

DISASTER PLANS

FILE: EBCA

TITLE: Community Emergency Sheltering

POLICY:

In accordance with Florida Statutes 252.385, Orange County Public Schools (OCPS) shall make available facilities suitable for public hurricane evacuation shelters at the request of Orange County Office of Emergency Management. The district shall maintain a pre-determined list of potential shelters and special needs shelters that can be activated during a hurricane. School administrators shall be available to open facilities as emergency evacuation shelters upon receipt of such instructions from the superintendent.

When a storm is predicted to impact a region of the state requiring evacuation in or near Orange County, each school administrator shall be available to staff the emergency evacuation shelter upon receipt of such instructions from the superintendent. When the school administrator is absent from the district, the superintendent shall designate a staff member to open and be responsible for the facility. The school administrator shall work with Safety and Emergency Management to coordinate shelter management operations with the Orange County Office of Emergency Management and American Red Cross.

Upon the release of the school facility by the requesting agency the following procedures shall be observed.

- (1) School board employees shall conduct a complete inventory of their assigned areas and perform such other duties as the r school administrator or designee may assign.
- (2) The complete inventory report shall be forwarded by the school administrator or department head to the superintendent by no later than the second day following the release of the property.
- (3) The superintendent shall determine when students will return to school except where school board action is deemed to be appropriate.

SPECIFIC AUTHORITY:

Sections 252.385 Florida Statutes

Orange County Public Schools
Comprehensive Emergency Management Plan, Community
Sheltering Annex

Orange County Public Schools
Comprehensive Emergency Management Plan

ADOPTED: 10/12/93
REVISED: 10/10/17