

**WORKFORCE ALLIANCE**  
**Hurricane/Disaster and**  
**Recovery Preparedness Guide**  
**Phase I**



## STORM PREPARATION

- Phase I will focus on Hurricane Preparedness. Upcoming presentations will focus on other types of emergencies.



## STORM PREPARATION

- Personal safety should always take priority over computer equipment and software when preparing for a storm.
- Once personal safety is ensured, then time should be allotted to the protection of computer equipment and software.

# Hurricane PREP

- **IT staff, Facility Manager (Dave Stover) in addition to Center Managers (Gary Hawkins, Joyce Fisher and Jan Cook) will be responsible for directing staff to the hurricane preparedness supplies.**
- **All WA staff are required to participate in taking reasonable precautions in protecting work areas.**
- **Once announcement has been made by our CEO/President, Kathryn Schmidt, it will be the responsibility of the Center Managers to announce the dismissal of staff.**

## Hurricane Supplies

- **All Workforce Alliance locations are furnished with appropriate Hurricane preparedness supplies to name a few:**
  - Sheet Plastic
  - Flashlights
  - Batteries
  - Gloves
  - Pliers
  - Tape
  - IT has a generator if needed
  - First Aid kits

# Precautions

- **There are four major precautions that can be taken to minimize damage.**
  - Double wrap equipment in plastic garbage bags to reduce rain/water damage.
  - Bear in mind that a collapsing ceiling or roof can send potentially damaging debris falling on your equipment; move equipment under a sturdy desk or piece of furniture that could possibly withstand the effects of falling debris.

## Precautions Cont'd

- If equipment is to be located directly on the floor, take into consideration the possible effects of flooding. Placing equipment on or in water resistant objects, such as garbage cans, may be appropriate.
- Last and probably most important -- unplug your computer equipment. As a major storm begins to pummel the area, the chances of severe power fluctuations are very high as electrical transmission lines and power plants are affected. These power fluctuations can have extremely serious consequences for any equipment left plugged in or turned on.

# Equipment

- The major cause of damage to computer hardware and software will be from rain and wind.
- Broken doors and windows will allow the wind with its rain and debris to whistle through buildings.
- By moving computer equipment (i.e. monitors, CPUs, printers keyboards) to protected locations and wrapping with plastic, the chances of damage will be greatly reduced.

## Equipment Cont'd

- To select a protected location, survey the room in question.
- Try to determine what would occur if the window broke and allowed the wind and rain to enter.
- Naturally the wind that enters through a broken window has to exit somewhere -- which could be through a door, a ceiling (roof), or another window.



## Equipment Cont'd

- This creates a wind-tunnel effect in the room. As a result the computer equipment cannot only be damaged by the rain, but also by airborne articles flying around the room.
- Computer equipment can be stored in any number of locations. In the corner of a room, out of the path of possible wind drafts and even a closet or small windowless room.



## Books, Software Disks and Personal Belongings

- Much of the same precautions taken for computer equipment would also apply for software, books and personal belongings.
- The one thing to remember is that rain and wind can completely destroy books and disks. In addition, the wind may cause those valuable books and disks to take flight and end up far from their starting location.
- Meanwhile, proof of legal ownership of the software has now vanished.

## Books, Software Disks and Personal Belongings Cont'd

- After Hurricane Andrew struck South Florida, this was a major problem with a number of software vendors who were reluctant or refused to replace software without the original disk or manuals being presented.
- Since software is more easily transported than hardware, IF TIME ALLOWS, collect your manuals and original disks and take them to a safe location to ride out the storm. Remember also to gather any disks that may have important data.
- Sensitive information should be locked and secured.

# Anticipated Hurricane Damage

- Category 1 – Minimal (74-95 mph winds)
  - Damage primarily to shrubbery, trees, foliage and un-anchored homes. No real damage to other structures
- Category 2 – Moderate (96-110 mph winds)
  - Considerable damage to shrubbery and tree foliage; some trees blown down. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Some damage to roofing materials of buildings
- Category 3 – Extensive (111-130 mph winds)
  - Foliage torn from trees; large trees blown down. Many constructed signs blown down. Some damage to roofing materials of buildings and door damage. Some structural damage to small buildings  
Mobile homes destroyed. Serious flooding.

## Anticipated Hurricane Damage Cont'd

- Category 4 – Extreme (131-155 mph winds)
  - Shrubs and trees blown down; all signs down. Extensive damage to roofing materials, windows and doors. Complete failures of roofs on many small residences. Complete destruction of mobile homes. Flat terrain 10 feet or less above sea level will be flooded inland as far as six miles
- Category 5 - Catastrophic (155+ mph winds)
  - Shrubs and trees blown down; massive damages to roofs of buildings; all signs down. Very severe and extensive damage to windows and doors. Complete failure of roofs on many residences and industrial buildings. Extensive shattering of glass in windows and doors. Some complete building failures. Small buildings overturned or blown away.

# During a Watch

- **Hurricane Watch** – 36 Hours Alert given when a hurricane possesses a threat to a certain coastal area within 36 hours.
  - **Turn on TV or radio and listen for continuing updates**
  - **Review your evacuation plan**
  - **Check your emergency Supply kit and gather any missing items**
  - **Contact family members to coordinate storm preparations**
  - **Notify your out-of-area contact that you may be evacuating**
  - **Place important documents and photos in waterproof plastic bags**
  - **Turn refrigerator and freezer to coldest settings; open only when necessary and close quickly**
  - **Freeze plastic jugs or cartons of water**

# During a Watch Cont'd

- **Hurricane Watch** – 36 Hours Alert given when a hurricane possesses a threat to a certain coastal area within 36 hours.
  - **Fill up drinking water containers**
  - **Scrub bathtub and fill with water; keep bucket handy for flushing toilet**
  - **Fuel up vehicles and propane tanks; obtain fuel for generators**
  - **Prep and test portable generator. If you have one (Do not operate during storm)**
  - **Stow or cover irreplaceable items, move breakables away from windows**
  - **Put up shutters if you have them**
  - **Bring in outdoor furniture, wind chimes, flags, trash cans, grills**
  - **Tie down or stabilize boat**
  - **Secure outdoor gates**
  - **Reinforce garage door**

# During A Warning

- **Hurricane Warning:** Means Hurricane-force Conditions (Sustained wind of at least 74 mph) are expected in your area in **24 hours or less**
- **Mandatory Evacuation:** All residents living in a mobile home must evacuate in a hurricane warning. Even if an evacuation order is not issued, consider leaving anyway – even tropical storm-force winds can topple a mobile home.
- Residents in low-lying areas and on barrier islands may be required to evacuate depending upon the storm's projected path and flooding potential.

# During A Warning

## **IF YOU LEAVE**

- Notify your family members that you are evacuating
- Bring along your pre-assembled evacuation supply kit including waters, snacks, cash and medications
- Bring driver license, photo ID, proof of address, proof of insurance, loan papers, deeds and important documents, family photos, pets

## **IF YOU STAY**

- Finish putting up shutters (Do not attempt to go buy plywood at this point)
- Leave radio or TV on an emergency information station

# Storm Aftermath

- **IMPORTANT INFORMATION**

- CEO/President Kathryn Schmidt is the final decision maker, including but not limited to office closures, re-opening, staff reassignments, etc.
- Palm Beach County Hot Line – 561 233-0341
  - Workforce Alliance mirrors the Palm Beach County's policy for closures and openings.
  - Workforce Alliance ID Card update – Kathryn has approved to update the Workforce Alliance ID cards to include Emergency contact information.
  - IT will be contacting all staff for a photo session by next week.

# Storm Aftermath Cont'd

- **IMPORTANT INFORMATION**

- Good communication is important between managers and staff in the event of a hurricane. Staff members should keep their immediate supervisor informed with their contact numbers in the event a staff member should incur an emergency.
- Mobile Units – The two (2) WA mobile units are equipped with 24/7 internet capability with the larger mobile unit having 14 Computer workstations and the mini-mobile unit having 6 workstations if needed.
- The mobile unit is now equipped with a Soft Phone.
- These units may be deployed in the event of a facility closure.

## Storm Aftermath Cont'd

- **IMPORTANT INFORMATION**

- In the aftermath of a hurricane the size of Andrew, the difficulty of everyday living is going to seem mind-numbing.
- In all the resulting confusion, three basic principles need to be remembered.

# Conclusion

- In the best of circumstances an ounce of prevention will result in countless returns.
- As the devastation of the storm becomes more apparent, and people begin to recover from the trauma, the working computer equipment may be a real salvation in recording experiences, writing claim letters, and communicating with the outside world.



# QUESTIONS?

- Future Emergency Disaster Preparedness and recovery sessions will address the following:
- Finance issues such as the - the handling of payroll during an emergency
- HR will discuss reassignments of staff in the event of a Center closure and more.



# Posting of this document

- This document will be posted on the Workforce Alliance Internal Website for downloading.