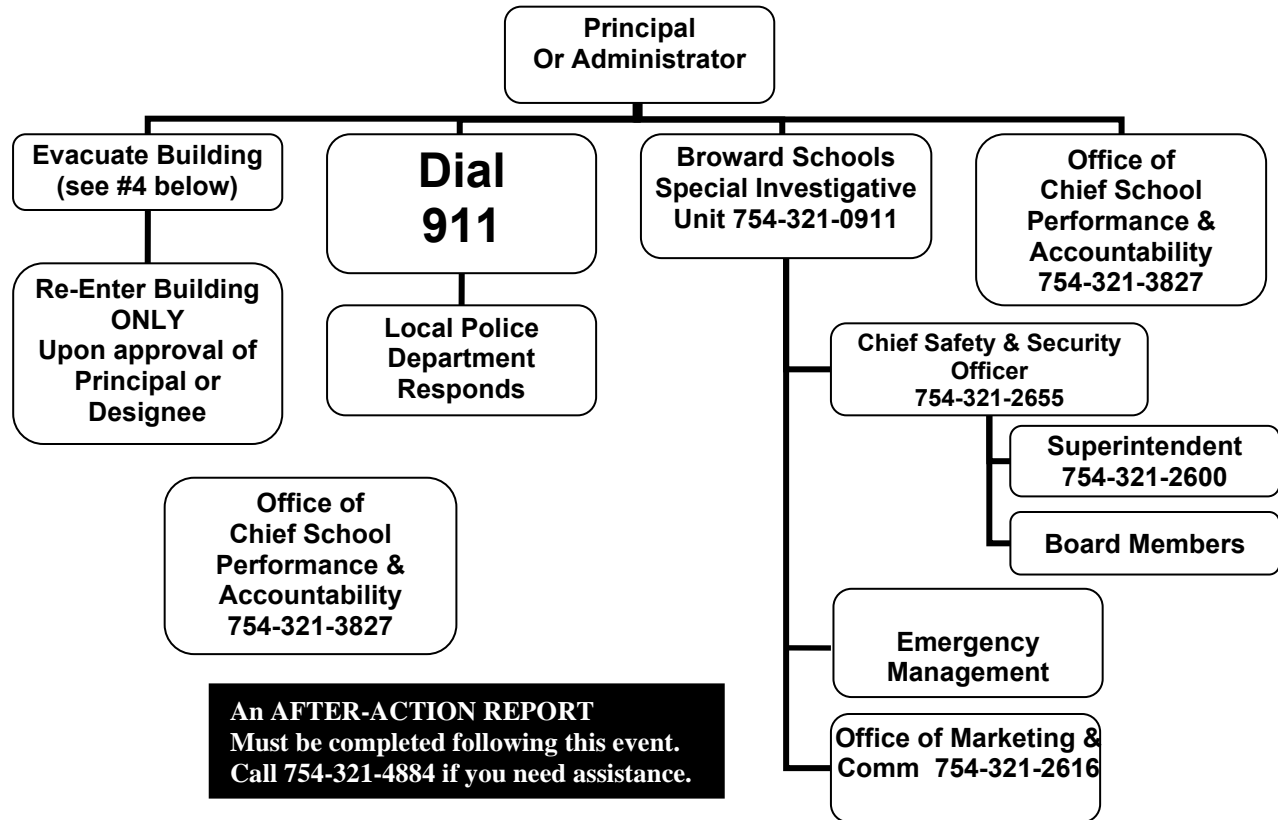
After the Boil Water Order is Lifted

- Flush all pipes, lines, fixtures, and faucets for a minimum of five (5) minutes. Use the large faucets outside of buildings, in kitchen areas and at large utility basins.
- Flush all water outlets in the kitchen/cafeteria for at least ten (10) minutes.
- Flush all drinking fountains for a minimum of five (5) minutes.
- Remove and replace all water filters on equipment such as coffee makers, refrigerators, and ice machines.
- Clean and sanitize all sinks and equipment connected to the water supply.
- Discard all ice from ice machines, discard next two batches of ice from ice machine, then clean and sanitize ice bin.
- After the two batches of ice have been discarded and the ice bin has been sanitized, resume normal ice machine operation.

KITCHEN/CAFETERIA

Follow all precautionary measures as instructed in the Food and Nutrition Services Procedures Manual.

BOMB THREAT EMERGENCY EVACUATION



In the event a bomb threat is received, the following procedures should be implemented:

1. Use the Bomb Threat Checklist found on the next page of this manual.
2. Recipient of call:
 - a. Immediately write down what the caller says. Log date, time, male or female voice, possible age of the caller and any other pertinent information.
 - b. Remain calm, polite, listen, never interrupt, complete checklist and initiate call trace (if possible)
 - c. **Call 911:** Request law enforcement and bomb squad response team, if applicable.
 - d. **Immediately notify principal/designee & SRO or ASSO.**
 - e. Complete bomb threat caller ID form located on Broward Schools Special Investigative Unit emergency preparation website at <http://www.broward.k12.fl.us/emergencypreparedness/>
3. **Administrator or designee** directs PA Call for "Code Black" at least several times.
4. **In conjunction with First responders, decide the most appropriate response regarding evacuation.**
5. **Use the PA System to order the evacuation. Do not use the Fire Alarm System.**
6. **During an evacuation, students and staff should be moved as far from the building as safety permits. "The minimum distance from the nearest building on campus is 300 yards"**
7. Notify Chief School Performance & Accountability Officer, SIU, and Area Security Manager.
8. Place Second 911 Call with additional information and command post location.
9. Instruct staff to unlock classrooms doors if possible and take class emergency information /folders.
10. **Instruct students to take only items in their possession (including book bags) NO LOCKER OR RESTROOM STOPS.**
11. **DO NOT TOUCH SUSPICIOUS ITEMS**
12. Each site should arrange for voluntary staff members to visually scan a pre-assigned area "Safe-Team members".
13. Any strange objects should be reported to law enforcement immediately. Remember the items exact location,
14. **Do Not Use** radios, cordless phones, cell phones, or computers. Only principal/designee may use cell phone outside.
15. All students should be staff supervised.
16. Dismissed students may not return to classrooms if school is closed.
17. Principals with input from law enforcement, Broward District Schools Police Department and fire rescue on-scene will determine "all clear" return to classrooms.
18. Advise the Chief School Performance & Accountability Officer of the results
19. School Administrator is to fill out the After-Action Report utilizing established procedures

BOMB THREAT CHECKLIST

School Facility:	Date and Time of Incident:
School/Facility Location Number:	Police Case Number:
Date Checklist Completed:	Police Department:
Office of Public Safety Case No:	Name of Officer:

*****KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE**

ASK THE FOLLOWING QUESTIONS:	
When is the bomb going to explode?	
Where is the bomb right now?	
What kind of bomb is it?	
What does it look like?	
What will cause the bomb to explode?	
Did you place the bomb?	
Why did you place the bomb?	
Where are you calling from?	
What is your address?	
What is your name?	
EXACT WORDING OF BOMB THREAT:	

TRY TO FORM IMPRESSIONS ABOUT THE CALLER:

Sex of caller:	Race of caller:
Age of caller:	Accent:

CALLERS' VOICE (circle all that may apply)

Calm	Soft	Stutter	Excited	Laughter	Rasp	Deep	Cracking Voice
Rapid	Normal	Slurred	Ragged	Deep Breathing	Disguised	Distinct	Clearing Throat
Nasal	Angry	Loud	Lisp	Slow	Crying	Whispered	Accent

If voice is familiar, who did it sound like? _____

BOMB THREAT CHECKLIST, PAGE 2

BOMB THREAT LANGUAGE (circle)

Well spoken (education)	Foul	Taped	Incoherent	Message read by threat maker	Irrational
----------------------------	------	-------	------------	------------------------------	------------

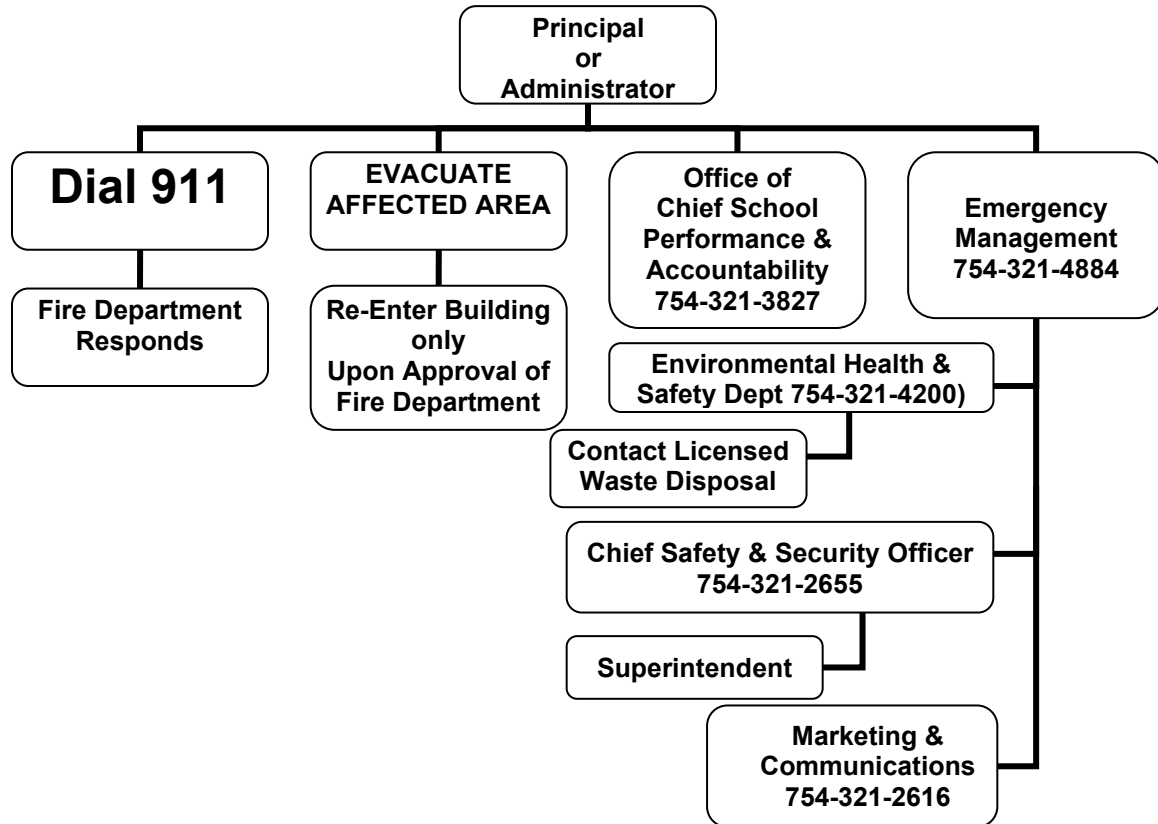
Remarks/Disposition: _____

BACKGROUND NOISES (circle)

Street noises	Voices	Animal noises	PA System	Music
Long Distance	Motor	Booth	Factory machinery	Crockery
Clear	Static house noises	Static	House noises	Office machinery

Other Noises (Please specify): _____

CHEMICAL EMERGENCY/SPILL EMERGENCY PROCEDURES



When Chemical Emergency and/or Spill Occurs:

- DIAL 911.
- Evacuate the area.
- Contact the, Emergency Management and Chief School Performance & Accountability Officer.
- Emergency Management will notify:
 - Director of Risk Management
 - Director of Environmental Compliance Department,
 - Chief Safety & Security Officer
 - Chief Communications Officer .
- Director of Environmental Health & Safety Department, or designee will instruct school/site on proper procedures.

CHEMICAL DISPOSAL PROCEDURES

OBJECTIVE: This procedure describes the proper means of disposal of hazardous chemicals in all Broward County Schools.

PROCEDURES: All unlabeled, outdated, prohibited and/or potentially hazardous chemicals, or those chemicals deemed in excess of safe storage must be tagged with red tape for disposal.

These red-tagged chemicals are to be LEFT ON THE SHELF OF ORIGIN, NOT TRANSFERRED TO OTHER SHELVES, CARTS OR OTHER AREAS.

The Environmental Compliance Department 754-321-4200 is responsible for Chemical Disposal. Fax disposal requests to 754-321-4285. Include the following information:

- 1) School Name
- 2) Exact location of chemicals to be disposed
- 3) Name(s) of chemical(s) requiring disposal
- 4) Quantity of chemical requiring disposal
- 5) Contact person and phone number

For your convenience, *a copy of the Hazardous Materials Disposal Form is available on the next page.* After the above information is received on the Hazardous Materials Disposal Form, a removal date will be scheduled. This form can be faxed to Environmental Compliance at 754-321-4285.

CHEMICAL/HAZARDOUS MATERIALS DISPOSAL FORM

Fax to the Environmental Compliance Department

Attn: Environmental Compliance Coordinator

Phone: 754-321-4200 Fax: 754-321-4285

Location of Materials to be Removed

School: _____

FISH Number: _____

Contact Person: _____

Contact Person Phone Number: _____

	Materials to be removed	Number of Containers	Quantity of Materials	Container Type Dry/Tank/Box	Request Replacement Drum(s) – Quantity
Ex 1	Latex Paint	4	5 Gallon	Buckets	No
Ex 2	Oil	1	55 Gallon	Drum	1
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signatures:

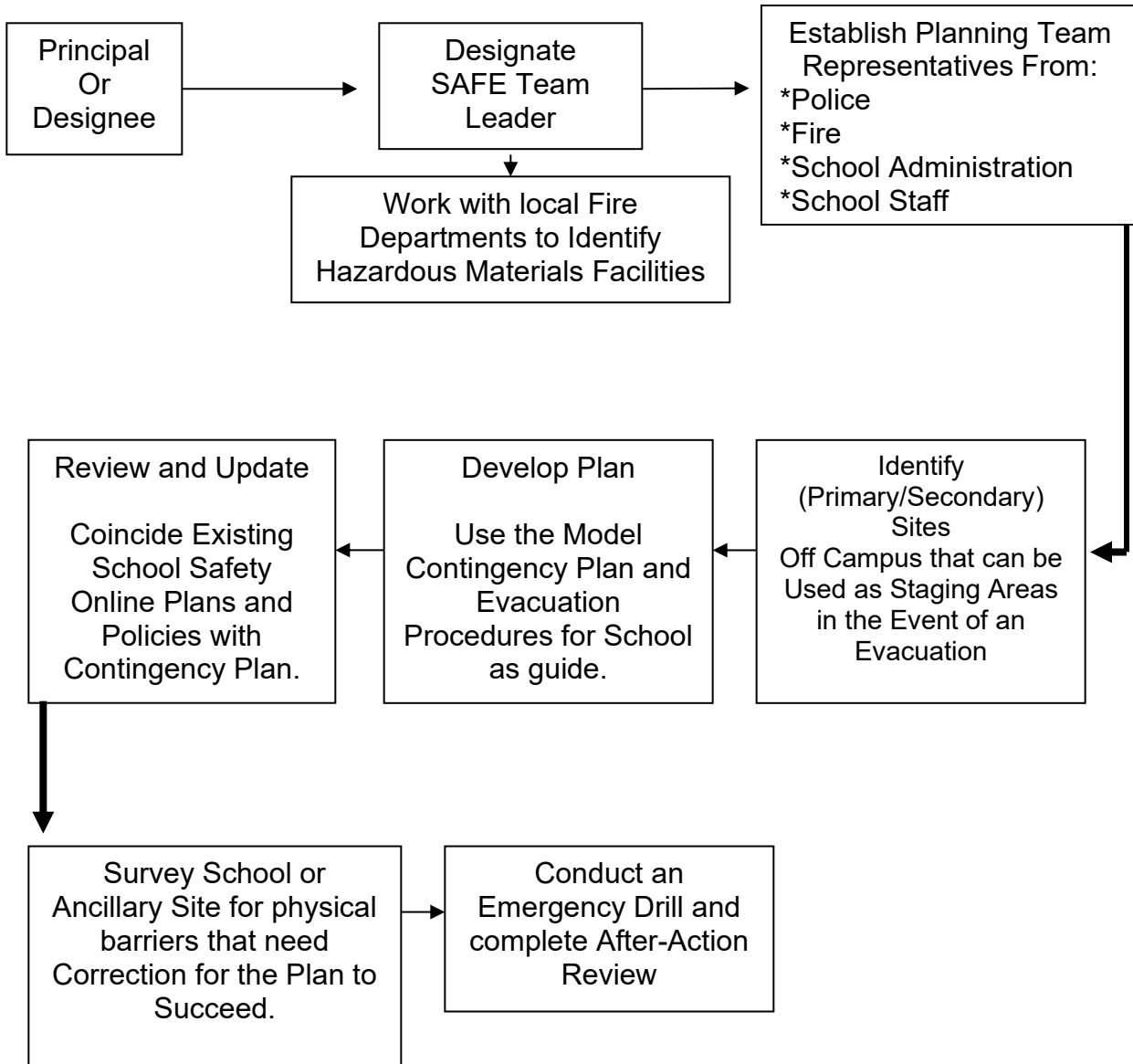
Department Head

Date

Principal

Date

CONTINGENCY PLAN FOR SCHOOLS AND ANCILLARY SITES

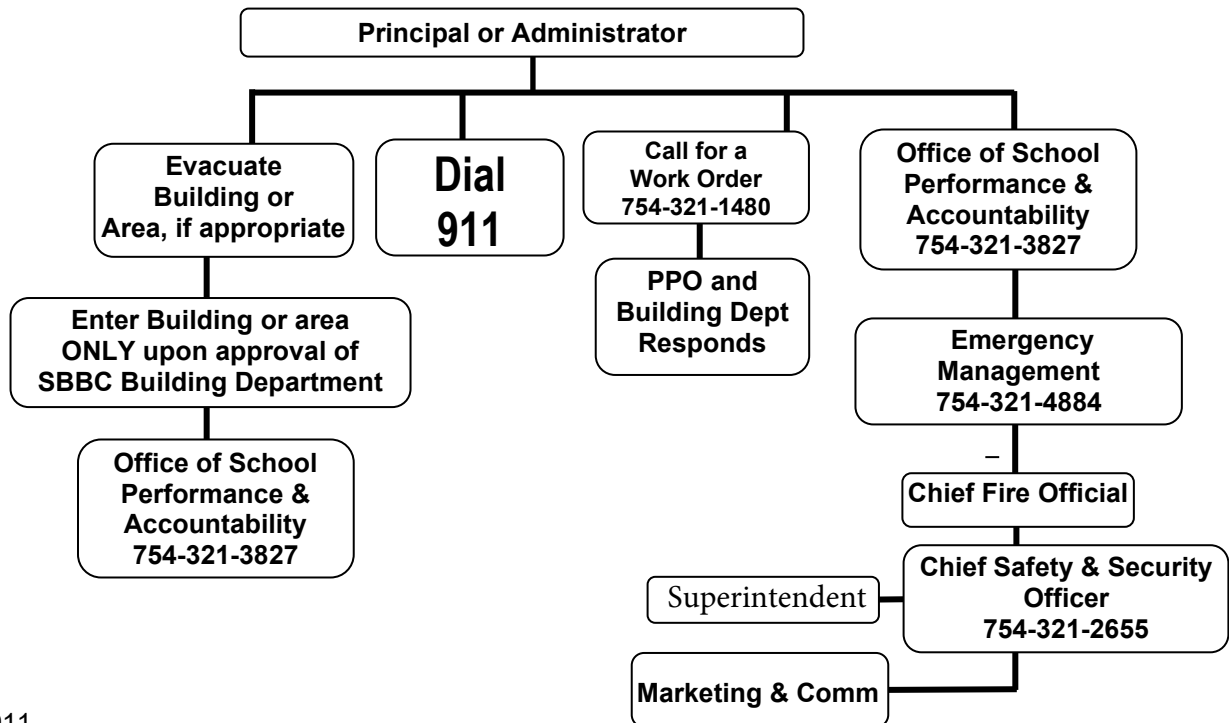


DAMAGED FACILITY – POSSIBLE LOSS OF BUILDING INTEGRITY

Examples of events which could threaten the integrity of a building or a building area:

- Corrosion of key building components
- Vehicle collision with building or building component (posts, fence, columns, etc.)
- Explosions
- Fires
- Hurricane or Tornado Damage
- Falling Trees
- Lightning strike
- Roof collapse

If your facility encounters any of these incidents or conditions, do not assume the building is safe.



- DIAL 911.
- Evacuate the building or building area.
 - If incident is contained to one area of the building.
 - Evacuate the building area.
 - Cordon off the area.
 - Post staff to monitor area until PPO or SBBC Building Department staff arrive.
- Call for a work order at 754-321-1480.
 - Report the incident, describe the damage and request a Priority 1 work order.
- Notify the Office of School Performance & Accountability.
- Emergency Management, if warranted, notifies the Chief Fire Official, Chief Safety, & Security Officer and the Office of the Chief Communications Officer.
- Enter the building or building area ONLY if cleared by the District’s Building Department.
- Principal/Administrator notifies the Office of School Performance & Accountability and Emergency Management after re-entry.
- Call PPO Zone with the Fire Department Incident Number to update the work order.
 - PPO District/Zone notifies Emergency Management, 754-321-4884.

DISMISSAL DELAY PROCEDURES FOR SCHOOLS

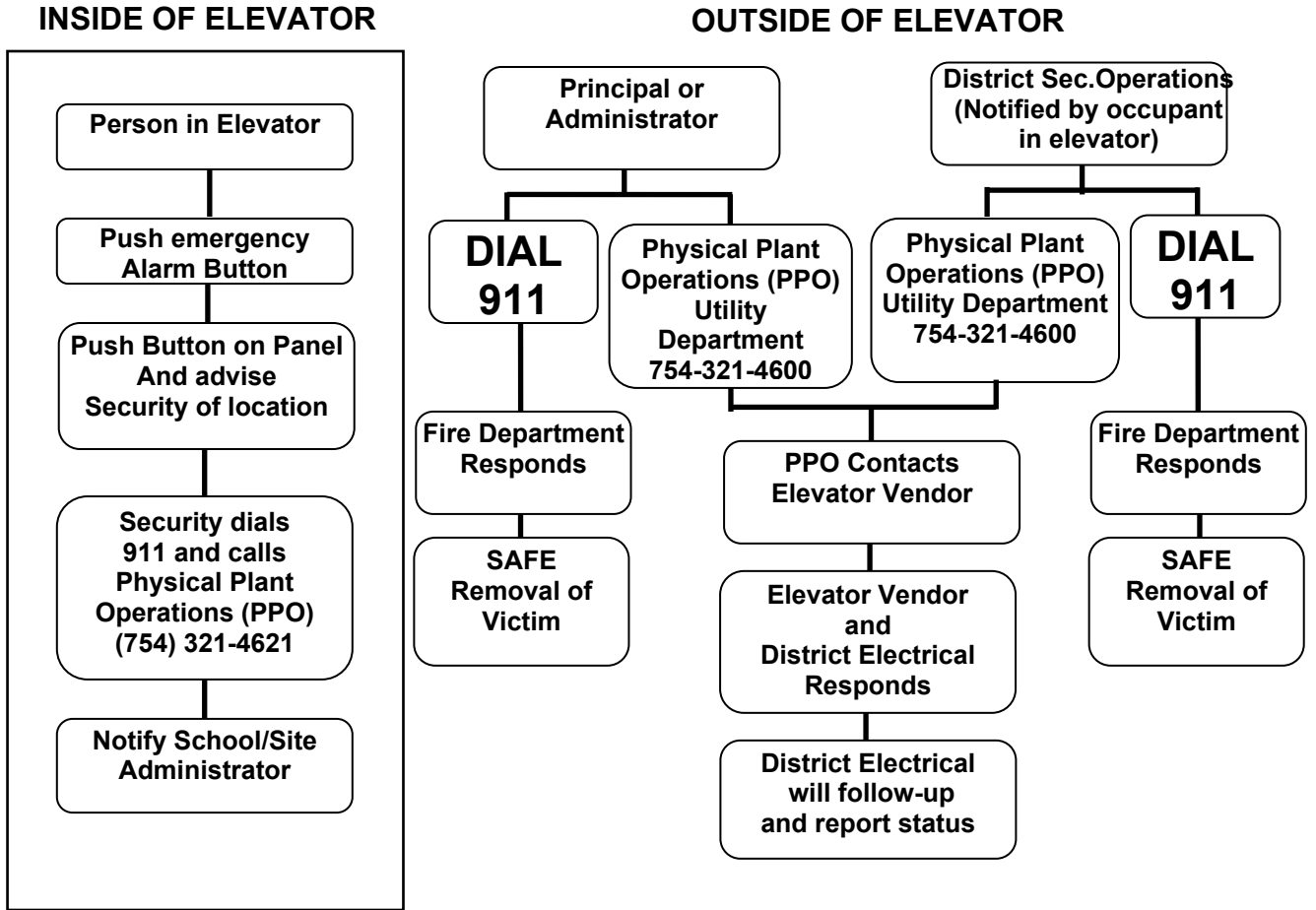
Crossing Guards are required for elementary and K-8 grade schools (up to 6th grade). Guards are stationed at their designated crossings for 30 MINUTES AFTER THE SCHOOL'S SCHEDULED DISMISSAL TIME. Flashing School Zone lights also only operate during this time.

A delay of a school's normal dismissal time may result in having students who walk or ride their bikes to and from school cross streets and roads with no crossing guards present and no operating flashing school zone lights. The times zone lights flashed are programmed at the beginning of each school year and cannot be adjusted at the time of a late dismissal.

If conditions at your school delay the scheduled dismissal of your students:

1. Contact Emergency Management at 754-321-4884. Be prepared to answer the following questions:
 - What is the approximate time students will be dismissed?
 - How many students are affected?
 - Was a ParentLink notification sent? If so, what was the message?
 - If not done so already, notify the Office of School Performance and Accountability (OSPA) about the delayed dismissal.
 - If possible, contact one of the crossing guards to notify them of the dismissal delay and ask them to contact their supervisor.
 - Where are you holding students?
2. Ask your School Resource Officer or ASSO for assistance.
3. Emergency Management will contact the appropriate city/county Crossing Guard and/or other departments who may need to also respond.
4. If any of the following occurs, Emergency Management will decide whether to contact the local police department for assistance.
 - If the dismissal is delayed beyond 30 minutes past the normal dismissal time.
 - If Emergency Management is notified of the dismissal past the time a crossing guard would be present.
 - If Emergency Management is unable to contact the crossing guard liaison.
5. If Emergency Management is notified before the actual dismissal time, Emergency Management will also notify the following departments of conditions at the school prohibiting a regular dismissal time.
 - Transportation Department: 754-321-4400.
 - Aftercare Program Office:
 - Dr. Gavilan: 954-249-5112
 - Wendy Rosenthal: 954-706-8552

ELEVATOR EMERGENCY PROCEDURE CHART



NOTE:

1. Students should **NOT** have elevator keys.
2. Telephones in elevators will ring in District Security Operations Office (DSOC) at (754) 321-3500.
3. DSOC will initiate Elevator Emergency Procedure.
4. If elevator occupant initiates call to the DSOC, DSOC will notify School/Site administrator of notification and actions taken.

INSTRUCTIONS:

1. **DIAL 911.** It is a violation of State code requirements to remove the occupants of a stalled elevator without the assistance of emergency services personnel (Fire/EMS) or elevator repairpersons.
2. Advise occupants in the elevator to stay calm and that emergency assistance is on the way.
3. Contact Physical Plant Operations (PPO) at number listed above.
4. PPO will contact Elevator Company to repair elevator and to make sure it is safe to operate.
5. District Electrical (754)321-4600 with update.
6. District Electrical will follow-up with Physical Plant Operations (PPO).

HURRICANE PREPARATION: All elevators should be sent to the second floor (or higher). Power to the elevator is to be turned off by the main line disconnect, located in the elevator equipment room. After the storm, the elevator room should be inspected for any standing water on the floor or on the control panels before energizing.

Inspectors from Broward County Building and Zoning will be conducting annual inspections of all elevators in schools. Contact PPO for current elevator inspection certificates.

EMERGENCY EVACUATION FROM *SECOND FLOORS* GUIDELINES

PURPOSE:

The purpose of this procedure is to provide school personnel with guidelines to use as they implement an emergency evacuation plan should a disabled student be on the second floor and the elevator is inoperable. These guidelines can be used in the event of *any* emergency situation as outlined in the Emergency Preparedness Program.

- **Prior to finalizing a school based emergency evacuation plan, contact the local fire marshal to discuss the plan and request that the fire department observe the first drill.**
- **In the event of ANY emergency and the elevators are inoperable:**
 - **Dial 911.**
 - **Establish a safe area on the second floor, preferably in an open area landing by the stairwell.**
 - **Depending on the emergency, take the students to the furthest location opposite from where the emergency is occurring.**
 - **School personnel in the emergency area must notify the school official in charge of their location and have a hand held two-way radio at all times.**
 - **Account for all students upon reaching the safe area and report any discrepancy to the school official in charge.**
 - **Inform the fire department of the best route of access to the emergency area so that assistance can be rendered.**
- **If the elevator is inoperable, the principal shall generate a work order and the Physical Plant Operations Division and/or contracted company must give the work order top priority within a 24-hour period.**
- **If the elevator is inoperable over a several day period, the principal shall use other classroom/teaching alternatives; i.e. empty space on 1st floor and provide a substitute.**

Per Florida's State Requirements for Educational Facilities (SREF):

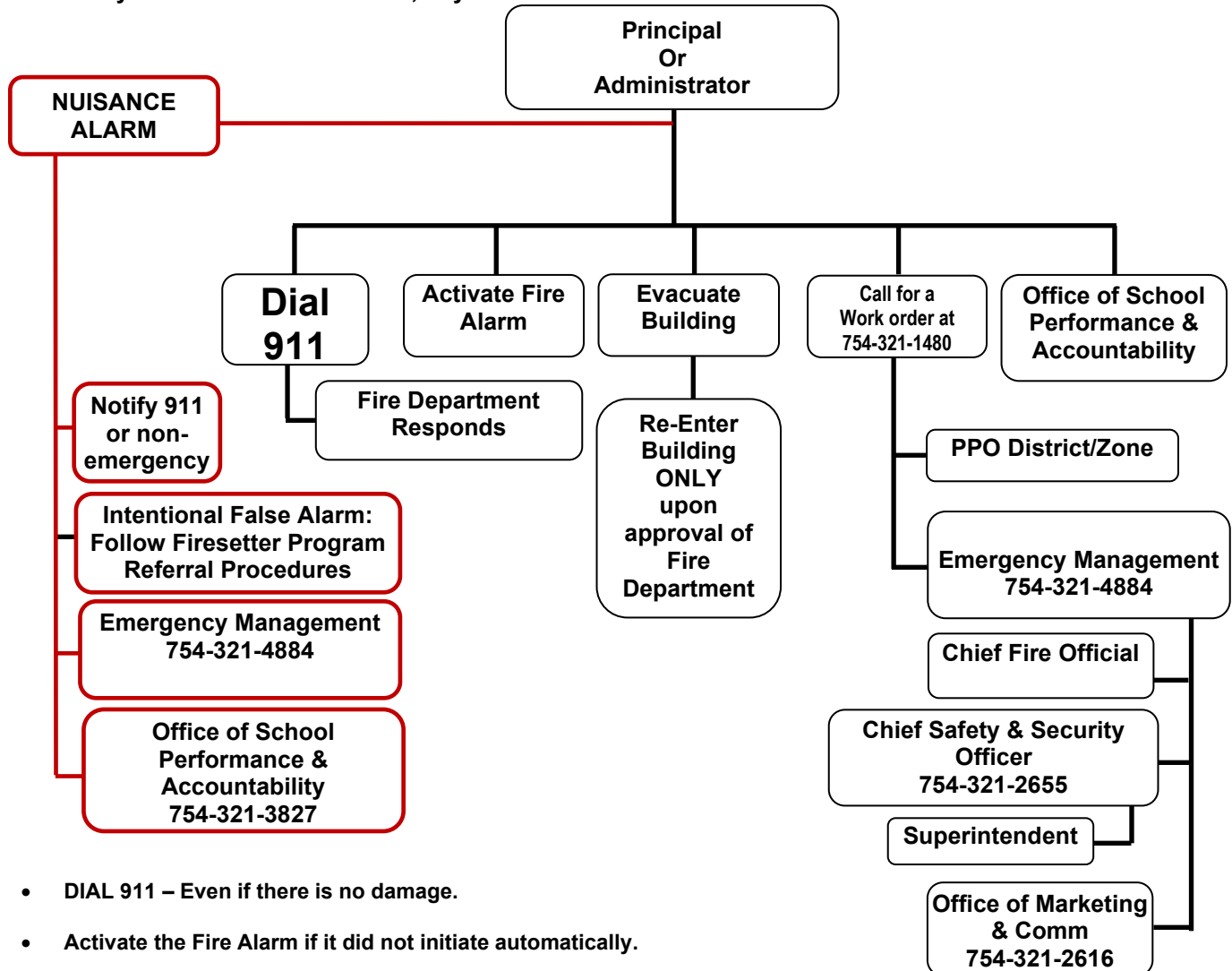
- **Rooms used for Pre-K through grade one (1) are not located above or below the level of exit discharge (first floor).**
- **Rooms used for grade two (2) students are not located more than one (1) story above the level of exit discharge.**

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FIRE EMERGENCY EVACUATION PROCEDURES

(Including Nuisance [False] Alarms)
ALL FIRES MUST BE REPORTED

These procedures must be followed for fire, smoke, smoke or electrical smell, sparking of outlets or equipment, or unless you are under a Code Red, any time the fire alarm sounds.



- DIAL 911 – Even if there is no damage.
- Activate the Fire Alarm if it did not initiate automatically.
- Evacuate the Building. During emergencies, classrooms should use doors exiting to outside fresh air when available as their primary exit.
- Students should proceed to be at least 50 feet away from the building.
- Principal/Administrator calls PPO Zone Office to initiate a Priority 1 work order (754) 321-1480.
- Principal / Administrator calls Chief School Performance & Accountability Officer.
- Fire Department responds.
- PPO emails the work order to the Area PPO Zone and the Emergency Management Department and Chief Fire Official.
- If warranted, Chief Safety & Security Officer and the Office of Marketing and Communications.
- Superintendent notifies the PIO.
- Fire Department approves building re-entry.
- Call the Office of School Performance & Accountability after re-entry.
- Nuisance Alarms: See instructions at bottom of next page.

FIRE EMERGENCY EVACUATION DRILL PROCEDURES

REQUIREMENTS:

Two (2) Emergency Evacuation Drills must be conducted during the first two (2) weeks of each school year. The State Department of Education also requires schools to conduct Emergency Evacuation Drills once a month for every month the school is in session. Evacuation drills are also required as described during after school programs, summer programs at regular calendar schools, and super sessions of year-round schools.

Evacuation Maps, Routes, and Staging Area:

All schools are required to post a map in every room showing the evacuation routes. Every map must show two (2) routes, * one (1) primary route and one (1) secondary route to exterior exits. Red should be used for the primary route and blue for the secondary route. A legend on the map shall clearly specify the evacuation route and staging area.

- Invite your local fire marshal to your first drill so he/she may review your plan and/or observe your drill.
- Before conducting your drill, notify your local Fire Department of the drill using their non-emergency phone number.
- ANNOUNCE the Fire Drill over the Public Address System
- As you conduct the drill, practice leaving your room using the **TOUCH, LOOK AND GO METHOD** as if you were experiencing a true fire incident:
 - While in the classroom, in a calm and orderly manner, line up your students and proceed to the nearest available exit.
 - **TOUCH:** Carefully feel door handles before opening doors. If the handle is hot, there could be a fire on the other side of the door. Find another way out.
 - **LOOK:** Before moving outside the room, carefully and slowly, open the door and observe immediate area before proceeding.
 - **GO:** Proceed quickly, but calmly, down the corridor or to the outside while still in formation.
 - **LOOK:** Before moving outside, carefully and slowly, open the door and look around the immediate area before proceeding.
 - **GO:** While in line formation, proceed to a safe area at least 50 feet from the building.
- USE THE SECONDARY ROUTE AT YOUR FACILITY FOR AT LEAST ONE EMERGENCY EVACUATION DRILL EACH SCHOOL YEAR.
- EVACUATION ROUTES SHOULD STAY CLEAR OF LIQUID PETROLEUM LP GAS TANKS.
- Each teacher should have a laminated card that is green on one side and red on the other. When the teacher and class reach the staging area, the teacher displays the GREEN side if all students are present. The RED side should be displayed if any students are missing.
- Staging areas should be as far away from the building as possible, but at a minimum of 50 feet.
- For students with Special Needs, follow procedures for second floor evacuation (page).
- The only acceptable exit hardware on gates of interior or exterior courtyards which are part of the emergency exit of a school or classroom is Emergency Hardware/Push Bars.
- *NOTE: Two routes are not required when the classroom door opens directly to the outside (fresh air) or the building is completely protected by a fire sprinkler system. In these cases, only one route is required and is the primary route.

REPORTING PROCEDURES:

Register each drill in the District's School Drills Filemaker Database. This database is accessible by using the "Open Emerg Mgmt Database" Filemaker File provided by the Emergency Management Department.

During an actual fire event, these drill procedures could save the lives of many students and staff. We also encourage principals to have teachers ask students to develop similar plans for their homes.

NUISANCE (FALSE) ALARMS:

- **UNLESS UNDER A CODE RED**, when the Fire Alarm sounds, evacuate and DIAL 911.
- If, during the evacuation, you are notified the alarm activation was not caused by a true fire incident:
 - Call 911 again to alert the county/city dispatch this was not a true fire incident.
 - Or dial the non-emergency fire department number, if appropriate.
 - Instruct teachers to return students to the building(s) in an orderly manner.
 - Contact Emergency Management at 754-321-4884.
- Deliberate initiation of the fire alarm must be reported to the Local Fire Marshal's Office and Emergency Management 754-321-4884

FIRE DRILL FORM

DATE: _____

FROM: _____

SUBJECT: FIRE DRILL

In accordance with Florida Administrative Code, a FIRE DRILL was conducted at our school.

School Name: _____

Date of Drill: _____

Time of Drill: _____

Length of Time to Evacuate Building: _____

Number of Students Taking Part: _____

Route Utilized: (Check One):

Primary:

Secondary: (At least once a school year)

Supervised by Local Fire Department Yes No

Comments: _____

Any mechanical problems with the Fire Alarm System require a work order. Call 754-321-1480 to have a Priority 1 work order issued.

WO# _____

Scope of work requested: _____

Signature _____

NOTE: A TORNADO DRILL IS NOT CONSIDERED AS ONE OF THE MANDATORY EVACUATION DRILLS.

AFTER REGISTERING ON-LINE, PRINT A COPY OF THE COMPLETED FORM AND RETAIN FOR YOUR RECORDS

Fire Departments and Agencies Non-Emergency Directory

BSO Fire Rescue	(954) 831-8210
<ul style="list-style-type: none">• Cooper City• Dania Beach• Deerfield Beach• Lauderdale Lakes• Pembroke Park• West Park• Weston• Unincorporated Broward	
Coconut Creek Fire Rescue	(954) 973-6706
Coral Springs Fire Department	(954) 344-1800
Davie Fire Rescue	(954) 797-1229
Division of Forestry	(954) 475-4120
Fort Lauderdale Fire Rescue	(954) 828-6370
Hallandale Fire Rescue	(954) 457-1470
Hollywood Fire Rescue	(954) 967-4404
Lauderdale-By-The-Sea Fire Rescue	(954) 640-4250
Lauderhill Fire Rescue	(954) 730-2950
Lighthouse Point Fire Rescue	(954) 941-2624
Margate Fire Rescue	(954) 971-7110
Miramar Fire Rescue	(954) 602-4802
North Lauderdale Fire Rescue	(954) 720-4315 x451
Oakland Park Fire Rescue	(954) 630-4550
Pembroke Pines Fire Rescue	(954) 435-6531
Plantation Fire Department	(954) 797-2150
Pompano Beach Fire Rescue	(954) 786-4695
Southwest Ranches Fire Rescue	(954) 868-2057
Sunrise Fire Rescue	(954) 746-3474
Tamarac Fire Rescue	(954) 597-3800
Wilton Manors Fire Prevention	(954) 390-2110
Florida State Fire Marshal's Office	(954) 321-3704

REFERRALS TO LOCAL FIRE SAFETY PROGRAM PRIVACY OF STUDENT INFORMATION

The School Board of Broward County, Florida (SBBC) is fortunate to be a part of an important partnership with Broward Sheriff's Office, in conjunction with local police and fire agencies, through Broward County Juvenile Firesetter Prevention and Intervention Program (JFPIP). This countywide program provides specialized fire safety education for Broward County children ages 2-17. The program delivers community outreach and firesetter assessment with an intervention workshop for any student involved in one or more of the incidents listed below:

- Starting a fire
- The misuse of fire
- Initiating bomb threats
- Creating destructive devices (bombs)
- Pulling a fire alarm without the threat of fire (deliberate false alarm)
- Smoking on campus that results in fire alarm activation (including e-vapor devices)
- Any reason that includes the child's curiosity or involvement with fire as a potential endangerment to safety of life or damage of property.

To comply with federal and state law and District policy, SBBC employees must obtain the written consent of parents / guardians prior to releasing any student information to the municipal Fire Marshal's Office for referral to the JFPIP. Please use the attached form to obtain this written consent.

Pursuant to the federal Family Educational Rights and Privacy Act (FERPA) and Policy 5100.1, Student Records: Confidentiality and Family Educational Rights, the personally identifiable information of students may only be disclosed with written consent (except in several FERPA-approved instances where consent is not required).

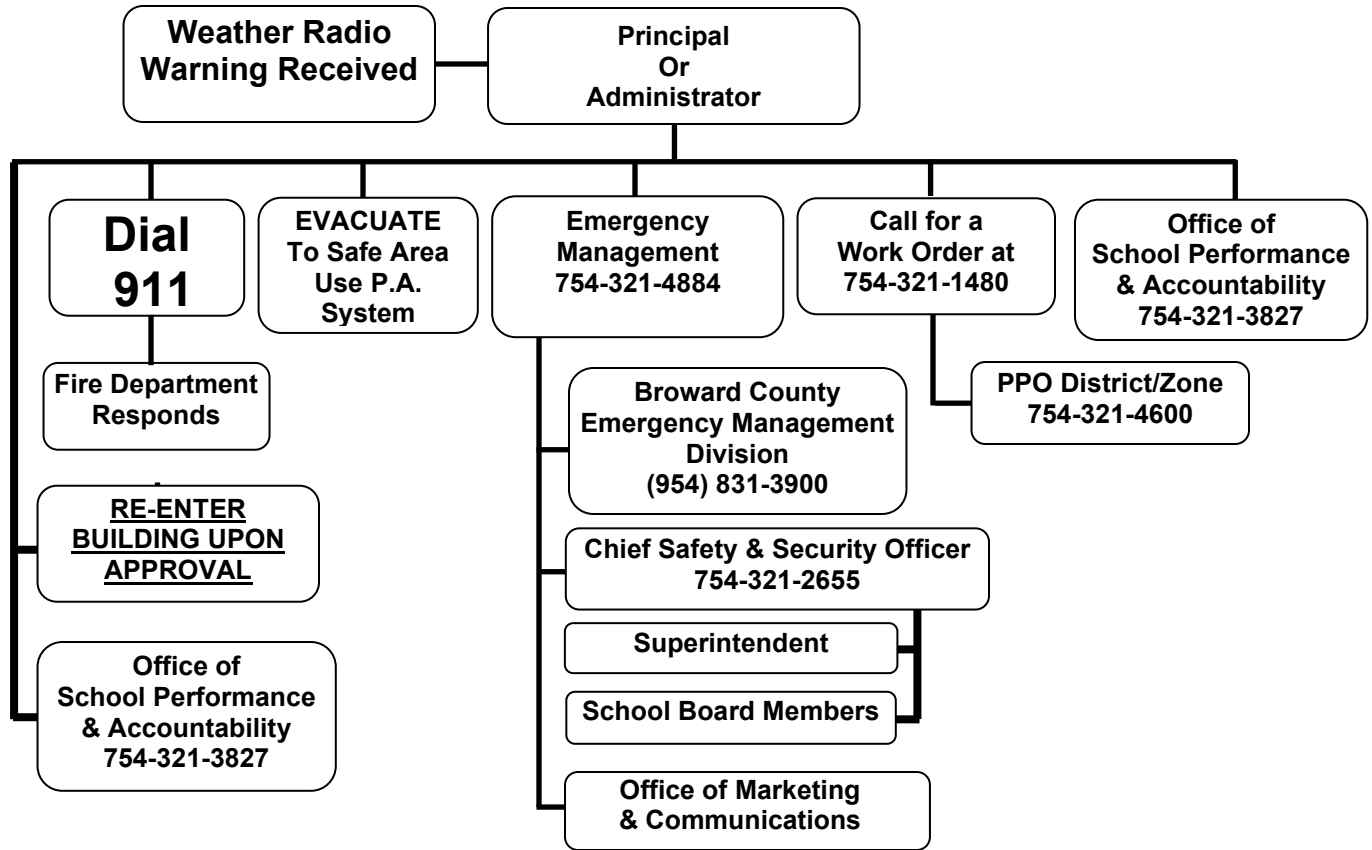
Only the student information listed below and on the consent form may be released:

- Student's name
- Parent's / guardian's name
- Student's grade level
- Student's age and birthdate
- Home address
- Phone number
- Type of fire-related activity student engaged in
- Date of fire-related activity
- Other _____

If you have any questions, **please contact Manager, Emergency Management at 754-321-4890 or 954-240-5957.**

FLOODING PROCEDURES CHART

FLOODING INSIDE OF BUILDING or FLASH FLOOD OUTSIDE



- Dial 9-1-1.
- Evaluate the situation and evacuate if necessary.
- Contact Emergency Management, 754-321-4884.
- Contact appropriate PPO Zone Office for a Priority 1 work order.
- Contact the Office of School Performance and Accountability 754-321-3827.
- Secure the area.
- Monitor situation.
- Announce “All Clear, All Clear” when appropriate.
- Notify the Office of School Performance and Accountability.

Further instructions on next page.

FLOODING PROCEDURES INSTRUCTIONS

Flooding in Building

- Be prepared to evacuate area when given instructions.
- Keep everyone away from flooding water and/or flooded areas.

Flash Flooding

FLASH FLOOD WATCH means that heavy rains occurring or expected to occur may cause flash flooding in certain areas and you should be alert to the possibility of a flood emergency which will require immediate action.

Instructor/Staff Procedures

- Be prepared to evacuate area when given instructions.

School Administrative Procedures

- Monitor situation.
- Monitor the NOAA (National Oceanic and Atmospheric Administration) Weather Radio.

FLASH FLOOD WARNING means that flash flooding is occurring or imminent at certain canals or designated areas. Those threatened should take immediate precautions.

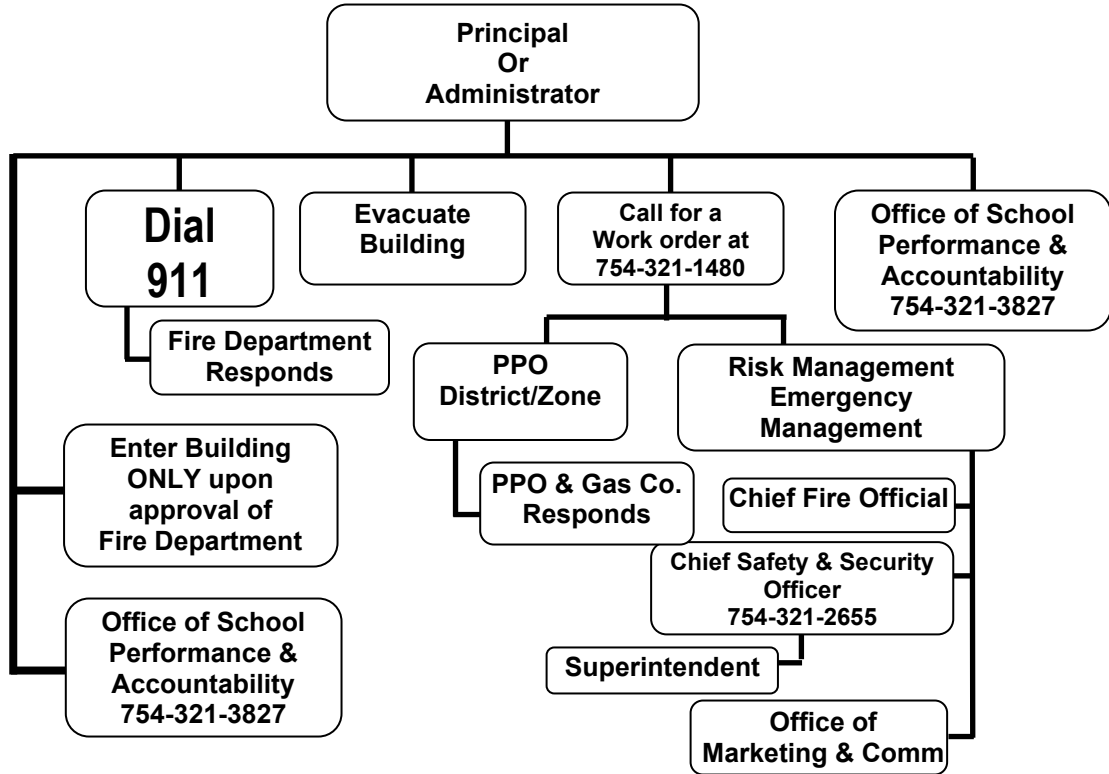
Instructor/Staff Procedures

- If given instructions, evacuate to safe areas (higher ground or upper floors).
- Keep everyone away from flooding water and/or flooded areas.

School Administrative Procedures

- Announce evacuation over the PA system.
- Contact School Performance and Accountability Office.
- Monitor weather radio.
- Announce "All Clear" when emergency is over if possible, reoccupy building.

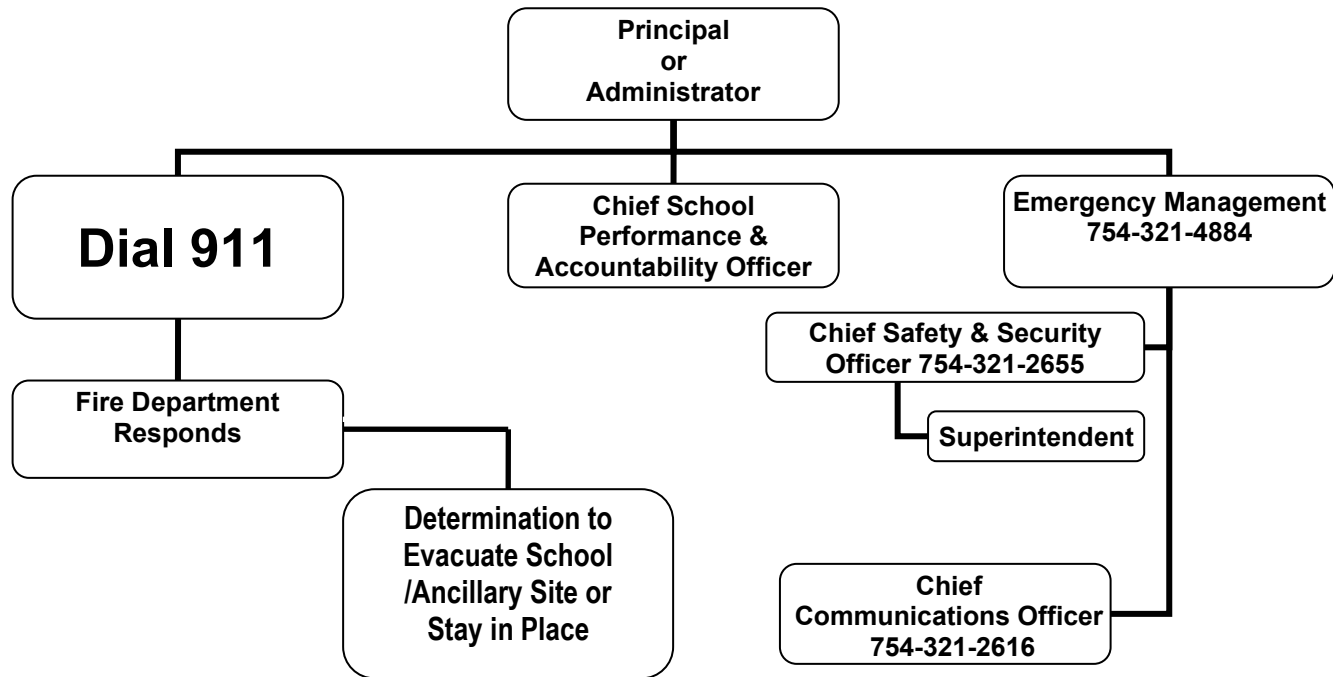
GAS LEAK EMERGENCY EVACUATION AND PROCEDURES



- DIAL 911.
- Evacuate Building. Move as far as possible from the building, but not less than 50 feet.
 - Your emergency evacuation plan may need to be modified to keep students and staff from gas installations located at the school.
- Call appropriate Zone Office for a Priority 1 Work Order..
 - REPORT THE GAS LEAK* and request a Priority 1 work order.
- Notify the Office of School Performance & Accountability.
- The Fire Department will respond.
- Emergency Management, and Chief Fire Official, if warranted notify Chief Safety & Security Officer and the Office Marketing and Communications.
- Enter the building ONLY upon the approval of the Fire Department.
- Principal/Administrator notifies the Office of School Performance & Accountability and Risk Management, Emergency Management after re-entry.
- Call the appropriate PPO Zone Office with the Fire Department Incident Number to update the work order.
 - The PPO District/Zone notifies, Emergency Management, 754-321-4884.

NOTE: A list of all gas locations at schools has been provided to the Chief School Performance & Accountability Officer for distribution to each school principal. If additional information is needed on gas installations, please contact the Director of Physical Plant Operations at (754) 321-4600.

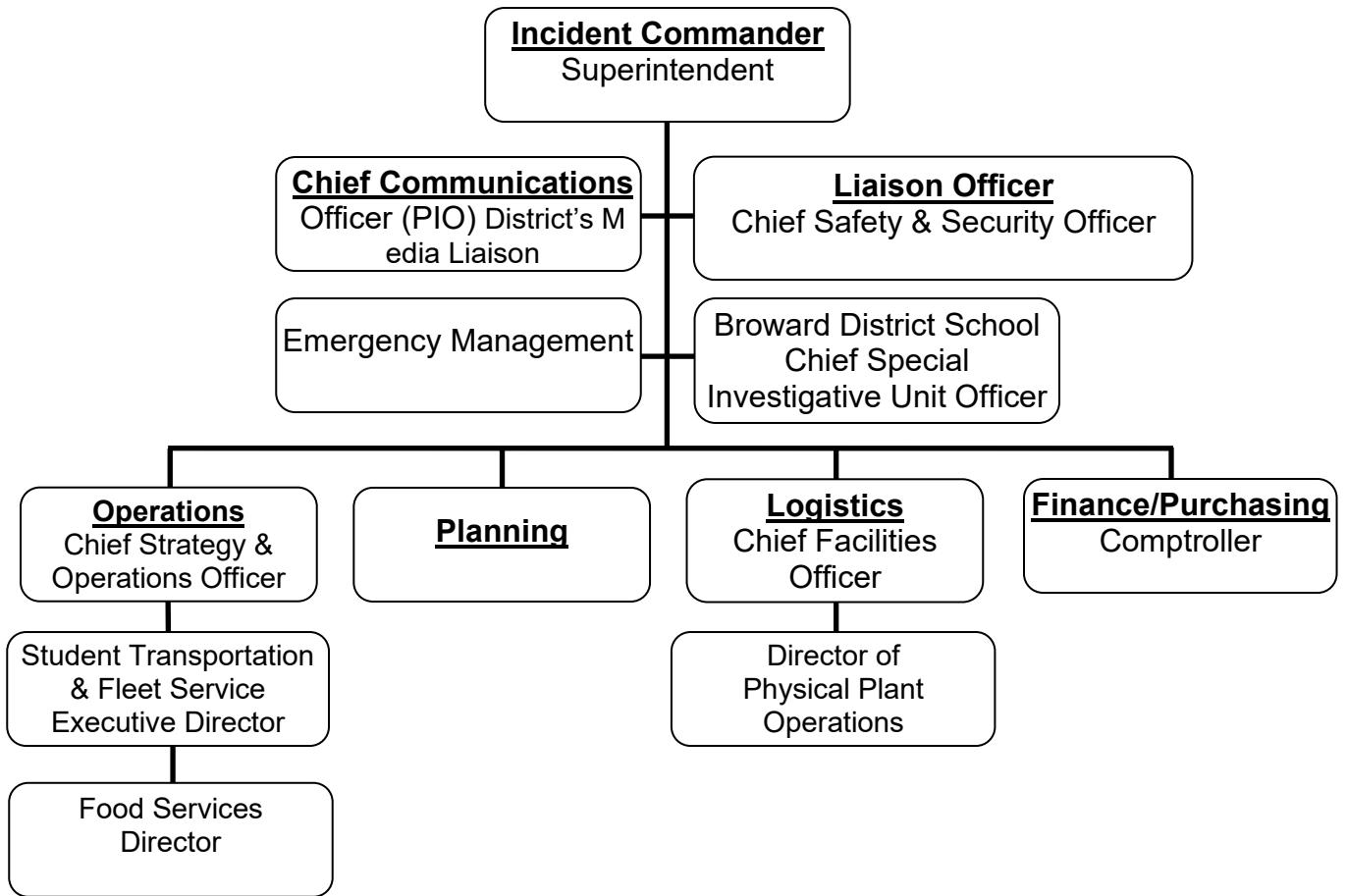
HAZARDOUS MATERIALS EMERGENCY PROCEDURE CHART



When a Hazardous Materials Emergency Occurs

- Dial 911.
- Contact Emergency Management and the Office of School Performance & Accountability.
- Emergency Management will notify the Chief Safety & Security Officer, Director of Risk Management, and the Chief Communications Officer.
- Chief Safety & Security Officer will notify the Superintendent.
- Decision to evacuate the school or ancillary site or to stay in place will be determined by local authorities.

INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION SCHOOL BOARD



Mail Handling Guidelines

Many people have questions about how our schools and offices should handle mail that may contain a written threat of chemical or biological material inside, or mail that may contain some form of powder. Following are some common sense steps to take in the workplace.

IF YOU RECEIVE A SUSPICIOUS MAIL PACKAGE:

If you receive a letter or package containing powder or a written threat:

- DIAL 911 or tell someone to dial 911.
 - Tell dispatch what you received and what you have done with it.
 - Indicate whether the envelope contains any visible powder or if the powder was released.
- Immediately notify your Administrator.
- Do not shake or empty the envelope.
- Isolate the specific area of the workplace so no one disturbs the item.
- Evacuation of the entire workplace is NOT necessary at this point.
- Wash your hands with warm water and soap for one minute.
- Do not allow anyone to leave the office that might have touched the envelope.
- Once on site, emergency responders will provide further instructions.

SEE THE PROCEDURES FOR “UNKNOWN POWDER” ON PAGE 47

Be Aware

The risk of contracting any disease from an envelope is extremely low. Be aware of your surroundings and pay attention to the mail you receive.

General precautions for those who handle large volumes of mail:

- Wash your hands with warm soap and water before and after handling the mail.
- Do not eat or drink around mail.
- If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.
- Surgical masks, eye protection or gowns are NOT necessary or recommended.

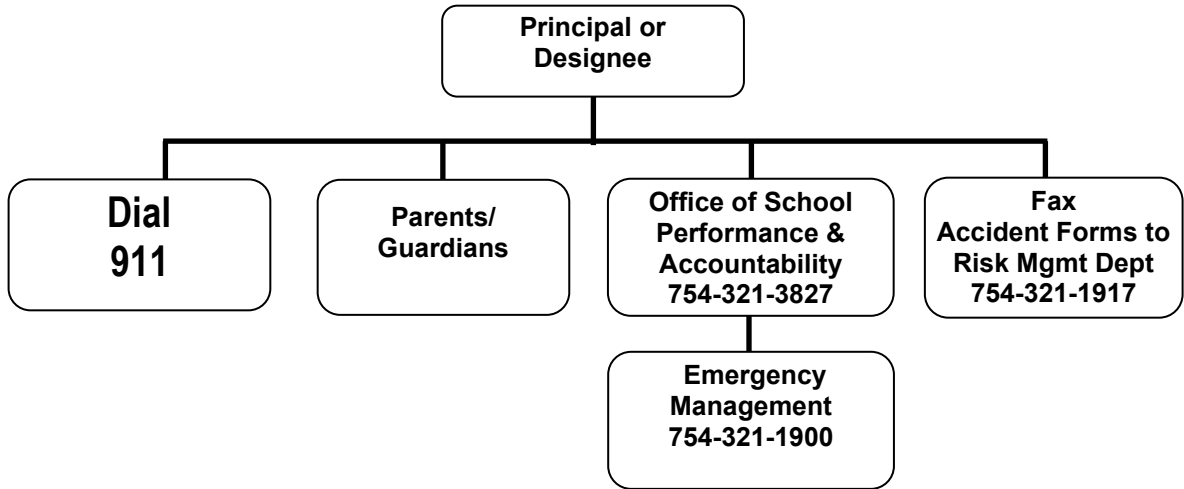
Suspicious Mail may have:

- No Return Address
- Excessive Postage
- Misspelled Words
- Protruding Wires
- Strange Odor
- Oily Stains or Discoloration on Wrapper
- Excessive Tape or String

Important:

- Do not panic.
- Do not walk around with the letter or shake it.
- Do not merely discard the letter.
- Do not open, smell or taste contents or any part of the item.

MEDICAL EMERGENCY PROCEDURES FOR SCHOOL SITES



- Dial 911.
- Notify Parents or Guardians.
- Notify the Office of the Chief School Performance & Accountability Officer.
- Fax Accident Forms to Risk Management, (754) 321-1917

- Emergency Medical Services (EMS) responds.

Note: Enter all student accident reports into the AS-400 Systems.

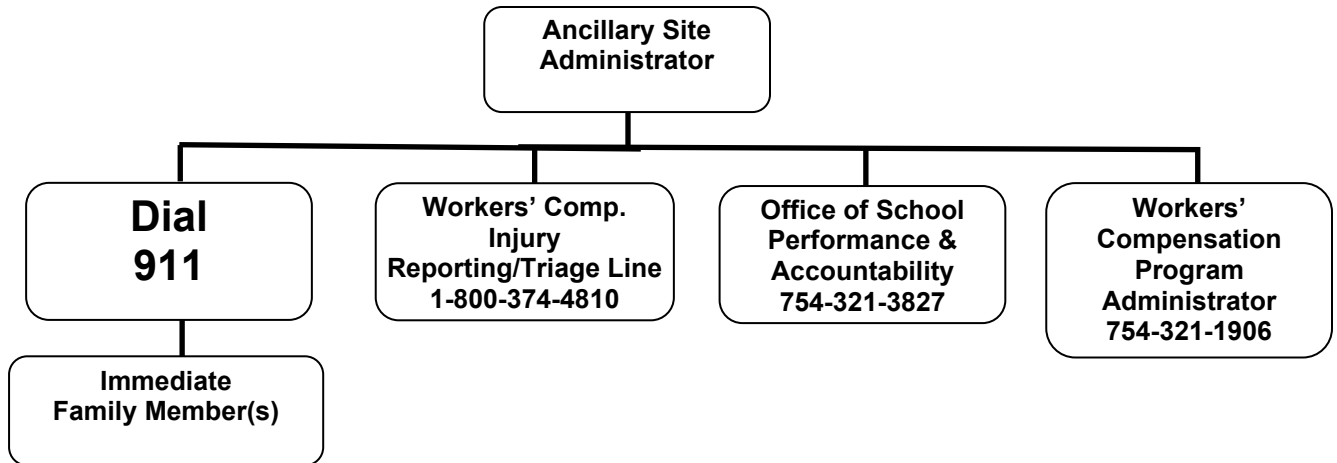
See next page for important additional procedures and details.

****SEE PAGE ' - FOR MEDICAL EMERGENCY AT ANCILLARY SITE**

MEDICAL EMERGENCIES PROCEDURES FOR SCHOOL SITES (Cont'd)

- Dial 911.
- Do not move the person unless he/she is in a dangerous environment.
- Begin First Aid, CPR, and/or AED.
- Call the parent/guardian or the designee on the student's Emergency Information Card.
- The principal or designee notifies the Office of School Performance & Accountability (OSPA).
- OSPA will notify the BCPS Incident Group (e-mail).
- Enter the accident into the AS400. FAX a screen print of the AS400 to Risk Management, (754) 321-1917.
- In the event the parent of a seriously ill or injured student cannot be located within a reasonable time, Emergency Medical Services (EMS) personnel will determine if transporting to a local hospital is necessary.
- If it becomes necessary to take the student to the hospital before the parent or guardian has been located, the principal or designated staff member must accompany the student in the ambulance and remain with the student until the parent or guardian arrives.
- The school representative should bring the student's Emergency Information Card to the hospital and all other available information regarding the nature and extent of the injury or illness.
- If the parent of a student who has suffered a minor accident or illness cannot be located and the persons listed on the student's Emergency Information Card cannot be located, and with EMS approval, then the student should remain in school until the regular dismissal.
- A death on the school premises must be reported immediately to the Superintendent, Broward District Schools Police Department, the Director of Risk Management, and the proper law enforcement agency.

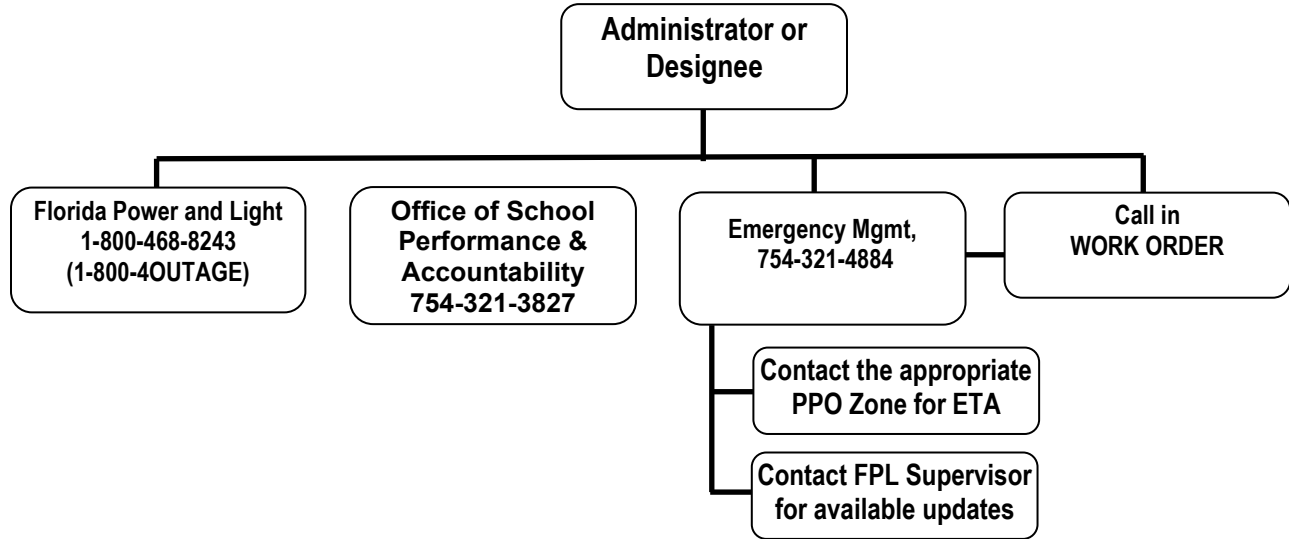
MEDICAL EMERGENCY PROCEDURES FOR ANCILLARY SITES



- Dial 911.
- Do not move the person unless he/she is in a dangerous environment.
- Begin First Aid, CPR, and/or AED.
- Rescue Services must have unrestricted access when they arrive
 - Station staff at building entry doors to direct Rescue Services to the elevator or area.
 - Multi-floor buildings: Instruct staff to use the elevator key to hold the elevator at ground level to await Rescue Services arrival.
- Announce the emergency over the PA System
 - Limit other building employee's movements
- The Administrator contacts the Office of School Performance & Accountability to send alert to BCPS Incidents e-mail group.
- Workers' Compensation – If the injury is job related:
 - Together, the employee and the administrator call the Injury Reporting/Triage Line at 1-800-374-4810.
 - If the employee is unable or unwilling to call, the administrator must call to report the injury.
 - Administrator forwards statements and other paperwork to the Workers' Compensation Program Administrator.
- Designate a staff member to accompany the injured person to the hospital.
- Notify immediate family of the incident.

SEE PAGE 5 FOR MEDICAL EMERGENCY PROCEDURES FOR SCHOOL SITES

POWER FAILURE (GENERAL) PROCEDURES



- Call Florida Power and Light to report the outage. Ask if they have any information regarding the incident. 1-800-4OUTAGE
- Call OSPA and report the power failure with any updates from FPL.
- A school or ancillary site that experiences any utility failure must immediately call the Emergency Management Department at 754-321-4884. After normal school or office hours, please contact the DSOC at 754-321-3500 for the on-call safety inspector. PLEASE DO NOT E-MAIL THE INFORMATION.
- Call the appropriate PPO Zone for a Priority 1 Work Order. If the school is unable to call in a work order, Emergency Management will call one in. For Work Orders call:
 - Zone 1 Schools: 754-321-2870
 - Zone 2 Schools: 754-321-1470
 - Zone 3 Schools: 754-321-2970
- Emergency Management will contact Florida Power and Light (FPL) to determine the problem and receive an expected power restoration time.
- Schools equipped with a generator will operate under generator power until power is restored by FPL.
- *When an outage is expected to last more than two (2) hours, the Physical Plant Operations Division may provide one (1) of the District's large portable generators to those schools that have a transfer switch allowing for a generator hook-up.*

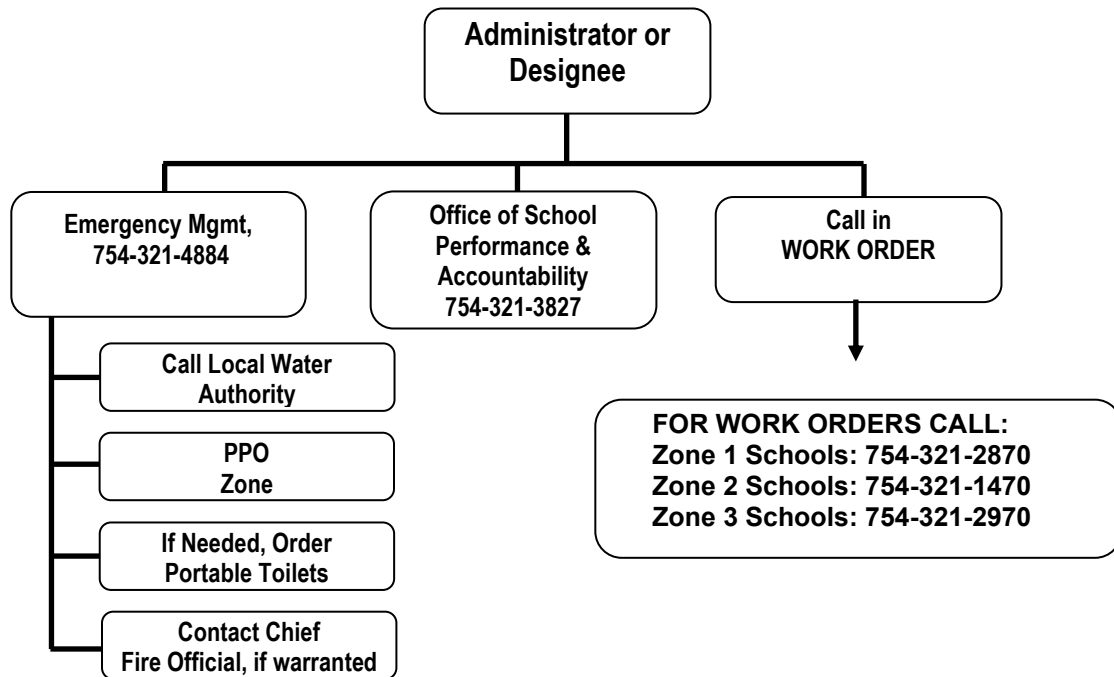
ALL SCHOOLS: Test battery back-up lights once a month. Call in a work order for battery back-up light repair.

Mobile Command Vehicle (MCV): Emergency Management may deploy the MCV to provide office services for a school with an extend power outage. Call 754-321-4884 and ask for availability.

If the utility failure is determined to be a major problem the District will determine appropriate action to be taken, which may include relocating students to another school campus or facility for the day.

See "Major Utility Failure Procedures" on page 50.

RESTROOM FACILITIES FAILURE PROCEDURES



If Restroom Facilities become inoperable:

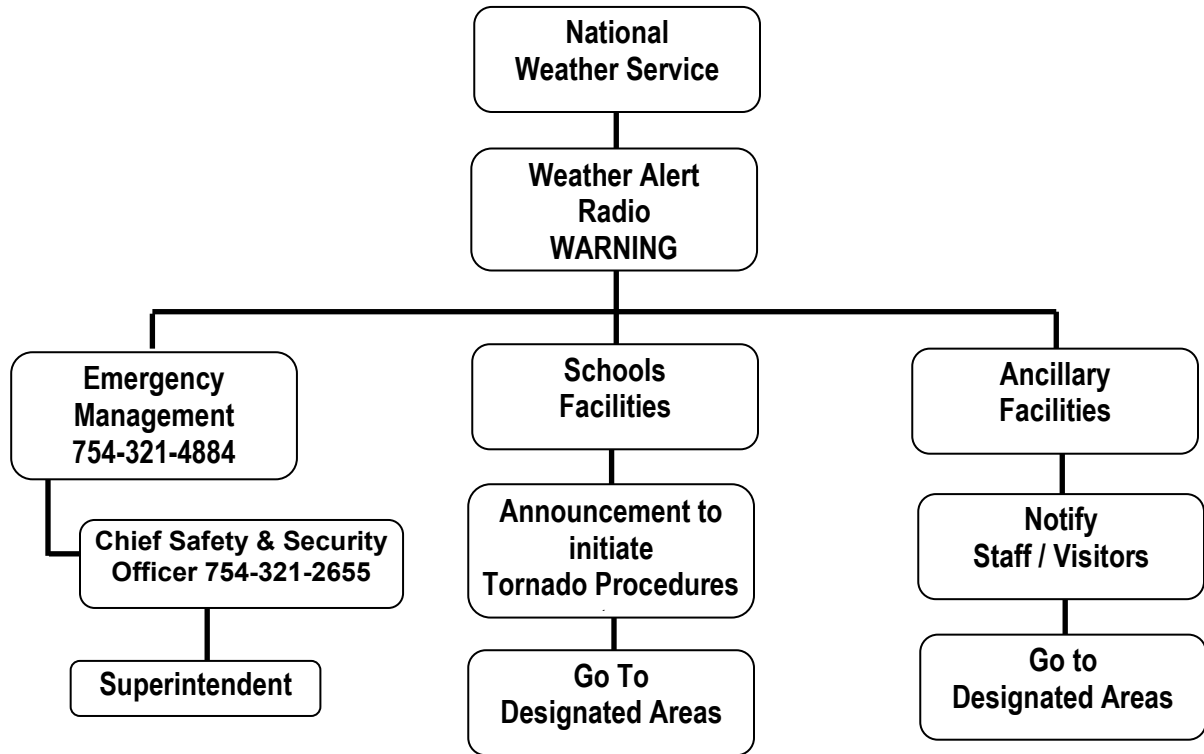
- Contact the Emergency Management Department
- **Emergency Management will:**
 - Notify the local water authority to determine the problem and expected time for correction.
 - Contact the PPO Zone Office.
 - If warranted, issue a work order.
 - If there is no water pressure, or water pressure is low, call the Chief Fire Official at 754-321-4884 to address the fire sprinkler system at the facility, if present.
 - Call the approved sanitation services vendor for portable toilets, if warranted.
 - Portable toilets will remain on site until restroom services are restored.

For short term loss of restroom facilities:

- If available, fill buckets with water from the irrigation system to flush toilets.
- Use bottled water to flush toilets.
 - Call Emergency Management to ask if expired water is available.

If the utility failure is extended, the District will determine the appropriate action to be taken, which may include relocating students to another school campus or facility for the day.

TORNADO EMERGENCY PROCEDURES



- The National Weather Service issues warning or watch.
- Weather Alert Radio is activated.
- The Principal / Administrator makes announcement to staff: "INITIATE TORNADO PROCEDURES".
- Proceed to Designated Area.
- During a tornado warning: Each classroom should be assigned to a specific location in the interior corridors of the school.
 - a. Students should be moved away from the windows of classrooms without interior corridors.
 - b. Specific personnel should be assigned to round up the children on playgrounds or other outdoor areas.
 - c. Students assigned to portable or temporary classrooms should be escorted to their assigned area within the main building. Shelter components (Enhanced Hurricane Protection Areas) within schools should be used if available.
 - d. Students assigned to portable sites without any permanent buildings should move away from the windows.
- Emergency Management notifies the Chief Safety & Security Officer.
- Chief Safety & Security Officer notifies the Superintendent.
- When "All Clear" is announced resume normal activities.

NOTE:

1. Check weather alert radio battery every February during Severe Weather Awareness Week.
2. The National Weather Service conducts a test of the Weather Alert Radio every Wednesday.
3. Two Tornado Drills are required each school year.

REPORTING PROCEDURES: Each time a drill is held, a report shall be registered in the Districts School Drills Filemaker Database. A copy of this report shall be printed and retained at the school for audit purposes.

WHEN A TORNADO “WATCH” (FORECAST) IS ANNOUNCED:

A tornado *watch* (forecast) announced via your Weather Alert Radio means that there is a chance of a tornado in or near your area. Keep your radio or television tuned to a local station for information and advice from your local government or the Weather Bureau. Also, assign “spotters” to keep watching the sky, especially to the south and southwest. If a tornado watch is announced during the approach of a hurricane, however, keep watching the sky to the east. Do not use the telephone for information and advice - depend on radio or T.V. DO NOT PASS ON RUMORS OR EXAGGERATED REPORTS OF DAMAGE.

WHEN A TORNADO “WARNING” (FORECAST) IS ANNOUNCED:

A tornado *warning* (forecast) announced via your Weather Alert Radio means a tornado has been sighted in or near your area. When this occurs, or if you or your school spotters see or hear a tornado, immediately initiate the tornado procedures practiced during your required drills and outlined below.

PROCEDURES:

Tornado drills should be conducted twice per year to familiarize all students and staff with the procedures should a real tornadic event ever happen within your area. The first drill should be held during the first two weeks of school. The second drill should be conducted each year during Severe Weather Awareness Week. Each school should develop a master plan for their facility to include the following.

A. Warning System

Use the public-address system to announce: "Tornado Drill - all students and staff report to their assigned areas."

B. Evacuation Route and Shelter Assignment

1. Each classroom should be assigned to a specific location in the interior corridors of the school. Teachers should be familiar with the area assigned to their room and the route to be used from their classroom. This information can be listed on a school map and posted on the wall near the Emergency Evacuation Map.
2. During a tornado warning:
 - a. Students and staff should be moved away from the windows of classrooms without interior corridors.
 - b. Specific personnel should be assigned to round up the children on playgrounds or other outdoor areas.
 - c. Students and staff assigned to portable or temporary classrooms should be directed to their assigned area within the main building. Shelter components (Enhanced Hurricane Protection Areas) within schools should be used if available.
 - d. Students and staff assigned to portable sites without any permanent buildings should move away from the windows.

C. Instructional Command

1. During a tornado drill or a tornado warning, students assembled in interior hallways or other rooms away from windows should be instructed to respond to a specific command to assume protective postures, facing interior walls when danger is imminent. Such a command might be: "EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES. HANDS OVER BACK OF HEAD." It is essential that this command be instantly understood and obeyed. Most tornado deaths are caused by head injuries.

Broward County Schools Tornado Procedures (Continued)

D. Tornado Drill Records

1. Each school site should record the following information:
 - a. School name
 - b. Month, day, and time
 - c. Number of students taking part
 - d. Time required to move into proper positions
2. The Tornado Drill Form included in this manual may be used to record this information for internal purposes only.
3. Register the drill in the District's Fire/Tornado Drill Registry found in the Emergency Management Filemaker Database.

Should a tornado strike in Broward County, the drill procedures could save the lives of many children. We encourage principals to have their teachers ask students to develop similar plans for their homes.

Note: *Change the battery in your Weather Alert Radio each year during Severe Weather Awareness Week.*

TORNADO DRILL FORM

Date: _____

FOR SCHOOL INTERNAL USE ONLY

SUBJECT: Tornado Drill

In accordance with School Board and State procedures, a tornado drill was conducted at our school.

School Name: _____

Date of Drill: _____

Time of Drill: _____

Length of time required to move into proper position: _____

Number of students taking part: _____

Comments: _____

Signature _____

NOTE: Two (2) tornado drills are required each school term; the first drill during the first two (2) weeks of school and the second drill during Severe Weather Awareness Week each year.

NOTE: A TORNADO DRILL IS NOT CONSIDERED AS ONE (1) OF THE MANDATORY EVACUATION DRILLS REQUIRED EACH SCHOOL YEAR.

IMPORTANT:
For internal use only. Enter drill on line in the District's Fire/Tornado Drill Database.

Print a copy for your records.

TORNADOES

General Information

Florida has the fourth highest frequency of tornadoes in the United States. Each school site should develop a unique alarm signal to indicate that a tornado has been sighted and is approaching. Tornado drills should be held twice a school term*. Florida's highest tornado frequency months are June, July, and August.

Tornadoes are local storms of short duration formed of winds rotating at very high speeds, usually in a counter clockwise direction. These storms are visible as a vortex, a whirlpool structure of winds rotating about a hollow cavity in which centrifugal forces produce a partial vacuum. As condensation occurs around the vortex, a pale cloud appears - the familiar and frightening tornado funnel. Air surrounding the funnel is also part of the tornado vortex; as the storm moves along the ground, this outer ring of rotating winds becomes dark with dust and debris, which may eventually darken the entire funnel.

These small, severe storms form several thousand feet above the earth's surface, usually during warm, humid, unsettled weather and usually in conjunction with a severe thunderstorm. Sometimes a series of two or more tornadoes is associated with a parent thunderstorm. As the storm moves, tornadoes may form at intervals along its path, travel for a few miles and dissipate.

Funnels usually appear as an extension of the dark, heavy, cumulonimbus clouds of thunderstorms and stretch downward toward the ground. Some never reach the surface; others touch and rise again. Those that travel along the ground bend as friction slows the base of the funnel.

On the average, tornado paths are only a quarter of a mile wide and seldom more than 16 miles long, but there have been spectacular instances in which tornadoes have caused heavy destruction along paths more than a mile wide and 300 miles long.

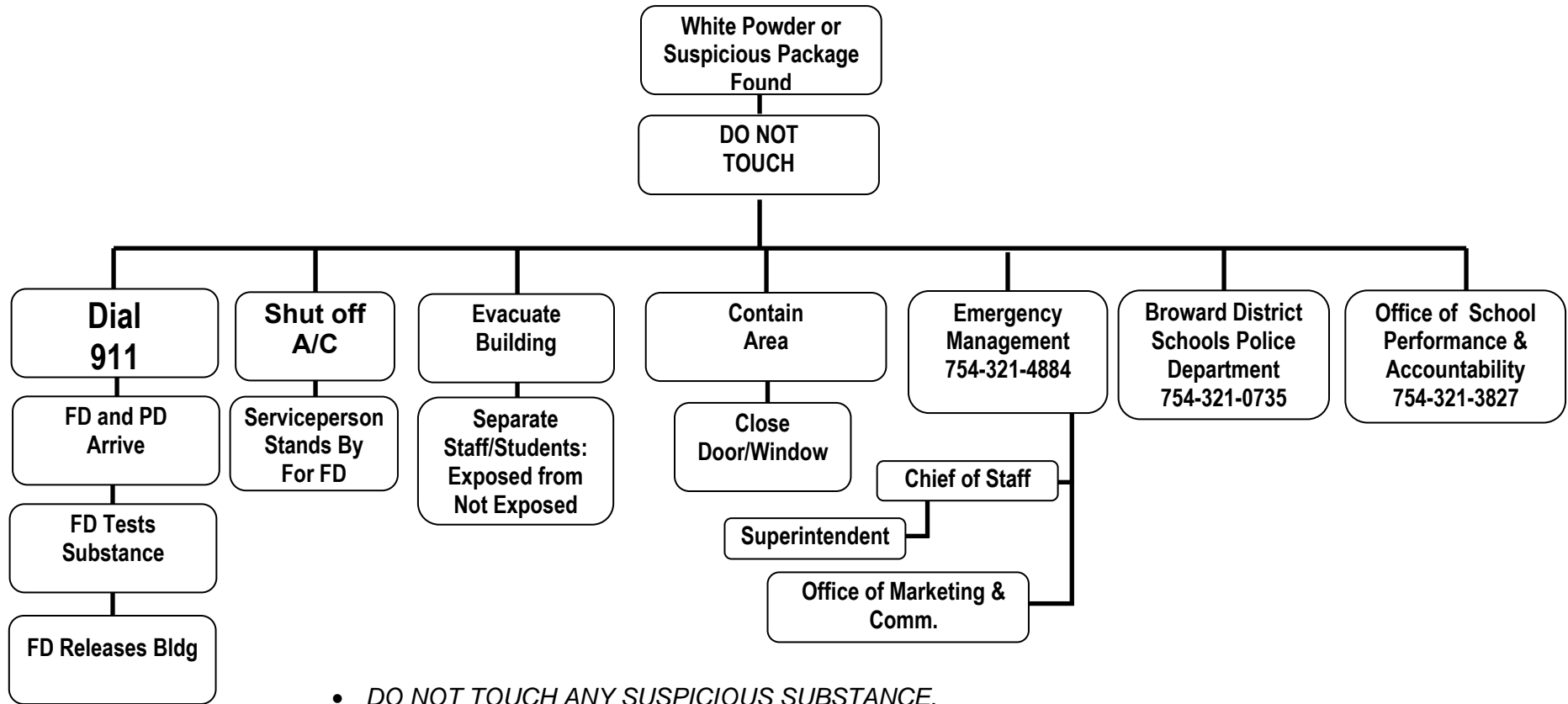
The winds of the tornado vortex have not been successfully measured, but are estimated to be more than 300 miles per hour. Their deep roar is like the rumble of a large bomber squadron and can be heard as far away as 25 miles.

Tornadoes occur over land and water and may pass from one to the other without much change in appearance. Over water a tornado waterspout is produced. So called "fair weather waterspouts" rise from the water in an upward spiral, do not usually develop into dangerous storms and diminish rapidly over land.

Hurricanes can produce tornadoes that add to the storm's destructive power. Tornadoes are most likely to occur in the right-front quadrant of the hurricane. The Fujita Scale is used to measure tornado wind speed and damage:

- F0: Light damage, winds less than 72 mph. Some damage to chimneys, branches broken off trees, shallow-rooted trees pushed over, sign boards damaged.
- F1: Moderate damage, winds 73-112 mph. Surface peeled off roofs, mobile homes pushed off foundations or overturned, moving autos blown off road.
- F2: Considerable damage, winds 113-157 mph. Roofs torn off frame houses, mobile homes demolished, boxcars overturned, large trees snapped or uprooted, heavy cars lifted off ground and thrown.
- F3: Severe damage, winds 158-206 mph. Roofs and some walls torn off well-constructed houses, trains overturned, most trees in forest uprooted, light objects become missiles.
- F4: Devastating damage, winds 207-260 mph. Well-constructed houses leveled, structures with weak foundations blown-off some distance, cars thrown, large missiles generated.
- F5: Incredible damage, wind 261-318 mph. Strong frame houses lifted off foundations and swept away, automobile-sized missiles fly through the air more than 100 yards, trees debarked.

UNKNOWN POWDER

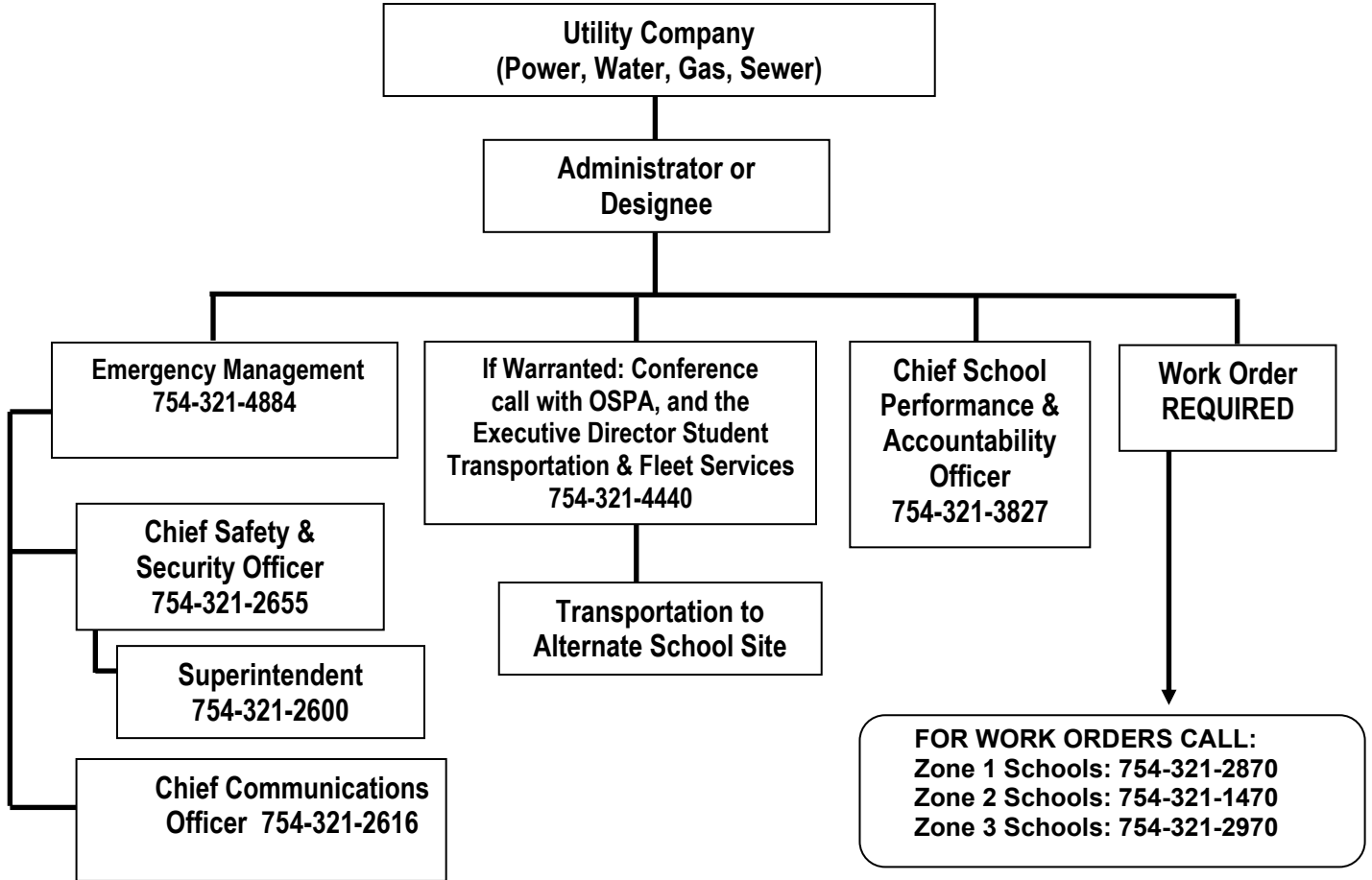


- *DO NOT TOUCH ANY SUSPICIOUS SUBSTANCE.*
- Dial 9-1-1 and evacuate the building.
- Separate students and staff who were exposed to the substance away from those who were not exposed.
- Contain the area and shut off the air conditioning. Close the windows/doors within the affected area.
- Notify Emergency Management, Broward District Schools Police Department, and the Chief School Performance & Accountability Officer.
- Risk Management will contact the Chief of Staff and the Office of Marketing & Communications
- The Chief of Staff will contact the Superintendent.
- Following substance tests, the Fire Department will give the “All Clear” to re-enter the building.

**FD – Fire department
PD = Police Department**

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UTILITY FAILURE – MAJOR



- Utility company notifies the school principal.
- Principal notifies Emergency Management.
- Principal directs staff to call PPO Zone Office for a work order.
- If approved through the Chief School Performance & Accountability Office, Principal initiates conference call to the Student Transportation & Fleet Service Executive Director, if appropriate.
- Emergency Management notifies the Chief of Staff or designee, if warranted.
- Chief of Staff Notifies the Superintendent, if warranted.
- Director of Student Transportation and Fleet Services coordinates the transportation of students to an alternate school site.

THE SUPERINTENDENT OR DESIGNEE MUST APPROVE ALL RECOMMENDED ACTIONS PRIOR TO IMPLEMENTATION

Please see the NEXT PAGE for additional information regarding major utility failures.

MAJOR UTILITY FAILURES PROCEDURES

The following procedures should be implemented during any major utility (electric, water, gas, sanitation facilities) failure. A major utility failure (electric, water, sewer, gas) is one in which repairs cannot be completed during a school day.

Following necessary authorization from the Office of School Performance and Accountability and/or the Superintendent's Office, elementary students, may be transported to another school location.

- The Facility Administrator should:
 - IMMEDIATELY notify the Chief School Performance & Accountability Officer or designee of all utility failures, no matter the severity.
 - Notify Emergency Management, 754-321-4884.
- Emergency Management notifies the Chief Safety & Security Officer, if warranted.
- If utility repairs are expected to take more than two (2) hours, the administrator conducts a conference call with the Chief School Performance & Accountability Officer and the Executive Director of Student Transportation and Fleet Services to determine if relocation of the students to an alternative location for the duration of the school day is warranted. *
- If a decision is made to relocate students:
 - The Chief School Performance & Accountability Officer notifies the Superintendent.
 - The Superintendent or designee notifies the Chief Marketing & Communications Officer.
 - At the end of the school day:
 - STUDENTS WHO WALK HOME: At the end of the school day, transport these students back to their school. This will allow the students to walk home in their usual manner.
 - STUDENT'S WHO RIDE THE BUS: At the end of the day, transport bus riders to their bus stops in the usual manner.
 - If warranted, send parent link alerts to provide information updates.
- If possible, the principal will call-forward the school's major incoming line to their Cadre Director's Office. The Cadre's Office Staff will advise parents where the students have been relocated.
- If warranted, a parent link alert is sent to provide information updates.
- **Mobile Command Vehicle (MCV):** Emergency Management may deploy the MCV to provide office services for a school with an extend power outage. Call 754-321-4884 and ask for availability.

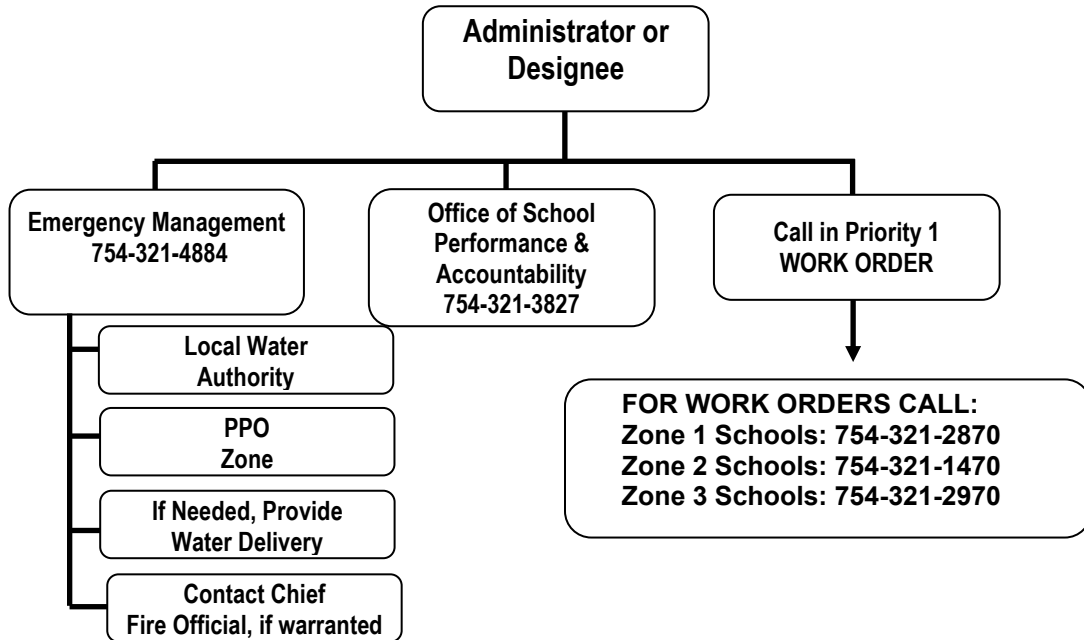
Note:

*** In the event of a power failure, the conference call will include the Director of PPO to determine if a portable electric generator can be provided to the school.**

*** In the event of a water/sewer failure, the conference call will include the Manager, Emergency Management to determine if bottled water and dispensers, or portable toilets can be provided to the school.**

WATER FAILURE PROCEDURES

A disruption of water services can be caused by a city or county water main break, construction work off campus or various other circumstances beyond our control. A water failure may also be caused by an internal problem within the facility.



- Call in a Priority 01 work order:
- Call Emergency Management at 754-321-4884 with the work order number.
 - If you have no work order at the time of your call, Emergency Management will request one for you.
 - Emergency Management contacts the local water authority to determine the problem and expected time for correction or repair.
 - Emergency Management notifies Physical Plant Operations to ensure a plumber has been dispatched to the school.
 - if the fire sprinkler system is affected, contact the Chief Fire Official's Office at 754-321-4884.
- If water service will be disrupted for more than two (2) hours:
 - Emergency Management will coordinate bottled water and cup delivery to the facility, if warranted.
 - If necessary, one(1) gallon jugs will also be delivered for kitchen use.
 - Purchase water from a local store if water is needed before a delivery can be made,
- Once water has been restored, Flush all pipes, lines, fixtures, and faucets for a minimum of five (5) minutes. Use the large faucets outside of buildings, in kitchen areas and at large utility basins.
 - Flush all water outlets in the kitchen/cafeteria.
 - Flush all drinking fountains.
- KITCHEN/CAFETERIA: Follow all precautionary measures as instructed in the Food and Nutrition Services Procedures Manual

If the utility failure is extended, the District will then determine the appropriate action to be taken, which may include relocating students to another school campus or facility for the day.

If a Boil Water Advisory is issued, more extensive flushing and addition steps must be completed. See page % for further information and instructions.

WEATHER ALERT – HEAT INDEX GUIDELINES

Staff and students should exercise caution while conducting outdoor activities at specific heat index levels. Hot weather does not mean physical activity should stop, but certain measures should be taken to avoid heat related illnesses.

Extreme heat can cause numerous health effects, the most common of which is dehydration. It can also lead to heat exhaustion, heat cramps, and heat stroke. Children can develop faintness, extreme tiredness, and headache, and there may be fever and intense thirst. Other signs include nausea, vomiting, hyperventilation, and skin numbness or tingling.¹

The Athletics, Physical Education and the Emergency Management Departments are requesting the following heat index thresholds be followed during outdoor physical activities:

- When the heat index is 85° use discretion as to the type of physical activity (aerobic vs non-aerobic). At this level and at all heat index thresholds, be sure all participants have an opportunity to drink plenty of water.
- When the heat index is 92°, physical activity should be conducted in shaded areas. If no shade is available, stay indoors. Exposure to direct sunlight can increase the heat index by up to 15°. Sunstroke, heat cramps and heat exhaustion are possible with physical activity at this level.
- When the heat index is 105°, stay indoors. Sunstroke, heat cramp, heat exhaustion and heat stroke are all possibilities at this level.

Weather alerts will appear on each weather alert phone when outside heat conditions require you to take precautions while participating in outdoor activities. Be sure staff supervising outside activities brings a weather alert phone with them to monitor weather conditions.

- At 92°F, an alert will be issued to “increase water breaks, closely monitor students”.
- At temperatures of 105°F and above, an alert will be issued to “stay indoors, Athletic Directors follow protocol”.

The weather alert phone will display an estimated length of time conditions are expected to persist.

Heat index alerts require continuous hydration during strenuous outdoor activities such as football. Fluids must be readily available to all athletes. Scheduled water breaks are required to insure proper hydration to prevent heat related stress and illness.

¹ American Academy of Pediatrics: Children & Disasters: Extreme Temperatures: Heat and Cold, www.aap.org

WEATHER ALERT PROCEDURES - LIGHTNING



Lightning is the most frequent weather hazard impacting athletic events. Baseball, football, lacrosse, golf, skiing, swimming, soccer, tennis, track and field events...all these and other outdoor sports, including physical education classes and band practices, have been affected by lightning.

Education is the single most important means to achieve lightning safety. A Lightning Safety Program should be implemented at every facility. The following steps are suggested:

1. All schools have Weather Alert Cell Phones which should ALWAYS accompany any group of students or staff during outdoor activities. **A list of the Weather Alert Messages is on the next page.**
 - a. Weather Alert Cell Phones are not for indoor weather monitoring.
 - b. Use other available weather forecast resources for indoor weather monitoring (internet, NOAA radio)
2. A responsible person should be designated to monitor weather conditions. Local weather forecasts from The Weather Channel or local TV stations should be observed 24 hours prior to athletic events and field trips. Every school has a NOAA portable weather radio that should be used for obtaining timely storm data.
3. Suspension and resumption of athletic and physical education activities should be planned in advance. Understanding of SAFE shelters is essential. SAFE evacuation sites include:
 - a. Fully enclosed metal vehicles with windows up.
 - b. Substantial buildings
 - c. The low ground. Seek cover in clumps of bushes.
4. UNSAFE SHELTER AREAS include all outdoor metal objects like flag poles, fences and gates, high mast light poles, metal bleachers, golf carts, machinery, etc. AVOID trees. AVOID water. AVOID open fields. AVOID the high ground.
5. Lightning's distance from you is easy to calculate: if you hear thunder, it and the associated lightning are within auditory range...about 6-8 miles away. The distance from Strike A to Strike B also can be 6-8 miles. Remember, different distances to shelter will determine different times to suspend activities. A good lightning safety motto is: "If you can see it (lightning) flee it; if you can hear it (thunder), clear it."
6. If you get a "tingling sensation" or if you feel your hair standing on end, and/or hear "crackling noises" - you are in lightning's electric field. If caught outside during close lightning, immediately remove metal objects (including baseball cap), place your feet together, duck your head, and crouch down low in baseball catcher's stance with hands on knees.
7. Wait a minimum of 30 minutes from the last observed lightning or thunder before resuming activities.
7. People who have been struck by lightning do not carry an electrical charge and are safe to handle. Apply first aid immediately if you are qualified to do so. Call 9-1-1 and get emergency help promptly.

WEATHER ALERTING PHONES

The District has provided weather alerting phone(s) for each school.

- Elementary Schools have one (1) phone
- Middle Schools have two (2) phones
- High Schools have three (3) phones

These phones are required to be carried outside during all outdoor activities to monitor weather conditions.

Contact Emergency Management at 754-321-4884 if:

- You are unable to locate your phone(s).
- You believe your phone is not relaying accurate information or no alerts.

Contact the Information & Technology Department at 754-321-0418 if your phone is inoperable or not charging.

Please adhere to the following weather alert messages as they come across your phone(s).:

Weather Alert Phone Messages

Alert	Description	Action
Lightning Strike 8 miles	A lightning strike has occurred within 6 miles of your location.	Seek Shelter NOW!
Lightning Strike 10 miles	A lightning strike has occurred within 10 miles of your location.	Continue to Monitor Conditions
Lightning Strike 15 miles	A lightning strike has occurred within 15 miles of your location.	Continue to Monitor Conditions
Heat Index Greater Than 92F	The heat index has exceeded the defined threshold at your location.	Increase Water Breaks!
Heat Index Greater Than 105F	The heat index has exceeded the defined threshold at your location.	Stay Indoors!
Wind Gust 40mph / 20 miles	A wind gust exceeding the defined threshold has occurred within 20 miles of your location.	Be cautious!
EN Dangerous Thunderstorm Alert	The Earth Network Lightning Network is indicating a thunderstorm with a significant rate of lightning occurring in your area and moving in your direction. This storm has an increased potential to produce severe weather such as very frequent lightning, heavy rain, hail and/or damaging winds and should be considered dangerous.	Stay Indoors and Monitor Conditions!

WEATHER ALERT – WIND ADVISORY

When the National Weather Service (NWS) issues a wind advisory, please implement the following procedures:

- **Student Transportation and Fleet Services**
 - Notify all drivers to take care when driving on bridges, overpasses, and ramps. Keep both hands on the steering wheel and check their speed.

- **Physical Plant Operations**
 - Notify all employees who drive high profile type vehicles to take care when driving on bridges, overpasses, and ramps. Keep both hands on the steering wheel and check their speed.
 - Notify all employees who work on roofs and on ladders to make sure that all ladders, equipment and supplies are properly secured.
 - Bucket truck operations need to be modified or restricted, depending on the conditions.

- **BECON**
 - Notify all employees who conduct tower repairs or operate the bucket truck to modify or restrict operations, depending on the heights they are working at and weather conditions.

No vehicles should be on the road when 35 – 40 MPH SUSTAINED winds are present.

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HURRICANE PROCEDURES AND EMERGENCY INFORMATION

USEFUL WEBSITES FOR HURRICANE INFORMATION:

National Hurricane Center/Tropical Prediction Center
www.hurricanes.gov (305) 229-4470

National Weather Service
www.weather.gov/miami

NOAA
www.noaa.gov

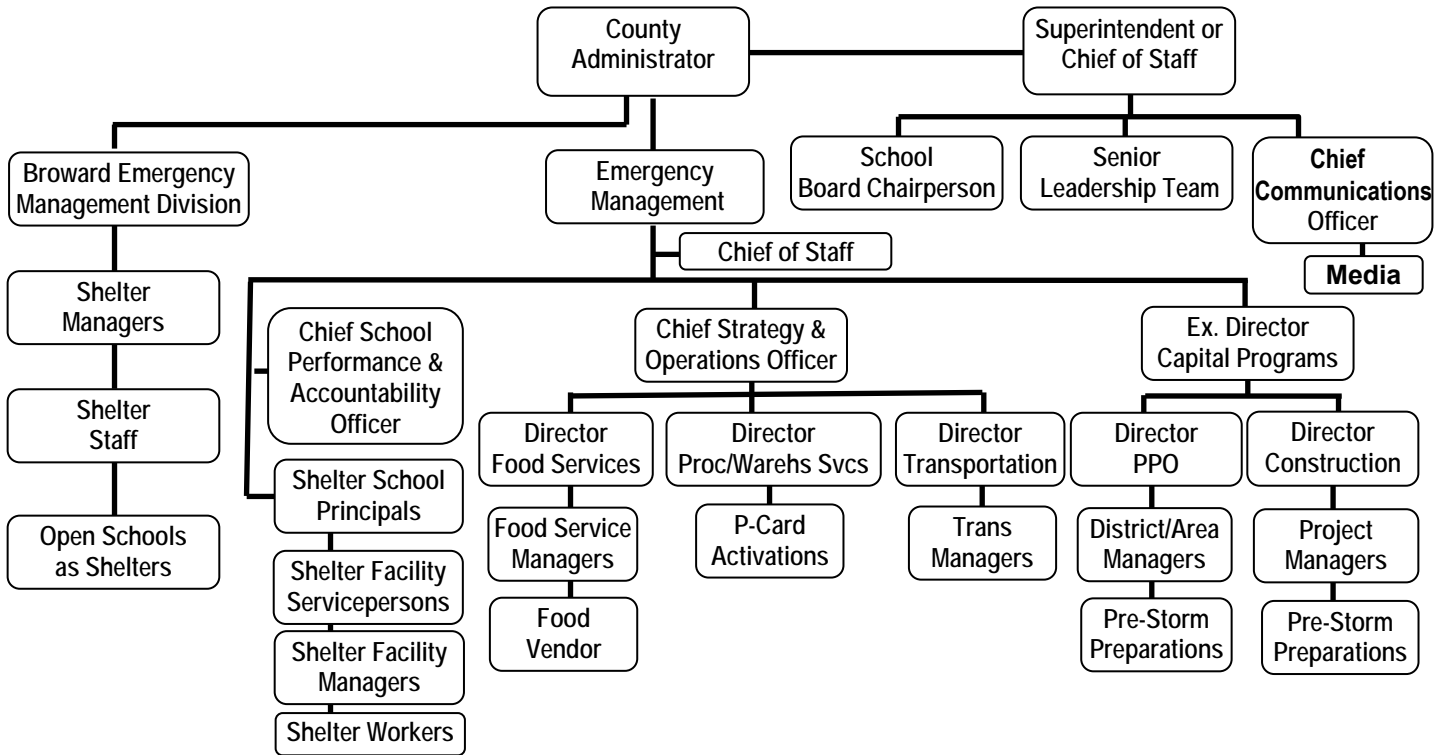
LISTEN TO YOUR NOAA WEATHER RADIO!!!!

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PRE-STORM PROCEDURES

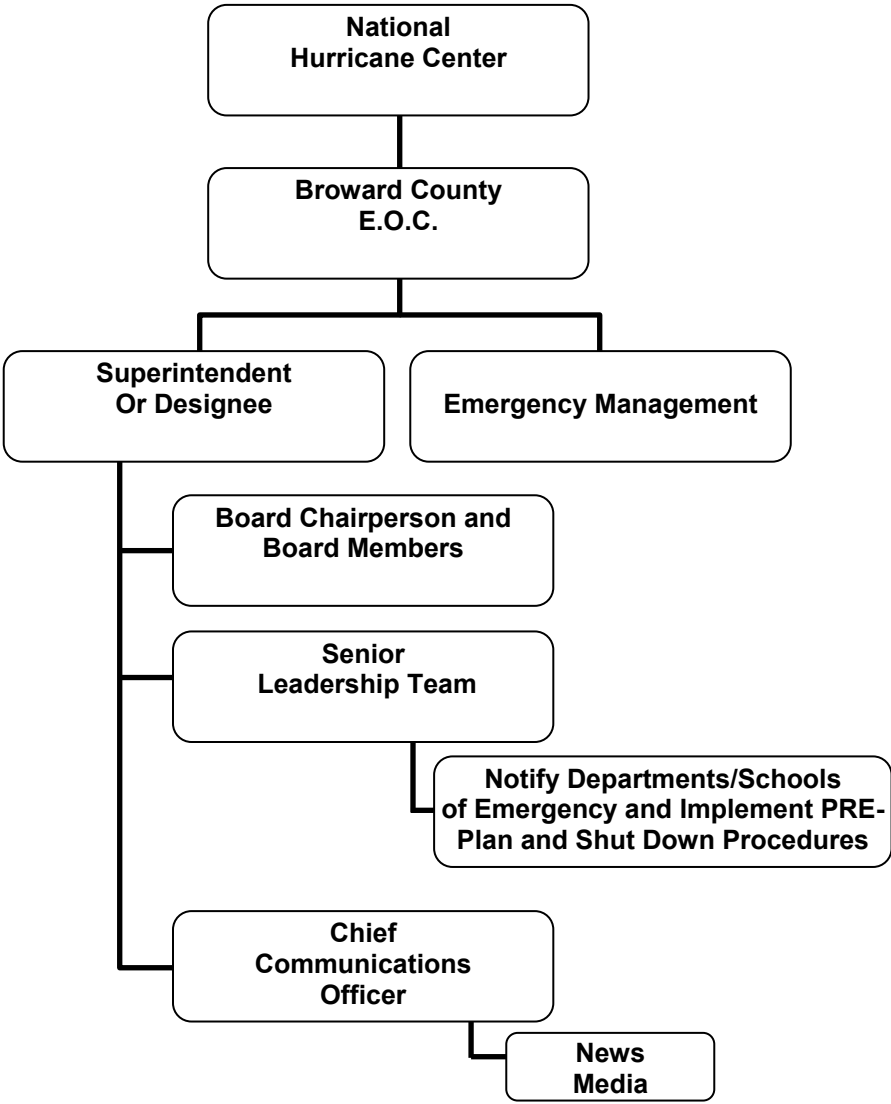
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PRE-STORM HURRICANE PROCEDURES CHART



- The County Administrator and the Superintendent of Schools coordinate a date and time to activate the County's Emergency Plan and open Hurricane Evacuation Shelters. The Broward Emergency Management Division (BEMD) and SBBC Emergency Management Department begin pre-storm preparations within the county and school district.
- The Superintendent or Chief of Staff notifies the School Board Chairperson, Board Members, Senior Leadership Team and District's Public Information Officer of the decision to close schools and open shelters.
- Emergency Management notifies the Chief School Performance & Accountability Officer and the Shelter School Principals of the decision to activate their schools as Emergency Evacuation Shelters.
- Shelter School Principals notify their Shelter Facility Managers, Shelter Workers and Shelter Facility Servicepersons to report to the school at the designated time and begin preparing the school as a shelter.
- Emergency Management requests the Chief Strategy & Operations Officer notify the Directors of the Food & Nutrition Services, Transportation and Procurement & Warehouse Services Departments of the decision to close the school district and open hurricane evacuation shelters.
- The Chief Strategy & Operations Officer also notifies the Director of Food & Nutrition Services to request Food Service Managers and Food Service Workers (if available) report to their assigned shelter facilities at the designated time.
- Emergency Management notifies the Executive Director Capital Programs to inform the Director of Physical Plant Operations and the Director of Construction to proceed with pre-storm preparations.
- If warranted, the Director of Food & Nutrition Services will contact the Food Vendors.
- **NOTE:** Should the storm intensify, Category 2 and / or Category 3 shelters will be opened as requested.

PRE-Emergency Notification Process



EMERGENCY EVACUATION MAP

Evacuation Plan A

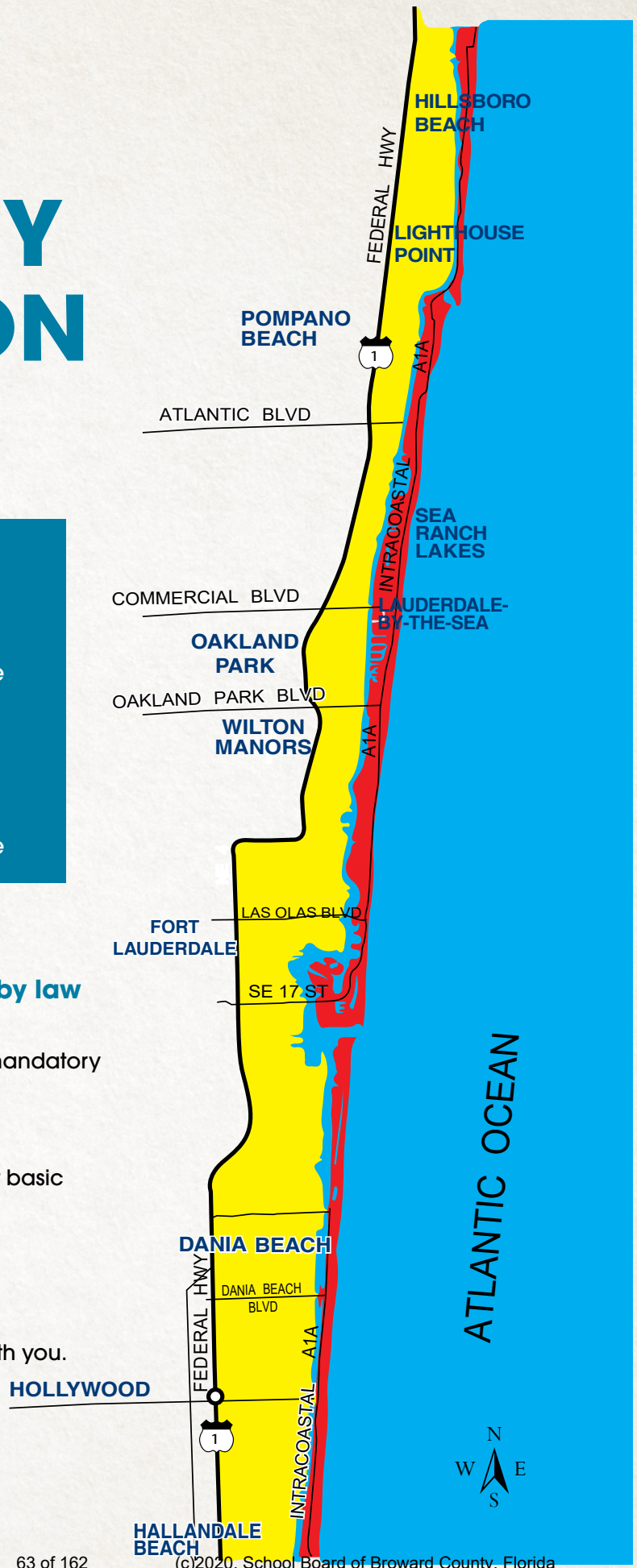
All residents east of the Intracoastal Waterway, mobile home residents, residents beside tidal bodies of water and in low-lying areas should evacuate

Evacuation Plan B

All residents east of U.S. 1 (Federal Highway), mobile home residents, residents beside tidal bodies of water and in low-lying areas should evacuate

If you live in an evacuation zone and an evacuation is ordered, you are required by law to evacuate.

- Leave when local government officials issue a mandatory evacuation order for your area.
- Evacuate to a family or friend's home or hotel outside the evacuation area. Shelters provide for basic needs only and are a choice of last resort.
- Tell someone outside the storm area where you are going.
- Take your hurricane kit and important papers with you.



GENERAL POPULATION SHELTERS 2020 PROPOSED ACTIVATION ORDER

CATEGORY 1 STORM

HAC - ATC - Arthur Ashe, Jr. Campus City Of Fort Lauderdale
Pet Friendly - Everglades High City Of Miramar
Pet Friendly - Falcon Cove Middle City Of Weston
Pet Friendly - Lyons Creek Middle City Of Coconut Creek
HAC - Monarch High City Of Coconut Creek
HAC - New Renaissance Middle City Of Miramar
BARC - Rock Island Elementary City Of Fort Lauderdale

CATEGORY 2 STORM - ALL THE ABOVE PLUS:

Coral Glades High City Of Coral Springs
Pines Middle City Of Pembroke Pines
West Broward High School City Of Pembroke Pines

CATEGORY 3 STORM - ALL THE ABOVE PLUS:

Beachside Montessori Village City Of Hollywood
Dolphin Bay Elementary City Of Miramar
Liberty Elementary City Of Margate
Orange Brook Elementary City Of Hollywood
Panther Run Elementary City Of Pembroke Pines
Park Lakes Elementary City Of Lauderdale Lakes
Park Trails Elementary City Of Parkland
Parkside Elementary City Of Coral Springs
Plantation Elementary City Of Plantation
Silver Lakes Elementary City Of Miramar
Tradewinds Elementary City Of Coconut Creek

CATEGORY 4+ STORM - ALL THE ABOVE PLUS:

Coconut Palm Elementary City Of Miramar
Coral Cove Elementary City Of Miramar
Everglades Elementary City Of Weston
Fox Trail Elementary Town Of Davie
Gator Run Elementary City Of Weston
Gulfstream Academy of Hallandale Beach City Of Hallandale Beach
Lakeside Elementary City Of Pembroke Pines
Manatee Bay Elementary City Of Weston
Pompano Beach High City Of Pompano Beach
Silver Palms Elementary City Of Pembroke Pines
Silver Shores Elementary City Of Miramar
Sunset Lakes Elementary City Of Miramar
Watkins Elementary City Of Pembroke Park

RESERVED BACK-UP

Challenger Elementary City Of Tamarac
Floranada Elementary City Of Fort Lauderdale

OUT OF COMMISSION

2018: OUT OF COMMISSION Silver Trail Middle City Of Pembroke Pines

Based on the intensity and approach of the storm, activation order may change.
HAC = Homeless Assistance Center BARC - Broward Addiction Recovery Center

CONTINUED NEXT PAGE

SPECIAL NEEDS SHELTERS 2020 PROPOSED ACTIVATION ORDER

SPECIAL NEEDS

Indian Ridge Middle	Town Of Davie
McNicol Middle	City Of Hollywood
New River Middle	City Of Fort Lauderdale
Sheridan Technical High School (FKA Sunset	City Of Fort Lauderdale
Westglades Middle	City Of Parkland

TOTAL SPECIAL NEEDS SHELTERS: 5

TOTAL GENERAL POPULATION SHELTERS: 37

SHELTER TOTALS: 42

GEN POP COUNT SHELTER TOTAL INCLUDES:

PET FRIENDLY SHELTERS: 3

BACK UP SHELTERS: 2

OUT OF COMMISSION SHELTERS: 1

Broward County's Initial Activation Plan:

- Although two (2) Special Needs Shelters (SpNs) are designated as **MUST OPEN**, additional SpNs will open as required by the registration process.
- All **MUST OPEN** shelters are recommended to open for a CAT 1 event- additional shelters may be opened depending on the track and nature of the storm.
- All shelters included in Cat 1 and 2 will likely open during a CAT 2 event.
- All shelters included in CAT 1- 3 will most likely be activated during a CAT 3 event.
- All shelters will most likely open for a CAT 4 or above.
- Which Shelters and the number of shelters to be opened are determined by Broward County.
- Once Shelters begin to open, additional shelters may be required as shelter occupancy grows.
- When a shelter approaches 80% capacity, the County will begin to determine if an additional shelter is needed and, if so, where.
- This plan may change based on the approach and intensity of the storm.

Based on the intensity and approach of the storm, activation order may change.

06/16/2020

HURRICANES

General Information

The official season for our Hurricane Season is from June 1 to November 30 of each year.

Hurricanes are categorized by intensity using the Saffir-Simpson Hurricane Scale. This scale ranges from one to five and uses sustained wind speed to estimate the potential property damage and flooding from a hurricane landfall.

Category: One

Wind Speed: 74-95 mph

Damage: Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days

Category: Two

Wind Speed: 96-110 mph

Damage: Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.

Category: Three

Wind Speed: 111- 129 mph

Damage: Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.

Category: Four

Wind Speed: 130-156 mph

Damage: Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Category: Five

Wind Speed: 157 mph or higher

Damage: Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

For more information, go to <http://www.nhc.noaa.gov/aboutsshws.php>

GENERAL INFORMATION, HURRICANES (Cont'd)

HURRICANE WATCH/WARNING

A **Hurricane Watch** means residents in a designated coastal area could experience hurricane conditions within 36 hours. Families should enact their disaster action plan and begin to secure homes, vehicles and boats. Residents on barrier islands should consider evacuating.

A **Hurricane Warning** indicates sustained winds of at least 74 mph are predicted for a designated area of the coastline within 24 hours. Residents should complete their disaster action plan and seek shelter in the safest location during the storm.

Main Hazards during a Hurricane:

- A. **Storm Surge** – Storm surge is water that is pushed toward the shore by the force of the winds swirling around the storm. This advancing surge combines with the normal tides to create the hurricane storm tide, which can increase the average water level 15 feet or more.
- B. **Inland Flooding** - During the last 30 years, inland flooding has been responsible for more than half the deaths associated with tropical cyclones in the United States.
- C. **High Winds** – Hurricane force winds can destroy poorly constructed buildings and mobile homes. Debris such as signs, roofing material, and small items left outside become flying missiles in hurricanes.
- D. **Tornadoes** – Hurricanes can produce tornadoes, adding to the storm's destructive power. Tornadoes are most likely to occur in the right-front quadrant of the hurricane. See the **Tornado** section (page ??) of this manual for more information regarding this subject.

Emergency procedures when a Hurricane strikes.

The state of Florida uses a detailed response and recovery action plan that involves close coordination with public agencies at the county and local levels. Key players include local emergency management officials and boards of county commissioners; state emergency management area coordinators; the state directors of emergency management; Florida secretary of community affairs and the governor.

The Federal Emergency Management Agency (FEMA) Director is responsible for the overall coordination of federal preparedness, response, recovery and mitigation activities. The President of the United States may declare an area a federal disaster emergency, and authorize federal assistance such as food, military support or other necessary response and recovery resources.

Check the following websites for more storm related information:

1. www.flash.org - A leading source for the most current, accurate and reliable home safety information on the Web.
2. www.floridadisaster.org - This site offers statewide emergency management information straight from the source.
3. www.nhc.noaa.gov - NOAA's experts at the National Hurricane Center in Miami, Florida are leading authorities on Atlantic Basin hurricanes.
4. www.fema.gov - One of the most complete disaster preparedness libraries on the Web.
5. www.redcross.org - General population shelters keep residents informed on disaster response and recovery operations before, during and after the storm.
6. <http://www.weather.gov/srh/> - The National Weather Service – Southern Regional Headquarters Website provides unparalleled access to current weather conditions across the Southeast.
7. www.floridabuilding.org - The State of Florida Department of Community Affairs Building Code Information System.
8. <http://weather.weatherbug.com/> – Live radar and weather forecasting.
9. <http://www.broward.org/Emergency/Pages/Default.aspx> - Broward County Emergency Preparedness

HURRICANE HOTLINE: 954-831-4000
SPECIAL NEEDS REGISTRATION: 954-831-3902
HOMELESS SERVICES: 954-563-4357

PREPARATION – CHAIN OF EVENTS

NOTE: FOR SHELTER ACTIVATION PROCEDURES:

Please Refer to the Hurricane Shelter Procedures Manual.

HURRICANE PROCEDURES

Hurricane Season is from June 1st through November 30th of each year. The beginning of the most active time of the season corresponds with the start of each school year.

Florida State Statutes 252.38 (1) (d) and 252.385 (4) (a) [EXHIBIT C of this document] states the school board in the affected area during a declared state or local emergency, and upon the request of the director of a local emergency management agency, shall participate in emergency management by providing facilities and necessary personnel to staff such facilities. Each school board providing transportation assistance in an emergency evacuation shall coordinate the use of its vehicles and personnel with the local emergency management agency.

When a hurricane threatens the area, the following sequence of events happens:

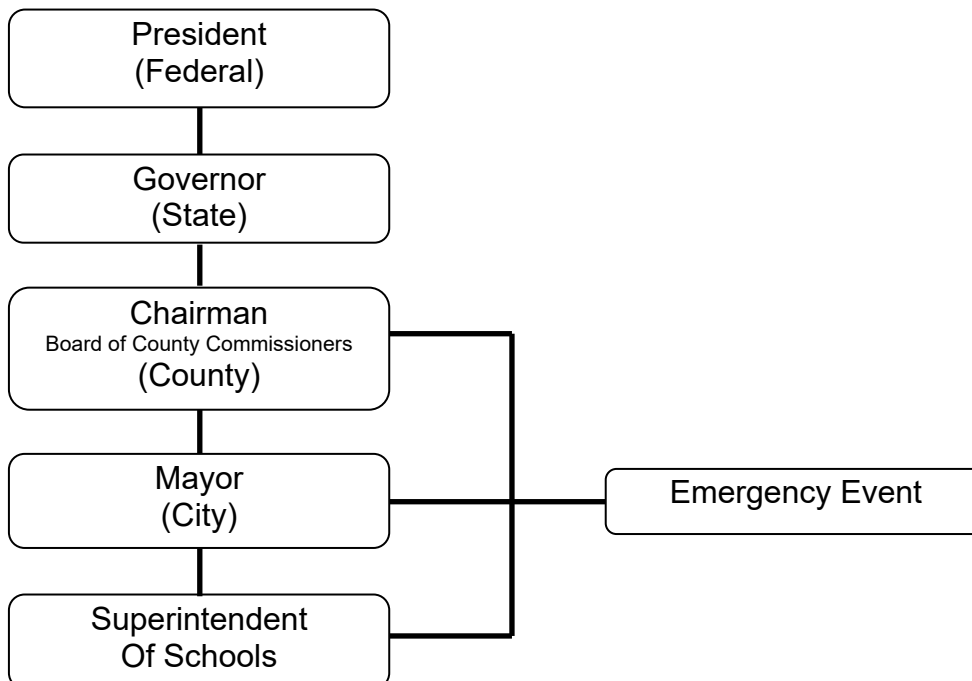
I. Declared Emergency Event

How an Emergency is Declared:

A Declared Emergency Event is the declaration of a local emergency by city or county governmental authorities, or the proclamation by the governor of an emergency for the area.

Under the Stafford Act and Florida State Statute (FSS) Chapter 252, only the elected leadership has the authority to declare emergencies. Only the governor may request assistance from the president.

Flow Chart for a Declared Emergency



DECLARED EMERGENCY EVENT (Cont'd)

IN THE EVENT OF A DECLARED EMERGENCY EVENT

1. Broward County oversees Hurricane Evacuation Shelters and personnel during an emergency.
2. The School Board provides buildings pre-selected by Broward County to be used as Hurricane Evacuation Shelters.
3. Broward County will reimburse the School Board for the salaries of School Board personnel required to work during the shelter activation, for food and shelter supplies, utilities, and for any damages caused by shelter occupants.
4. Exempt-level administrative employee compensation for overtime worked during a declared emergency event is currently defined in Business Practice Bulletin No.: PR-114 (Exhibit A).

II. Before the Storm

Level 3: Monitoring

1. The Broward Emergency Management Division (BEMD) provides Flash Reports issued by the National Hurricane Center via email to the School Board's Emergency Management Department. Emergency Management forwards the Flash Report to appropriate department and individuals.
NOTE: All timeframes within the Flash Report must be removed before forwarding the document.
2. As necessary, conference calls are conducted between the appropriate emergency agencies and the Emergency Management Department to convey vital information relating to the event.
3. Emergency Management Department oversees the review and update of the hurricane section of the Emergency Preparedness Manual and the Hurricane Shelter Procedures Manual, including updating all shelter personnel's emergency contact information.
4. Physical Plant Operations (PPO) personnel assist servicepersons with emergency equipment operations at shelter schools.

Level 2: Partial Activation

When a storm threatens Broward County:

1. The National Hurricane Center in Miami places the area under a Hurricane Watch.
2. BEMD initiates a partial activation of the Emergency Operations Center (EOC), located at 201 NW 84th Avenue in Plantation.
 - a. A partial activation deploys key personnel to the EOC responsible for readiness of major functions should a full activation be necessary.
3. BEMD notifies the School Board Manager, Emergency Management or designee.
4. NOAA Weather Alert Radios will regularly broadcast storm related bulletins.
5. The SBBC Emergency Management Department performs the following:
 - a. Attends meetings conducted at the EOC, as warranted.
 - b. Informs Cabinet Level School Board Personnel of the current partial activation status.
 - i. Chief Safety Security & Emergency Preparedness Officer who notifies
 1. Chief of Staff
 2. The Superintendent
 3. Chief School Performance Officer
 4. Chief Facilities Officer
 5. Chief Strategies & Operations Officer
 - c. Contacts Key Personnel to make appropriate decisions and preparations for possible Shelter Activation. PROVIDE PROPOSED SHELTER LIST AS SOON AS IT IS AVAILABLE TO THESE DEPARTMENTS.
 - i. PPO Director
 - ii. Food & Nutrition Director
Emergency Management contacts the Director of Food & Nutrition Services to confirm food and food supplies are available in the shelters.

- iii. Environmental Health & Safety
 - 1) Energy Management for Shelter needs
 - 2) Fuel deliveries for generators
 - 3) Additional dumpster(s) for all shelters

6. Schools continue to operate normally.

- 7. The PPO Department and the Facilities Department begin securing work sites and notifying contractors.
- 8. The SBBC Emergency Management Department contacts the portable toilet vendor to place a minimum of 50 portable toilets on standby.
- 9. Building Manager for Technical Support Services Center (TSSC) begins preparing for shutdown and for possible use of the TSSC facility as a back-up command center following the storm.
- 10. The Manager, Emergency Management verifies with the Director of Food & Nutrition Services that food and supplies are ready in the proposed shelters to be activated.
- 11. Notify PPO of the schools
- 12. Also notify Vehicle Maintenance (Tony Welsh) of the schools that have been identified for **possible** shelter use.

Level 1: Full Activation

Should a storm pose a definite threat to Broward County, the following sequence of events will occur.

- 1) **SBBC Facility Administrators begin to complete the recommended list of tasks to be performed in preparation of the storm found on page 70, Exhibit D, “Preparing Schools and District Sites for the Storm.”**
- 2) BEMD announces full activation of the EOC. All Broward County agencies respond.
- 3) SBBC Emergency Management Department designee(s) notifies the Chief Facilities Officer of the Level 1, full activation status. Emergency Management Department designee is stationed at the EOC, Emergency Support Function #6 (ESF) to assist with the opening of hurricane evacuation shelters.
- 4) The SBBC Chief Communications Officer assists the BDEM Public Information Office (ESF #14). with School District Information.
- 5) The County Administrator per Broward County Resolution #95-335 becomes the Chief Executive Officer for the County.
- 6) The BDEM Policy Group conducts conference calls with the National Hurricane Center in Miami for continual updates on hurricane status.
- 7) The National Hurricane Center in Miami places the area under a **Hurricane Warning**.
- 8) The County Administrator issues a local Emergency Declaration and begins closing non-essential County operations. The Administrator also gives the order to plan to open shelters and conduct mandatory evacuations (determined by category of storm). Emergency Evacuation Map and page 63 for the list of Evacuation Shelters. Only those shelters chosen by BDEM will be opened.
- 9) Emergency Management Department requests the Chief of Staff or designee notify the Superintendent, Chief Facilities Officer and Chief Strategy & Operations of the decision to open hurricane evacuation shelters.
- 10) The Superintendent or designee notifies the School Board Chairperson, Board Members and Senior Leadership Team, and issues a directive to close schools and District operations and to dismiss staff.
- 11) The Chief Communications Officer notifies the news media of the decision to close the School District.
- 12) Evacuation Shelters will open at a designated time when there will be no interference with school activities. The School District will be closed.
- 13) Emergency Management confirms with BDEM the list of designated shelters to be opened.
- 14) Emergency Management provides the list of confirmed shelters to the appropriate departments.
 - i) PPO Director – General Storm Preparation and Shelter Personnel
 - (1) Electrical Supervisor for Generators
 - (2) Vehicle Maintenance for Generators
 - ii) Food & Nutrition Director
 - (1) Shelter Personnel
 - (2) Shelter Food Provisions
 - iii) Energy Compliance, Environmental Compliance Department

- (1) Fuel for Generators
 - (2) Override Energy Management Systems for all Shelters
 - (3) Dumpster deliveries
- 15) Emergency Management notifies the principals and directors to deploy all staff designated to work at the shelters selected for activation during the approaching storm. Refer to Hurricane Procedure Flow Chart, Page 61.
 - 16) Food Service
 - a) Cafeteria Manager (1 per shelter)
 - b) Cafeteria Workers
 - i) 2 per each General Population/Pet Friendly
 - ii) 4 per each Special Needs)
 - 17) Physical Plant Operations
 - a) General Population: One (1) Mechanic at each activated shelter.
 - b) Special Needs: Three (3) Mechanics (HVAC, Plumber, A/C) at each activated shelter.
 - 18) Principals
 - a) Facility Managers (2 per shelter, Administrators Only)
 - b) Shelter Workers
 - i) 8 per each General Population/Pet Friendly
 - ii) 4 per each Special Needs
 - c) Facility Servicepersons
 - i) 2 per each General Population/Pet Friendly Shelter
 - ii) 4 per each Special Needs Shelter
 - 19) Contact all shelters not identified as activating to inform administration the school could still be called to activation should the County request it, based on the storm intensity forecast and the number of people who evacuate to the shelters.
 - 20) Emergency Management Department contacts the Director of Student Transportation and Fleet Services for possible use of buses during the evacuation.
 - 21) NOAA Weather radios continue to broadcast weather alerts and warnings.
 - 22) While at the EOC, Emergency Management Department monitors shelter openings and assists Broward County as warranted.
 - 23) Send copies of the Emergency Preparedness Manual and the Hurricane Shelter Procedure Manual to all Key Personnel. Encourage them to print out a copy and take home.
 - a) This manual may be downloaded and printed from the Risk Management website at <https://www.browardschools.com/Domain/13521>. The password to open the document is "**safety**".
 - 24) Distribute portable radios to the Senior Leadership Team. Remind them to take the portable radios and chargers with them when they leave work.
 - 25) Information and Technology Department (IT) initiates their Emergency Plan.
 - a) Remind them to turn on the Internet Networks at all shelters.
 - 26) The Security Monitoring Office activates their Emergency Plan.
 - 27) The TSSC Building Manager secures the building.

III. School to Shelter Transition

- 1) SBBC personnel assigned to shelter duty report to the appropriate school/shelter location at the time indicated by SBBC Emergency Management.
- 2) The Shelter Manager meets with the SBBC School Facility Manager to coordinate which rooms will be used before, during, and after the storm.
- 3) The SBBC Facility Manager or designee conducts a walkthrough inspection with the Broward County Shelter Manager identifying the condition of the shelter prior to occupancy (See Hurricane Shelter Procedures Manual). Part I of the Site Review Form will be filled out and signed by both parties.
- 4) School staff may set aside a room away from the general public for their use during the shelter's operation, with the approval of the Shelter Manager.
- 5) School staff working the shelter may house their small pets in a designated room outside of the EHPA. *The public is not permitted to bring pets to a shelter. Please do not allow the public to see the animals. Refer anyone needing information about the pet friendly shelter to the Shelter Manager.*
- 6) Do not use wrestling mats for the public.
- 7) No equipment on wood gym floors or stage.

- 8) Do not use sensitive areas of the school such as, computer labs, media centers as a shelter area for the public.
- 9) Cooperate with the agencies and assist with the use of television sets, telephones, fax machine, coffee pots, chairs, tables, portable radios, bulletin boards, intercom, tumbling mats, etc.
- 10) Provide shelter time sheets found in the Hurricane Shelter Procedures Manual to all SBBC personnel assigned to shelter duty. The start time is the time Emergency Management requested shelter workers report for duty, which is generally four (4) hours before the official opening of the hurricane evacuation shelters.
- 11) Facility service personnel: Stock the restrooms with soap, paper towels and toilet paper as warranted and track all supplies used for reimbursement.
- 12) Complete all tasks required in preparation of the storm starting on page 59, Exhibit D, "Preparing Schools and District Sites for the Storm."
- 13) Only police, fire, EMS, or shelter staff may use the Media – not the general public.
- 14) Advise police personnel of the location of the security camera monitoring equipment.
- 15) Separate phone lines are available in the Cafeteria Manager's Office for shelter manager use.
- 16) PPO and the Facilities Department staff secures all construction sites within the District.
- 17) Energy Management provides additional refuge containers for shelter occupant use.
- 18) BEMD assigns RACES (volunteer radio operators) personnel, if available, to operate a short-wave radio at each primary shelter. The antenna and cable are generally in each shelter's kitchen, or adjacent area.
- 19) BEMD coordinates police and fire/rescue personnel at each activated shelter. The shelter manager may work to designate a specific area for these personnel.
- 20) The shelter manager should designate a suitable area within the shelter to treat injuries/illness emergencies.
- 21) An area (i.e., storage room, etc.) may be needed to hold a fatality until emergency services are dispatched after the storm. **DO NOT USE A CLASSROOM OR REFRIGERATOR/FREEZER UNIT.**

IV. DURING A STORM

1. SBBC Emergency Management monitors shelter operations while at the Broward County emergency Operations Center in Plantation, Florida.
2. If the telephone system fails at the shelters, appropriate agencies such as Police Departments, RACES, BSO, FD/EMS, etc., should be able to provide back-up portable and short-wave radios at each shelter.
3. When sustained winds reach 35 miles per hour, all school buses are taken off the road and suspended. *NOTE: As the storm conditions intensify, there will be no emergency response to shelters, however, paramedic services are scheduled to be at each shelter during the storm.*
4. No smoking is allowed in or around any School Board facility.
5. School service personnel continuously monitor supplies in restroom. Report shortages to the Shelter Manager.
7. Forward all problems/emergencies occurring at a shelter through the Broward County Shelter Manager, police or fire official.

V. Storm Over "All Clear" Damage Assessment

1. The National Hurricane Center in Miami will notify BEMD of the "All Clear".
2. The BEMD will dispatch teams to assess the damage suffered by Broward County and determine the ability of the County to return to full operation.
3. Emergency Management will notify the Chief of Staff and the Chief Facilities Officer of the "All Clear".
4. The Chief of Staff will notify the Superintendent, School Board Chairperson, Board Members, and Senior Leadership Team.
5. PPO Areas will initiate an "Initial Safety Survey" of all District property to determine the ability of the District to re-open.
6. The PPO Director provides a status report of the District's infrastructure to the Chief Facilities Officer who forwards the information to the Superintendent.

7. If the storm damage is severe, representatives from the Facilities Department and Uniform Building Code (UBC) inspectors from the Building Department will conduct structural damage surveys and provide a report.
8. If warranted, the District will activate Statewide Mutual Aid Agreement* between School Districts (Exhibit "B" of this manual)..
9. If Broward County cannot operate due to severe damage and there are a great number of homeless, Broward County may request any available District school facility to be used as a shelter or as a staging area.
10. The appropriate SBBC department will coordinate volunteer activities with Volunteer Broward (ESF 15).
11. if the KCW Building is not accessible, the TSSC building manager prepares the TSSC Building for use. Supplies include, but are not limited to, food, water, telephones, furniture, supplies, wall mounted school map, bulletin board, television set, teleconference equipment, etc.
11. The Manager, Emergency Management has provided shelter lists to FPL, and to telephone and gas companies who have included them as part of the agencies' priority list for utility service restoration.
12. The DSOC and the Broward District Schools Special Investigative Unit resume operations.
13. PPO will determine which schools are safe for school staff to occupy and communicate its findings to the Chief School Performance & Accountability (OSPA)Officer.
14. The Chief School Performance & Accountability Officer initiates their department plan to notify principals of those schools released by PPO.
 - i. School Safe Teams (i.e.: administrators, service person, cafeteria persons, technical persons) will report to the schools to check indoor conditions and report any damages.
15. **DO NOT ENTER A SCHOOL ALONE or until you receive clearance from OSPA.**
16. Immediately report any severe damage the School Safe Team observes to OSPA who will relay the information to the PPO Department.
17. With the approval of OSPA, assign staff to remain at the school site from 7:00 a.m. to 7:00 p.m. to keep the site available for responses from PPO, Florida Power and Light, AT&T, etc.
18. Additional School Board personnel will be ordered back to work as needed per the District's Emergency Call Out List (A, B, C, D)

*Our District may be called upon by other school districts in the State
to provide mutual aid, as warranted.

VI. SHELTER TO SCHOOL TRANSITION

1. The County Administrator and the Superintendent of Schools will cooperatively establish a date and time to close shelters and re-open schools.
2. The Chief Communications Officer notifies the local media.
3. Once the time to close shelters has been established, Broward County will begin moving people out of the shelters.
4. SBBC Facility Managers survey their schools for damages from the school's use as a shelter. "Part II" of the *Site Review Form* should be filled out with the shelter manager.
5. The SBBC Facility Manager forwards the completed and signed Site Review Form to the Emergency Management Department.
6. The Emergency Management notifies the PPO Director of any damages identified on the shelter's Site Review Form and needed repairs. The PPO Director notifies the Chief Facilities Officer.
7. The Chief Facilities Officer notifies the Superintendent of the condition of all schools used as shelters.
8. School administrators submit time sheets for the employees that worked in the shelter to the Payroll Department for processing. **A copy is also sent to the Emergency Management Department.** The employees will receive their pay through normal pay processes. Procedures for payment and forms can be found in the District's **HURRICANE SHELTER PROCEDURES MANUAL**.
9. Please see the next page, Section VIII, "Federal Emergency Management Association (FEMA) Reimbursement Consideration" for payment of any non-shelter personnel who worked during Pre or Post Storm hours.
10. All departments report to work and schools re-open.

VII. Administration "Back Up Plan"

1. If storm damage prevents the use of the Kathryn C. Wright Building at 600 SE 3rd Avenue, Fort Lauderdale, the TSSC Building located at 7720 W Oakland Park Boulevard in Sunrise will be used as a “back up” center (refer to District’s Manual for Emergency Operations Center). If the TSSC Building is not available, a backup location not affected by the storm will be designated (Middle School). Emergency Management will deploy the Mobile Communications Vehicle (MCV) for operations and communications, if necessary.
2. The TSSC building manager opens the building.
3. The Broward District Schools Special Investigative Unit provides security.
4. FISH number 253 on the second floor is the back-up command room for the Superintendent and SLT Members. The School Board will administer start-up operations from this room.
5. Call the School District “Hotline for school system recovery information at 754-321-0321.
6. Emergency Management has provided emergency signs to SLT Members for identification during declared emergencies. These signs should be placed on the dashboard of the driver's side of their vehicle while traveling to help get through conditions such as police roadblocks, etc.
7. Any Cabinet Members unable to travel to the TSSC Building due to conditions in their neighborhood, should contact Emergency Management at 754-321-4884, 954-240-5957, 954-254-3020 or by portable radio.
8. If communications fail, the Superintendent can communicate with Senior Management via portable radios on Channel A, #1.
9. Cabinet Members and other Senior Management should monitor their portable radios and keep the battery fully charged. The radios should be kept on Channel A, #1.

VIII. FEDERAL EMERGENCY MANAGEMENT ASSOCIATION (FEMA) REIMBURSEMENT CONSIDERATION

1. Any School Board employee, including those covered under Exhibit “A” of this manual (page ??) who satisfies **both** of the following conditions should fill out the form located on page ?? of this manual.
 - a. The employee worked *prior to, during, or after* a declared emergency.
 - b. The “work” is conducted *before or after normal work hours*.

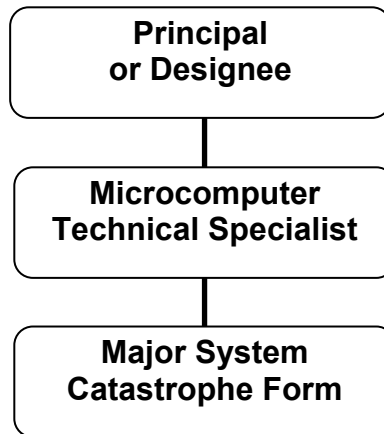
“Work” includes any measures taken before a storm to protect the site, buildings, or equipment, etc.

“Work” also includes any measures taken after a storm to prevent additional damage or conduct clean up or repair, etc.

Only work that is conducted before or after normal work hours, or when the School District is closed, can be considered for compensation.

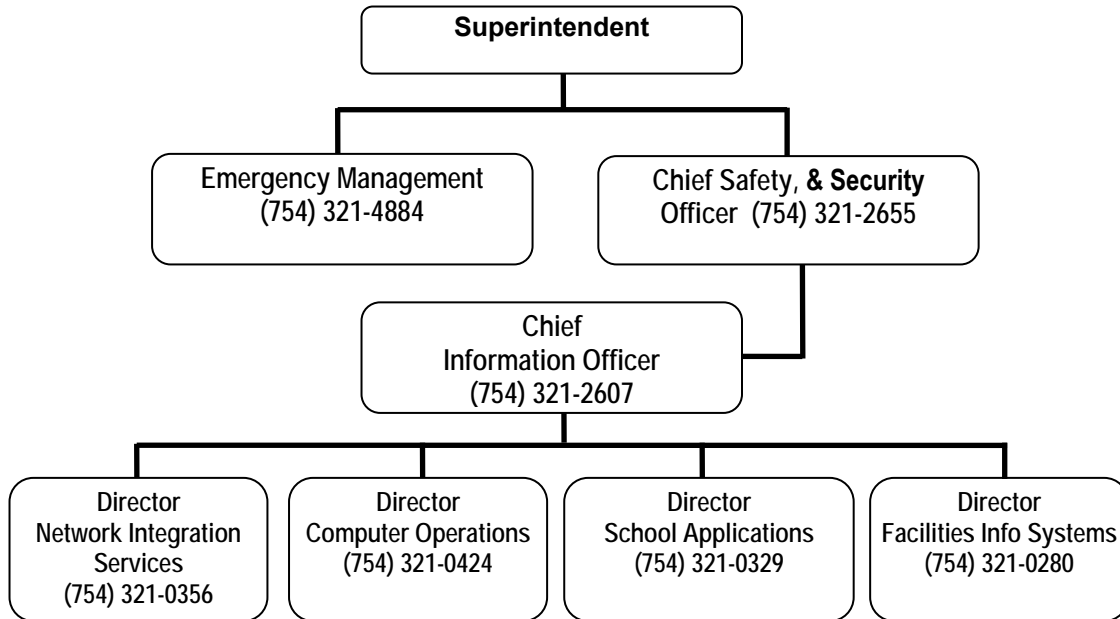
2. Forward the original copy to the Payroll Department for payroll processing.
3. Forward a copy to the Emergency Management for their records.
4. Take pictures of all damages for documentation.

HURRICANE PROCEDURES SCHOOL COMPUTERS CHART



- The Principal notifies the Microcomputer Technical Specialist to implement emergency procedures.
- The Hurricane Procedures Technology Equipment for TLCs is posted in two places:
- TLC SharePoint site/Announcements - dated June 10
<https://browardcountyschools.sharepoint.com/sites/TLC/SitePages/Homepage.aspx>
- I&T SharePoint Site/Online Support Documents/Computers/Hurricane Procedures Folder.
<https://browardcountyschools.sharepoint.com/sites/technology/Online%20Support%20Documents/Computers/Forms/AllItems.aspx>
- The Information & Technology staff activates the detailed Information and Technology Emergency Plan.

HURRICANE PROCEDURES INFORMATION AND TECHNOLOGY DEPARTMENT



- **The Superintendent or designee agrees to activate the Hurricane Procedures.**
- **The Chief Safety & Security Officer advises the Chief Information Officer to begin to activate Hurricane Procedures.**
- **The Information & Technology staff will initiate their Emergency Procedures as necessary.**
- **If needed, the Information & Technology Department will coordinate the setup of the School Board Emergency Operations Center at TSSC. Information & Technology staff will work closely with Emergency Management to coordinate communications activities.**

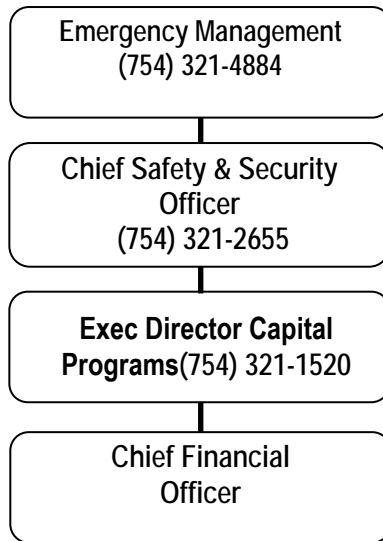
HURRICANE AND DISASTER PLAN INFORMATION AND TECHNOLOGY DEPARTMENT

<u>Name</u>	<u>Title</u>	<u>Office Phone</u>	<u>Cell Phone</u>	<u>Home Phone</u>
CHIEF INFORMATION OFFICER				
Phillip Dunn	Chief Information Officer	754.321.2607	954.292.8417	
Matthew Bradford	Director	754.321.2607	954.292.8417	
TECHNICAL SUPPORT SERVICES				
Vincent Vinueza	Director	754-321-0308	954-232-8510	N/A
Ed Kessler	Systems Analyst IV	754-321-0349	954-303-2246	954-346-0496
NETWORK INTEGRATION				
Diane Shapiro	Senior Telecommunications	754-321-0410	954-675-6527	N/A
SCHOOL APPLICATIONS				
Jeff Stanley	Director	754-321-0329	954-260-9745	561-964-7224
TECHNOLOGY, PLANNING AND POLICY				
Dale Bondanza	Director	754-321-0375	954-249-8675	N/A
Winston Pierre	Finance Manager	754-321-0336	954-240-7003	954-677-3249
Teresa Macri	Director	754-321-0444	954-234-7676	N/A
Maximo Rosario	Director	754-321-0356	954-673-3974	
Ed Hinline	Director	754-321-0280	954-610-9066	954-435-1252

STANDBY JOURNEYMAN ELECTRICIAN

<u>Name</u>	<u>Office</u>	<u>Cell</u>	<u>Home</u>
Gail Wagner	754-321-4653	954-778-1005	N/A

HURRICANE AND EMERGENCY PROCEDURES FOR FACILITIES AND CONSTRUCTION MANAGEMENT DEPARTMENT



- If necessary, Emergency Management notifies the Chief of Staff of the Superintendent's decision to activate the Emergency or Hurricane Procedures.
- The Chief Safety & Security Officer notifies the Chief Facilities Officer to secure and have vendors secure construction materials and equipment at all School Board sites.
- The Executive Director, Capital Programs notifies the Chief Financial Officer of the possible need for emergency funding.

NOTE: Year-Round Hurricane Precautions: Provide appropriate tie-downs for temporary trailers, field offices, and sheds to be capable of withstanding wind velocity pressures according to ASCE (American Society of Civil Engineers) 7.

FACILITIES AND CONSTRUCTION MANAGEMENT

<u>Name</u>	<u>Office</u>	<u>Cell</u>	<u>Home</u>	<u>Title</u>
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Director, Pre-Construction, Pre-Construction

Shelley Meloni	754-321-1515	954-249-4441	305-935-9858	Director, Pre-Construction
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Executive Director, Construction

Frank Girardi	754-321-1525	954-249-4213	954-444-6531	Executive Director
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Manager, Construction, Construction

Sonja Coley	754-321-1520	954-249-4131	N/A	Manager, Construction
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Stephen Gaydosh	754-321-4860	561-718-1806	N/A	Manager, Construction
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Task Assigned, Director, Construction, Construction

Phil Kaufold	754-321-1532	954-591-5676	954-798-3926	Task Assigned, Director,
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Project Manager III, Construction

Joe Spence	754-321-1534	954-955-8190	954-258-0507	Project Manager III
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Project Manager III, Pre-Construction

Greg Boardman	754.321.1522	954-592-2872	N/A	Project Manager III
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INNOVATIVE LEARNING DEPARTMENT

Emergency Preparedness for Library Media Centers

Overview

In order to cope successfully with an emergency, it is essential that the library media staff be very familiar with preparation and recovery procedures.

Personnel

Identify the appropriate personnel and their contact information. Complete the blanks in this manual to create a plan for your library media center. Share the plan with your administrator and building maintenance staff and, of course, with your media center staff. Keep this manual in a clearly labeled and easily accessible file.

Emergency Telephone Numbers

<u>Type of Service</u>	<u>Dept./Contact Person(s)</u>	<u>Phone Number</u>
Medical/Fire		
Custodian (Evening)		
Principal (Evening)		
Media Specialist (Evening)		
Innovative Learning Department/Library Media		754 321-2620
Curriculum Supervisor	Lynn Oakvik, Library Media	754-321-2620
Risk Management		754 321-1900
Broward School Police		754 321-0725
Work Orders		754 321-1480
I & T Help Desk		754 321-0411
Other		

Supplies

In case of water damage from a storm, the following materials should be available. It is recommended that you keep as many recovery materials as possible on-site.

1. Holding or moving materials
 - Book trucks Garbage bags Boxes Hand trucks
 - Milk crates/cardboard cartons Ribbon, bright-colored plastic (for roping off area)

2. Items for clean up

Buckets	Duct tape	Mops	Paper towels	Disinfectant
Garbage cans, large	Masks, air filtration	Sponges, squeegees	Trash bags	Broom
Rubber gloves, boots			Tape, strapping	

3. Protective materials
 - Tarps Plastic sheeting Plastic trash bags

4. Equipment for removing water/drying materials or facility
 - Fans Wet/dry vacuum

5. Equipment for documenting damage
 - Camera (film, memory disks)

INNOVATIVE LEARNING DEPARTMENT Cont'd

6. Miscellaneous supplies

Cell phone	Hammer	Pliers
Scissors and/or box cutter	Labels (waterproof)	Clipboards
Pens/pads of paper	Permanent markers	Screwdrivers (Phillips, slot)
Radio, battery operated, CB	Flashlights and battery operated lanterns	Extension cords, heavy duty

Planning For Disasters

1. If a disaster strikes when the building is occupied, the first concern should be for the safety of the individuals inside. Procedures for evacuating the building should be understood by all staff, students, and volunteers.
2. Keep an up-to-date inventory of all print and non-print materials, as well as equipment and furniture. One copy of this information should be kept in a file on-site and marked "Disaster Plans," one copy should be sent to the school district's administrative office for inclusion in the disaster planning file, and one should be kept at the library media specialist's home.
3. Make sure supplies necessary for recovery procedures are on hand and accessible.
4. Determine additional workspace for recovery operations, alternate sites of operation, office workspace, collection inventory records, and telecommunications equipment.

Provide a Floor Plan:

Include a simple floor plan of your existing facility that shows the location of various types of books, materials, and equipment. Indicate location and salvage priority for the following:

1. All types of print and non-print materials
2. Equipment
 - All types of equipment, including computers, copy machines, etc.
 - Audiovisual equipment
 - Electrical fuses or circuit breakers
 - Emergency equipment, such as fire extinguishers, flashlights, emergency lights, smoke detectors, fire pulls stations, etc.
3. Other
 - Supplies

Determine Collection Priorities:

All library media center staff should be aware of special collections and irreplaceable materials, which might include local history materials, reference collections, or other expensive items. The collection priority locations should be indicated on a floor plan.

Questions to help determine priorities:

- Can the items be replaced?
- Would the cost of replacement be more or less than restoration of the item?
- How important is the item to the collection?
- Is the item available elsewhere?

Priority #1

Salvage at all costs _____

Priority #2

Salvage if time permits _____

Priority #3

Salvage as part of general cleanup _____

Disaster Recovery Team Leader:

The library media specialist serves as the disaster recovery team leader for the library media center. An alternate should be designated in the event the library media specialist is unavailable. The disaster recovery team leader is responsible for the overall management of the salvage operation. The Team Leader (or alternate) will:

- Establish the command post in safe proximity to the disaster.
- Assess damage.
- Set priorities.
- Make all decisions on the best use of time, personnel, and energy.
- Maintain telephone and radio communication.
- Coordinate with the administrative office for wages, supplies, transportation and services.

Disaster Recovery Work Crew:

Personnel provided to carry out recovery plan will be designated by the team leader. This may include removal of damaged materials from the disaster site, record keeping and inventory, photographing of damaged items, etc. The work crew should:

- Assemble and oversee distribution of necessary supplies and equipment.
- Assess the damage to materials.
- Arrange for photographing of damage and recovery.
- Inventory and record materials that were destroyed or damaged.
- Separate materials to be repaired in-house, materials to be discarded, and those to be sent to the commercial bindery, if any.
- Determine repairs needed.
- Contact necessary repair agencies.

PREPARATIONS WHEN A DISASTER IS APPROACHING

Precautions must be taken before, during, and after a disaster to reduce loss or damage to library media materials.

1. Books and other materials:

- Relocate books and audiovisual materials to the upper shelves in the media center.
- If water damage is anticipated, make the following preparations:
 - For water from above, cover stacks with plastic sheets located in _____ or move books off shelves, using book trucks located _____.
 - For water from below, move books higher on the shelves or move books off shelves to another location.

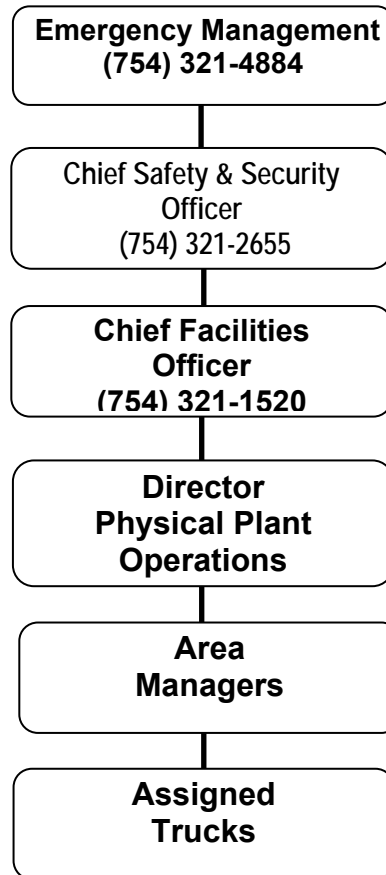
2. Computers:

- Shut down computer and servers and turn off peripheral devices.
- Disconnect equipment from power and data lines.
- Move equipment away from windows and off floor, if possible.
- Cover with waterproof covering.
- Lock doors to prevent theft.

3. Destiny Resource Management Solution:

All backups are replicated off site for disaster recovery purposes.

PRE-STORM HURRICANE PROCEDURES PHYSICAL PLANT OPERATIONS DIVISION (MAINTENANCE)



- **Emergency Management notifies the Chief Safety & Security Officer.**
- **Emergency Officer of the Superintendent's decision to activate Hurricane Procedures.**
- **Chief Safety & Security Officer notifies the Chief Facilities Officer.**
- **The Chief Facilities Officer advises the Director of Physical Plant Operations to notify all PPO staff to secure all School Board property and to initiate PPO Hurricane Procedures.**
- **The Director of Physical Plant Operations notifies the Zone Managers to secure all construction materials and equipment.**

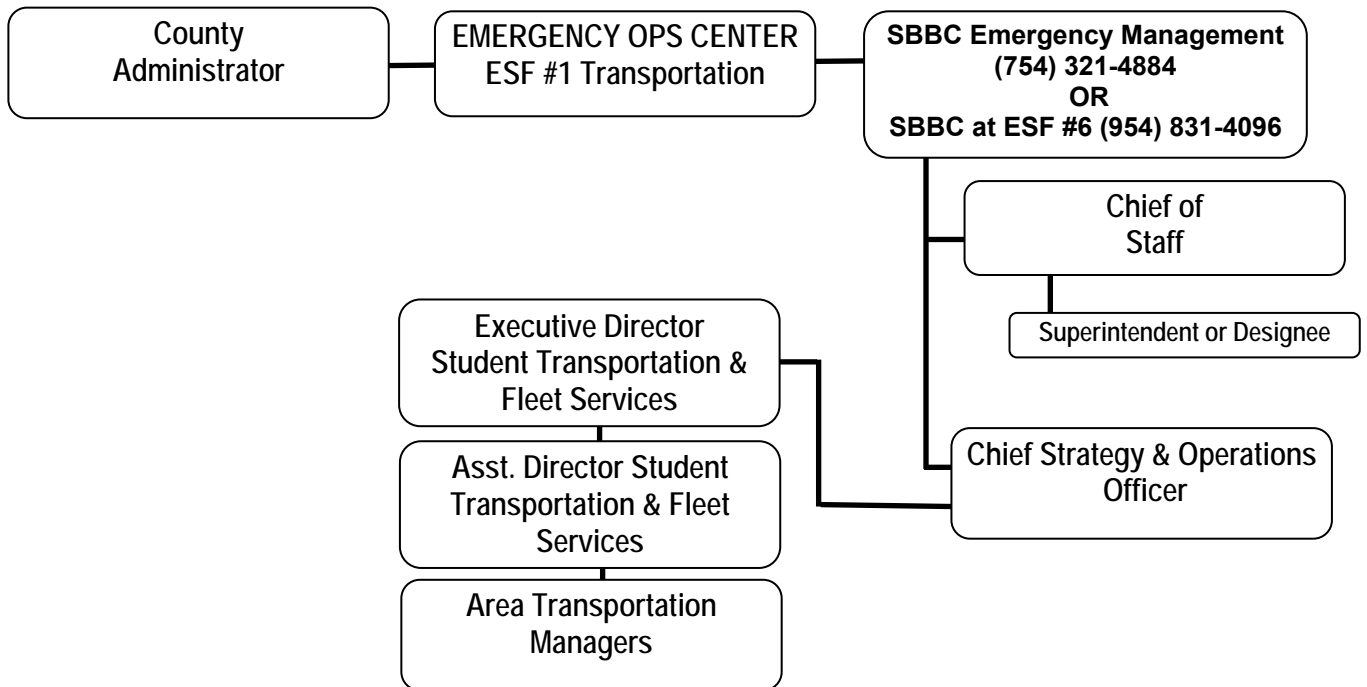
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PPO Emergency Contact Information

<u>Name</u>	<u>Title</u>	<u>Office Phone</u>	<u>Cell Phone</u>	<u>Home Phone</u>
Sam Bays	Director	754-321-4634	954-804-9981	954-999-5705
<u>CUSTODIAL/GROUNDS</u>				
Roy Norton	Manager I	754-321-4316	954-240-1922	954-797-0110
Ron Eggenberger	Manager	754-321-4317	954-913-3064	954-475-9411
Ben Osborne	Supervisor II	754 321-4321	954 592-9092	954 925-7290
Israel Canales	Supervisor II	754.321.4218	954.632.9377	
Gerald Devio	Supervisor II	754-321-4312	954-249-1814	954-346-7634
Richard Ellis	Supervisor II	754-321-4159	954-778-6434	N/A
<u>DHSH, DMCS, DCO, DMSS</u>				
Paul Smith	Supervisor I	754-321-4643	954-913-3061	N/A
<u>DISTRICT TRADES</u>				
Eloy Quesada	Manager I	754-321-4664	954-913-3512	N/A
<u>EEFA/EE</u>				
Phillip Dorsett	Supervisor I	754-321-4640	954-235-7014	954-410-2618
<u>ELECTRIC/FIRE ALARM</u>				
Clara Knowles	Supervisor I	754-321-4653	954-258-1129	954-791-1295
<u>FACILITIES SUPPORT SERVICES</u>				
Robert Maloney	Manager I	754-321-4695	954-383-0232	N/A
David Herrmann	Supervisor I	754-321-1466	954-235-4499	N/A
Deborah Van Etveldt	Supervisor I	754-321-4637	954-805-1140	954-983-0054
John Morgan	Supervisor III	754-321-1482	N/A	954-432-0444
Byron Autwell	Projects Coordinator	754-321-4688	954-790-7526	
<u>HVAC</u>				
Salvatore Damico	Supervisor I	754-321-4651	954-249-6351	
VACANT	Supervisor II			
<u>MECHANICAL DM</u>				
Paul Smith	Supervisor I	754-321-4643	954-913-3061	
<u>ROOFING</u>				
Michael Carr	Supervisor I	754-321-4638	954-913-3069	
<u>ZONE 1</u>				
Mark Dorsett	Executive Director	754-321-2804	954-562-6811	954-974-2219
Gregory Neiman	Supervisor I	754-321-2821	954-913-3066	
<u>ZONE 2</u>				
Ron DiCurcio	Manager I	754-321-1455	954-913-3067	561-236-8568
Michael Solley	Supervisor I	754-321-1454	954-804-9902	954-785-3832
<u>ZONE 3</u>				
Dale Spear	Manager I	754-321-2903	954-261-4155	954-382-4970
Kevin Jackson	Supervisor I	754-321-2902	954-309-1191	954-846-0535

NP = NON PUBLISHED
 NA = NOT APPLICABLE

**PRE-STORM HURRICANE PROCEDURES
EMERGENCY EVACUATION
TRANSPORTATION PROCEDURES**



- **NOTE:** If you are directly contacted by Broward County for assistance with evacuation transportation services, IMMEDIATELY notify the Emergency Management Department.
 - Before the District is closed: Call Emergency Management, at (754) 321-4884, (954) 240-5957, or (954) 254-3020
 - After the District is closed: Call the Emergency Operations Center at (954) 831-4096 or (954) 831-4099 and ask for the SBBC Liaison on duty.
- If the County determines assistance with transportation of evacuees to evacuation shelters is required, the County Administrator should notify EOC ESF #1 (Transportation) who will notify SBBC Emergency Management.
- Emergency Management notifies the Chief Safety & Security Officer and Chief Strategy & Operations Officer of the request.
- The Chief Strategy & Operations Officer notifies the Executive Director of Student Transportation & Fleet Services to provide assistance to the County.
- The Executive Director of Student Transportation & Fleet Services activates the Emergency Evacuation Transportation Plan.
- The Assistant Director of Student Transportation & Fleet Services notifies the Area Transportation Managers to begin implementing Emergency Evacuation Transportation Plan.

PROCEDURES FOR EMERGENCY EVACUATION TRANSPORTATION (Cont'd)
DURING A DECLARED EMERGENCY

In the event of an County mandated emergency evacuation, the School District has agreed to provide Broward County with school buses and drivers, as available, to assist in the emergency evacuation of the citizens of Broward County.

When notified of an impending evacuation emergency, Emergency Management Department will notify the Chief Strategy and Operations Officer and the Executive Director of Student Transportation & Fleet Services to implement our emergency evacuation transportation procedures.

The Executive Director of Student Transportation & Fleet Services will then contact the Area Transportation Managers, who will contact those bus drivers who have agreed to drive during the emergency evacuation period.

All Broward County school bus drivers will be reimbursed in compliance with the current salary schedule. These salaries will be charged to the transportation bus driver salary account, which is Function 7802, Location 9724, Object 100 for the submission to Broward County for reimbursement.

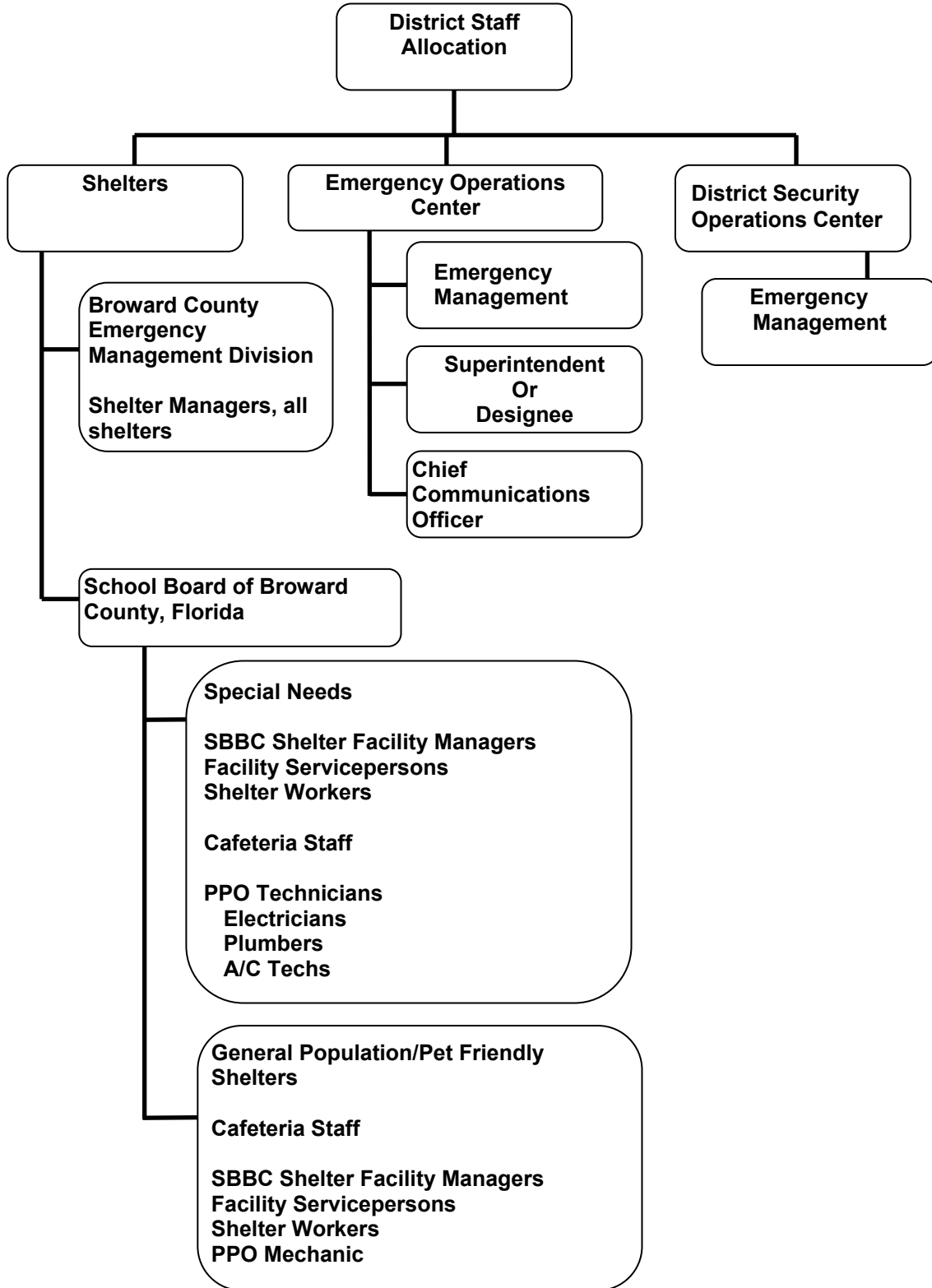
Broward County agrees to fully reimburse the School District for the operating cost of any school buses used during an ordered emergency evacuation. Such cost will be determined by applying the factor \$47.00 per hour of use. The total cost for the use of School District buses will be compiled by the School District and billed directly to Broward County.

The school vehicles will be limited to and within the county of Broward. Under no circumstances will the vehicles be taken outside the geographical limits of Broward County without prior approval of the Director of Student Transportation & Fleet Services.

SCHOOL TRANSPORTATION EMERGENCY CONTACT LIST

<u>Name</u>	<u>Title</u>	<u>Office Phone</u>	<u>Cell Phone</u>
Woods, Maurice	Chief Strategy & Operations	754-321-2610	954-401-3798
Blake, Kay	Director	754-321-4400	954-980-7691
Geddis, Tina	Dispatcher	754-321-4029	954-501-9853
Alvarez, Rolando	Executive Director	754-321-4402	954-651-7935
Chung, Patrick	Manager I, Central	754-321-4495	954-609-5864
Alvarez, Rolando	Manager II, CW & SW	754-321-4176	954-821-3885
Fulmore, Bloneva	Manager II, North & NW	754-321-4020	954-383-9757
McBride, Lisa	Manager, South Terminal	754-321-4111	954-592-1510
Fitzpatrick, Tommy	Manager, Vehicle	754-321-4462	954-242-0287
Bell, Charlene, McNabb	Supervisor, North Terminal	754-321-4005	954-232-8581
Harrell, Vincent	Supervisor, Operations	754-321-4472	954-649-5847
Auerobach, Benno	Supervisor, Parts		
Clowers, Simone	Supervisor, Training	754-321-3750	954-684-2999
Guedes, Luis	Supervisor, Vehicle	754-321-4453	954-913-5756
Dickason, Shawn	Supervisor, Vehicle	754-321-4165	954-303-9642

DURING AN EMERGENCY EVENT

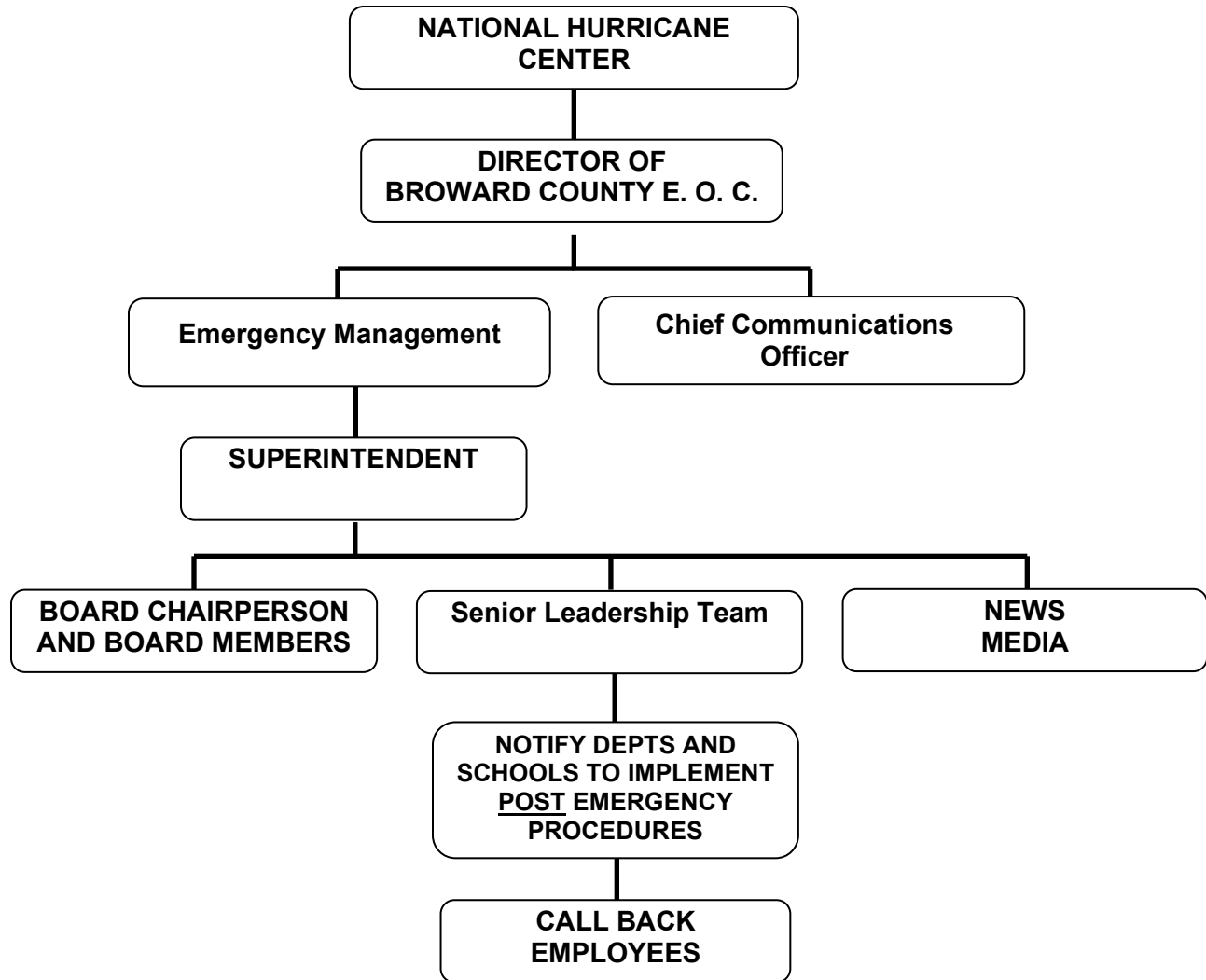


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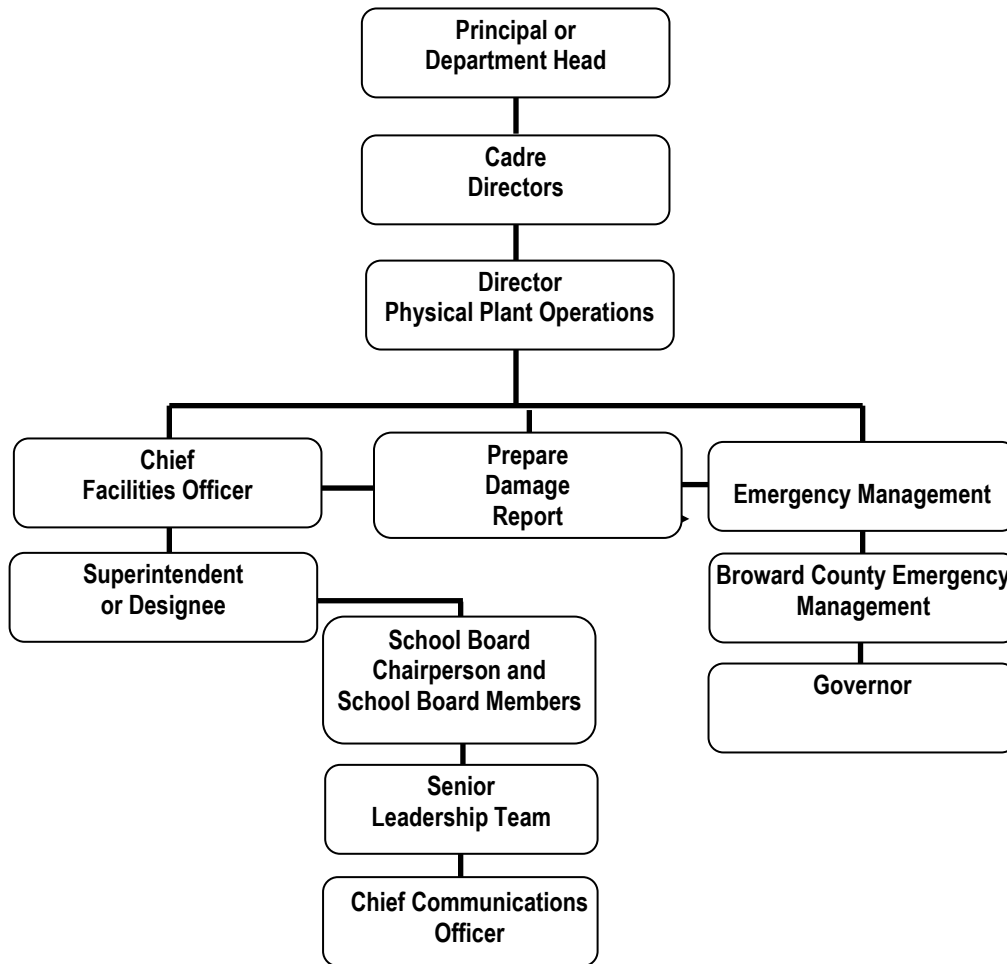
POST-STORM PROCEDURES

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POST-EMERGENCY NOTIFICATION PROCESS



POST STORM PROCEDURES FOR SCHOOLS



- **The Principal / Department head advises their Cadre Director or Chief School Performance & Accountability Officer of damages to their school building and site.**
- **The Cadre Directors notify the Director of Physical Plant Operations of damages to schools or offices within their PPO Zone.**
- **The Director of Physical Plant Operations prepares a comprehensive assessment of the status of School Board buildings and sites for:**
 - **Chief Facilities Officer.**
 - **Emergency Management.**
- **The Chief Facilities Officer or designee provides the assessment report to the Superintendent.**
- **The Superintendent transmits the information to the Board Chairperson, School Board Members, Senior Leadership Team and the Chief Communications Officer.**
- **Emergency Management notifies Broward County Emergency Management of the cost of damages suffered for immediate transmission to the Governor’s Office.**

POST STORM DAMAGE PROCEDURES FOR SCHOOLS

In an effort to assess **serious** damage in our schools resulting from severe weather conditions, the following procedures should be employed:

The Superintendent of Schools notifies the Chief Communications Officer and the Senior Leadership Team if school closings are necessary due to severe weather.

Principals advise the Chief School Performance & Accountability Officer of damages incurred at their site that would preclude their operation and utilize proper billing procedures of those members of their staff employed in the repair and/or clean up.

		<u>Office</u>	<u>Home</u>	<u>Cell</u>
Wanza, Dr. Valerie	Chief School Performance & Accountability Officer	754-321-3827	N/A	954-415-2609
Hudge, Veda	Director	754-321-3625		954-292-5250
LaPace, Todd	Director, Cadre HS 02 I-Zones: Cypress Bay, West Broward,	754-321-3810		954-806-7384
Eckhardt, Estella	Director, Cadre ES 02 I-Zones: Piper	754-321-3832	N/A	954-257-3934
Fleming, Jermaine	Director, Cadre ES 09 I-Zones: Blanche Ely	754-321-3808	N/A	954-296-3952
Fulton, Dr. Angela	Director, Cadre ES 09 I-Zones: Dillard	754-321-3812		954-801-0988
Hall, David	Director, Cadre ES 10 I-Zones: Flanagan, Nova	754-321-3820	954-255-2857	954-258-1522
Haywood, Jacquelyn	Director, Cadre ES 08 I-Zones: Blanche Ely/Pompano Beach	754-321-3812		954-261-5633
Johnson, Davida	Director, Cadre ES 04 I-Zones: Piper	754-321-3832	N/A	954-494-1724
King, Kenneth	Director, Cadre ES 01 I-Zones: Coconut Creek, So. Broward	754-321-3854	N/A	954-815-1711
Lozano, Ernie	Director, Cadre ES 06 I-Zones: Everglades, Miramar	754-321-3822	561-373-7329	561-373-7329
Perez, Maria	Director, Cadre ES 03 I-Zones: Piper	754-321-3854	N/A	
Ribeiro, Priscilla	Director, Cadre HS 01 I-Zones: Hallandale, Hollywood Hills	754-321-3810	N/A	305-333-8857
Semisch, Christine	Director, CADRE MS 01 I-Zones: Coral Glades, Monarch	754-321-3808	N/A	954-296-5440
Shaw-Rolle, Carletha	Director, Cadre CS I-Zones: Cooper City, Piper	754-321-3818	N/A	954-638-3671
Shipman, Sandra	Director, Cadre ES 09 I-Zones: Coral Springs, McArthur	754-321-3855	954-249-1842	954-806-0110
Strauss, Mark	Director, Cadre ES 05 I-Zones: Fort Lauderdale, Stranahan	754-321-3832	N/A	954-801-6560
Alexis, Al	Assistant Director, south Area Schools	754-321-3636		954-309-4149
Bolden, Chris	Assistant Director, Central Area Schools	754-321-3636		954-608-8010
Boruch, Donna	Coordinator, Office of Service Quality	754.321.3636		
Jarvis, Scott	Assistant Director, North Area Schools	754-321-3636	954-227-7881	954-802-3152

POST STORM RECOVERY PROCEDURES KATHLEEN C. WRIGHT BUILDING

Upon receiving the all clear, if the Kathleen C. Wright Administrative Building has sustained damage, all Cabinet level activities will occur in the Recovery Center located within the Technology Support Services Center at 7720 West Oakland Park Boulevard, Sunrise, Florida 33351.

All radio communications will be directed through the Recovery Center.

The Superintendent, Senior Leadership Team and other staff specifically designated to address the School District's post-storm recovery efforts will report to the Recovery Center. At a minimum, stations should be available for the following staff:

- ◆ Superintendent of Schools
- ◆ Cabinet Members
- ◆ Director, Risk Management Department
- ◆ Director, Procurement & Warehousing Services
- ◆ Chief Information Officer, Information & Technology Department

Prior to the storm, respective directors are responsible for securing for issuing checks and providing purchase orders as needed to provide materials and services to the District.

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INFORMATION AND TECHNOLOGY DEPARTMENT MAJOR SYSTEM CATASTROPHE

1. In the event of any emergency that prevents the normal operation of a computer system, specifically (list systems), the following people should be contacted immediately.

	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Chief Information Officer Phillip Dunn	754.321.2607		954.292.8417
Director Matthew Bradford	754.321.2607		954.292.8417
Director Vincent Vinueza	754-321-0308	N/A	954-232-8510
Systems Analyst IV Ed Kessler	754-321-0349	954-346-0496	954-303-2246
Senior Telecommunications Analyst Diane Shapiro	754-321-0410	N/A	954-675-6527
Director Jeff Stanley	754-321-0329	561-964-7224	954-260-9745
Director Dale Bondanza	754-321-0375	N/A	954-249-8675
Finance Manager Winston Pierre	754-321-0336	954-677-3249	954-240-7003
Director Teresa Macri	754-321-0444	N/A	954-234-7676
Director Maximo Rosario	754-321-0356		954-673-3974
Director Ed Hinline	754-321-0280	954-435-1252	954-610-9066

2. If the building is being evacuated AND if time permits, refer to the Operations Manual for shut down procedures.
3. If the system is damaged with the files open, it may be necessary to run a recovery routine. Before power is returned to the machine room, the person-in-charge should contact Education Technology Services. The instructions given on how to protect the unit's disc drives, central processing unit, and/or other hardware items should be followed exactly.

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TECHNOLOGY EQUIPMENT DAMAGED BY A HURRICANE

School/Department		Incident	
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Location Number		Date	
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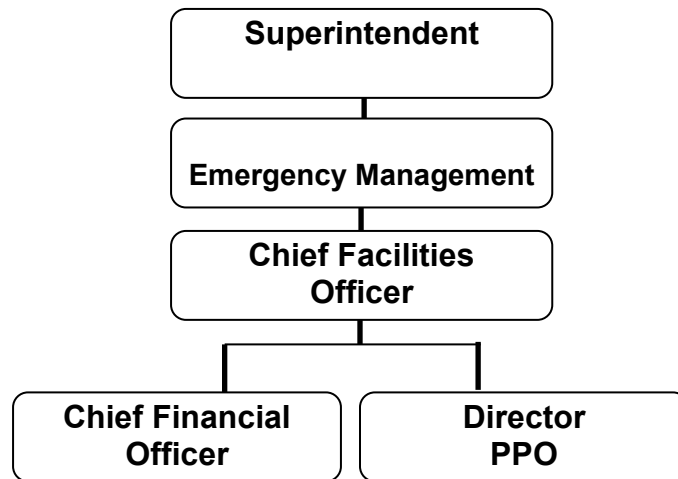
INSTRUCTIONS:

- 1) Assess all equipment (TLC) to determine if it has been damaged by the hurricane.
- 2) Call in a COMPASS Work Order at 754-321-1480. Be sure to state the equipment was damaged by the hurricane. The work order will be forwarded to the ETS Metrology Unit.
- 3) Complete this form, **along with photographs of the damaged equipment**, and submit to the Risk Management Department.

Type of Equipment	Manufacturer	Model	Serial #	Value	COMPASS WO No.

Principal/Dept. Head Signature

POST-STORM PROCEDURES FACILITIES



- The Superintendent initiates post storm procedures.
- Emergency Management notifies the Chief Facilities Officer of the Superintendent's decision to initiate post storm procedures.
- After PPO provides the initial Safety Survey results, the Chief Facilities Officer and the Director of PPO determines if it is necessary to complete comprehensive damage assessments of School Board property.
- If Comprehensive Damage Assessments are necessary, the Chief Facilities Officer notifies the Chief Financial Officer of the possible need for emergency funding.

**POST-STORM PROCEDURES
LIBRARY/MEDIA CENTERS
INNOVATIVE LEARNING DEPARTMENT
Dr. Daryl Diamond, Director**

Assess the Damage:

- _____ Evaluate how much damage has occurred
- _____ Determine what kind of damage it is (fire, smoke, soot, chemical, clean water, dirty water, heat, humidity)
- _____ Discover if it is confined to one area or if the entire building is damaged
- _____ Determine what types of materials have been damaged (books, documents, photographs, computer and audiovisual software, etc.)
- _____ Estimate how much of the book collection has been affected (estimate the number of volumes)
- _____ Determine if the damaged items will be easily replaced or if they are irreplaceable
- _____ Can damaged items be salvaged by the in-house recovery team or will outside help be required?
- _____ Walk through the entire area and take extensive notes
- _____ Work with school administrators to make contact with the insurance company and to contact sources of supplies and services

Call the Innovative Learning Department, Library Media Supervisor, at 754-321-2620, if you need assistance in assessing the damage.

Stabilize the Environment:

If water is the primary cause of the disaster, the environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 75 degrees and 50-60% humidity. The following equipment should be accessible in the district to help stabilize the environment:

- portable pumps, to remove large quantities of standing water
- wet vacuum, to remove excess water
- fans, to circulate the air
- thermometers and a sling psychrometer, to measure the temperature and humidity

Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards. The air should be kept circulating in the damaged area. This may be accomplished by running fans constantly (see Mold and Mildew below).

In the summer, turn on the air conditioning. In the winter, turn off the heat.

Restore the Area:

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Only after the disaster area is repaired, cleaned, and disinfected can collections be returned to their proper location. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting and, especially, the padding under it should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

All materials must be absolutely dry and free of mold before any items are re-shelved. Often materials still need to be sorted, cleaned, or repaired. They may require new pockets, barcodes, or spine labels. If the disaster has been a large one, this sorting and rehabilitation process may take a long time. All collections should be examined on a regular basis to ensure that mold development does not occur.

AIR DRYING BOOKS

Air drying is the oldest and most common method of dealing with wet books and records. It is most suitable for small numbers of damp or slightly wet books and documents. Because it requires no special equipment, it is often seen as an inexpensive method of drying. But it is extremely labor-intensive, can occupy a great deal of space, and result in badly distorted bindings and text books.. Air-drying is most suitable for books that are damp or are water-damaged only around the edges.

- Separate the water-soaked materials from those only slightly wet. Books that are wet all the way through will suffer structural distortion and likely develop mildew. They should be discarded.
- Stand books to be air-dried on edge with pages fanned out. Due to space constraints, this is not practical with a large number of books.
- The ideal environment for air-drying is 50-68 degrees Fahrenheit and 50% relative humidity.

MOLD AND MILDEW

Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees Fahrenheit and the relative humidity is over 60%. Dehumidifiers will help keep the humidity low. Mustiness or a musty odor often precedes mold, and it also accompanies mold. Ventilation, lowering humidity, and improved air circulation will often dissipate mustiness and can help prevent mold growth. Keep the air circulating in the room.

Separate the affected materials to prevent spreading.

Face masks and gloves should be worn.

Record the Disaster Activities:

Document with photographs and written reports.

Prepare Materials for Discard and Removal:

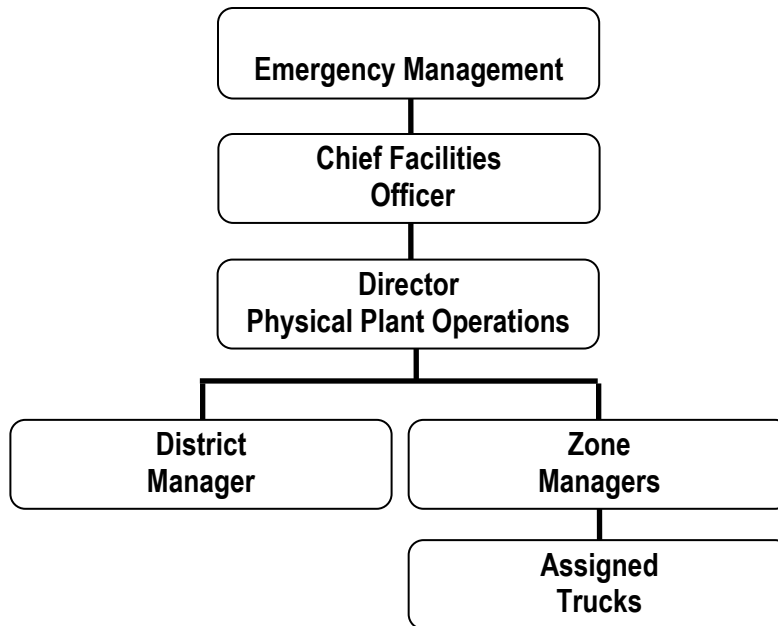
Keep records of discarded items

- Pull the barcode from the item
- Tape barcodes to a sheet of paper
- Send labels to learning resources for removal from the database
- Keep careful records of kind and number of items discarded
- Removal and packing of discarded items
- Clear the floors and isles first
- Begin with the wettest material (these will usually be on the lowest shelves, unless water has come in through the ceiling.)
- Pack items in boxes, tape them shut, and have them removed from the media center as quickly as possible
- Equipment discards
- Fill out form #3290a for those pieces of equipment that are too damaged to be repaired.

Do Follow-Up Assessment Report:

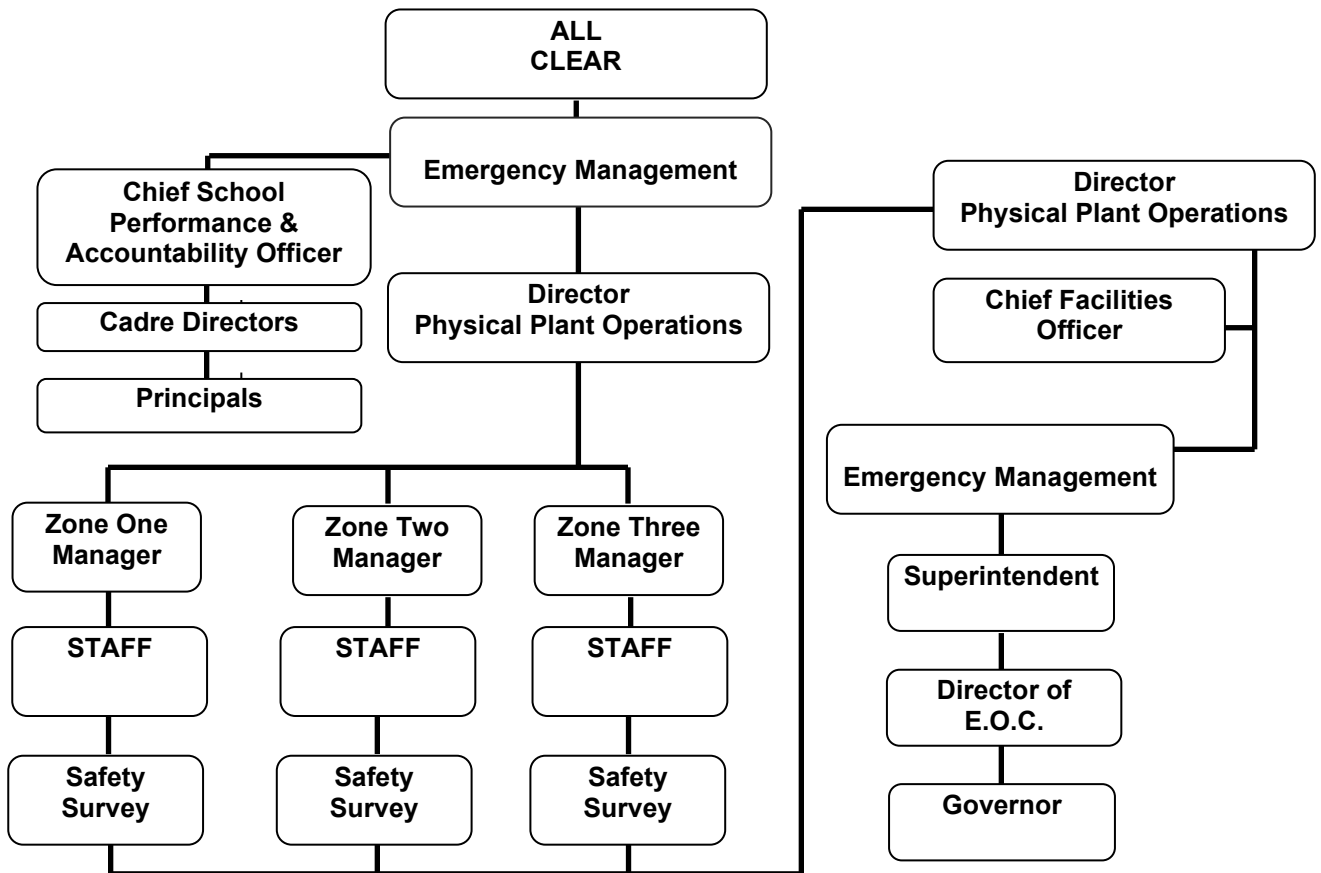
Prepare a written report, noting the effectiveness of the response plan, changes that should be made, evaluations of all suppliers of equipment and off-site facilities used, extent and nature of the disaster, and locations in the building where the disaster struck. Include photographs and dates.

POST STORM PROCEDURES PHYSICAL PLANT OPERATIONS DIVISION



- **As soon as possible after the “ALL CLEAR” is declared after a storm, Emergency Management, through the Chief Facilities Office and in conjunction with the Director of Physical Plant Operations, will activate the initial safety survey teams.**
- **The District and Zone Managers will dispatch pre-assigned trucks to complete this survey.**
- **The Director of Physical Plant Operations will advise Emergency Management of the extent of damage and cost estimate.**

SAFETY SURVEY PROCEDURES



INSTRUCTIONS:

- As soon as possible after a hurricane "ALL CLEAR" is declared, Emergency Management in conjunction with the Director of Physical Plant Operations will activate the safety survey teams.
- The Director of Physical Plant Operations shall notify the Zone Managers who will dispatch assigned trucks from each maintenance zone to their assigned school. The Zone Managers will document the damage suffered during the hurricane.
- Upon completion of damage reports, the Director of Physical Plant Operations shall advise the Chief School Performance & Accountability Officer of damages incurred in their respective schools that would preclude operation.
- The Director of Physical Plant Operations shall advise the Chief Officer and Emergency Management of the extent of damage and cost estimate. The Chief Facilities Officer will advise the Superintendent of the extent of the damages. The damage assessment forms will be sent to Emergency Management for the transmission to the Director of Emergency Operations (E.O.C.), for submission to the Governor's office.

Listing of Emergency Numbers for Physical Plant Operations Division Personnel
are on PAGE 85 of this manual.

CHECKLIST FOR SAFETY SURVEY TEAM

AIR CONDITIONING MECHANIC:

- CHECK CHILLERS, COOLING TOWERS AND PUMPS.
- CHECK AIR HANDLING UNITS.
- CHECK REFRIGERATION IN KITCHEN.

ELECTRICIAN:

- CHECK POWER TO SCHOOL FOR PROPER VOLTAGE.
- CHECK TO BE SURE SCHOOL IS ON NORMAL POWER AND NOT ON GENERATOR.
- CHECK FIRE ALARM PANEL FOR ALARM OR TROUBLE.
- CHECK EMS PANEL FOR POWER AND PROPER OPERATION.
- CHECK INTERCOM SYSTEM FOR OPERATION.
- CHECK PHONES FOR OPERATION.
- CHECK GENERAL LIGHTING.
- CHECK PORTABLES FOR POWER AND AIR CONDITIONING.
- CHECK FOR POWER TO LIFT STATIONS.

CARPENTERS:

- CHECK FOR EXTERIOR DAMAGE TO FACILITY.
- CHECK FOR BROKEN WINDOWS AND DOORS.
- CHECK FOR DOWNED TREES.
- CHECK ROOF FOR DAMAGE.
- CHECK FOR DOWNED SIGNS

PLUMBERS:

- CHECK WATER SUPPLY TO FACILITY.
- CHECK DRAINAGE / SEWER AND STORM DRAINS.
- CHECK GAS VALVES AT KITCHEN, IF GAS VALVE IS IN THE OFF POSITION ***DO NOT RESET VALVE. NOTIFY YOUR PLUMBING FOREMAN AND A CAFÉ MECHANIC WILL BE DISPATCHED TO RESET VALVES.***

OTHER COMMENTS / CONDITIONS:

- _____
- _____
- _____

Revised 05/17/07

Comprehensive Safety Survey Teams: ZONE 1

		TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
TRUCK							
Radio							
Camera							
Knox Box Key							
AC		M. Seibert	L. Cohen	D. McCoy	S. Innocent	Alex Leon	J. Rojas
C		F. Santarcangelo	Mike Diaz	Dennis Brown	R. Frey	R. Gilmore	T. Calabria
E		T. Batcho	R. Eagles	V. Formosa	L. McCreedy	D. Gordon	B. Wetter
M		M. Gabrione	M. Miks	T. Klepacki	K. Riggs	M. Green	Robert Duris
		Coral Park ES	Park Trails ES	Atlantic West ES	Sawgrass Springs	Atlantic Voc Tech	Riverglades ES
		Hunt ES	Douglas HS	Margate MS	Coral Springs ES	Coconut Creek ES	Tradewinds ES
		Coral Springs HS	Eagle Ridge ES	Margate ES	Parkside ES	Coconut Creek HS	Lyons Creek MS
		Forest Glen MS	Country Hill ES	Ramblewood MS	Westchester ES	Dave Thomas W	Winston Park ES
		Park Springs ES	Heron Heights ES	Ramblewood ES	Forest Hills ES	ITV Relay Station	Quiet Waters ES
		Coral Springs Md	Westglades MS		Coral Glades HS	Liberty ES	Monarch HS
		TEAM 7	TEAM 8	TEAM 9	TEAM 10	TEAM 11	TEAM 12
TRUCK							
Radio							
Camera							
Knox Box Key							
AC		A. Rivera	K. Chang	L. Martin	W. Mahabir	Wonn Smith	S. Abdullah
C		V. Figueroa	G. Hewitt	F. Ferrese	R. Ramsahai	M. Ware	R. Slusser
E		M. Bennet	Nazair Francois	M. Parmalee	R. Donald	J. Dzeda	Travis Geary
M		J. Gash	J. Ches		M. Hajduk	R. Heatherdale	
		Deerfield Beach ES	Riverside ES	Tedder ES	Pinewood ES	Rickards MS	Palm View ES
		Deerfield Park ES	Taravella HS	Bright Horizons	Silver Lakes MS	N. Andrews Gdns	Lloyd Estates ES
		Deerfield Beach HS	Maplewood ES	Norcrest ES	North Laud ES	Northeast HS	Zone 1
		Deerfield Beach MS	Challenger ES	Crystal Lake MS	Morrow ES	Floranada ES	Oakland Park ES
		Park Ridge ES	Millennium MS	Cresthaven ES	Broadview ES		
					Tamarac ES		
		TEAM 13	TEAM 14	TEAM 15	TEAM 16	TEAM 17	BACKUP
TRUCK							
Radio							
Camera							
Knox Box Key							
AC		J. Martell	J. Pietroluongo	Brent Lucas			
C		C. Scheiblich	Adam Forrest	B. Anderson			
EE		J. Beaudry	J. Harrison	D. DiBisceglie			
M		L. Frongello	Joe Gorcsos	F. Palmer			
		Ely HS	Cross Creek	Cypress ES			
		Markham ES	Cypress Run	McNab ES			
		NW Bus Lot	Drew ES	Dave Thomas E			
		Sanders Park ES	Drew Resource	Pompano Bch ES			
		Pompano MS	N Bus Lot -Garage	Pompano Bch HS			

Comprehensive Safety Survey Teams: ZONE 2

	TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
TRUCK	4037/3541	3969/3793	3983/4104	4112/4111	3999/3205	4044/4106
Radio	1	2	3	4	5	6
Camera	1	2	3	4	5	6
Knox Box Key	37	49	124	140	128	129
AC	Michael Anderson	D. Bartholomew	Kurt Jacobs	A. DeLaTorre	F. Freeman	R. Gutierrez
C	M. Foster	David Brown	Hal Kermis	J. Richetti	Leroy McGee	R. Maas
E	Jonathon Breen	G. Blaustein(D)	Chris Duhamie	E. McKenzie	Jim Carter	T. Plonowski
M	P. Bergeron	A. Bastidas	G. Kenon	j. Dougherty (D)	M. Gilbert (D)	D. Steinick
	Boyd Anderson HS	Piper HS	Stranahan HS	Dillard HS	Ft. Lauderdale HS	S. Plantation HS
	Lauderdale Lakes	Westpine MS	Riverland ES	Dillard ES	Wilton Manors ES	Seminole MS
	Oriole ES	Discovery ES	Harbordale ES	Lauderdale Manors	ESOL	Plantation Park ES
	Maint Complex	Banyan ES	KCW	Rock Island ES	Bennett ES	Pine Ridge
	William Dandy MS	Welleby ES	V Young ES	Arthur Ashe MS	Sunrise MSI	Tropical ES
	Rick Island Admin	Sandpiper ES		T. Marshall ES	Bayview ES	Meadowbrook ES

	TEAM 7	TEAM 8	TEAM 9	TEAM 10	TEAM 11	TEAM 12
TRUCK	4014/4105	3212/4100	3982/3206	4039/4110	3988/3790	4013/3770
Radio	7	8	9	10	11	12
Camera	7	8	9	10	11	12
Knox Box Key	130	131	303	134	304	136
AC	Gary Pariso	D. McCoy	Paul LaPoint (D)	Jason Hale	Tom Plevin (D)	Theo Clark (D)
C	Jack Cascio (APPR)	J. French	G. Scrivener	J. Gravenstreter	James Sweatt	P. Burke
E	J. Cedeno	Leon Watkins (D)	Dan Damore	Brooks Heenan (D)	Bruce Wetter (D)	Rufus Williams (D)
M	J. Duryea	R. Aponte (D)	Elkin Duarte (D)	J. Ramsay (D)	J. Samaniego	J. Hoppe (D)
	Plantation HS	Walker ES	Horizon ES	Parkway MS	Castle Hill ES	Endeavor Lrng Cntr
	Plantation Ms	Dillard Museum	Bair MS	Larkdale ES	Park Lakes ES	TSSC
	Mirror Lake ES	Sunland Park ES	Nob Hill ES	Wingate Oaks	Lauderhill MS	Village ES
	Peters ES	North Fork ES	Central Park ES	M.L. King ES	Lauderhill PT ES	Royal Palm ES
	Plantation ES	North Side ES	Sawgrass ES	Chapter 1/ECIA	Park Lakes Annex	Bank Bldg
				Broward Estates ES		

	TEAM 13	TEAM 14
TRUCK	3979/3763	3685/3800
Radio	13	14
Camera	13	514
Knox Box Key	137	139
AC	Kelvin Nelson (D)	D. Montemayor
C	Guy Hill	Justin Strong
E	M. Brouillet	R. Klueber (D)
M	D. Caldwell (D)	JJ. Osborn (D)
	Sunset Lrng Cntr	Whiddon/Rgrs Adt
	Westwood Heights	Whiddon/Rgrs Anx
	S Foster ES	Seagull School
	New River MS	Croissant Park ES

Note: The B List is composed of 38 - Zone 2 mechanics assigned to the Damage Assessment Teams.

Zone 2 will require additional assistance of 1 - A/C and 4 - Plumbing

Comprehensive Safety Survey Teams: ZONE 3

		TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
TRUCK Radio Camera Knox Box Key	AC	Steve Kilbury	Anthony Mollica	A. Kelvin Nelson	Lowell Arnold	Mike Lynch	Hugh Dixon
	C	A. Carrington	Dennis Klipp	Victor Bula	Andy Ross	Chris Pelling	Darryl E. Williams
	E	Pat Moriarity	Ken Parker	Bentley Kelhi	Javier DeLosrios		
	M	Alex Sziranyi	Danny Paz	Mike Gilbert	Norm Davis	James Dietrich	Miguel Layva
		Steve Kilbury	Anthony Mollica	Bentley Kelhi	Lowell Arnold		
		Falcon Cove MS	Tequesta Trace MS	Cypress Bay Annex	Chapel Trail	Panther Run ES	Flanagan HS
		Cyp Bay HS/Ports	Indian Trace ES	Flamingo ES	Silver Trail MS	Glades MS	W. C. Young MS
		Manatee Bay ES	Eagle Point ES	Western HS	Hawkes Bluff ES	Silver Lakes ES	Lakeside ES
		Everglades ES	Gator Run ES		SW Maint	Silver Shores ES	Silver Palms ES
		Country Isle ES			W. Broward HS	Everglades HS	Palm Cove ES
						Sunset Lakes ES	
						Dolphin Bay ES	
			TEAM 7	TEAM 8	TEAM 9	TEAM 10	TEAM 11
TRUCK Radio Camera Knox Box Key	AC	Rob Basoodeo	Rey Hernandez	Dan Cigalotti	Mike Clark	Darryl D. Williams	
	C	Henry Clements	Pete Helpin		Darryl McNaughton	Dan Dipasquale	Chris Pelling
	E	Omar Posse		Ed Tyler	Bill Miller	Jeromie Harrison	Voici Russell
	M	Charles Gandolfo	Mike Neff	Rod Gentry	Jonas Ches		Ed Babich
		Charles Gandolfo	Rey Hernandez	Tony Sarros	Bill Miller	Darryl D. Williams	
		Indian Ridge MS	W. Central Bus Lot	Griffin ES	Pasadena Lakes ES	S. Area Bus Lot	Fairway ES
		Fox Trail ES	Davie ES	Cooper City ES	Embassy Creek ES	Sea Castle ES	Sunshine ES
		Silver Ridge ES	Nova HS/MS	Cooper City HS	Pembroke Lakes ES	Coconut Palm ES	Miramar ES
		Becon	HRD	Pioneer MS	Pines Lakes ES	Coral Cove ES	Perry ES & MS
		Broward Fire Acad	Nova Eisenhower	Pioneer MS Annex	Pines MS	N. Renaissance MS	Orangebrook ES
		McFatter Voc Tech	Nova Foreman ES	Cooper City Annex		Miramar HS	Lake Forest ES
						Whispering Pines	Watkins ES
			TEAM 13	TEAM 14	TEAM 15	TEAM 16	TEAM 17
TRUCK Radio Camera Knox Box Key	AC	Bob Loftus	Dan Dzurek	Tom Gee	Rodan Dalmacio	Jose Zumata	
	C	Bill Brown	Frank Neff	Hans Jurascheck	John Lovellette	Tony Sarros	
	E	Ed Walker	Ray Michael	John Broussard	Thomas Meek	Mike Robbins	
	M	Mark Levy	Ben Worley	Bill McLellan			
		Ed Walker	Ben Worley	Tom Gee	John Lovellette	Tony Sarros	
		Boulevard Heights	Sheridan Park ES	Hollywood Hills ES	Collins ES	Hollywood Ctrl ES	
		Hollywood Park ES	Driftwood MS	Sheridan Hills ES	Dania ES	Colbert ES	
		Apollo MS	Driftwood ES	Sheridan Voc Tech	Bethune ES	McNicol MS	
						McNicol Comm	
		McArthur HS	Quest Center	Stirling ES	Attucks MS	James Lanier	
		W. Hollywood ES		Hollywood Hills HS	Olsen MS/Annex	Hallandale HS	
		Pembroke Pines ES		S. Area Maint	S. Broward HS	Hallandale ES	
				Beach Side Village	Orange ES	Hallandale Adult	
						Gulfstream MS/ Ports	

POST STORM PROCEDURES

Special Investigative Unit

In the event any District school or ancillary site is damaged following a hurricane or other weather emergency, the following will happen.

1. **The Division of Safety, Security and Emergency Preparedness will support the School District with law enforcement and security personnel in conjunction with other departments and outside agencies.**
2. **For large incidents, mutual aid and/or outside support will be requested to address immediate needs with an understanding that outside public and private partners may be experiencing similar issues, thus reducing their available resources.**
 - a. **Through the Broward County Emergency Management Division and inter-agency coordination, a common operating plan will be maintained for coordination and collaboration.**

Miscellaneous Information and Forms

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SCHOOL PERFORMANCE & ACCOUNTABILITY

<u>Name</u>	<u>CADRE/ZONE</u>	<u>Office Phone</u>	<u>Cell Phone</u>
Al Alexis Assistant Director	south Area	754-321-3636	954-309-4149
Chris Bolden Assistant Director	Central	754-321-3636	954-608-8010
Scott Jarvis Assistant Director	North Area	754-321-3636	954-802-3152
Dr. Valerie Wanza Chief School Performance & Accountability Officer		754-321-3827	954-415-2609
Donna Boruch Coordinator		754.321.3636	
Carletha Shaw-Rolle Director	Cadre CS I-Zones: Cooper City; Piper	754-321-3818	954-638-3671
Christine Semisch Director	CADRE I-Zones: Coral Glades, Monarch	754-321-3808	954-296-5440
David Hall Director	Cadre ES I-Zones: Flanagan, Nova	754-321-3820	954-258-1522
Davida Johnson Director	Cadre ES I-Zones: Plantation, South Plantation	754-321-3832	954-494-1724
Dr. Angela Fulton Director	Cadre ES I-Zones: Dillard	754-321-3812	954-801-0988
Ernie Lozano Director	Cadre ES I-Zones: Everglades, Miramar	754-321-3822	561-373-7329
Estella Eckhardt Director	Cadre ES I-Zones: Plantation, South Plantation	754-321-3832	954-257-3934
Jacquelyn Haywood Director	Cadre ES I-Zones: Blanche Ely/Pompano	754-321-3812	954-261-5633
Jermaine Fleming Director	Cadre ES I-Zones: Boyd Anderson, Northeast	754-321-3808	954-296-3952
Kenneth King Director	Cadre ES I-Zones: Coconut Creek; South Broward	754-321-3854	954-815-1711
Maria Perez Director	Cadre ES I-Zones: Plantation, South Plantation	754-321-3854	
Mark Strauss Director	Cadre ES I-Zones: Fort Lauderdale, Stranahan	754-321-3832	954-801-6560
Priscilla Ribeiro Director	Cadre HS I-Zones: Hallandale, Hollywood Hills	754-321-3810	305-333-8857
Sandra Shipman Director	Cadre ES Zones: Coral Springs, McArthur	754-321-3855	954-806-0110
Todd LaPace Director	Cadre HS Zones: Cypress Bay, West Broward	754-321-3810	954-806-7384
Veda Hudge Director	Office of Service Quality	754-321-3625	954-292-5250

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
HS 02	1741 Anderson, Boyd High	Griffin, James	954-235-4428	754-322-0258	(754) 322-0200	Todd LaPace
MS 01	1791 Apollo Middle	Aycock, Shawn	954-257-2984	754-323-2975	(754) 323-2900	Christine Semisch
CS	4702 ATC - Arthur Ashe, Jr.	Crawford, Robert	954-242-1054	754-321-5103	(754) 322-2800	Carletha Shaw-Rolle
CS	2221 Atlantic Technical College	Crawford, Robert	954.242.1054	754.321.5103	(754) 321-5100	Carletha Shaw-Rolle
ES 04	2511 Atlantic West Elementary	Shereen Reynolds	954-649-8744	754-322-5322	(754) 322-5300	Davida Johnson
MS 01	0343 Attucks Middle	Evans, Errol	954-802-4310	754-323-3020	(754) 323-3000	Christine Semisch
MS 01	2611 Bair Middle	Keietta Givens	305-260-9954	754-322-2914	(754) 322-2900	Christine Semisch
ES 02	2001 Banyan Elementary	Miller, Eric	954-592-7065	754-322-5354	(754) 322-5350	Estella Eckhardt
ES 05	0641 Bayview Elementary	Frost, Tonya	954-465-1415	754-322-5415	(754) 322-5400	Mark Strauss
ES 10	2041 Beachside Montessori	Roberts, Vered	954-303-9572	754-323-8059	(754) 323-8050	David Hall
ES 05	0201 Bennett Elementary	Smith, Danielle N.	954-478-3860	754-322-5455	(754) 322-5450	Mark Strauss
ES 08	0341 Bethune Elementary	Latosha Williams	954-650-5278	754-323-4908	(754) 323-4900	Jacquelyn Haywood
HS 02	0361 Blanche Ely High	Johnson, Karlton	305-458-9894	754-322-0990	(754) 322-0950	Todd LaPace
ES 09	0971 Boulevard Heights	Alejo, Juan	305-389-4238	754-323-4955	(754) 323-4950	Sandra Shipman
CS	0871 Bright Horizons	Kowalski, Ann	954-931-1007	754-321-6405	(754) 321-6400	Carletha Shaw-Rolle
ES 06	0811 Broadview Elementary	Kisten, Joshua	954-798-3313	754-322-5504	(754) 322-5500	Ernie Lozano
ES 07	0501 Broward Estates	Hunt, Cyntheria	954-261-3403	754-322-5558	(754) 322-5550	Angela Fulton
CS	3921 Broward Virtual School	McGuire, Christopher	954-558-4396	754-321-6060	(754) 322-6050	Carletha Shaw-Rolle
ES 06	1461 Castle Hill Elementary	Ingram-Phillips, Letitia	954-851-6579	754-322-5606	(754) 322-5600	Ernie Lozano
ES 02	2641 Central Park Elementary	Coleman, Cherise	954-261-0699	754-322-5707	(754) 322-5700	Estella Eckhardt
ES 01	3771 Challenger Elementary	Zdanowicz, Tara	954-609-3897	754-322-5757	(754) 322-5750	Kenneth King
ES 10	2961 Chapel Trail Elementary	Suarez, Susan	786-351-5623	754-323-5020	(754) 323-5000	David Hall
ES 04	1421 Coconut Creek Elementary	Roberta Ray	954-873-5112	754-322-5843	(754) 322-5800	Davida Johnson
ES 04	1421 Coconut Creek Elementary	Roberta Ray	954-873-5112	754-322-5843	(754) 322-5800	Davida Johnson
HS 01	1681 Coconut Creek High	Fiske, Scott	954-805-8950	754-322-0354	(754) 322-0350	Priscilla Ribeiro
ES 06	3741 Coconut Palm Elementary	Thelmas, Teresa	954-235-6947	754-323-5070	(754) 323-5050	Ernie Lozano
ES 08	0231 Colbert Elementary	Dorsett McLeod	954-818-7830	754-323-5135	(754) 323-5100	Jacquelyn Haywood
CS	3851 College Academy @ BCC	Haygood, Bardetta	954-303-4347	754-321-6933	(754) 321-6900	Carletha Shaw-Rolle
ES 04	0331 Collins Elementary	Jackson, Tracy	321-279-9431	754-323-5158	(754) 323-5150	Davida Johnson
CS	3941 Community School North	Williams, Jonathan	954-240-9159	754-321-6764	(754) 321-7606	Carletha Shaw-Rolle
CS	9237 Community School North	Williams, Jonathan	(954) 856-1915	754 321-6764	(754) 321-6750	Carletha Shaw-Rolle
CS	2913 Community School South	Faso, Brian	954-591-3404	754-321-7604	(754) 321-7600	Carletha Shaw-Rolle

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
ES 05	1211 Cooper City Elementary	Schlosser, Monica	954-881-3609	754-323-5222	(754) 323-5200	Mark Strauss
HS 02	1931 Cooper City High	Perkovic, Vera	954 324-6268	754-323-0299	(754) 323-0200	Todd LaPace
ES 06	2011 Coral Cove Elementary	Saban, Stephanie	954-830-5934	754-323-7979	(754) 323-7950	Ernie Lozano
HS 01	3861 Coral Glades High	Kaplan, Mark	954-801-8533	754-322-1276	(754) 322-1250	Priscilla Ribeiro
ES 09	3041 Coral Park Elementary	Pontillo, Camille	954-829-6336	754-322-5854	(754) 322-5850	Sandra Shipman
HS 01	1151 Coral Springs High	Suarez, Vivian	954-249-7573	754-322-0562	(754) 322-0500	Priscilla Ribeiro
MS 01	2561 Coral Springs Middle	La Rosa, Sara	954-445-6706	754-322-3005	(754) 322-3000	Christine Semisch
ES 10	2551 Coral Springs PreK - 8	Oliver, Vonda	954-303-9393	754-322-5903	(754) 322-5900	David Hall
ES 01	3111 Country Hills Elementary	Ortega, Nicole	631-312-1678	754-322-5957	(754) 322-5950	Kenneth King
ES 09	2981 Country Isles Elementary	Morgan, Mindy	954-805-1611	754-323-5282	(754) 323-5250	Sandra Shipman
ES 03	0901 Cresthaven Elementary	Lee, Donald	954-328-6152	754-322-6004	(754) 322-6000	Maria Perez
ES 05	0221 Croissant Park Elementary	Allison, Michelle	954-551-1526	754-323-5308	(754) 323-5300	Mark Strauss
CS	3222 Cross Creek School	Stearn, Colleen	561-706-7104	754-321-6461	(754) 321-6450	Carletha Shaw-Rolle
MS 02	1871 Crystal Lake Middle	Toliver, Earnest	954-401-3984	754-322-3105	(754) 322-3100	Jermaine Fleming
HS 02	3623 Cypress Bay High	Kassandra Fried	954-980-3946	754-323-0444	(754) 323-0350	Todd LaPace
ES 03	1781 Cypress Elementary	Schnur, Vanessa	954-214-1466	754-322-6055	(754) 322-6050	Maria Perez
CS	2123 Cypress Run Ed. Center	Harrigan, Gastride	954-812-5504	754-321-6521	(754) 321-6500	Carletha Shaw-Rolle
MS 02	1071 Dandy, William Middle	Felice Winston-Davis	954-683-0528	754-322-3222	(754) 322-3200	Jermaine Fleming
ES 04	0101 Dania Elementary	Jackson, Lewis	954-558-1810	754-323-5364	(754) 323-5350	Davida Johnson
CS	3651 Dave Thomas Education	Williams, Jonathan			(754) 321-6750	Carletha Shaw-Rolle
CS	2031 Dave Thomas Education	Perry M. Egelsky	954-401-9272	754-321-6813	(754)321-6800	Carletha Shaw-Rolle
ES 01	2801 Davie Elementary	Anderson, Erik	954-258-9965	754-323-5424	(754) 323-5400	Kenneth King
ES 03	0011 Deerfield Beach	Gerlach, Drew	954-695-2379	754-322-6106	(754) 322-6100	Maria Perez
HS 02	1711 Deerfield Beach High	Marlow, Jon	954-383-6924	754-322-0658	(754) 322-0650	Todd LaPace
MS 02	0911 Deerfield Beach Middle	Latori Fulton	561-707-2755	754-322-3300	(754) 322-3300	Jermaine Fleming
ES 08	0391 Deerfield Park Elementary	Reid, Jocelyn	754-422-6010	754-322-6170	(754) 322-6150	Jacquelyn Haywood
HS 02	0371 Dillard 6-12	Robinson, Casandra	954-695-8862	754-322-0877	(754) 322-0800	Todd LaPace
ES 07	0271 Dillard Elementary	Atkins-Brown,	954-401-8776	754-322-6222	(754) 322-6200	Angela Fulton
ES 02	3962 Discovery Elementary	Degreeff, Julie	954-494-5706	754-322-9108	(754) 322-9100	Estella Eckhardt
ES 06	3751 Dolphin Bay Elementary	Nelson, Sandra	954-632-2833	754-323-8014	(754) 323-8000	Ernie Lozano
CS	0301 Drew Resource Family &	Egelsky, Perry	954-401-9272	954-401-9272	(754) 321-6700	Carletha Shaw-Rolle
ES 08	3221 Drew, Charles Elementary	Flowers, Angeline	954-444-4222	754-322-6264	(754)-322-6250	Jacquelyn Haywood

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
ES 01	0721 Driftwood Elementary	Christine Ringler	786-623-9283	754-323-5455	(754) 323-5450	Kenneth King
MS 01	0861 Driftwood Middle	Williams, Steven J.	954-558-7341	754-323-3105	(754) 323-3100	Christine Semisch
ES 09	3461 Eagle Point Elementary	de Zayas, Christine	786-208-3537	754-323-5506	(754) 323-5500	Sandra Shipman
ES 01	3441 Eagle Ridge Elementary	Redshaw, Rick	954-621-7777	754-322-6306	(754) 322-6300	Kenneth King
ES 05	3191 Embassy Creek	Becker, Robert	954-240-3719	754-323-5555	(754) 323-5550	Mark Strauss
ES 03	3301 Endeavour Primary	Lawrence, Denise	954-562-2950	754-321-6607	(754) 321-6600	Maria Perez
ES 09	2942 Everglades Elementary	Tillinger, Eliot	954-770-3100	754-323-5622	(754) 323-5600	Sandra Shipman
HS 02	3731 Everglades High	Darbar, Haleh	954-253-7884	754-323-0515	(754) 323-0500	Todd LaPace
ES 06	1641 Fairway Elementary	Good, Katherine	954-275-7137	754-323-5655	(754) 323-5650	Ernie Lozano
MS 02	3622 Falcon Cove Middle	Carruth, Steven	954-540-1493	754-323-3205	(754) 323-3200	Jermaine Fleming
ES 03	2541 Flamingo Elementary	Bullock, Philip	954-303-4601	754-323-5707	(754) 323-5700	Maria Perez
HS 02	3391 Flanagan, Charles W. High	Peters, Paula	847-769-2045	754-323-0656	(754) 323-0650	Todd LaPace
ES 05	0851 Floranada Elementary	Balchaitis, Luke		754-322-6362	(754) 322-6350	Mark Strauss
MS 01	3051 Forest Glen Middle	Forsman, Ronald	954-309-7430	754-322-3414	(754) 322-3400	Christine Semisch
ES 09	2631 Forest Hills Elementary	Rothman, Barbara	954-562-0927	754-322-6418	(754) 322-6400	Sandra Shipman
CS	9327 Fort Lauderdale	Williams, Jonathan E.	954-240-9159	754-321-6764	(754) 321-7606	Carletha Shaw-Rolle
HS 02	0951 Fort Lauderdale High	Brown, Erin	954-558-3833	754-322-1139	(754) 322-1100	Todd LaPace
ES 05	0921 Foster, Stephen	Grimaldo, Ricardo	954-610-1293	754-323-5755	(754) 323-5750	Mark Strauss
ES 03	3531 Fox Trail Elementary	Burgess, Lynn	732-567-5908	754-323-5842	(754) 323-5800	Maria Perez
ES 09	3642 Gator Run Elementary	Peters, Keith	954-560-9572	754-323-5868	(754) 323-5850	Sandra Shipman
MS 02	2021 Glades Middle	Santana, Ricardo	954-205-1205	754-323-4685	(754) 323-4600	Jermaine Fleming
ES 05	2851 Griffin Elementary	Moodliyar-Jones, Angie	754-224-7076	754-323-5906	(754) 323-5900	Mark Strauss
ES 10	0131 Gulfstream Academy of	Freeman, Tarshe	305-467-6418	754-323-5956	(754) 323-5950	David Hall
HS 01	0403 Hallandale High	Howard, Mark	954-804-0639	(754) 323-0932	(754) 323-0900	Priscilla Ribeiro
ES 05	0491 Harbordale Elementary	Bucolo, Theresa	954-258-4260	754-323-6056	(754) 323-6050	Mark Strauss
ES 10	3131 Hawkes Bluff Elementary	Cunningham, Melinda	954-299-8829	754-323-6106	(754) 323-6100	David Hall
CS	6501 Henry D. Perry Education	Lockhart-Talley, Tracy	754-234-6449	754-321-7054	(754) 321-7050	Carletha Shaw-Rolle
ES 01	3961 Heron Heights Elementary	Weiss-Schnur, Merideth	954-410-3847	754-322-9150	(754) 322-9150	Kenneth King
ES 04	0121 Hollywood Central	Decembert, Delicia	954-309-9403	754-323-6166	(754) 323-6150	Davida Johnson
ES 04	0111 Hollywood Hills	Fossas, John	954-303-3620	754-323-6208	(754) 323-6200	Davida Johnson
HS 01	1661 Hollywood Hills High	Most, Daniel	954-683-0635	754-323-1062	(754) 323-1050	Priscilla Ribeiro
ES 09	1761 Hollywood Park	Menendez, Mari	305-979-0175	754-323-6255	(754) 323-6250	Sandra Shipman

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
ES 02	2531 Horizon Elementary	Thaddeus Smith	786-229-2394	754-322-6454	(754) 322-6450	Estella Eckhardt
ES 09	1971 Hunt, James S. Elementary	Amaker, Rendolyn	954-687-8877	754-322-6505	(754) 322-6500	Sandra Shipman
MS 02	3471 Indian Ridge Middle	Murray, Ian	954-326-7312		(754) 323-3300	Jermaine Fleming
ES 09	3181 Indian Trace Elementary	Winder, Amy	954-235-2659	754-323-6305	(754) 323-6300	Sandra Shipman
ES 07	1611 King, Martin Luther	Moreau, Mitshuca	954-647-6113	754-322-6558	(754) 322-6550	Angela Fulton
ES 08	0831 Lake Forest Elementary	Boyd, Sharon	954-309-6754	754-323-6354	(754) 323-6350	Jacquelyn Haywood
ES 10	3591 Lakeside Elementary	May, Kathyryne	954-868-1506	754-323-6405	(754) 323-6400	David Hall
CS	0405 Lanier-James Education	Clemon Jr., Bonnie	954-802-1498	754-321-7357	(754) 321-7350	Carletha Shaw-Rolle
ES 06	0621 Larkdale Elementary	Hart, Carla D.	954-695-2037	754-322-6613	(754) 322-6600	Ernie Lozano
MS 02	1701 Lauderdale Lakes Middle	Slesinski, Jill	954-540-5522	754-322-3521	(754) 322-3500	Jermaine Fleming
CS	0431 Lauderdale Manors Child &	Watkins, David	954-270-1498	754-321-1560	(754) 322-6650	Carletha Shaw-Rolle
HS 01	1391 Lauderhill 6-12	Reardon, Dr. Ryan	954-608-7923	754-322-3614	(754) 322-3600	Priscilla Ribeiro
ES 06	1381 Lauderhill Paul Turner	Michelle L. Engram	954-6098957	754-322-6706	(754) 322-6700	Ernie Lozano
ES 04	3821 Liberty Elementary	Matthew Whaley	954-554-6626	754-322-6770	(754) 322-6750	Davida Johnson
ES 05	1091 Lloyd Estates Elementary	Allen, Shawn	954-646-0097	754-322-6806	(754) 322-6800	Mark Strauss
MS 01	3101 Lyons Creek Middle	Vernicca Wynter	954-562-5714	754-322-3731	(754) 322-3700	Christine Semisch
ES 09	3841 Manatee Bay Elementary	Hedman-DeVaughn,	954-907-0593	754 323-6467	(754) 323-6450	Sandra Shipman
ES 01	2741 Maplewood Elementary	Itty, Leena	954-614-9382	754-322-6880	(754) 322-6850	Kenneth King
ES 04	1161 Margate Elementary	Schroeder, Thomas	954-816-1584	754-322-6915	(754) 322-6900	Davida Johnson
MS 01	0581 Margate Middle	Phillips, Sabine	954-536-1784	754-322-3822	(754) 322-3800	Christine Semisch
ES 08	1671 Markham, Robert C.	Shedrick Dukes	954-303-8286	754-322-6975	(754) 322-6950	Jacquelyn Haywood
ES 07	3291 Marshall, Thurgood	Billins, Michael	954-261-2682	754-322-7007	(754) 322-7000	Angela Fulton
HS 01	0241 McArthur High	Broomfield, Alfred	305-450-4662	754-323-1216	(754) 323-1200	Priscilla Ribeiro
CS	1291 McFatter, William T.	Johnson, Jeanette	239-641-0091	754-321-5757	(754) 321-5700	Carletha Shaw-Rolle
ES 03	0841 McNab Elementary	Dorys Palacio	954-603-6455	754-322-7070	(754) 322-7050	Maria Perez
MS 01	0481 McNicol Middle	Gurreonero, Melissa	954-415-5822	754-323-3406	(754) 323-3400	Christine Semisch
ES 02	0761 Meadowbrook Elementary	Levine, David	954-232-8033	754-323-6506	(754) 323-6500	Estella Eckhardt
MS 01	4772 Millennium 6-12 Collegiate	Baugh, Francine	954-804-7519	754-322-3928	(754) 322-3900	Christine Semisch
ES 06	0531 Miramar Elementary	Schlissel, Joanne	954-651-1180	754-323-6562	(754) 323-6550	Ernie Lozano
HS 02	1751 Miramar High	Formoso, Maria	954-309-9387	754-323-1356	(754) 323-1350	Todd LaPace
ES 02	1841 Mirror Lake Elementary	Veliz, Marlen	954-588-3319	754-322-7108	(754) 322-7100	Estella Eckhardt
HS 01	3541 Monarch High	Neer, James	954-899-6535	754-322-1405	(754) 322-1400	Priscilla Ribeiro

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
ES 08	2691 Morrow Elementary	Crowle, Laurel Dr.	954-815-3469	754-322-7155	(754) 322-7150	Jacquelyn Haywood
MS 02	3911 New Renaissance Middle	Morales, Janet	954-471-1344	754-323-3530	(754) 323-3500	Jermaine Fleming
MS 02	0881 New River Middle	Wessinger, Melinda	954-448-5495	754-323-3636	(754) 323-3600	Jermaine Fleming
ES 02	2671 Nob Hill Elementary	Porter, Traci		754-322-7224	(754) 322-7200	Estella Eckhardt
ES 03	0561 Norcrest Elementary	Charpentier, Marc			(754) 322-7250	Maria Perez
ES 05	0521 North Andrews Gardens	Duhart, Catrice	954-651-7276	754-322-7306	(754) 322-7300	Mark Strauss
ES 05	1191 North Fork Elementary	Robinson, Lavina	954-692-4915	754-322-7373	(754) 322-7350	Mark Strauss
ES 10	2231 North Lauderdale K-8	Williams, Nichele	954-614-3921	754-322-7420	(754) 322-7400	David Hall
ES 08	0041 North Side Elementary	Porcena, Heilange	954-303-8045	754-322-7454	(754) 322-7450	Jacquelyn Haywood
HS 02	1241 Northeast High	Valachovic, Anthony	954-536-6555	754-322-1559	(754) 322-1550	Todd LaPace
ES 10	1282 Nova Blanche Forman	Schwartz, Russell	954-803-3665	754-323-6620	(754) 323-6600	David Hall
ES 10	1271 Nova Eisenhower, Dwight	Tyghter, Angine	954-347-9503	754-323-6656	(754) 323-6650	David Hall
HS 01	1281 Nova High	Awofadeju, Olayemi	954-294-6025	754-323-1655	(754) 323-1650	Priscilla Ribeiro
MS 01	1311 Nova Middle	Garranchan, Rayner	305-775-9132	754-323-3710	(754) 323-3700	Christine Semisch
ES 07	0031 Oakland Park Elementary	Garcia, Michelle	561-723-3626	754-322-7505	(754) 322-7500	Angela Fulton
ES 04	0461 Oakridge Elementary	Aguilar, Eduardo U.	786-295-2282	754-323-6706	(754) 323-6700	Davida Johnson
CS	X6501 Off Campus Learning	Lockhart-Talley, Tracy	754-234-6449	754-321-7054	754-321-7050	Carletha Shaw-Rolle
MS 01	0471 Olsen Middle	Harris, Valerie	561-926-0470	754-323-3866	(754) 323-3800	Christine Semisch
ES 09	0711 Orange Brook Elementary	O'Neal, Devon	954-684-6415	754-323-6756	(754) 323-6750	Sandra Shipman
ES 07	1831 Oriole Elementary	Blue, Sheneka	954-649-7569	754-322-7575	(754) 322-7550	Angela Fulton
ES 10	3311 Palm Cove Elementary	Elie, Priscille	954-681-7065	754-323-6820	(754) 323-6800	David Hall
ES 03	1131 Palmview Elementary	Gibson, Robert	954-253-3505	754-322-7616	(754) 322-7600	Maria Perez
ES 10	3571 Panther Run Elementary	Saef, Elaine	954-931-3871	754-323-6870	(754) 323-6850	David Hall
ES 07	3761 Park Lakes Elementary	Parris, Rhonda	954-812-6575	754-322-7679	(754) 322-7650	Angela Fulton
ES 03	1951 Park Ridge Elementary	Balchunas, Joseph	954-249-8992	754-322-7707	(754) 322-7700	Maria Perez
ES 09	3171 Park Springs Elementary	Policastro, Katherine	954-937-6769	754-322-7756	(754) 322-7750	Sandra Shipman
ES 01	3781 Park Trails Elementary	Arlene Manville	954-298-6274	754-322-7820	(754) 322-7800	Kenneth King
ES 04	3631 Parkside Elementary	Hall, Laneia	954-818-2222	754-322-7855	(754) 322-7850	Davida Johnson
MS 02	0701 Parkway Middle	Mattair, Bradford	954-588-5997	754-322-4016	(754) 322-4000	Jermaine Fleming
ES 10	2071 Pasadena Lakes	Phelps, Janet	954-439-4304	754-323-6909	(754) 323-6900	David Hall
ES 10	2661 Pembroke Lakes	Wagner, Marsha M.	(954) 448-8218	754-323-6955	(754) 323-6950	David Hall
ES 09	1221 Pembroke Pines	Bell, Natasha	954-309-6093	754-323-7004	(754) 323-7000	Sandra Shipman

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
ES 10	1631 Perry, Annabel C. PK-8	Thomas Correll	954 826-3666	754-323-7056	(754) 323-7050	David Hall
ES 02	0931 Peters Elementary	Susanna Deutsch	305-215-8849	754-322-7906	(754) 322-7900	Estella Eckhardt
CS	0653 Pine Ridge Alternative	Brown, Henry	754-234-4177	754-321-7263	(754) 321-7250	Carletha Shaw-Rolle
ES 10	2861 Pines Lakes Elementary	Sasse, Susan	954-393-8768	754-323-7106	(754) 323-7100	David Hall
MS 02	1881 Pines Middle	Campbell, Carlton	954-695-4844	754-323-4014	(754) 323-4000	Jermaine Fleming
ES 04	2811 Pinewood Elementary	Daniel, Kicia	954-632-0263	754-322-7956	(754) 322-7950	Davida Johnson
MS 02	2571 Pioneer Middle	Pappas, Robert	954-654-4322	754-323-4111	(754) 323-4100	Jermaine Fleming
HS 01	1901 Piper High	Hautigan, Marie	954-682-6556	754-322-1719	(754) 322-1700	Priscilla Ribeiro
ES 02	0941 Plantation Elementary	Pitter, Judith	954-614-6358	754-322-8008	(754) 322-8000	Estella Eckhardt
HS 01	1451 Plantation High	Bristol, Parinaz	561-414-6722	754-322-1856	(754) 322-1850	Priscilla Ribeiro
MS 01	0551 Plantation Middle	Wilson, Sherri	954-707-2317	754-322-4118	(754) 322-4100	Christine Semisch
ES 02	1251 Plantation Park Elementary	Osgood, Ingrid	954 673 6526	754-323-7171	(754) 323-7150	Estella Eckhardt
ES 08	0751 Pompano Beach	Blue-Small,Shezette	954-319-6138	754-322-8077	(754) 322-8050	Jacquelyn Haywood
HS 02	0185 Pompano Beach High	Thomas, Hudson	954-821-3124		(754) 322-2000	Todd LaPace
MS 02	0021 Pompano Beach Middle	Braziel, Sonja	954-612-2650	754-322-4255	(754) 322-4200	Jermaine Fleming
ES 04	3121 Quiet Waters Elementary	Henning, Geoffrey	954-258-2813	754-322-8109	(754) 322-8100	Davida Johnson
ES 01	2721 Ramblewood Elementary	Ibarrondo, Dacyany	305-546-7339	754-322-8157	(754) 322-8150	Kenneth King
MS 01	2711 Ramblewood Middle	Andrew, Kirk	954-471-6525	754-322-4344	(754) 322-4300	Christine Semisch
MS 02	2121 Rickards Middle	Collado, Washington	954-309-3597	754-322-4422	(754) 322-4400	Jermaine Fleming
ES 01	2891 Riverglades Elementary	Seltzer, Jo-Anne	954-347-6834	754-322-8205	(754) 322-8200	Kenneth King
ES 05	0151 Riverland Elementary	Gil, Oslay	561-702-1970	754-323-7208	(754) 323-7200	Mark Strauss
ES 01	3031 Riverside Elementary	Sheib, Sabrina	954-261-0451	754-322-8262	(754) 322-8250	Kenneth King
ES 07	3701 Rock Island Elementary	Cormic Priester	754-204-5671	754-322-8315	(754) 322-8300	Angela Fulton
ES 07	1851 Royal Palm Elementary	Darby, Thomas	954-629-2727	754-322-8273	(754) 322-8350	Angela Fulton
ES 03	0891 Sanders Park Elementary	Nesbeth, Karen	954-439-1986	754-322-8424	(754) 322-8400	Maria Perez
ES 02	3061 Sandpiper Elementary	LaChance, Camile	954-830-5215	754-322-8477	(754) 322-8450	Estella Eckhardt
ES 02	3401 Sawgrass Elementary	DeCotis, Stephen	954-675-9155	754-322-8520	(754) 322-8500	Estella Eckhardt
MS 01	3431 Sawgrass Springs Middle	Cecil, James	954-632-5087	754-322-4505	(754) 322-4500	Christine Semisch
ES 06	2871 Sea Castle Elementary	Rodriguez, Riquelme	954-383-3132	754-323-7258	(754) 323-7250	Ernie Lozano
CS	0601 Seagull School	Lee, Kelvin P.	954-558-1943	754-321-7323	(754) 321-7300	Carletha Shaw-Rolle
MS 01	1891 Seminole Middle	Marlow, Kathryn	954-650-4948	754-323-4208	(754) 323-4200	Christine Semisch
ES 01	1811 Sheridan Hills Elementary	Campbell, Josetta	954-494-2419	754-323-7306	(754) 323-7300	Kenneth King

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
ES 01	1321 Sheridan Park Elementary	Carro, Jacqueline	954-290-3346	754-323-7355	(754) 323-7350	Kenneth King
CS	1051 Sheridan Technical College	Thomas A. Moncilovich	954-821-0988	754-321-5435	(754) 321-5400	Carletha Shaw-Rolle
cs	9335 Sheridan Technical College	Barry Goldman		754-321-3902	754-321-3900	Carletha Shaw-Rolle
CS	0422 Sheridan Technical High	Moncilovich, Tom	954-821-0988	754-321-5435	(754) 321-7450	Carletha Shaw-Rolle
ES 06	3371 Silver Lakes Elementary	Gilbert, Tammy	954-816-6750	754-323-7412	(754) 323-7400	Ernie Lozano
MS 01	2971 Silver Lakes Middle	Trautmann-Lopez,	954-980-5749	754-322-4613	(754) 322-4600	Christine Semisch
ES 10	3491 Silver Palms Elementary	Shearer, Irina	954-560-5136	(754) 323-7455	(754) 323-7450	David Hall
ES 03	3081 Silver Ridge Elementary	Vetter, John	954-632-1446	754-323-7507	(754) 323-7500	Maria Perez
ES 06	3581 Silver Shores Elementary	Leff, Jonathan	754 264-3843	754-323-7579	(754) 323-7550	Ernie Lozano
MS 02	3331 Silver Trail Middle	Frazier, Steve	954-812-0127	754-323-4306	(754) 323-4300	Jermaine Fleming
CS	9316 South Area Admin.				(754) 323-4100	Carletha Shaw-Rolle
HS 01	0171 South Broward High	Brown, Patricia	954-553-9047	754-323-1844	(754) 323-1800	Priscilla Ribeiro
HS 01	2351 South Plantation High	Henschel, Christine	954-806-0272	754-323-2004	(754) 323-1950	Priscilla Ribeiro
ES 01	0691 Stirling Elementary	Arnaez, Jacqueline	954-444-8734	754-323-7605	(754) 323-7600	Kenneth King
HS 01	3011 Stoneman Douglas High	Kefford, Michelle	954-336-2956	754-322-2212	(754) 322-2150	Priscilla Ribeiro
HS 02	0211 Stranahan High	Padura, Michelle	954-803-2288	754-323-2134	(754) 323-2100	Todd LaPace
ES 03	0611 Sunland Park Academy	Bailey, Sharonda	954-410-1035	754-322-8570	(754) 322-8550	Maria Perez
MS 02	0251 Sunrise Middle	Michael Walker	954-817-9395	754-322-4722	(754) 322-4700	Jermaine Fleming
ES 06	3661 Sunset Lakes Elementary	Crosby Goulette, Janice	954-336-4398	754-323-7676	(754) 323-7650	Ernie Lozano
ES 06	1171 Sunshine Elementary	(Patton) Aaron, Donna	954-591-5060	754-323-7704	(754) 323-7700	Ernie Lozano
ES 01	2621 Tamarac Elementary	Garrick, Richard Mark	954 655 7090	754-322-8603	(754) 322-8600	Kenneth King
HS 01	2751 Taravella, J.P. High	De Armas, Marietta	954-325-4719	754-322-2325	(754) 322-2300	Priscilla Ribeiro
ES 08	0571 Tedder Elementary	Coachman-Beavers,	954-257-6535	754-322-8654	(754) 322-8650	Jacquelyn Haywood
MS 02	3151 Tequesta Trace Middle	Rivera, Robert	954-305-5970	754-323-4427	(754) 323-4400	Jermaine Fleming
CS	1021 The Quest Center	Laurent, Michelle	954-628-6776	754-321-7504	(754) 321-7500	Carletha Shaw-Rolle
ES 04	3481 Tradewinds Elementary	Breslaw, Michael	954-328-0333	754-322-8705	(754) 322-8700	Davida Johnson
ES 02	0731 Tropical Elementary	Schneider, Robert	954-801-0209	754-323-7757	(754) 323-7750	Estella Eckhardt
cs 13	0001 Vicky's School of wonder	Victoria Stanford	954-444-1675	754-321-1909	(754) 322-0200	
ES 07	1621 Village Elementary	Haynes, Wanda	954-649-0097	754-322-8755	(754) 322-8750	Angela Fulton
ES 03	0321 Walker Elementary	Eliqon, Tauri	954-552-2971	754-322-8805	(754) 322-8800	Maria Perez
ES 08	0511 Watkins Elementary	Mendez, Lori	954-253-9226	754 323-7807	(754) 323-7800	Jacquelyn Haywood
ES 02	2881 Welleby Elementary	Frances Fuce-Ollivierre	954-805-0182	754-322-8865	(754) 322-8850	Estella Eckhardt

Principal Contact Information

Cadre	School	Principal	Cell Phone	Private No.	School Phone	Director
HS 02	3971 West Broward High School	Fatout, Brad	954-683-3552	754-323-2611	(754) 323-2600	Todd LaPace
ES 09	0161 West Hollywood	Palacios, Lina	954-478-4182	754-323-7855	(754) 323-7850	Sandra Shipman
ES 04	2681 Westchester Elementary	Geraine, Melissa	954-553-7372	754-322-8908	(754) 322-8900	Davida Johnson
HS 02	2831 Western High	Arrojo, Jimmy	954-591-9746	754-323-2413	(754) 323-2400	Todd LaPace
MS 01	3871 Westglades Middle	Matthew Bianchi	954-829-1162	754 322-4805	(754) 322-4800	Christine Semisch
MS 01	2052 Westpine Middle	Johnson, Christopher	954-240-2027	754-322-4921	(754) 322-4900	Christine Semisch
ES 07	0631 Westwood Heights	Stewart, Georgia	954-997-0314	754-323-7922	(754) 323-7900	Angela Fulton
CS	0452 Whiddon Rogers	Howard, Wylie	954-663-7463	754-321-7557	(754) 321-7550	Carletha Shaw-Rolle
CS	1752 Whispering Pines School	Gleason, Michael	954-249-5811	754-321-7657	(754) 321-7650	Carletha Shaw-Rolle
ES 05	0191 Wilton Manors Elementary	Holtz, Melissa	954-444-8252	754-322-8973	(754) 322-8950	Mark Strauss
CS	0991 Wingate Oaks Center	Gittelman, Julie	954-655-1011	754-321-6856	(754) 321-6850	Carletha Shaw-Rolle
ES 04	3091 Winston Park Elementary	Eggelletion, Carolyn	954-257-7400	754-322-9009	(754) 322-9000	Davida Johnson
ES 05	3321 Young, Virginia S.	Felton, Cynthia	954-815-3090	754-322-9069	(754) 322-9050	Mark Strauss
MS 02	3001 Young, Walter C. Resource	Osborn, Chip	954-629-9056	754-323-4505	(754) 323-4500	Jermaine Fleming

SCHOOLS BY CADRE

CADRE CS

Director Carletha Shaw-Rolle

Office:

754-321-3818

Cell:

954-638-3671

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ATC - Arthur Ashe, Jr.	Crawford, Robert	754-322-2800	754-321-5103	954-242-1054
Atlantic Technical College	Crawford, Robert	754-321-5100	754.321.5103	954.242.1054
Bright Horizons	Kowalski, Ann	754-321-6400	754-321-6405	954-931-1007
Broward Virtual School	McGuire, Christopher	754-322-6050	754-321-6060	954-558-4396
College Academy @ BCC	Haygood, Bardetta	754-321-6900	754-321-6933	954-303-4347
Community School North	Williams, Jonathan	754-321-7606	754-321-6764	954-240-9159
Community School North	Williams, Jonathan	754-321-6750	754 321-6764	(954) 856-1915
Community School South	Faso, Brian	754-321-7600	754-321-7604	954-591-3404
Cross Creek School	Stearn, Colleen	754-321-6450	754-321-6461	561-706-7104
Cypress Run Ed. Center	Harrigan, Gastride	754-321-6500	754-321-6521	954-812-5504
Dave Thomas Education	Williams, Jonathan	754-321-6750		
Dave Thomas Education	Perry M. Egelsky	754-321-6800	754-321-6813	954-401-9272
Drew Resource Family &	Egelsky, Perry	754-321-6700	954-401-9272	954-401-9272
Fort Lauderdale Community	Williams, Jonathan E.	754-321-7606	754-321-6764	954-240-9159
Henry D. Perry Education	Lockhart-Talley, Tracy	754-321-7050	754-321-7054	754-234-6449
Lanier-James Education	Clemon Jr., Bonnie	754-321-7350	754-321-7357	954-802-1498
Lauderdale Manors Child &	Watkins, David	754-322-6650	754-321-1560	954-270-1498
McFatter, William T. Technical	Johnson, Jeanette	754-321-5700	754-321-5757	239-641-0091
Off Campus Learning Centers	Lockhart-Talley, Tracy	754-321-7050	754-321-7054	754-234-6449
Pine Ridge Alternative Center	Brown, Henry	754-321-7250	754-321-7263	754-234-4177
Seagull School	Lee, Kelvin P.	754-321-7300	754-321-7323	954-558-1943
Sheridan Technical College	Thomas A. Moncilovich	754-321-5400	754-321-5435	954-821-0988
Sheridan Technical College -	Barry Goldman	754-321-3900	754-321-3902	
Sheridan Technical High	Moncilovich, Tom	754-321-7450	754-321-5435	954-821-0988
South Area Admin.		754-323-4100		
The Quest Center	Laurent, Michelle	754-321-7500	754-321-7504	954-628-6776
Whiddon Rogers Education	Howard, Wylie	754-321-7550	754-321-7557	954-663-7463
Whispering Pines School	Gleason, Michael	754-321-7650	754-321-7657	954-249-5811
Wingate Oaks Center	Gittelman, Julie	754-321-6850	754-321-6856	954-655-1011

CADRE cs 13

Office:

Cell:

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Vicky's School of wonder	Victoria Stanford	754-322-0200	754-321-1909	954-444-1675

CADRE ES 01

Director Kenneth King

Office:

754-321-3854

Cell:

954-815-1711

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Challenger Elementary	Zdanowicz, Tara	754-322-5750	754-322-5757	954-609-3897
Country Hills Elementary	Ortega, Nicole	754-322-5950	754-322-5957	631-312-1678

SCHOOLS BY CADRE

CONTINUED: CADRE ES 01

Davie Elementary	Anderson, Erik	754-323-5400	754-323-5424	954-258-9965
Driftwood Elementary	Christine Ringler	754-323-5450	754-323-5455	786-623-9283
Eagle Ridge Elementary	Redshaw, Rick	754-322-6300	754-322-6306	954-621-7777
Heron Heights Elementary	Weiss-Schnur,	754-322-9150	754-322-9150	954-410-3847
Maplewood Elementary	Itty, Leena	754-322-6850	754-322-6880	954-614-9382
Park Trails Elementary	Arlene Manville	754-322-7800	754-322-7820	954-298-6274
Ramblewood Elementary	Ibarrondo, Dacyany	754-322-8150	754-322-8157	305-546-7339
Riverglades Elementary	Seltzer, Jo-Anne	754-322-8200	754-322-8205	954-347-6834
Riverside Elementary	Sheib, Sabrina	754-322-8250	754-322-8262	954-261-0451
Sheridan Hills Elementary	Campbell, Josetta	754-323-7300	754-323-7306	954-494-2419
Sheridan Park Elementary	Carro, Jacqueline	754-323-7350	754-323-7355	954-290-3346
Stirling Elementary	Arnaez, Jacqueline	754-323-7600	754-323-7605	954-444-8734
Tamarac Elementary School	Garrick, Richard Mark	754-322-8600	754-322-8603	954 655 7090

CADRE ES 02

Director Esțella Eckhardt

Office:

754-321-3832

Cell:

954-257-3934

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Banyan Elementary	Miller, Eric	754-322-5350	754-322-5354	954-592-7065
Central Park Elementary	Coleman, Cherise	754-322-5700	754-322-5707	954-261-0699
Discovery Elementary	Degreeff, Julie	754-322-9100	754-322-9108	954-494-5706
Horizon Elementary	Thaddeus Smith	754-322-6450	754-322-6454	786-229-2394
Meadowbrook Elementary	Levine, David	754-323-6500	754-323-6506	954-232-8033
Mirror Lake Elementary	Veliz, Marlen	754-322-7100	754-322-7108	954-588-3319
Nob Hill Elementary	Porter, Traci	754-322-7200	754-322-7224	
Peters Elementary	Susanna Deutsch	754-322-7900	754-322-7906	305-215-8849
Plantation Elementary	Pitter, Judith	754-322-8000	754-322-8008	954-614-6358
Plantation Park Elementary	Osgood, Ingrid	754-323-7150	754-323-7171	954 673 6526
Sandpiper Elementary	LaChance, Camile	754-322-8450	754-322-8477	954-830-5215
Sawgrass Elementary	DeCotis, Stephen	754-322-8500	754-322-8520	954-675-9155
Tropical Elementary	Schneider, Robert	754-323-7750	754-323-7757	954-801-0209
Welleby Elementary	Frances Fuce-Ollivierre	754-322-8850	754-322-8865	954-805-0182

CADRE ES 03

Director Maria Perez

Office:

754-321-3854

Cell:

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Cresthaven Elementary	Lee, Donald	754-322-6000	754-322-6004	954-328-6152
Cypress Elementary	Schnur, Vanessa	754-322-6050	754-322-6055	954-214-1466
Deerfield Beach Elementary	Gerlach, Drew	754-322-6100	754-322-6106	954-695-2379
Endeavour Primary Learning	Lawrence, Denise	754-321-6600	754-321-6607	954-562-2950
Flamingo Elementary	Bullock, Philip	754-323-5700	754-323-5707	954-303-4601
Fox Trail Elementary	Burgess, Lynn	754-323-5800	754-323-5842	732-567-5908
McNab Elementary	Dorys Palacio	754-322-7050	754-322-7070	954-603-6455
Norcrest Elementary	Charpentier, Marc	754-322-7250		
Palmview Elementary	Gibson, Robert	754-322-7600	754-322-7616	954-253-3505

SCHOOLS BY CADRE

CONTINUED: CADRE ES 03

Park Ridge Elementary	Balchunas, Joseph	754-322-7700	754-322-7707	954-249-8992
Sanders Park Elementary	Nesbeth, Karen	754-322-8400	754-322-8424	954-439-1986
Silver Ridge Elementary	Vetter, John	754-323-7500	754-323-7507	954-632-1446
Sunland Park Academy	Bailey, Sharonda	754-322-8550	754-322-8570	954-410-1035
Walker Elementary	Eligon, Tauri	754-322-8800	754-322-8805	954-552-2971

CADRE ES 04

Director Davida Johnson

Office:

Cell:

754-321-3832 954-494-1724

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Atlantic West Elementary	Shereen Reynolds	754-322-5300	754-322-5322	954-649-8744
Coconut Creek Elementary	Roberta Ray	754-322-5800	754-322-5843	954-873-5112
Coconut Creek Elementary	Roberta Ray	754-322-5800	754-322-5843	954-873-5112
Collins Elementary	Jackson, Tracy	754-323-5150	754-323-5158	321-279-9431
Dania Elementary	Jackson, Lewis	754-323-5350	754-323-5364	954-558-1810
Hollywood Central	Decembert, Delicia	754-323-6150	754-323-6166	954-309-9403
Hollywood Hills Elementary	Fossas, John	754-323-6200	754-323-6208	954-303-3620
Liberty Elementary	Matthew Whaley	754-322-6750	754-322-6770	954-554-6626
Margate Elementary	Schroeder, Thomas	754-322-6900	754-322-6915	954-816-1584
Oakridge Elementary	Aguilar, Eduardo U.	754-323-6700	754-323-6706	786-295-2282
Parkside Elementary	Hall, Laneia	754-322-7850	754-322-7855	954-818-2222
Pinewood Elementary	Daniel, Kicia	754-322-7950	754-322-7956	954-632-0263
Quiet Waters Elementary	Henning, Geoffrey	754-322-8100	754-322-8109	954-258-2813
Tradewinds Elementary	Breslaw, Michael	754-322-8700	754-322-8705	954-328-0333
Westchester Elementary	Geraine, Melissa	754-322-8900	754-322-8908	954-553-7372
Winston Park Elementary	Eggelletion, Carolyn	754-322-9000	754-322-9009	954-257-7400

CADRE ES 05

Director Mark Strauss

Office:

Cell:

754-321-3832 954-801-6560

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Bayview Elementary	Frost, Tonya	754-322-5400	754-322-5415	954-465-1415
Bennett Elementary	Smith, Danielle N.	754-322-5450	754-322-5455	954-478-3860
Cooper City Elementary	Schlosser, Monica	754-323-5200	754-323-5222	954-881-3609
Croissant Park Elementary	Allison, Michelle	754-323-5300	754-323-5308	954-551-1526
Embassy Creek Elementary	Becker, Robert	754-323-5550	754-323-5555	954-240-3719
Floranada Elementary	Balchaitis, Luke	754-322-6350	754-322-6362	
Foster, Stephen Elementary	Grimaldo, Ricardo	754-323-5750	754-323-5755	954-610-1293
Griffin Elementary	Moodliyar-Jones, Angie	754-323-5900	754-323-5906	754-224-7076
Harbordale Elementary	Bucolo, Theresa	754-323-6050	754-323-6056	954-258-4260
Lloyd Estates Elementary	Allen, Shawn	754-322-6800	754-322-6806	954-646-0097
North Andrews Gardens	Duhart, Catrice	754-322-7300	754-322-7306	954-651-7276
North Fork Elementary	Robinson, Lavina	754-322-7350	754-322-7373	954-692-4915
Riverland Elementary	Gil, Oslay	754-323-7200	754-323-7208	561-702-1970
Wilton Manors Elementary	Holtz, Melissa	754-322-8950	754-322-8973	954-444-8252
Young, Virginia S.	Felton, Cynthia	754-322-9050	754-322-9069	954-815-3090

SCHOOLS BY CADRE

CONTINUED: CADRE ES 06

CADRE ES 06

Director Ernie Lozano

Office:

Cell:

754-321-3822 561-373-7329

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Broadview Elementary	Kisten, Joshua	754-322-5500	754-322-5504	954-798-3313
Castle Hill Elementary	Ingram-Phillips, Letitia	754-322-5600	754-322-5606	954-851-6579
Coconut Palm Elementary	Thelmas, Teresa	754-323-5050	754-323-5070	954-235-6947
Coral Cove Elementary	Saban, Stephanie	754-323-7950	754-323-7979	954-830-5934
Dolphin Bay Elementary	Nelson, Sandra	754-323-8000	754-323-8014	954-632-2833
Fairway Elementary	Good, Katherine	754-323-5650	754-323-5655	954-275-7137
Larkdale Elementary	Hart, Carla D.	754-322-6600	754-322-6613	954-695-2037
Lauderhill Paul Turner	Michelle L. Engram	754-322-6700	754-322-6706	954-6098957
Miramar Elementary	Schlissel, Joanne	754-323-6550	754-323-6562	954-651-1180
Sea Castle Elementary	Rodriguez, Riquelme	754-323-7250	754-323-7258	954-383-3132
Silver Lakes Elementary	Gilbert, Tammy	754-323-7400	754-323-7412	954-816-6750
Silver Shores Elementary	Leff, Jonathan	754-323-7550	754-323-7579	754 264-3843
Sunset Lakes Elementary	Crosby Goulette,	754-323-7650	754-323-7676	954-336-4398
Sunshine Elementary	(Patton) Aaron, Donna	754-323-7700	754-323-7704	954-591-5060

CADRE ES 07

Director Angela Fulton

Office:

Cell:

754-321-3812 954-801--0988

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Broward Estates Elementary	Hunt, Cyntheria	754-322-5550	754-322-5558	954-261-3403
Dillard Elementary	Atkins-Brown,	754-322-6200	754-322-6222	954-401-8776
King, Martin Luther	Moreau, Mitshuca	754-322-6550	754-322-6558	954-647-6113
Marshall, Thurgood	Billins, Michael	754-322-7000	754-322-7007	954-261-2682
Oakland Park Elementary	Garcia, Michelle	754-322-7500	754-322-7505	561-723-3626
Oriole Elementary	Blue, Sheneka	754-322-7550	754-322-7575	954-649-7569
Park Lakes Elementary	Parris, Rhonda	754-322-7650	754-322-7679	954-812-6575
Rock Island Elementary	Cormic Priestler	754-322-8300	754-322-8315	754-204-5671
Royal Palm Elementary	Darby, Thomas	754-322-8350	754-322-8273	954-629-2727
Village Elementary	Haynes, Wanda	754-322-8750	754-322-8755	954-649-0097
Westwood Heights	Stewart, Georgia	754-323-7900	754-323-7922	954-997-0314

CADRE ES 08

Director Jacquelyn Haywood

Office:

Cell:

754-321-3812 954-261-5633

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Bethune Elementary	Latosha Williams	754-323-4900	754-323-4908	954-650-5278
Colbert Elementary	Dorsett McLeod	754-323-5100	754-323-5135	954-818-7830
Deerfield Park Elementary	Reid, Jocelyn	754-322-6150	754-322-6170	754-422-6010
Drew, Charles Elementary	Flowers, Angeline	754-322-6250	754-322-6264	954-444-4222
Lake Forest Elementary	Boyd, Sharon	754-323-6350	754-323-6354	954-309-6754
Markham, Robert C.	Shedrick Dukes	754-322-6950	754-322-6975	954-303-8286
Morrow Elementary	Crowle, Laurel Dr.	754-322-7150	754-322-7155	954-815-3469
North Side Elementary	Porcena, Heilange	754-322-7450	754-322-7454	954-303-8045

SCHOOLS BY CADRE

CONTINUED: CADRE ES 08

Pompano Beach Elementary	Blue-Small, Shezette	754-322-8050	754-322-8077	954-319-6138
Tedder Elementary	Coachman-Beavers,	754-322-8650	754-322-8654	954-257-6535
Watkins Elementary	Mendez, Lori	754-323-7800	754 323-7807	954-253-9226

CADRE ES 09

Director Sandra Shipman

Office:

754-321-3855

Cell:

954-806-0110

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Boulevard Heights	Alejo, Juan	754-323-4950	754-323-4955	305-389-4238
Coral Park Elementary	Pontillo, Camille	754-322-5850	754-322-5854	954-829-6336
Country Isles Elementary	Morgan, Mindy	754-323-5250	754-323-5282	954-805-1611
Eagle Point Elementary	de Zayas, Christine	754-323-5500	754-323-5506	786-208-3537
Everglades Elementary	Tillinger, Eliot	754-323-5600	754-323-5622	954-770-3100
Forest Hills Elementary	Rothman, Barbara	754-322-6400	754-322-6418	954-562-0927
Gator Run Elementary	Peters, Keith	754-323-5850	754-323-5868	954-560-9572
Hollywood Park Elementary	Menendez, Mari	754-323-6250	754-323-6255	305-979-0175
Hunt, James S. Elementary	Amaker, Rendolyn	754-322-6500	754-322-6505	954-687-8877
Indian Trace Elementary	Winder, Amy	754-323-6300	754-323-6305	954-235-2659
Manatee Bay Elementary	Hedman-DeVaughn,	754-323-6450	754 323-6467	954-907-0593
Orange Brook Elementary	O'Neal, Devon	754-323-6750	754-323-6756	954-684-6415
Park Springs Elementary	Policastro, Katherine	754-322-7750	754-322-7756	954-937-6769
Pembroke Pines Elementary	Bell, Natasha	754-323-7000	754-323-7004	954-309-6093
West Hollywood Elementary	Palacios, Lina	754-323-7850	754-323-7855	954-478-4182

CADRE ES 10

Director David Hall

Office:

754-321-3820

Cell:

954-258-1522

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Beachside Montessori Village	Roberts, Vered	754-323-8050	754-323-8059	954-303-9572
Chapel Trail Elementary	Suarez, Susan	754-323-5000	754-323-5020	786-351-5623
Coral Springs PreK - 8	Oliver, Vonda	754-322-5900	754-322-5903	954-303-9393
Gulfstream Academy of	Freeman, Tarshe	754-323-5950	754-323-5956	305-467-6418
Hawkes Bluff Elementary	Cunningham, Melinda	754-323-6100	754-323-6106	954-299-8829
Lakeside Elementary	May, Kathyryne	754-323-6400	754-323-6405	954-868-1506
North Lauderdale K-8	Williams, Nichele	754-322-7400	754-322-7420	954-614-3921
Nova Blanche Forman	Schwartz, Russell	754-323-6600	754-323-6620	954-803-3665
Nova Eisenhower, Dwight D.	Tyghter, Angine	754-323-6650	754-323-6656	954-347-9503
Palm Cove Elementary	Elie, Priscille	754-323-6800	754-323-6820	954-681-7065
Panther Run Elementary	Saef, Elaine	754-323-6850	754-323-6870	954-931-3871
Pasadena Lakes Elementary	Phelps, Janet	754-323-6900	754-323-6909	954-439-4304
Pembroke Lakes Elementary	Wagner, Marsha M.	754-323-6950	754-323-6955	(954) 448-8218
Perry, Annabel C. PK-8	Thomas Correll	754-323-7050	754-323-7056	954 826-3666
Pines Lakes Elementary	Sasse, Susan	754-323-7100	754-323-7106	954-393-8768
Silver Palms Elementary	Shearer, Irina	754-323-7450	(754) 323-7455	954-560-5136

SCHOOLS BY CADRE

CONTINUED: CADRE HS 01

CADRE HS 01

Director Priscilla Ribeiro

Office:

754-321-3810

Cell:

305-333-8857

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Coconut Creek High	Fiske, Scott	754-322-0350	754-322-0354	954-805-8950
Coral Glades High	Kaplan, Mark	754-322-1250	754-322-1276	954-801-8533
Coral Springs High	Suarez, Vivian	754-322-0500	754-322-0562	954-249-7573
Hallandale High	Howard, Mark	754-323-0900	(754) 323-0932	954-804-0639
Hollywood Hills High	Most, Daniel	754-323-1050	754-323-1062	954-683-0635
Lauderhill 6-12	Reardon, Dr. Ryan	754-322-3600	754-322-3614	954-608-7923
McArthur High	Broomfield, Alfred	754-323-1200	754-323-1216	305-450-4662
Monarch High	Neer, James	754-322-1400	754-322-1405	954-899-6535
Nova High	Awofadeju, Olayemi	754-323-1650	754-323-1655	954-294-6025
Piper High	Hautigan, Marie	754-322-1700	754-322-1719	954-682-6556
Plantation High	Bristol, Parinaz	754-322-1850	754-322-1856	561-414-6722
South Broward High	Brown, Patricia	754-323-1800	754-323-1844	954-553-9047
South Plantation High	Henschel, Christine	754-323-1950	754-323-2004	954-806-0272
Stoneman Douglas High	Kefford, Michelle	754-322-2150	754-322-2212	954-336-2956
Taravella, J.P. High	De Armas, Marietta	754-322-2300	754-322-2325	954-325-4719

CADRE HS 02

Director Todd LaPace

Office:

754-321-3810

Cell:

954-806-7384

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Anderson, Boyd High	Griffin, James	754-322-0200	754-322-0258	954-235-4428
Blanche Ely High	Johnson, Karlton	754-322-0950	754-322-0990	305-458-9894
Cooper City High	Perkovic, Vera	754-323-0200	754-323-0299	954 324-6268
Cypress Bay High	Kassandra Fried	754-323-0350	754-323-0444	954-980-3946
Deerfield Beach High	Marlow, Jon	754-322-0650	754-322-0658	954-383-6924
Dillard 6-12	Robinson, Casandra	754-322-0800	754-322-0877	954-695-8862
Everglades High	Darbar, Haleh	754-323-0500	754-323-0515	954-253-7884
Flanagan, Charles W. High	Peters, Paula	754-323-0650	754-323-0656	847-769-2045
Fort Lauderdale High	Brown, Erin	754-322-1100	754-322-1139	954-558-3833
Miramar High	Formoso, Maria	754-323-1350	754-323-1356	954-309-9387
Northeast High	Valachovic, Anthony	754-322-1550	754-322-1559	954-536-6555
Pompano Beach High	Thomas, Hudson	754-322-2000		954-821-3124
Stranahan High	Padura, Michelle	754-323-2100	754-323-2134	954-803-2288
West Broward High School	Fatout, Brad	754-323-2600	754-323-2611	954-683-3552
Western High	Arrojo, Jimmy	754-323-2400	754-323-2413	954-591-9746

CADRE MS 01

Director Christine Semisch

Office:

754-321-3808

Cell:

954-296-5440

<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Apollo Middle	Aycock, Shawn	754-323-2900	754-323-2975	954-257-2984
Attucks Middle	Evans, Errol	754-323-3000	754-323-3020	954-802-4310
Bair Middle	Keietta Givens	754-322-2900	754-322-2914	305-260-9954

SCHOOLS BY CADRE

CONTINUED: CADRE MS 01

Coral Springs Middle	La Rosa, Sara	754-322-3000	754-322-3005	954-445-6706
Driftwood Middle	Williams, Steven J.	754-323-3100	754-323-3105	954-558-7341
Forest Glen Middle	Forsman, Ronald	754-322-3400	754-322-3414	954-309-7430
Lyons Creek Middle	Vernicca Wynter	754-322-3700	754-322-3731	954-562-5714
Margate Middle	Phillips, Sabine	754-322-3800	754-322-3822	954-536-1784
McNicol Middle	Gurreonero, Melissa	754-323-3400	754-323-3406	954-415-5822
Millennium 6-12 Collegiate	Baugh, Francine	754-322-3900	754-322-3928	954-804-7519
Nova Middle	Garranchan, Rayner	754-323-3700	754-323-3710	305-775-9132
Olsen Middle	Harris, Valerie	754-323-3800	754-323-3866	561-926-0470
Plantation Middle	Wilson, Sherri	754-322-4100	754-322-4118	954-707-2317
Ramblewood Middle	Andrew, Kirk	754-322-4300	754-322-4344	954-471-6525
Sawgrass Springs Middle	Cecil, James	754-322-4500	754-322-4505	954-632-5087
Seminole Middle	Marlow, Kathryn	754-323-4200	754-323-4208	954-650-4948
Silver Lakes Middle	Trautmann-Lopez,	754-322-4600	754-322-4613	954-980-5749
Westglades Middle	Matthew Bianchi	754-322-4800	754 322-4805	954-829-1162
Westpine Middle	Johnson, Christopher	754-322-4900	754-322-4921	954-240-2027

CADRE MS 02

		<u>Office:</u>	<u>Cell:</u>	
Director Jermaine Fleming		754-321-3808	954-240-9831	
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
Crystal Lake Middle	Toliver, Earnest	754-322-3100	754-322-3105	954-401-3984
Dandy, William Middle	Felice Winston-Davis	754-322-3200	754-322-3222	954-683-0528
Deerfield Beach Middle	Latori Fulton	754-322-3300	754-322-3300	561-707-2755
Falcon Cove Middle	Carruth, Steven	754-323-3200	754-323-3205	954-540-1493
Glades Middle	Santana, Ricardo	754-323-4600	754-323-4685	954-205-1205
Indian Ridge Middle	Murray, Ian	754-323-3300		954-326-7312
Lauderdale Lakes Middle	Slesinski, Jill	754-322-3500	754-322-3521	954-540-5522
New Renaissance Middle	Morales, Janet	754-323-3500	754-323-3530	954-471-1344
New River Middle	Wessinger, Melinda	754-323-3600	754-323-3636	954-448-5495
Parkway Middle	Mattair, Bradford	754-322-4000	754-322-4016	954-588-5997
Pines Middle	Campbell, Carlton	754-323-4000	754-323-4014	954-695-4844
Pioneer Middle	Pappas, Robert	754-323-4100	754-323-4111	954-654-4322
Pompano Beach Middle	Braziel, Sonja	754-322-4200	754-322-4255	954-612-2650
Rickards Middle	Collado, Washington	754-322-4400	754-322-4422	954-309-3597
Silver Trail Middle	Frazier, Steve	754-323-4300	754-323-4306	954-812-0127
Sunrise Middle	Michael Walker	754-322-4700	754-322-4722	954-817-9395
Tequesta Trace Middle	Rivera, Robert	754-323-4400	754-323-4427	954-305-5970
Young, Walter C. Resource	Osborn, Chip	754-323-4500	754-323-4505	954-629-9056

INNOVATIVE ZONES / DIRECTORS

BLANCHE ELY

		<u>Office</u>	<u>Cell</u>		
Zone Director:					
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
HS 02	Blanche Ely High	Johnson, Karlton	(754) 322-0950	754-322-0990	305-458-9894
MS 02	Crystal Lake Middle	Toliver, Earnest	(754) 322-3100	754-322-3105	954-401-3984
ES 03	Cypress Elementary	Schnur, Vanessa	(754) 322-6050	754-322-6055	954-214-1466
CS	Drew Resource Family & Teen	Egelsky, Perry	(754) 321-6700	954-401-9272	954-401-9272
ES 08	Drew, Charles Elementary	Flowers, Angeline	(754)-322-6250	754-322-6264	954-444-4222
ES 08	Markham, Robert C.	Shedrick Dukes	(754) 322-6950	754-322-6975	954-303-8286
ES 03	McNab Elementary	Dorys Palacio	(754) 322-7050	754-322-7070	954-603-6455
ES 03	Palmview Elementary	Gibson, Robert	(754) 322-7600	754-322-7616	954-253-3505
ES 08	Pompano Beach Elementary	Blue-Small, Shezette	(754) 322-8050	754-322-8077	954-319-6138
HS 02	Pompano Beach High	Thomas, Hudson	(754) 322-2000		954-821-3124
MS 02	Pompano Beach Middle	Braziel, Sonja	(754) 322-4200	754-322-4255	954-612-2650
ES 03	Sanders Park Elementary	Nesbeth, Karen	(754) 322-8400	754-322-8424	954-439-1986

BOYD ANDERSON

		<u>Office</u>	<u>Cell</u>		
Zone Director: Jermaine Fleming		(754) 321-3808	(954) 240-9831		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
HS 02	Anderson, Boyd High	Griffin, James	(754) 322-0200	754-322-0258	954-235-4428
ES 06	Broadview Elementary	Kisten, Joshua	(754) 322-5500	754-322-5504	954-798-3313
ES 06	Castle Hill Elementary	Ingram-Phillips, Letitia	(754) 322-5600	754-322-5606	954-851-6579
ES 03	Endeavour Primary Learning	Lawrence, Denise	(754) 321-6600	754-321-6607	954-562-2950
	Gulfstream Early Learning	Christi Moss, Site Admin.	(754) 321-6600	754-323-4705	850-544-1550
ES 06	Larkdale Elementary	Hart, Carla D.	(754) 322-6600	754-322-6613	954-695-2037
MS 02	Lauderdale Lakes Middle	Slesinski, Jill	(754) 322-3500	754-322-3521	954-540-5522
HS 01	Lauderhill 6-12	Reardon, Dr. Ryan	(754) 322-3600	754-322-3614	954-608-7923
ES 06	Lauderhill Paul Turner	Michelle L. Engram	(754) 322-6700	754-322-6706	954-6098957
ES 07	Oriole Elementary	Blue, Sheneka	(754) 322-7550	754-322-7575	954-649-7569
ES 07	Park Lakes Elementary	Parris, Rhonda	(754) 322-7650	754-322-7679	954-812-6575
ES 07	Royal Palm Elementary	Darby, Thomas	(754) 322-8350	754-322-8273	954-629-2727
cs 13	Vicky's School of wonder	Victoria Stanford	(754) 322-0200	754-321-1909	954-444-1675

COCONUT CREEK

		<u>Office</u>	<u>Cell</u>		
Zone Director: kenneth King		754-321-3854	954-815-1711		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
CS	Atlantic Technical College	Crawford, Robert	(754) 321-5100	754.321.5103	954.242.1054
ES 04	Atlantic West Elementary	Shereen Reynolds	(754) 322-5300	754-322-5322	954-649-8744
CS	Broward Virtual School	McGuire, Christopher	(754) 322-6050	754-321-6060	954-558-4396
ES 04	Coconut Creek Elementary	Roberta Ray	(754) 322-5800	754-322-5843	954-873-5112
ES 04	Coconut Creek Elementary	Roberta Ray	(754) 322-5800	754-322-5843	954-873-5112
HS 01	Coconut Creek High	Fiske, Scott	(754) 322-0350	754-322-0354	954-805-8950
ES 04	Liberty Elementary	Matthew Whaley	(754) 322-6750	754-322-6770	954-554-6626
ES 04	Margate Elementary	Schroeder, Thomas	(754) 322-6900	754-322-6915	954-816-1584

INNOVATIVE ZONES / DIRECTORS

MS 01	Margate Middle	Phillips, Sabine	(754) 322-3800	754-322-3822	954-536-1784
ES 08	Morrow Elementary	Crowle, Laurel Dr.	(754) 322-7150	754-322-7155	954-815-3469
ES 10	North Lauderdale K-8	Williams, Nichele	(754) 322-7400	754-322-7420	954-614-3921
ES 04	Pinewood Elementary	Daniel, Kicia	(754) 322-7950	754-322-7956	954-632-0263
MS 01	Silver Lakes Middle	Trautmann-Lopez, Alison	(754) 322-4600	754-322-4613	954-980-5749

COOPER CITY

			<u>Office</u>	<u>Cell</u>	
Zone Director:		Carletha Shaw-Rolle	754-321-3818	954-638-3671	
<u>School</u>	<u>Principal</u>		<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ES 05	Cooper City Elementary	Schlosser, Monica	(754) 323-5200	754-323-5222	954-881-3609
HS 02	Cooper City High	Perkovic, Vera	(754) 323-0200	754-323-0299	954 324-6268
ES 05	Embassy Creek Elementary	Becker, Robert	(754) 323-5550	754-323-5555	954-240-3719
ES 05	Griffin Elementary	Moodliyar-Jones, Angie	(754) 323-5900	754-323-5906	754-224-7076
MS 02	Pioneer Middle	Pappas, Robert	(754) 323-4100	754-323-4111	954-654-4322

CORAL GLADES

			<u>Office</u>	<u>Cell</u>	
Zone Director:		Christine Semisch	754-321-3808	954-296-5440	
<u>School</u>	<u>Principal</u>		<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
HS 01	Coral Glades High	Kaplan, Mark	(754) 322-1250	754-322-1276	954-801-8533
ES 10	Coral Springs PreK - 8	Oliver, Vonda	(754) 322-5900	754-322-5903	954-303-9393
ES 04	Parkside Elementary	Hall, Laneia	(754) 322-7850	754-322-7855	954-818-2222
MS 01	Sawgrass Springs Middle	Cecil, James	(754) 322-4500	754-322-4505	954-632-5087
ES 04	Westchester Elementary	Geraine, Melissa	(754) 322-8900	754-322-8908	954-553-7372

CORAL SPRINGS

			<u>Office</u>	<u>Cell</u>	
Zone Director:		Sandra Shipman	754-321-3855	954-806-0110	
<u>School</u>	<u>Principal</u>		<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ES 09	Coral Park Elementary	Pontillo, Camille	(754) 322-5850	754-322-5854	954-829-6336
HS 01	Coral Springs High	Suarez, Vivian	(754) 322-0500	754-322-0562	954-249-7573
CS	Cross Creek School	Stearn, Colleen	(754) 321-6450	754-321-6461	561-706-7104
CS	Cypress Run Ed. Center	Harrigan, Gastride	(754) 321-6500	754-321-6521	954-812-5504
MS 01	Forest Glen Middle	Forsman, Ronald	(754) 322-3400	754-322-3414	954-309-7430
ES 09	Forest Hills Elementary	Rothman, Barbara	(754) 322-6400	754-322-6418	954-562-0927
ES 09	Hunt, James S. Elementary	Amaker, Rendolyn	(754) 322-6500	754-322-6505	954-687-8877
ES 09	Park Springs Elementary	Policastro, Katherine	(754) 322-7750	754-322-7756	954-937-6769

CYPRESS BAY

			<u>Office</u>	<u>Cell</u>	
Zone Director:		Todd LaPace	754-321-3810	954-806-7384	
<u>School</u>	<u>Principal</u>		<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ES 09	Country Isles Elementary	Morgan, Mindy	(754) 323-5250	754-323-5282	954-805-1611
HS 02	Cypress Bay High	Kassandra Fried	(754) 323-0350	754-323-0444	954-980-3946
ES 09	Eagle Point Elementary	de Zayas, Christine	(754) 323-5500	754-323-5506	786-208-3537
ES 09	Everglades Elementary	Tillinger, Eliot	(754) 323-5600	754-323-5622	954-770-3100
MS 02	Falcon Cove Middle	Carruth, Steven	(754) 323-3200	754-323-3205	954-540-1493
ES 09	Gator Run Elementary	Peters, Keith	(754) 323-5850	754-323-5868	954-560-9572

INNOVATIVE ZONES / DIRECTORS

ES 09	Indian Trace Elementary	Winder, Amy	(754) 323-6300	754-323-6305	954-235-2659
ES 09	Manatee Bay Elementary	Hedman-DeVaughn,	(754) 323-6450	754 323-6467	954-907-0593
MS 02	Tequesta Trace Middle	Rivera, Robert	(754) 323-4400	754-323-4427	954-305-5970

DEERFIELD BEACH

Zone Director: Mark Narkier		Office	Cell		
		754-321-3854	954-592-2454		
School	Principal	School Phone	Private No.	Cell Phone	
CS	Bright Horizons	Kowalski, Ann	(754) 321-6400	754-321-6405	954-931-1007
ES 03	Cresthaven Elementary	Lee, Donald	(754) 322-6000	754-322-6004	954-328-6152
ES 03	Deerfield Beach Elementary	Gerlach, Drew	(754) 322-6100	754-322-6106	954-695-2379
HS 02	Deerfield Beach High	Marlow, Jon	(754) 322-0650	754-322-0658	954-383-6924
MS 02	Deerfield Beach Middle	Latori Fulton	(754) 322-3300	754-322-3300	561-707-2755
ES 08	Deerfield Park Elementary	Reid, Jocelyn	(754) 322-6150	754-322-6170	754-422-6010
ES 03	Norcrest Elementary	Charpentier, Marc	(754) 322-7250		
ES 03	Park Ridge Elementary	Balchunas, Joseph	(754) 322-7700	754-322-7707	954-249-8992
ES 08	Tedder Elementary	Coachman-Beavers,	(754) 322-8650	754-322-8654	954-257-6535

DILLARD

Zone Director: Angela Fulton		Office	Cell		
		754-321-3812	954-801--0988		
School	Principal	School Phone	Private No.	Cell Phone	
ES 07	Broward Estates Elementary	Hunt, Cyntheria	(754) 322-5550	754-322-5558	954-261-3403
MS 02	Dandy, William Middle	Felice Winston-Davis	(754) 322-3200	754-322-3222	954-683-0528
HS 02	Dillard 6-12	Robinson, Casandra	(754) 322-0800	754-322-0877	954-695-8862
ES 07	Dillard Elementary	Atkins-Brown, Gretchen	(754) 322-6200	754-322-6222	954-401-8776
ES 07	King, Martin Luther Elementary	Moreau, Mitshuca	(754) 322-6550	754-322-6558	954-647-6113
ES 07	Marshall, Thurgood	Billins, Michael	(754) 322-7000	754-322-7007	954-261-2682
MS 02	Parkway Middle	Mattair, Bradford	(754) 322-4000	754-322-4016	954-588-5997
ES 07	Rock Island Elementary	Cormic Priester	(754) 322-8300	754-322-8315	754-204-5671
ES 03	Sunland Park Academy	Bailey, Sharonda	(754) 322-8550	754-322-8570	954-410-1035
ES 07	Westwood Heights Elementary	Stewart, Georgia	(754) 323-7900	754-323-7922	954-997-0314
CS	Wingate Oaks Center	Gittelman, Julie	(754) 321-6850	754-321-6856	954-655-1011

EVERGLADES

Zone Director: Ernie Lozano		Office	Cell		
		754-321-3822	561-373-7329		
School	Principal	School Phone	Private No.	Cell Phone	
ES 06	Coconut Palm Elementary	Thelmas, Teresa	(754) 323-5050	754-323-5070	954-235-6947
ES 06	Coral Cove Elementary	Saban, Stephanie	(754) 323-7950	754-323-7979	954-830-5934
ES 06	Dolphin Bay Elementary	Nelson, Sandra	(754) 323-8000	754-323-8014	954-632-2833
HS 02	Everglades High	Darbar, Haleh	(754) 323-0500	754-323-0515	954-253-7884
MS 02	Glades Middle	Santana, Ricardo	(754) 323-4600	754-323-4685	954-205-1205
ES 06	Silver Lakes Elementary	Gilbert, Tammy	(754) 323-7400	754-323-7412	954-816-6750
ES 06	Silver Shores Elementary	Leff, Jonathan	(754) 323-7550	754-323-7579	754 264-3843 or
ES 06	Sunset Lakes Elementary	Crosby Goulette, Janice	(754) 323-7650	754-323-7676	954-336-4398

INNOVATIVE ZONES / DIRECTORS

FLANAGAN

Zone Director: David Hall

Office Cell
754-321-3820 954-258-1522

	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
HS 02	Flanagan, Charles W. High	Peters, Paula	(754) 323-0650	754-323-0656	847-769-2045
ES 10	Lakeside Elementary	May, Kathryn	(754) 323-6400	754-323-6405	954-868-1506
ES 10	Palm Cove Elementary	Elie, Priscille	(754) 323-6800	754-323-6820	954-681-7065
ES 10	Pasadena Lakes Elementary	Phelps, Janet	(754) 323-6900	754-323-6909	954-439-4304
ES 10	Pembroke Lakes Elementary	Wagner, Marsha M.	(754) 323-6950	754-323-6955	(954) 448-8218
ES 10	Pines Lakes Elementary	Sasse, Susan	(754) 323-7100	754-323-7106	954-393-8768
MS 02	Pines Middle	Campbell, Carlton	(754) 323-4000	754-323-4014	954-695-4844 or
ES 10	Silver Palms Elementary	Shearer, Irina	(754) 323-7450	(754) 323-7455	954-560-5136
MS 02	Young, Walter C. Resource	Osborn, Chip	(754) 323-4500	754-323-4505	954-629-9056

FORT LAUDERDALE

Zone Director: Mark Strauss

Office Cell
754-321-3832 954-801-6560

	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ES 05	Bayview Elementary	Frost, Tonya	(754) 322-5400	754-322-5415	954-465-1415
ES 05	Bennett Elementary	Smith, Danielle N.	(754) 322-5450	754-322-5455	954-478-3860
HS 02	Fort Lauderdale High	Brown, Erin	(754) 322-1100	754-322-1139	954-558-3833
ES 05	Harbordale Elementary	Bucolo, Theresa	(754) 323-6050	754-323-6056	954-258-4260
ES 08	North Side Elementary	Porcena, Heilange	(754) 322-7450	754-322-7454	954-303-8045
MS 02	Sunrise Middle	Michael Walker	(754) 322-4700	754-322-4722	954-817-9395
ES 03	Walker Elementary	Eligon, Tauri	(754) 322-8800	754-322-8805	954-552-2971
CS	Whiddon Rogers Education	Howard, Wylie	(754) 321-7550	754-321-7557	954-663-7463
ES 05	Wilton Manors Elementary	Holtz, Melissa	(754) 322-8950	754-322-8973	954-444-8252
ES 05	Young, Virginia S. Elementary	Felton, Cynthia	(754) 322-9050	754-322-9069	954-815-3090

HALLANDALE

Zone Director: Priscilla Ribeiro

Office Cell
754-321-3810 305-333-8857

	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ES 08	Colbert Elementary	Dorsett McLeod	(754) 323-5100	754-323-5135	954-818-7830
ES 10	Gulfstream Academy of	Freeman, Tarshe	(754) 323-5950	754-323-5956	305-467-6418
HS 01	Hallandale High	Howard, Mark	(754) 323-0900	(754) 323-0932	954-804-0639
ES 08	Lake Forest Elementary	Boyd, Sharon	(754) 323-6350	754-323-6354	954-309-6754
CS	Lanier-James Education	Clemon Jr., Bonnie	(754) 321-7350	754-321-7357	954-802-1498
MS 01	McNicol Middle	Gurreonero, Melissa	(754) 323-3400	754-323-3406	954-415-5822
ES 08	Watkins Elementary	Mendez, Lori	(754) 323-7800	754 323-7807	954-253-9226

HOLLYWOOD HILLS

Zone Director: Priscilla Ribeiro

Office Cell
754-321-3810 305-333-8857

	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
MS 01	Attucks Middle	Evans, Errol	(754) 323-3000	754-323-3020	954-802-4310
ES 08	Bethune Elementary	Latosha Williams	(754) 323-4900	754-323-4908	954-650-5278
ES 01	Davie Elementary	Anderson, Erik	(754) 323-5400	754-323-5424	954-258-9965

INNOVATIVE ZONES / DIRECTORS

ES 01	Driftwood Elementary	Christine Ringler	(754) 323-5450	754-323-5455	786-623-9283
MS 01	Driftwood Middle	Williams, Steven J.	(754) 323-3100	754-323-3105	954-558-7341
HS 01	Hollywood Hills High	Most, Daniel	(754) 323-1050	754-323-1062	954-683-0635
ES 01	Sheridan Hills Elementary	Campbell, Josetta	(754) 323-7300	754-323-7306	954-494-2419
ES 01	Sheridan Park Elementary	Carro, Jacqueline	(754) 323-7350	754-323-7355	954-290-3346
ES 01	Stirling Elementary	Arnaez, Jacqueline	(754) 323-7600	754-323-7605	954-444-8734
CS	The Quest Center	Laurent, Michelle	(754) 321-7500	754-321-7504	954-628-6776

MCARTHUR

		<u>Office</u>	<u>Cell</u>		
Zone Director: Sandra Shipman		754-321-3855	954-806-0110		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
MS 01	Apollo Middle	Aycock, Shawn	(754) 323-2900	754-323-2975	954-257-2984
ES 09	Boulevard Heights Elementary	Alejo, Juan	(754) 323-4950	754-323-4955	305-389-4238
ES 09	Hollywood Park Elementary	Menendez, Mari	(754) 323-6250	754-323-6255	305-979-0175
HS 01	McArthur High	Broomfield, Alfred	(754) 323-1200	754-323-1216	305-450-4662
ES 09	Orange Brook Elementary	O'Neal, Devon	(754) 323-6750	754-323-6756	954-684-6415
ES 09	Pembroke Pines Elementary	Bell, Natasha	(754) 323-7000	754-323-7004	954-309-6093
CS	Sheridan Technical College	Thomas A. Moncilovich	(754) 321-5400	754-321-5435	954-821-0988
CS	Sheridan Technical High	Moncilovich, Tom	(754) 321-7450	754-321-5435	954-821-0988
ES 09	West Hollywood Elementary	Palacios, Lina	(754) 323-7850	754-323-7855	954-478-4182

MIRAMAR

		<u>Office</u>	<u>Cell</u>		
Zone Director: Ernie Lozano		754-321-3822	561-373-7329		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
CS	Community School South	Faso, Brian	(754) 321-7600	754-321-7604	954-591-3404
ES 06	Fairway Elementary	Good, Katherine	(754) 323-5650	754-323-5655	954-275-7137
ES 06	Miramar Elementary	Schlissel, Joanne	(754) 323-6550	754-323-6562	954-651-1180
HS 02	Miramar High	Formoso, Maria	(754) 323-1350	754-323-1356	954-309-9387
MS 02	New Renaissance Middle	Morales, Janet	(754) 323-3500	754-323-3530	954-471-1344
ES 10	Perry, Annabel C. PK-8	Thomas Correll	(754) 323-7050	754-323-7056	954 826-3666
ES 06	Sea Castle Elementary	Rodriguez, Riquelme	(754) 323-7250	754-323-7258	954-383-3132
ES 06	Sunshine Elementary	(Patton) Aaron, Donna	(754) 323-7700	754-323-7704	954-591-5060
CS	Whispering Pines School	Gleason, Michael	(754) 321-7650	754-321-7657	954-249-5811

MONARCH

		<u>Office</u>	<u>Cell</u>		
Zone Director: Christine Semisch		754-321-3808	954-296-5440		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
MS 01	Lyons Creek Middle	Vernicca Wynter	(754) 322-3700	754-322-3731	954-562-5714
HS 01	Monarch High	Neer, James	(754) 322-1400	754-322-1405	954-899-6535
ES 04	Quiet Waters Elementary	Henning, Geoffrey	(754) 322-8100	754-322-8109	954-258-2813
ES 04	Tradewinds Elementary	Breslaw, Michael	(754) 322-8700	754-322-8705	954-328-0333
ES 04	Winston Park Elementary	Eggelletion, Carolyn	(754) 322-9000	754-322-9009	954-257-7400

INNOVATIVE ZONES / DIRECTORS

NORTHEAST

		<u>Office</u>	<u>Cell</u>		
Zone Director: Jermaine Fleming		754-321-3808	954-240-9831		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ES 05	Floranada Elementary	Balchaitis, Luke	(754) 322-6350	754-322-6362	
ES 05	Lloyd Estates Elementary	Allen, Shawn	(754) 322-6800	754-322-6806	954-646-0097
ES 05	North Andrews Gardens	Duhart, Catrice	(754) 322-7300	754-322-7306	954-651-7276
HS 02	Northeast High	Valachovic, Anthony	(754) 322-1550	754-322-1559	954-536-6555
ES 07	Oakland Park Elementary	Garcia, Michelle	(754) 322-7500	754-322-7505	561-723-3626
MS 02	Rickards Middle	Collado, Washington	(754) 322-4400	754-322-4422	954-309-3597

NOVA

		<u>Office</u>	<u>Cell</u>		
Zone Director: David Hall		754-321-3820	954-258-1522		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
CS	College Academy @ BCC	Haygood, Bardetta	(754) 321-6900	754-321-6933	954-303-4347
CS	McFatter, William T. Technical	Johnson, Jeanette	(754) 321-5700	754-321-5757	239-641-0091
ES 10	Nova Blanche Forman	Schwartz, Russell	(754) 323-6600	754-323-6620	954-803-3665
ES 10	Nova Eisenhower, Dwight D.	Tyghter, Angine	(754) 323-6650	754-323-6656	954-347-9503
HS 01	Nova High	Awofadeju, Olayemi	(754) 323-1650	754-323-1655	954-294-6025
MS 01	Nova Middle	Garranchan, Rayner	(754) 323-3700	754-323-3710	305-775-9132

PIPER

		<u>Office</u>	<u>Cell</u>		
Zone Director: Carletha Shaw-Rolle		754-321-3818	954-638-3671		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
MS 01	Bair Middle	Keietta Givens	(754) 322-2900	754-322-2914	305-260-9954
ES 02	Banyan Elementary	Miller, Eric	(754) 322-5350	754-322-5354	954-592-7065
ES 02	Discovery Elementary	Degreeff, Julie	(754) 322-9100	754-322-9108	954-494-5706
ES 02	Horizon Elementary	Thaddeus Smith	(754) 322-6450	754-322-6454	786-229-2394
ES 02	Nob Hill Elementary	Porter, Traci	(754) 322-7200	754-322-7224	
HS 01	Piper High	Hautigan, Marie	(754) 322-1700	754-322-1719	954-682-6556
ES 02	Sandpiper Elementary	LaChance, Camile	(754) 322-8450	754-322-8477	954-830-5215
ES 07	Village Elementary	Haynes, Wanda	(754) 322-8750	754-322-8755	954-649-0097
ES 02	Welleby Elementary	Frances Fuce-Ollivierre	(754) 322-8850	754-322-8865	954-805-0182
MS 01	Westpine Middle	Johnson, Christopher	(754) 322-4900	754-322-4921	954-240-2027

PLANTATION

		<u>Office</u>	<u>Cell</u>		
Zone Director: Estella Eckhardt		754-321-3832	954-257-3934		
	<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>
ES 02	Central Park Elementary	Coleman, Cherise	(754) 322-5700	754-322-5707	954-261-0699
ES 02	Mirror Lake Elementary	Veliz, Marlen	(754) 322-7100	754-322-7108	954-588-3319
ES 02	Peters Elementary	Susanna Deutsch	(754) 322-7900	754-322-7906	305-215-8849
HS 01	Plantation High	Bristol, Parinaz	(754) 322-1850	754-322-1856	561-414-6722
MS 01	Plantation Middle	Wilson, Sherri	(754) 322-4100	754-322-4118	954-707-2317
ES 02	Sawgrass Elementary	DeCotis, Stephen	(754) 322-8500	754-322-8520	954-675-9155

INNOVATIVE ZONES / DIRECTORS

SOUTH BROWARD

Zone Director: Kenneth King		<u>Office</u> 754-321-3854	<u>Cell</u> 954-815-1711		
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>	
ES 10	Beachside Montessori Village	Roberts, Vered	(754) 323-8050	754-323-8059	954-303-9572
ES 04	Collins Elementary	Jackson, Tracy	(754) 323-5150	754-323-5158	321-279-9431
ES 04	Dania Elementary	Jackson, Lewis	(754) 323-5350	754-323-5364	954-558-1810
CS	Henry D. Perry Education	Lockhart-Talley, Tracy	(754) 321-7050	754-321-7054	754-234-6449
ES 04	Hollywood Central Elementary	Decembert, Delicia	(754) 323-6150	754-323-6166	954-309-9403
ES 04	Hollywood Hills Elementary	Fossas, John	(754) 323-6200	754-323-6208	954-303-3620
ES 04	Oakridge Elementary	Aguilar, Eduardo U.	(754) 323-6700	754-323-6706	786-295-2282
MS 01	Olsen Middle	Harris, Valerie	(754) 323-3800	754-323-3866	561-926-0470
HS 01	South Broward High	Brown, Patricia	(754) 323-1800	754-323-1844	954-553-9047

SOUTH PLANTATION

Zone Director: Estella Eckhardt		<u>Office</u> 754-321-3832	<u>Cell</u> 954-257-3934		
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>	
ES 02	Meadowbrook Elementary	Levine, David	(754) 323-6500	754-323-6506	954-232-8033
CS	Pine Ridge Alternative Center	Brown, Henry	(754) 321-7250	754-321-7263	754-234-4177
ES 02	Plantation Elementary	Pitter, Judith	(754) 322-8000	754-322-8008	954-614-6358
ES 02	Plantation Park Elementary	Osgood, Ingrid	(754) 323-7150	754-323-7171	954 673 6526
MS 01	Seminole Middle	Marlow, Kathryn	(754) 323-4200	754-323-4208	954-650-4948
HS 01	South Plantation High	Henschel, Christine	(754) 323-1950	754-323-2004	954-806-0272
ES 02	Tropical Elementary	Schneider, Robert	(754) 323-7750	754-323-7757	954-801-0209

STONEMAN DOUGLAS

Zone Director: Saemone Hollingsworth		<u>Office</u> 754-321-3820	<u>Cell</u> 954-868-4358		
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>	
MS 01	Coral Springs Middle	La Rosa, Sara	(754) 322-3000	754-322-3005	954-445-6706
ES 01	Country Hills Elementary	Ortega, Nicole	(754) 322-5950	754-322-5957	631-312-1678
ES 01	Eagle Ridge Elementary	Redshaw, Rick	(754) 322-6300	754-322-6306	954-621-7777
ES 01	Heron Heights Elementary	Weiss-Schnur, Merideth	(754) 322-9150	754-322-9150	954-410-3847
ES 01	Park Trails Elementary	Arlene Manville	(754) 322-7800	754-322-7820	954-298-6274
ES 01	Riverglades Elementary	Seltzer, Jo-Anne	(754) 322-8200	754-322-8205	954-347-6834
HS 01	Stoneman Douglas High	Kefford, Michelle	(754) 322-2150	754-322-2212	954-336-2956
MS 01	Westglades Middle	Matthew Bianchi	(754) 322-4800	754 322-4805	954-829-1162

STRANAHAN

Zone Director: Mark Strauss		<u>Office</u> 754-321-3832	<u>Cell</u> 954-801-6560		
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>	
ES 05	Croissant Park Elementary	Allison, Michelle	(754) 323-5300	754-323-5308	954-551-1526
ES 05	Foster, Stephen Elementary	Grimaldo, Ricardo	(754) 323-5750	754-323-5755	954-610-1293
MS 02	New River Middle	Wessinger, Melinda	(754) 323-3600	754-323-3636	954-448-5495
ES 05	North Fork Elementary	Robinson, Lavina	(754) 322-7350	754-322-7373	954-692-4915
ES 05	Riverland Elementary	Gil, Oslay	(754) 323-7200	754-323-7208	561-702-1970

INNOVATIVE ZONES / DIRECTORS

CS	Seagull School	Lee, Kelvin P.	(754) 321-7300	754-321-7323	954-558-1943
HS 02	Stranahan High	Padura, Michelle	(754) 323-2100	754-323-2134	954-803-2288

TARAVELLA

		<u>Office</u>	<u>Cell</u>		
Zone Director: Saemone Hollingsworth		754-321-3820	954-868-4358		
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>	
ES 01	Challenger Elementary	Zdanowicz, Tara	(754) 322-5750	754-322-5757	954-609-3897
ES 01	Maplewood Elementary	Itty, Leena	(754) 322-6850	754-322-6880	954-614-9382
MS 01	Millennium 6-12 Collegiate	Baugh, Francine	(754) 322-3900	754-322-3928	954-804-7519
ES 01	Ramblewood Elementary	Ibarrondo, Dacyany	(754) 322-8150	754-322-8157	305-546-7339
MS 01	Ramblewood Middle	Andrew, Kirk	(754) 322-4300	754-322-4344	954-471-6525
ES 01	Riverside Elementary	Sheib, Sabrina	(754) 322-8250	754-322-8262	954-261-0451
ES 01	Tamarac Elementary School	Garrick, Richard Mark	(754) 322-8600	754-322-8603	954 655 7090
HS 01	Taravella, J.P. High	De Armas, Marietta	(754) 322-2300	754-322-2325	954-325-4719

WEST BROWARD

		<u>Office</u>	<u>Cell</u>		
Zone Director: Todd LaPace		754-321-3810	954-806-7384		
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>	
ES 10	Chapel Trail Elementary	Suarez, Susan	(754) 323-5000	754-323-5020	786-351-5623
ES 10	Hawkes Bluff Elementary	Cunningham, Melinda	(754) 323-6100	754-323-6106	954-299-8829
ES 10	Panther Run Elementary	Saef, Elaine	(754) 323-6850	754-323-6870	954-931-3871
MS 02	Silver Trail Middle	Frazier, Steve	(754) 323-4300	754-323-4306	954-812-0127
HS 02	West Broward High School	Fatout, Brad	(754) 323-2600	754-323-2611	954-683-3552

WESTERN

		<u>Office</u>	<u>Cell</u>		
Zone Director: Mark Narkier		754-321-3854	954-592-2454		
<u>School</u>	<u>Principal</u>	<u>School Phone</u>	<u>Private No.</u>	<u>Cell Phone</u>	
ES 03	Flamingo Elementary	Bullock, Philip	(754) 323-5700	754-323-5707	954-303-4601
ES 03	Fox Trail Elementary	Burgess, Lynn	(754) 323-5800	754-323-5842	732-567-5908
MS 02	Indian Ridge Middle	Murray, Ian	(754) 323-3300		954-326-7312
ES 03	Silver Ridge Elementary	Vetter, John	(754) 323-7500	754-323-7507	954-632-1446
HS 02	Western High	Arrojo, Jimmy	(754) 323-2400	754-323-2413	954-591-9746

**FEDERAL EMERGENCY MANAGEMENT ASSOCIATION (FEMA)
CONSIDERATION FOR REIMBURSEMENT**

1. Any School Board employee, including those covered in Exhibit "A" of this manual (page 119), that satisfies **both** of the following conditions should fill out the form located on page 110 of this manual.
 - a. The employee worked *prior to, during, or after* a declared emergency.
 - b. The "work" is conducted *before or after normal work hours*.

"Work" includes any measures taken before a storm to protect the site, buildings, or equipment, etc.

"Work" also includes any measures taken after a storm to prevent additional damage or conduct clean up or repair, etc.

Only work that is conducted before or after normal work hours can be considered for compensation.

2. Tasks performed area should include those items listed in the **Tasks for Emergency Period following a Storm List**.
3. Forward the completed form to the Payroll Department for processing and send a copy to the Manager, Emergency Management.

SAMPLE (UNOFFICIAL) TIME SHEET FOR DECLARED EMERGENCY ADDITIONAL PAY
HURRICANE (NAME)**

Pre-Storm Preparations: Effective after employee's work schedule on Date: _____, until Date: _____, Time: _____
****Declared Emergency Period:** Effective starting Date: _____, Time: _____ through Date: _____, Time: _____
PRE-STORM PREPARATION AND POST STORM RESPONSE WORK ONLY

School/Department Name: _____ 4-Digit Org #: _____

Directions: One Form Per Person

1. **DO NOT SEND THIS FORM FOR APPROVAL. FOR DATA COLLECTION AT SITE USE ONLY.**
2. Once collected, enter all data directly into the Payroll Database for this storm under:
Pre/Post Event: **EMPLOYEES FOR STORM PREP OR STORM RECOVERY.**
3. Print forms directly from the database for administrative and Cabinet Member approval and signatures.

PN#	Employee Name	HOME SCHOOL LOC# & NAME	Position Title

DATE	START TIME	END TIME	***EMERGENCY RELATED ESSENTIAL TASKS PERFORMED	EMP INIT	DATE	START TIME	END TIME	***EMERGENCY RELATED ESSENTIAL TASKS PERFORMED	EMP INIT

***EMERGENCY RELATED ESSENTIAL TASKS PERFORMED: SEE APPROVED TASK LIST.
 MULTIPLE TASKS PERFORMED ON A SINGLE DATE MAY BE LISTED ON SEVERAL LINES. BREAK DOWN BY TIMES PERFORMED.**

****Eligibility for ADDITIONAL PAY during the Declared Emergency Period is limited to employees who were directed to return to work in order to perform essential tasks/services and authorized by the responsible administrator and SLT member. For further information, please refer to the Hurricane _____ Compensation/Provision Procedures and Guidelines accessible at www.broward.k12.fl.us/employeerelations.**

***See APPROVED TASK LIST document (next page in manual)

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Essential Tasks for Emergency Period – NON-SHELTER DUTY	
Facility Staff – Non-Shelter Functions	
Pre-Storm	Post Storm
<ul style="list-style-type: none"> Preparing facility for approaching storm 	<ul style="list-style-type: none"> Provide control access to facility, coordinate initial and security inspections, monitor work of utility and contract vendors.
	<ul style="list-style-type: none"> Clear palm fronds, small branches, dangerous debris for pick up.
	<ul style="list-style-type: none"> Restore facility and systems to pre-storm conditions.
Food and Nutrition Services – Non-Shelter Functions	
Pre-Storm	Post Storm
<ul style="list-style-type: none"> Conference calls – Emergency Response and Coordination of District Emergency Services 	<ul style="list-style-type: none"> Conference calls – Emergency Response and Coordination of District Emergency Services
<ul style="list-style-type: none"> Food Transfers-General 	<ul style="list-style-type: none"> Food Transfers-General
	<ul style="list-style-type: none"> Identify Kitchen Operations Safety Concerns
	<ul style="list-style-type: none"> Monitor Freezer Temps to prevent Food Loss
	<ul style="list-style-type: none"> Food Loss Disposal and Cleaning
	<ul style="list-style-type: none"> Restore Kitchen Systems
PPO, Facilities, Becon, IT, Non-Shelter Functions	
Pre-Storm	Post Storm
<ul style="list-style-type: none"> Conference calls – Emergency Response and Coordination of District Emergency Services 	<ul style="list-style-type: none"> Conference calls – Emergency Response and Coordination of District Emergency Services
<ul style="list-style-type: none"> Prepare sites for approaching storms 	<ul style="list-style-type: none"> Identify safety concerns for school occupancy: flooding, accessibility, down electric wires, broken water lines, gas lines, dangerous debris
<ul style="list-style-type: none"> Remove canopies 	<ul style="list-style-type: none"> Clear palm fronds, small branches, dangerous debris for pick up.
<ul style="list-style-type: none"> Check generator operations and fuel levels 	<ul style="list-style-type: none"> Check/Restore Kitchen equipment and systems
<ul style="list-style-type: none"> Secure construction materials/equipment 	<ul style="list-style-type: none"> Restore canopies
<ul style="list-style-type: none"> Prepare pool areas 	<ul style="list-style-type: none"> Restore A/c, Fire Alar, elect and gas systems
<ul style="list-style-type: none"> Clean gutters, roof drains 	<ul style="list-style-type: none"> Restore Dumpsters
<ul style="list-style-type: none"> Secure athletic equipment 	<ul style="list-style-type: none"> Check generator operations and fuel levels
<ul style="list-style-type: none"> Remove or secure equipment 	<ul style="list-style-type: none"> Temporary repairs
<ul style="list-style-type: none"> Remove flags, banners 	<ul style="list-style-type: none"> Restore buses, white fleet to pre-storm locations. Check buses for safe operations
<ul style="list-style-type: none"> Secure bleachers 	<ul style="list-style-type: none"> Restore pool systems
	<ul style="list-style-type: none"> Restore bleachers
	<ul style="list-style-type: none"> Repair Interior water damage
Emergency Management Group	
Pre-Storm	Post Storm
<ul style="list-style-type: none"> EOC Duty 	<ul style="list-style-type: none"> EOC Duty
<ul style="list-style-type: none"> Emergency Response and Coordination 	<ul style="list-style-type: none"> Emergency Response and Coordination
IT Department	
Pre-Storm	Post Storm
<ul style="list-style-type: none"> Disconnect computer systems 	<ul style="list-style-type: none"> Restore Computer Systems
<ul style="list-style-type: none"> Prepare site for approaching storm 	<ul style="list-style-type: none"> Restore phone systems
TSSC Duty	
Pre-Storm	Post Storm
<ul style="list-style-type: none"> Monitor Critical systems at TSSC for District Continuity of Operations 	
Warehouse	
Pre-Storm	Post Storm
<ul style="list-style-type: none"> Deliver Shelter Supplies 	<ul style="list-style-type: none"> Deliver Shelter Supplies
<ul style="list-style-type: none"> Deliver General Supplies 	<ul style="list-style-type: none"> Deliver General Supplies
Innovative Learning	
<ul style="list-style-type: none"> Provide web site for storm related information and updates during the storm for students. 	
ESOL Department	
<ul style="list-style-type: none"> Translate informative storm messages into appropriate languages for all stakeholders 	
SHELTER DUTY	
<ul style="list-style-type: none"> Shelter Operations – Identify role: Facility Manager or Shelter Worker 	

SAMPLE (UNOFFICIAL) TIME SHEET FOR DECLARED EMERGENCY ADDITIONAL PAY
HURRICANE (NAME)**

SHELTER DUTY ONLY: LOC. # _____ FACILITY NAME _____

****Declared Emergency Period:** Effective starting Date: _____, Time: _____, through Date: _____, Time: _____

SHELTER OPEN DATE: _____ TIME: _____ SHELTER CLOSE DATE: _____ TIME: _____

***DO NOT SEND THIS FORM FOR APPROVAL. FOR DATA COLLECTION AT SITE USE ONLY.**

Enter all data directly into the Payroll Database for this storm. Print forms directly from the database for administrative and Cabinet Member approval and signatures. **USE ONE FORM PER PERSON.**

PN#	Employee Name	HOME SCHOOL LOC# & NAME	Position Title	*SHELTER OPERATIONS ROLE

DATE	START TIME	END TIME	EMP INIT	DATE	START TIME	END TIME	EMP INIT

FACILITY MANAGER NAME (PRINT)	FACILITY MANAGER SIGNATURE	DATE
--------------------------------------	-----------------------------------	-------------

Facility Manager Signature indicates the SBBC employee was present and available for shelter duty during the entire time(s) indicated on this form.

***Approved SHELTER OPERATION ROLES:**

Gen. Pop/Pet Friendly Shelters: Facility Manager (2), Shelter Workers (8), Facility Service Persons (2), PPO Technician (1), Café Manager (1), Café Worker (2)

Special Needs Shelters: Facility Manager (2), Shelter Workers (4), Facility Service Persons (4), PPO Technician (3), Café Manager (1), Café Worker (4)

GENERATOR USE REIMBURSEMENT

The Federal Emergency Management Agency (FEMA) has determined that school districts shall receive funding reimbursement for generator usage during declared emergencies.

To receive this funding, each school within the district must submit the Generator Log Form found on the next page.

EMERGENCY GENERATOR REIMBURSEMENT FORM
(Please print legibly)

Incident: _____

School Name: _____

Area: _____ Location #: _____

CHECK THE FUEL LEVEL OF YOUR GENERATOR .

CHECK HERE if there is NO Generator at your facility.

Check the entry of hours located on the generator log posted in a plastic sleeve on the transfer switch in the generator room and provide the following information (Note: some larger schools have two (2) generators).

GENERATOR 1 Located in FISH Number: _____ Fuel Level: _____

BEFORE STORM

Reading ON generator hour meter before storm.

IF NOT AVAILABLE, Last entry of generator hour meter reading recorded prior to date of storm arrival (from log sheet). _____

Date Recorded: _____

AFTER STORM

Current generator #1 hour meter reading: _____

Date Recorded: _____

GENERATOR 2 Located in FISH Number: _____ Fuel Level: _____

BEFORE STORM

Reading ON generator hour meter before storm.

IF NOT AVAILABLE, Last entry of generator hour meter reading recorded prior to date of storm arrival (from log sheet). _____

Date Recorded: _____

AFTER STORM

Current generator #2 hour meter reading: _____

Date Recorded: _____

**Please scan and email the completed form to the Emergency Management Mailbox in Outlook
emergency.management@browardschools.com**

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KEY PERSONNEL

<u>Name</u>	<u>Office Phone</u>	<u>Cell Phone</u>
ROBERT W. RUNCIE SUPERINTENDENT OF SCHOOLS	754-321-2600	
Al Alexis ASSISTANT DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3636	954-309-4149
Rolando Alvarez, TA EXECUTIVE DIRECTOR, STUDENT TRANSPORTATION & FLEET SERVICES	754-321-4402	954-651-7935
Sam Bays DIRECTOR, PHYSICAL PLANT OPERATIONS	754-321-4634	954-804-9981
Chris Bolden ASSISTANT DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3636	954-608-8010
Donna Boruch COORDINATOR, CHIEF SCHOOL PERFORMANCE & ACCOUNTABILITY	754.321.3636	
Marcia Bynoe DIRECTOR, COORDINATED STUDENT HEALTH SERVICES	754-321-1575	954-778-4484
Shawn Cerra DIRECTOR, ATHLETICS & STUDENT ACTIVITIES	754-321-2551	954-232-6505
Mary, Coker DIRECTOR, PROCUREMENT & WAREHOUSING SERVICES	754-321-0518	954-684-0758
Sonja Coley MANAGER, CONSTRUCTION, FACILITIES AND CONSTRUCTION MANAGEMENT	754-321-1520	954-249-4131
Dr. Fabian Cone , TEACHER PROFESSIONAL LEARNING & GROWTH	754-321-5018	954-632-4141
Daryl Diamond DIRECTOR, ACADEMICS/INNOVATIVE LEARNING	754-321-2630	954-253-1147
Mark Dorsett EXECUTIVE DIRECTOR, PHYSICAL PLANT OPERATIONS	754-321-2804	954-562-6811
Diane Eagan		
Estella Eckhardt DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3832	954-257-3934
Jermaine Fleming DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3808	954-296-3952

**NP = NON PUBLISHED
NA = NOT APPLICABLE**

KEY PERSONNEL

<u>Name</u>	<u>Office Phone</u>	<u>Cell Phone</u>
Dr. Angela Fulton DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3812	954-801-0988
Tina Geddis DISPATCHER, STRATEGY & OPERATIONS	754-321-4029	954-501-9853
Frank Girardi EXECUTIVE DIRECTOR, FACILITIES AND CONSTRUCTION MANAGEMENT	754-321-1525	954-249-4213
Daniel Gohl CHIEF ACADEMIC OFFICER, OFFICE OF ACADEMICS	754-321-2618	954-648-4035
Shernette Grant DIRECTOR, PORTFOLIO SERVICES	754-321-2072	954-955-8386
David Hall DIRECTOR, OFFICE OF SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3820	954-258-1522
Bob Hamberger CHIEF BUILDING OFFICIAL, BUILDING DEPARTMENT	754-321-4810	954-804-9972
Jacquelyn Haywood DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3812	954-261-5633
Aston Henry DIRECTOR, RISK MANAGEMENT	754-321-1900	954-254-3020
Veda Hudge DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3625	954-292-5250
Angela M. Iudica DIRECTOR, HEAD START/EARLY INTERVENTION	754-321-2557	954-448-3036
Joris Jabouin CHIEF AUDITOR, CHIEF AUDITOR'S OFFICE	754-321-2400	954-595-9114
Scott Jarvis ASSISTANT DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3636	954-802-3152
Davida Johnson DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3832	954-494-1724
Brian Katz CHIEF SAFETY, SECURITY & EMERGENCY PREPAREDNESS OFFICER, SAFETY, SECURITY & EMERGENCY PREPAREDNESS	754.321.2655	954.296.9183
Phil Kaufold TASK ASSIGNED, DIRECTOR, CONSTRUCTION, FACILITIES AND CONSTRUCTION MANAGEMENT	754-321-1532	954-591-5676

**NP = NON PUBLISHED
NA = NOT APPLICABLE**

KEY PERSONNEL

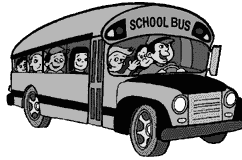
<u>Name</u>	<u>Office Phone</u>	<u>Cell Phone</u>
LTC Kenneth Greene COORDINATOR JROTC, ATHLETICS & STUDENT ACTIVITIES	754-322-0301	703-203-6242
Kenneth King DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3854	954-815-1711
Craig Kowalski CHIEF, SPECIAL INVESTIGATIVE UNIT	754.321.0735	954.931.0715
Todd LaPace DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3810	954-806-7384
Susan Leon DIRECTOR, PROFESSIONAL DEVELOPMENT STANDARDS & SUPPORT	754-321-5006	954-257-6768
Ernie Lozano DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3822	561-373-7329
Judith Marte CHIEF FINANCIAL OFFICER, FINANCIAL MANAGEMENT	754-321-1990	954-260-8139
Dildra Martin-Ogburn DIRECTOR, BENEFITS & EMPLOYMENT SERVICES	754-321-3108	954-253-3009
Shelley Meloni DIRECTOR, PRE-CONSTRUCTION, FACILITIES AND CONSTRUCTION MANAGEMENT	754-321-1515	954-249-4441
Jeffrey Moquin CHIEF OF STAFF, SUPERINTENDENT'S OFFICE	754-321-2650	954-401-2979
Mary Mulder DIRECTOR, FOOD AND NUTRITION SERVICES	754-321-0215	954-803-8671
Mark Narkier DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3854	954-592-2454
Tracey Neal EXEC. DIR., ENTERPRISE RISK AND EMERG PREP., SAFETY, SECURITY & EMERGENCY PREPAREDNESS	754-321.1900	954.224.0416
Maria Perez DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3854	
Rick Reynolds DIRECTOR/GENERAL MANAGER, BECON	754-321-1000	954-309-9887
Priscilla Ribeiro DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3810	305-333-8857

**NP = NON PUBLISHED
NA = NOT APPLICABLE**

KEY PERSONNEL

<u>Name</u>	<u>Office Phone</u>	<u>Cell Phone</u>
Roger Riddlemoser DIRECTOR, ENVIRONMENTAL HEALTH & SAFETY	754-321-4200	954-328-4371
Xenia Santiago STUDENT ACTIVITIES LIAISON, ATHLETICS & STUDENT ACTIVITIES	754-321-1204	954-955-3163
Christine Semisch DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3808	954-296-5440
Carletha Shaw-Rolle DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3818	954-638-3671
Sandra Shipman DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3855	954-806-0110
Victoria Stanford, TA CHIEF FIRE OFFICIAL, OFFICE OF THE CHIEF FIRE OFFICIAL	754-321-4884	954-240-5957
Victoria Stanford MANAGER, EMERGENCY MANAGEMENT	754-321-1909	954-240-5957
Alan Strauss CHIEF HUMAN RESOURCES AND EQUITY OFFICER, OFFICE OF THE CHIEF RESOURCES AND EQUITY OFFICER	754-321-3810	954-347-3990
Mark Strauss DIRECTOR, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3832	954-801-6560
John Sullivan, TA CHIEF PORTFOLIO SERVICES OFFICER, PORTFOLIO SERVICES	754-321-2100	
Dr. Valerie Wanza CHIEF SCHOOL PERFORMANCE & ACCOUNTABILITY OFFICER, SCHOOL PERFORMANCE & ACCOUNTABILITY	754-321-3827	954-415-2609
Maurice Woods CHIEF STRATEGY & OPERATIONS OFFICER, STRATEGY & OPERATIONS	754-321-2610	954-401-3798

**NP = NON PUBLISHED
NA = NOT APPLICABLE**



Post Storm Top 10 Tips for School Bus Stop Safety

1. Wear light colored clothes to bus stops for high visibility since power and lighting is limited.
2. Use flash lights and other light devices on the way to the bus stop. Do not use candles.
3. Cross streets only at corners, if possible.
4. Do not cross streets in between piles of debris to avoid visibility problems with oncoming vehicles.
5. Do not play in or with piles of debris.
6. Leave early. For added safety, a parent should accompany children to the bus stop.
7. If your bus stop is located mid-block, do not cross the street until after the bus comes to a complete stop, the stop signs and lights on the bus are activated, and oncoming traffic stops.
8. Avoid any downed power lines.
9. If your bus stop is blocked by debris, please go to the closest clear area and flag the bus driver down.
10. Please allow at least 30 minutes for late school buses if traffic congestion and road conditions are an issue. The following phone numbers can be called for late school buses weekdays from 7:00 a.m. to 7:00 p.m.
 - South Area: 754-321-4100
 - Central West: 754-321-4160
 - Central: 754-321-4480
 - North: 754-321-4000
 - North West: 754-321-4050

Remember! Please be patient and flexible during this time.

Additional information about Broward County Schools can be obtained from the following sources:

<http://www.browardschools.com> Comcast Channel 19 (BECON)

Rumor Control Hotline (754) 321-0321

POST HURRICANE SAFETY TIPS FOR SCHOOL WALK-ROUTES

The Manager, Emergency Management in conjunction with the Broward County Fire Chiefs, Police Chiefs, and BSO has worked together to develop the following safety tips:

1. In the event school speed limit signs are down and yellow lights will not be working. Please observe 15 MPH speed limit when students are present around schools and school crossings.
2. Please consider any traffic signals that are completely out as 4-Way Stops.
3. Intersections with yellow or red flashing lights need to be adhered to.
4. Recommend all parents to conduct a pre-walk/pre-drive to their neighborhood school and, if needed, come up with a safer route.
5. Prior to school opening, report any unsafe walk areas to the Broward County Emergency Hotline at (954) 831-4000 or 311 where it will be forwarded to the appropriate agency.
6. Avoid any downed power lines.
7. Anticipate delays in bus stop pick-ups and drop-offs due to traffic congestion and road conditions.
8. Yield Right-of-Way to all school crossing guards and others in marked school crossings that are assisting children crossing streets.
9. School speed limits will be strictly enforced in areas adjacent to school sites and school crossings.
10. In areas where power is out, provide students with flash lights or other light devices for their walk route to early bus stop pick-ups (do not use candles).
11. Do not cross streets in-between piles of debris to avoid visibility problems.
12. Cross streets only at corners.
13. Do not play in or with piles of debris.
14. Parents should get together and set up car pools.
15. If children come across a hazard on the way to school, report the hazard to a school crossing guard, police officer, or school staff.
16. Leave early to allow plenty of travel time.

EXHIBIT A

BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: PR-114

PAGE: 1 OF 5

DATE: August 9, 2010

SUBJECT: EMERGENCY PAY PROCEDURES

GENERAL:

The purpose of this bulletin is to outline the procedure for paying employees who were either authorized or called back to work during a declared emergency period. An emergency is declared by the Superintendent or his/her designee or the Board when a condition out of the control of the Board occurs, such as a hurricane, tornado, windstorm, flood or any other act of nature or mankind. Employees who are required or called back to work during a declared emergency period will be compensated at the "emergency pay" rate stated in their bargaining unit contract in effect at the time of the emergency or as determined by the Superintendent and/or Associate Superintendent of Human Resources. The start and end dates of the declared emergency period are determined by the State or the Superintendent or his/her designee. Declared periods may be extended for certain groups of employees depending upon the severity of the emergency.

AUTHORIZATION TO WORK

Only employees who were authorized or called back to work by their Principals/Directors, Executive Leadership Team member or the Superintendent will receive compensation for hours worked during a declared emergency. Employees who receive authorization or were called back to work must follow the call back procedures when reporting to work during a declared emergency unless directed otherwise by their Principal/Department Head, their Executive Leadership Team member or the Superintendent.

APPROVAL PROCESS

All employees who were authorized or called back to work during a declared emergency must complete an emergency timesheet. All timesheets must be approved and signed by the appropriate administrator and/or Executive Leadership Team member prior to time entry or payment of the hours. Emergency hours must be documented and approved prior to following the time entry instructions.

EMERGENCY TIMESHEETS/DAILY ACTIVITY REPORT

Emergency Timesheets must be used to document hours worked during a declared emergency. All employees who worked during a declared emergency must complete an Emergency Timesheet within 5 days after the work is performed. Copies of completed and approved timesheets must be distributed as follows prior to time entry:

- (1) Original kept at the location for auditing purposes
- (2) Copy sent to Payroll for payroll purposes
- (3) Copy sent to the Safety Department for emergency expenditure tracking purposes.

Supersedes: NA: New Business Practice Bulletin	Issued By: ERP Department
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EXHIBIT B: Statewide Mutual Aid Agreement

AGENDA REQUEST THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Meeting Date 06/18/02	Open Agenda Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Time Certain Request Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Agenda Item Number I-22
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TITLE:
Statewide Mutual Aid Agreement

REQUESTED ACTION:
Approve this Agreement with the State of Florida Department of Community Affairs to provide reciprocal assistance during times of Disaster.

SUMMARY EXPLANATION AND BACKGROUND:
The State of Florida Department of Community Affairs Division of Emergency Management has the authority to coordinate assistance between local governments during emergencies. This agreement is used to designate applicants as a "participating party" and offers them the opportunity to request assistance from others in the mutual aid network.

This process has been informally in place for several years. Through participation in this program the district with increase effectiveness formalizing the process and adopt procedures for requesting assistance and securing reimbursement.

This agreement is approved as to form by School Board Attorney

MAJOR SYSTEM GOALS:
 Goal One: All students will achieve at their highest potential.
 Goal Two: All schools will have equitable resources.
 Goal Three: All operations of the school system will support and align with student achievement and needs.
 Goal Four: All stakeholders will work together to build a better school system.

FINANCIAL IMPACT:
There is no financial impact to the school board.

EXHIBITS: (List)
 1. Agreement
 2. Statewide Mutual Aid Agreement Form A
 3. Statewide Mutual Aid Agreement Form B
 4. Statewide Mutual Aid Agreement Form C
 5. SMAA County Schools Approved

BOARD ACTION: APPROVED	SOURCE OF ADDITIONAL INFORMATION: Jerry Graziouse 954-765-6300
<small>(For Official School Board Records' Office Only)</small>	Name Phone

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
 DIVISION OF COMMUNICATIONS, STRATEGIC PLANNING & COMMUNITY RELATIONS
 DR. NANCY G. TERREL, ASSISTANT SUPERINTENDENT

Approved in Open Board Meeting on: **JUN 18 2002**
 By: Robert D. Parker School Board Chairperson

Revised 7-03-2000
 FT/NGT/MMeyers-Kershaw

EXHIBIT C

FLORIDA STATE STATUTE

PUBLIC SHELTER SPACE

FSS 252.38 (1) (d) (d) During a declared state or local emergency and upon the request of the director of a local emergency management agency, the district school board or school boards in the affected area shall participate in emergency management by providing facilities and necessary personnel to staff such facilities. Each school board providing transportation assistance in an emergency evacuation shall coordinate the use of its vehicles and personnel with the local emergency management agency.

252.385 Public shelter space. -- (1) It is the intent of the Legislature that this state not have a deficit of safe public hurricane evacuation shelter space in any region of the state by 1998 and thereafter.

(2)(a) The division shall administer a program to survey existing schools, universities, community colleges, and other state-owned, municipally owned, and county-owned public buildings and any private facility that the owner, in writing, agrees to provide for use as a public hurricane evacuation shelter to identify those that are appropriately designed and located to serve as such shelters. The owners of the facilities must be given the opportunity to participate in the surveys. The state university boards of trustees, district school boards, community college boards of trustees, and the Department of Education are responsible for coordinating and implementing the survey of public schools, universities, and community colleges with the division or the local emergency management agency.

(b) By January 31 of each even-numbered year, the division shall prepare and submit a statewide emergency shelter plan to the Governor and Cabinet for approval, subject to the requirements for approval in s. 1013.37(2). The plan shall identify the general location and square footage of special needs shelters, by regional planning council region, during the next 5 years. The plan shall also include information on the availability of shelters that accept pets. The Department of Health shall assist the division in determining the estimated need for special needs shelter space and the adequacy of facilities to meet the needs of persons with special needs based on information from the registries of persons with special needs and other information.

(3) The division shall annually provide to the President of the Senate, the Speaker of the House of Representatives, and the Governor a list of facilities recommended to be retrofitted using state funds. State funds should be maximized and targeted to regional planning council regions with hurricane evacuation shelter deficits. Retrofitting facilities in regions with public hurricane evacuation shelter deficits shall be given first priority and should be completed by 2003. All recommended facilities should be retrofitted by 2008. The owner or lessee of a public hurricane evacuation shelter that is included on the list of facilities recommended for retrofitting is not required to perform any recommended improvements.

(4)(a) Public facilities, including schools, postsecondary education facilities, and other facilities owned or leased by the state or local governments, but excluding hospitals, hospice care facilities, assisted living facilities, and nursing homes, which are suitable for use as public hurricane evacuation shelters shall be made available at the request of the local emergency management agencies. The local emergency management agency shall coordinate with these entities to ensure that designated facilities are ready to activate prior to a specific hurricane or disaster. Such agencies shall coordinate with the appropriate school board, university, community college, state agency or local governing board when requesting the use of such facilities as public hurricane evacuation shelters.

FSS 1013.372 (1) The Department of Education shall, in consultation with boards and county and state emergency management offices, include within the standards to be developed under this subsection public shelter design criteria to be incorporated into the Florida Building Code. The new criteria must be designed to ensure that appropriate new educational facilities can serve as public shelters for emergency management purposes. A facility, or an appropriate area within a facility, for which a design contract is entered into after the effective date of the inclusion of the public shelter criteria in the code must be built in compliance with the amended code unless the facility or a part of it is exempted from using the new shelter criteria due to its location, size, or other characteristics by the applicable board with the concurrence of the applicable local emergency management agency or the Department of Community Affairs. Any educational facility located or proposed to be located in an identified category 1, 2, or 3 evacuation zone is not subject to the requirements of this subsection. If the regional planning council region in which the county is located does not have a hurricane evacuation shelter deficit, as determined by the Department of Community Affairs, educational facilities within the planning council region are not required to incorporate the public shelter criteria.

PREPARING SCHOOL AND DISTRICT SITES FOR THE STORM

Prior to June 1 of each year, please assign staff to be responsible for the items listed below. *Please review this list prior to each storm event.*

- A. *Before your school closes for a hurricane event*, update the message on your answering machines to include
1. District's Hot Line Number (754) 321-0321
 2. Broward County Hurricane Hot Line Number (954) 831-4000.

This action will forward callers to the proper channels for up-to-date emergency information during the storm and will prevent phone calls from flooding the District's Security Operations Center.

- B. All District staff personnel involved in emergency school operations:
1. Keep your cell phones turned on and as fully charged as possible.
 2. Carry your spare battery and phone chargers with you at all times.
 3. Activate your cellular phone message receiving service.
 4. Have at least one *regular basic telephone* (non-portable) that is *not* connected to an answering machine or cable service available. This is to guarantee phone service for as long as the phone system is operating, even if electrical power fails.
 5. Update emergency contact numbers for all personnel who will be involved in emergency school operations. Forward the information to the Manager, Emergency Management at (754) 321-1917 (fax). Call the Manager, Emergency Management at (754) 321-1900 if you need assistance.
- C. Each site should assign responsible personnel to perform the following tasks:
1. If there is construction at your school or District site, contact your Project Manager to implement tie down procedures.
 2. Elevators should be sent to the second floor or higher. Turn off the power by the main line disconnect located in the elevator equipment room. AFTER THE STORM: If there is any water damage, have the unit checked out before re-energizing.
 3. Check the fuel level of your generator(s).
 4. Hatch bolts on double glass doors in the lock down position.
 5. Lock down roof hatches.
 6. Latch down/lock down windows designated as second means of egress.
 7. All objects that may be blown about by the wind should be taken into the building (such as traffic cones, garbage cans, outdoor furniture, etc.). Anchor objects that cannot be brought inside. Also, check building roofs for loose objects.
 8. Clean out all gutters and roof drains.
 9. Rollup windscreen on fencing and secure to top rail/bottom rail of fence. Remove and store soccer goals and all track and field equipment. Drop batting cage netting to ground. Take down and store baseball backstop, soccer goals, and outfield netting.
 10. Secure small bleachers.
 11. Close the metal slatted louvers provided on the windows (if applicable to your school).
 12. Close and secure all windows (if applicable).
 13. Take down and properly store all cloth and/or non-permanent coverings from the exterior of the site, including those over playgrounds and food tents.
 14. Pools - (where applicable)
 - a. Lower the water level of your swimming pool one (1) foot to accommodate heavy rains, but do not drain it completely.
 - b. Add extra chlorine to the pool to prevent contamination.
 - c. Turn off electricity to pool equipment.
 11. Check fuel in generator and emergency lights (if applicable). FILL OUT GENERATOR LOG FORM.
 12. Check battery operated lights (if applicable).
 13. Remove lettering from school marquees.
 14. Make sure all exterior doors are closed and locked – especially double door Mechanical Rooms.
 15. Close gates to dumpster enclosure areas (if applicable).
 16. Secure all dumpster lids.
 17. Remove and store all flags, banners and vinyl signage attached to fencing i.e. advertisements.
 18. Schools with vehicles should park the vehicles next to a solid wall with no windows and away from trees. *Do not block any building doors.*
 19. Make sure the pallet of emergency supplies/materials is available and fully stocked.
 20. Computers - Refer to Emergency Procedures section on "Computers" for proper shut down procedures.
 21. Media Areas: Refer to Emergency Procedures section for proper shut down procedures for Media Centers.
 22. Computer Labs: Refer to Emergency Procedures section for proper shut down procedures for Computer Labs.
 23. All bleachers 48" high or greater must be anchored or secured. Bleachers lower than 48" must be secured, anchored, or brought into a protective area (gym, courtyard, etc).
 24. Place all milk and ice cream into an appropriate refrigerator and/or freezer that is connected to the school's emergency generator if the milk or ice cream cooler is not connected to the Emergency Generator.

BASIC STORM PREPARATION RECOMMENDATIONS FOR EMPLOYEE HOMES

PREPARING YOUR CAR:

1. "Comprehensive" auto coverage should protect your car from damage caused by a hurricane, including flood damage. But check with your agent to be sure you are adequately covered.
2. As you review your auto insurance, check to see whether you are covered for wind damage, and ask whether the policy will replace personal items in your car.
3. You may have to pay more for comprehensive coverage. You can save money by increasing the deductible.
4. Supplies for the trunk:
 - a. Spare tire, properly inflated.
 - b. Sturdy jack, in working order.
 - c. Bottled water – for drinking or overheated radiator.
 - d. Booster cables.
 - e. Basic tools, including screwdrivers, wrenches and a hammer.
 - f. Folding shovel, to dig you out of holes if you get stuck.
 - g. Flashlight and extra batteries.
 - h. Rain gear and extra clothes.
 - i. Emergency flares.
 - j. First-Aid Kit.

IMPORTANT PAPERS:

Long before a storm threatens, collect important documents and items. Put them into a waterproof container, then keep the container in a safe place, perhaps a safety deposit box. Here is a list of some paperwork and items to gather:

1. Identification, including birth certificates, driver's licenses, passports, visas, Social Security cards, voter registration cards and green cards, for all members of the family. If your neighborhood is damaged, you might need such identification to regain access to your property.
2. Insurance policies – homeowners, flood, life, medical, auto, boat, plane and any other documents that outline property insurance coverage.
3. Bank account records, Mortgage and other loan information.
4. Investment records, trusts, wills.
5. Employer benefit statements.
6. Bills.
7. Credit card statements.
8. Income tax records, including copies of past returns, proof of estimated tax payments.
9. Marriage certificates and divorce decrees.
10. Titles, deeds, registrations for property owned.
11. Identify records that you or financial institutions keep only on computer, then make printouts or copy them to a disk; they may not be available in case of power failure or flooding.
12. Irreplaceable photographs, videotapes, family heirlooms.
13. If you keep papers and items in a safe-deposit box at a bank, make sure you have a list of items kept there and copies of papers.
14. Notify appropriate people where important information will be in case you are not available when needed.

WHAT TO BRING TO A SHELTER

- Flashlight with extra batteries
- Snack for the first 24 hours
- Blankets, cots or sleeping bags, pillows
- Eyeglasses, hearing aids, dentures
- Wheel chair battery charger
- Hearing Aid spare battery
- Radio with extra batteries
- Special-diet food
- Identification
- Medicines
- Baby food and diapers
- Photocopies of valuable papers
- Toiletries, first-aid kit
- Playing cards, games or books

School Performance and Accountability Emergency Procedures for Schools

- I. Download updated Emergency Preparedness Manual from the following website: <https://www.browardschools.com/Domain/13521>
The manual is listed under the Reference Materials Section and is password protected. The password is “*safety*.” Principal and assistant principals must have a copy of the manual with them at all times.
- a. All administrative staff must read the Emergency Preparedness Manual and familiarize themselves with procedures in the book.
 - b. When school is on a hurricane/storm watch, begin to prepare school as per Emergency Preparedness Manual. All employees should have the Broward County Public Schools Emergency Card that indicates various resources to monitor for emergency updates. The cards are available online from the Communications & Media Relations Department.
 - c. The Chief School Performance and Accountability Officer will notify school principals if schools are to close.
 - d. When an emergency is declared, bridge calls will be established and will continue for the anticipated period of emergency. Principals should have reviewed alphabetical callback list with all staff. All principals and second in commands must have their documents, bridge numbers and all staff information and emergency numbers with them. The bridge calls will provide on-going information and principals are expected to be on all calls. If a principal is not on the bridge call, the second in command will be contacted by the Innovation Zone Director. It is recommended that all staff have at least one old-fashioned landline **push button** (rotary style phones cannot be used for conference calls) telephone at their home in the event of a power failure. Tip: a speakerphone is very helpful to have during the bridge calls.
 - e. Prior to being released to assess their school, maintenance will conduct a Safety survey.
 - f. After the storm, personnel are not to go to the school until the principal receives an “all clear” from the Chief School Performance and Accountability Officer. Administration or key staff will be notified on a bridge call when they will be cleared to go to their schools. If communication is down, listen to WIOD or local television stations for directions. It is recommended that each school site have a pre-arranged team to visit the school after we receive the all clear that it is safe to go out to our schools, to check for interior damage. This team should have at a minimum, an administrator and a service person, in communication with each other. The Manager, Emergency Management will contact Food Services to have a cafeteria person meet with the school team. **No one should go into a school alone.**
 - g. As part of your school’s post-storm plan you should have staff assigned to keep the school site accessible from 7 a.m. to 7 p.m. to allow various district personnel and/or vendors to pick up trash containers, deliver fuel or food, etc.
- II. Assessment of School
- a. Key staff must assess school based on the checklist.
 - b. Be prepared on the bridge calls to report out on items that need assistance, based on the check-off list that you received from the School Performance & Accountability Office.



SCHOOL BASED PROJECT INITIATION FORM

Office of Facilities & Construction

2301 NW 26th Street, Building 7

Fort Lauderdale, FL 33311

A. REQUESTOR INFORMATION (To Be Completed by Principal)				
Request Date:		Received Date: OFC		
Facility:		Location#:		
Requestor's Name/Title:		E-mail :		Phone:
Project Contact: (if other than requestor):		E-mail :		Phone:
Requestor's Signature				
B. PROJECT INFORMATION (To Be Completed by Principal or Designee) - For Budget Purposes Only				
Funding Source:	School Funds/WO#	PTA Funds	Grant Funds	Other
Anticipated Budget:	<\$5,000	\$5,000 - \$14,999	\$15,000 - \$49,999	
Is Project Critical To Educational Program:	Yes	No	If Yes, Date Needed:	
Is Project Critical For Life Safety:	Yes	No	If Yes, Date Needed:	
Is Project Critical For Security:	Yes	No	If Yes, Date Needed:	
If Project Has Specific Deadline, Provide Explanation (i.e. grant funded, program requirement etc.):				
Project Location/Current Use — Building/Room#/Area: Primary Function/ Current Use of Space or Area: (If Applicable):				
Detailed Project Description: (Describe the basic scope of your project. Include exact location on FISH plans, or any other additional information. Please indicate any equipment needs as part of this project such as furniture, carpet, audio visual, etc.)				
C. REQUESTOR SIGNATURE:				
Principal Signature:			Cadre Signature:	
Name/Date:			Name/Date:	



SCHOOL BASED PROJECT INITIATION FORM

D. INITIAL PROJECT DATA (To Be Completed By OFC)

Initial Scope of Work:

PROJECT VIABILITY:	Viable/Feasible	Not Viable/Feasible (Return to Originator)	Deferred (Future Project)
FISH IMPACT:	Under Capacity	Over Capacity	Class Size Reduction Change In Function

Additional Requirements:

Design	Yes	No	Building Permit	Yes	No	Other	Yes	No
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Explanation If Other:

Recommended Delivery Method:

	Vendor (Min. 3 Quotes)	Term Contract	Bid	PPO
	Estimated Range		Estimated Range	
Design			Design Start	
Construction			Design Completion	
FF & E			Bidding/Award	
Other			Construction Start	
Contingency			Construction Completion	
			Occupancy	
TOTAL				

Name of person who has reviewed the request: (Office of Facilities & Construction - Pre-Construction /Construction)

Name/Title:		Name/Title:	
Signature/Date:		Signature/Date:	

E. REQUIRED STAKEHOLDER APPROVALS

Name/Title:		Name/Title:	
Department:		Department:	
Signature/Date:		Signature/Date:	
Name/Title:		Name/Title:	
Department:		Department:	
Signature/Date:		Signature/Date:	

Note: Design drawings have not been developed for this request, and the above cost and schedule are only estimated ranges and should not be considered as actual. Actual costs and schedule may vary once design documents (if required) are developed.

Cell Phone Usage During Hurricane Season

Following are some tips pertaining to your cell phone when we find ourselves faced with a Storm.

In preparation for a storm, it is important to fully charge your cell phone in case there is a loss of municipal power. Suggestions for maintaining a battery in order to stay connected via cell service are:

1. Make sure that you have a car charger for your phone. If you use your car when municipal power is out – be sure to charge up your phone(s) while it is running.
2. Families that have multiple phones should consider leaving most of their phones off, and using the devices one after the other as batteries are used.
3. If you have old AT&T phones in your home, charge them as well. Your SIM card can always be moved to another phone if your primary phone should die.
4. Turn off your cell phone when not needed in order to prolong battery life.
5. Remember to limit the number of services running on a Blackberry phone if they are not needed. Shut off the Bluetooth, Wi-Fi, and GPS antennas if those are running on your phone but are not needed. These all decrease battery life.
6. Consider buying a commercial battery booster for your cell phone. These products are typically found at Radio Shack, Best Buy, Target, Wal-Mart, Lowes, or Home Depot.

During times of heavy cellular call traffic after a storm, it is often easier to send text messages rather than placing calls. As long as the cell tower you are connected to is operational, text messages will often go through when it is not possible to make a voice call. Keep in mind that there may be a delay in delivery of the messages and receipt of incoming messages. Blackberry phones call also send PIN messages to one another. These messages have the same general benefits as text messaging, but do not have restrictions on message length. It is important to add the PIN numbers to the contact information of other Blackberry users in your Blackberry in advance of a storm. The PIN number for a Blackberry can be found by going to the Settings, Options, Status menu options.

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