June 1, 2023

MEMORANDUM

TO: All District Staff

THROUGH: Jerry Mallams, Emergency Manager
                 Michelle Weaver, Emergency Manager
                 Ross Morton, Emergency Manager

FROM: Tim Fallon, Emergency Coordinating Officer
                 Matt Vinzant, Emergency Coordinating Officer

SUBJECT: 2023 Hurricane Season – District Employee Preparation

---

The Atlantic basin hurricane season occurs June 1st through November 30th. During this time, there is a heightened risk of severe rain events, high winds, flooding, and storm damage related to hurricane activity.

Many employees have designated roles within the District's Emergency Operations Center (EOC) in which they perform specialized functions during emergency incidents. All employees may be called upon to support those functions during any emergency-related event. The [EOC Organizational Chart and Resource Lists](#) identify key positions and individuals in the EOC and demonstrate an organizational framework described by the National Incident Management System (NIMS) and Incident Command System (ICS). All employees are required to take the online introductory NIMS/ICS courses ([District Emergency Operations website](#)) to better understand NIMS/ICS. Staff should submit a copy of any completed NIMS/ICS course certificate to Dennis Cockrell, Talent Development Professional in the Human Resource Office. Please contact your supervisor and/or the District's Emergency Coordinating Officers to determine your emergency response role.

District staff involved in declared emergency-related tasks prior to, during, or after an event will be required to complete "Yellow Packet" documentation. Please familiarize yourself with this procedure by reviewing the Emergency Operation Yellow Packet Information documents available on the [Emergency Operations website](#).

The District has developed its Flood Event Guideline to respond to flood events related to hurricanes and other significant rain events in order to prepare, respond, and document actions the District takes related to such events. Please familiarize yourself with the Guideline by reviewing the document which is available on the [Emergency Operations website](#).

Important emergency preparedness links containing weather, emergency management, family preparedness, and other useful information are also maintained on the District's [Emergency Operations website](#). You may find this information helpful in preparing yourself, your family, and your home for a potential emergency event.

When are offices closed?
The Executive Director may close District facilities during designated emergency situations or in response to the Governor's decision to close governmental operations. Please note that District offices may remain open, even if state agency or county government offices are closed. If District offices are closed, staff may be required to work remotely if conditions and work allow.

It is possible for some District offices to remain open, while others are closed. This determination will depend on the ever-changing location and projected path of a storm as these decisions are based on the best available information.

How does the District communicate office closures?
- Information is posted on the District's internet and intranet (Currents) sites.
- A voice recording with pertinent information will be available via the District's emergency telephone hot line (**1-866-788-4083**). [DO NOT call the Emergency Operations Center for inquiries about office closings, leave usage and similar issues. All calls to the District during an office closure due to an emergency situation are forwarded to the EOC].
- A rapid notification service (e.g., InformaCast) may be utilized to notify staff.
- Reports to the media will be provided to appropriate social media, radio, television, and print media.
- It is ultimately the employee's responsibility to understand when and where to report to work in the event of an office closure by utilizing all available sources of information.

Who must report to work when offices are closed?
Designated staff with assigned emergency management roles in the EOC can be expected to report to work (once travel conditions are safe) when offices are closed; however, any District employee may be called upon in the case of an emergency to perform job duties related to, or in support of emergency operations activities.

Do you get paid if the office is closed?
See the District's Personnel Guidelines: Attendance and Leave & Disaster Preparedness and Recovery on the Emergency Operations website.

Recommendations to employees to facilitate communications:
- Review and update your contact information on UKG. Edit this information under Myself > Personal > Name, Address, Telephone > Edit.
- Keep your District-issued cell phone, personal cell phone, 2-way portable radio, satellite phone, or other communications device charged, turned on, and with you at all times.
- Upload and monitor the Microsoft Teams Application on your District issued iPhone.
- Download and sign up for the InformaCast App on your device.

To assist employees during an emergency event:
The Executive Director may authorize certain District facilities or property (e.g., showers and ice makers) for employee's personal use. Such usage would be for a limited time only and shall not interfere with emergency response operations.

The District recognizes the needs of its employees to be able to deal with unplanned personal situations during emergency events. Supervisors, managers, and chiefs shall be sensitive to the needs of employees who require time off to deal with such situations.

Questions?
Should you have questions about the District's emergency operations program, please feel free to contact the District's Emergency Coordinating Officers: Tim Fallon (813-355-0459), or Matt Vinzant (863-220-7250).

TJF/MV
cc: Governing Board Members