



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

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**Action By:
Information Only**

Contact:

Braxton K. Davis, PX 81562

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TO: All Principals and Department Heads

FROM: Michael J. Burke, Chief Operating Officer *MJB*

SUBJECT: **2014 PROCEDURES FOR HURRICANE PREPAREDNESS**

The 2014 Procedures for Hurricane Preparedness Manual is now available on the District's web site at <http://www.palmbeachschools.org/employees/>. This document is an addendum to the Prepared for Action Crisis Response Manual (see pages 120-121). Please make this information available to all personnel involved with hurricane preparedness or shelter operations.

If your school is a shelter site, it is imperative that the areas designated by the Red Cross be opened to shelter occupants. School-based personnel do not have the authority to change shelter areas. Please make sure that back-up personnel are assigned to cover essential duties during the summer, while primary personnel may be on vacation.

The Return to Work Categories are listed on page 7 of the Manual. Please make sure that all employees are aware of their designation. The categories will be used to announce return to work schedules in the event that schools are closed.

Thank you for your cooperation during the 2014 Hurricane Season. If you have any questions, please refer to the contact person noted above.

EWG/MJB/LJL:pvh

Approved: _____

[Signature]
E. Wayne Gent, Superintendent