



Long Island and Westchester School Facility Hurricane Preparedness and Recovery Guide



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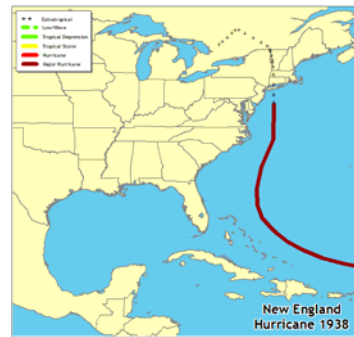
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Introduction

This document was developed for the Long Island and Westchester education communities to raise awareness in relation to New York State's hurricane history; provide suggested preparedness and mitigation measures to protect school facilities and equipment; provide suggested preparedness and mitigation measures to protect computers, vital records, and other facility contents; and to provide color-coded maps illustrating the exact locations of facilities within potential storm surge zones. This guide also offers suggestions for funding sources to support preparedness, mitigation, and recovery efforts. Many of the suggestions included in this document originated with schools located in areas of the country with a history of hurricane damage.

This document is not intended for schools that serve as Red Cross shelter facilities.

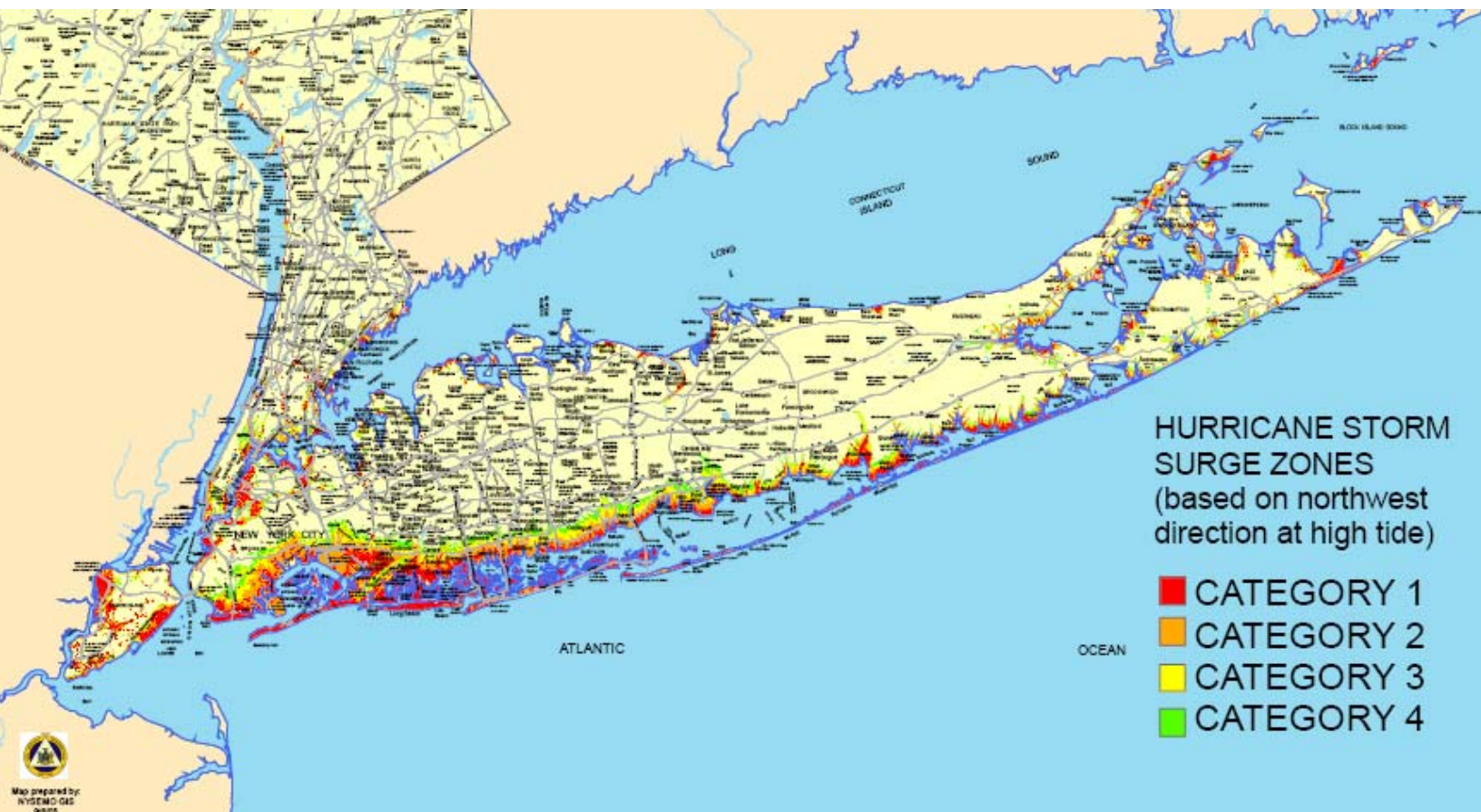
New York State has a long destructive history of hurricanes impacting its residents and infrastructure. On the afternoon of September 21, 1938, a devastating category 3 hurricane (also known as the Long Island Express) slammed into the south shore of Long Island. The storm's eye was reportedly 50 miles across and the storm itself was approximately 500 miles wide. Winds gusted to over 180 mph. The storm surge waves ranged from 30 and 50 feet and swept entire homes (including their occupants) into the Atlantic Ocean. Downtown Westhampton Beach, a mile inland, was submerged under 8 feet of water. Over 700 people across Long Island and New England died from the storm. On Long Island, most of the victims resided around the area of Westhampton Beach. (It is important to keep in mind that the population of Long Island has more than quintupled since 1938.) The storm had steady winds of 121 mph, destroyed thousands of homes, and left thousands of people homeless. This storm also created the Shinnecock Inlet and widened the Moriches Inlet – altering Long Island's landscape forever.

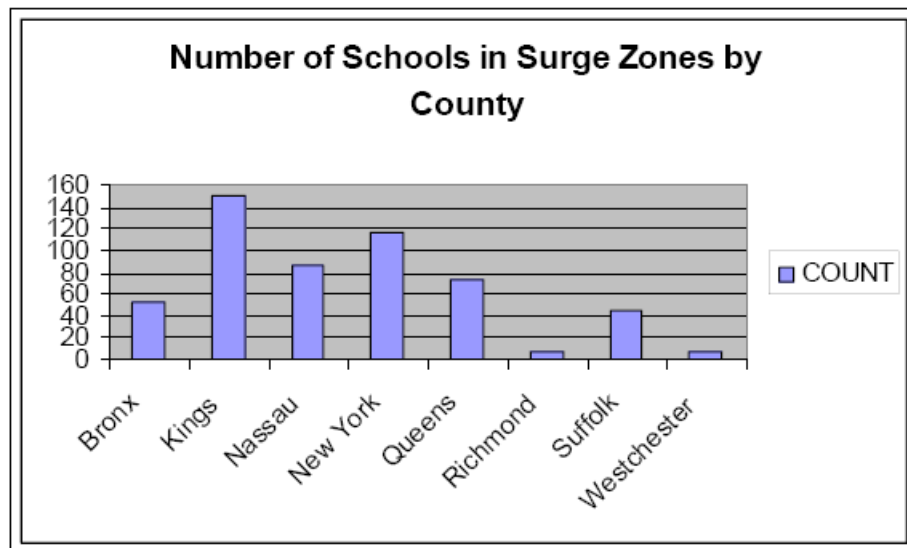
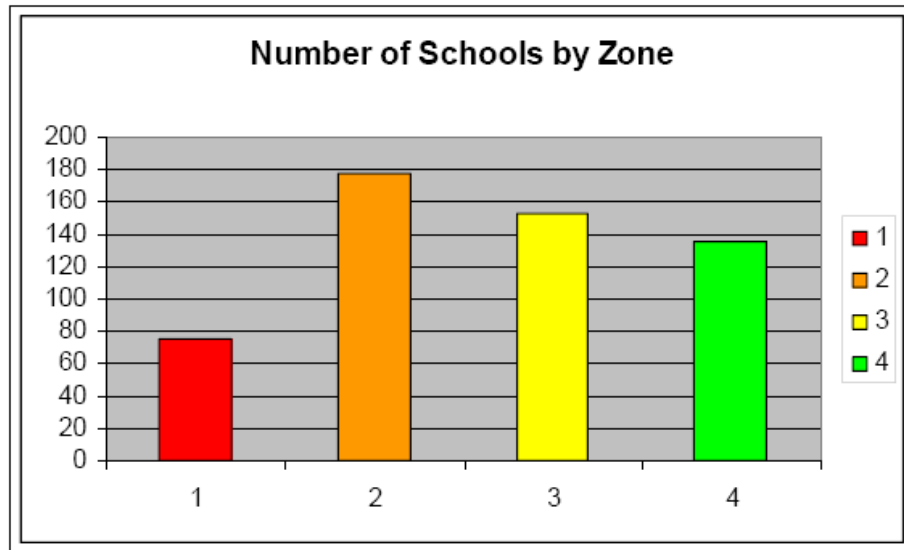


www.nhc.noaa.gov/HAW2/english/history/new_england_1938_map.gif

Many more storms have impacted the region over the years. On September 21, 1961 Hurricane Esther brought gale force winds to Long Island – disrupting power to close to 50 percent of all Long Island Lighting Company (LILCO) customers. September 27, 1985 was the day that Hurricane Gloria moved across Long Island with sustained winds at 85 mph. The sustained winds, combined with the forward motion of the storm, created gusts of over 100 mph in certain areas. As Tropical Storm Floyd spread across the area and up the Hudson Valley in September 1999, communities throughout Westchester County sustained significant damage from the combination of high winds and flooding. This is not a full account of all hurricanes and tropical storms that have impacted the region; however it should serve as a reminder that severe coastal storms have produced significant consequences in the past – and will continue to do so in years to come.

The following map illustrates the potential storm surge zones in New York City, Westchester, and on Long Island. It is important to keep in mind that this map does not account for damage from wind – including tornados.





The suggested actions and checklists included in this document propose preparedness and recovery measures for schools in areas vulnerable to hurricanes. These are by no means all inclusive; rather they are intended to serve as a starting point for school district communities to engage in a comprehensive planning process.

Multi-hazard Community Partnerships

Multi-hazard community partnerships are critical to effective emergency planning. Whether planning for a human-made or natural incident – a school should not plan alone. Regardless of the emergency, the same community partners will often take part in the response and recovery phases of the event. Therefore, they must also be involved in the planning process. Partners may include the county emergency manager, local emergency responders, government agencies, volunteer, and non-government organizations (NGO). Examples include police and fire, emergency medical services, transportation providers, and the Red Cross.

In 2004, Charlotte County, Florida endured the direct impact of Hurricane Charley. Several Charlotte County public schools were severely damaged by the storm. Roseann Samson, Assistant Superintendent of the Charlotte County Public Schools led the preparation, response, and recovery efforts. She pointed out that community partnerships were absolutely vital to the successful recovery efforts of the school district. Specifically, community partners such as the county emergency coordinator, fire and police departments, hospitals, and the Red Cross worked closely with the school district both in preparing for and responding to the storm. Additionally, school board members, administrators, buildings and grounds staff, teachers, school nurses, librarians, food service staff, and transportation providers all played key roles in preparing for and responding to Hurricane Charley. Without the dedicated involvement of each of these groups, the district could not have come close to achieving the ultimate goal of bringing students back to school as soon as possible following the storm. Dr. Samson now speaks to school administrators and emergency planners around the country sharing her experiences and lessons learned. Some of the critical lessons she learned from Hurricane Charley include the following: familiarity with key partners is essential; schools need to coordinate with county emergency plans; an all-hazard approach is key; and drills must be conducted regularly.

The experiences and lessons learned by the Charlotte County Public Schools can certainly be applied to schools on Long Island. We need to follow the lessons we teach children about learning from history and not repeating history's mistakes and tragedies.



Partnership Checklists

The following checklist offers some suggested actions for creating, testing, and enhancing multi-hazard community partnerships.

☐ Faculty and staff

- No one person can prepare and secure a school. Preparing a school for a hurricane takes many dedicated people. Familiarize all faculty and staff with easy steps they can take to protect their classrooms and offices. For example – ask everyone to back-up their data to a disk or CD, unplug their computer, and then wrap the computer in plastic sheeting. This will facilitate the preparations.
- When meeting with faculty and staff, emphasize that their familiarization with all plans is essential to the efficacy of the school's preparedness and response activities. Encourage all faculty and staff to review the plans to become familiar with their respective roles and responsibilities.
- Verify that complete faculty and staff emergency contact telephone lists are maintained – both on-site and off-site.
- Develop a procedure for contacting faculty and staff to provide direction for reporting back to work following the storm.
- Inventory and secure hazardous chemicals in the school. This may include items such as materials in science labs, pool chemicals, and cleaning supplies.
- Certain school employees may be expected by job title to assist with hurricane preparations. Buildings and grounds staff will most likely participate in critical activities prior to the storm.
- Ensure that the emergency plan defines the school's chain of command using the incident command system (ICS) pursuant to CR155.17(e)(2)(v) in Project SAVE.

Note: School districts that receive federal preparedness funds must be in compliance with the National Incident Management System (NIMS). This includes the use of ICS. School districts are an integral part of the local community and the use of NIMS should be achieved in close coordination with other areas of the community. School district participation in the community's NIMS preparedness program is essential to ensure that first responder services are delivered to schools in a timely and effective manner.

- Transportation directors should ensure that their vehicles are fully fueled and moved to higher ground inland from the potential storm surge zone – if possible.

Note: Commissioner's Regulation 155.17(f) states that public school districts and BOCES "shall cooperate with appropriate State, county, and city agencies in developing agreements for the use of school owned.....vehicles during a disaster."

Additionally, schools are "required to relinquish to the appropriate State or county agencies the control and use of school transportation vehicles....in accordance with county emergency preparedness plans or directives."

- County and local government (law enforcement, fire, public works, EMS)
 - Coordinate emergency preparation and response activities with the emergency responders in your area.
 - Participate in training sessions with county and local agencies. This should include training in the incident command system (ICS). A free on-line course entitled *Introduction to the Incident Command System for Schools (IS-100.SC)* is available at: <http://training.fema.gov/EMIWeb/is/is100sc.asp>.
 - Participate in tabletop, functional, and full-scale exercises with county and local emergency response agencies and NGOs.
 - Be sure fire and law enforcement agencies have an up-to-date schematic of your school indicating items such as utility shut-offs, chemical storage areas, and fire alarm panels. (This is required under Education Law 408b.)
- Local Businesses
 - Public-private partnerships are key elements in emergency management. Develop agreements with local businesses to facilitate planning and recovery activities – including:
 - Debris removal
 - Clean-up and restoration
 - Equipment and/or supply storage
 - Potential use of alternate office and/or teaching space
- Other educational institutions
 - Work with schools located outside of the potential surge zone to develop agreements for using space in their facilities in the event your school sustains significant damage in the storm. This may include:
 - Educational space
 - Office space
 - Equipment storage.
- Stay informed! Purchase a NOAA weather radio (and batteries) for each building to ensure everyone is aware of approaching severe weather. See: www.weather.gov/nwr/ for more information.



- ☐ Monitor local radio and television stations for the latest local emergency information and guidance.
- ☐ Register to receive critical weather alerts and road closures via email, fax, and other means on the NY-ALERT system. See: www.nyalert.gov.

School Facilities

The best way to protect and preserve the contents of a building during a storm is to be prepared long before the threat of a storm even exists. As part of the school's continuity of operations planning process, a plan should be developed to prioritize the order in which school facility spaces will be cleaned and restored – as well as the specific staff needed to accomplish this task. This may involve tasks such as the restoration and repair of roofs, walls, boilers, and lines of communication.

Long-Range Capital Planning

- ☐ Work with an architect/engineer to relocate critical systems and control stations, including boilers, electrical switchgears, fire alarm panels, and sewer pump controls out of basements and crawl spaces to higher ground within the building – such as an upper floor. NOTE: Generally, State building aid will be available for these items. Contact the SED Office of Facilities Planning for details.

School Facility - Continuity of Operations Planning Ideas

- ☐ Maintain multiple duplicate copies of an up-to-date emergency contact directory – both on-site and off-site. This should include (but not be limited to) individuals such as school district administrators; facility, transportation, and child nutrition directors; municipal officials – including emergency management and public works; SED Office of Facilities Planning, and the school district's insurance representative.
- ☐ Photograph (and label) and/or video the inside and outside of all school facilities – including electrical panels, boilers, furniture, kitchen equipment, etc.
- ☐ Photograph (and label) and/or video playground structures, storage sheds, press boxes, and school owned vehicles.
- ☐ Store all photographs and/video in a secure location – preferably off-site. (It is recommended that schools maintain multiple copies of this photographic documentation in different locations.)
- ☐ Check to be sure rooftop equipment is securely anchored to the roof.
- ☐ Identify and contact carpet cleaning companies to extract water as soon as possible following a storm.

- ☐ The debris from a hurricane can easily overwhelm a community. Make a plan on how to dispose of storm and construction debris with the municipality and/or local contractors. This plan should also include the potential disposal of hazardous waste, including asbestos. This is an example of the need to develop community partnerships.

The following checklists offer suggestions related to school facilities before and after the storm.

Before the storm

- ☐ Close and lock all windows.
- ☐ Store all portable items inside the school.
- ☐ Trim trees near the building to prevent falling branches.
- ☐ Turn off natural gas and utilities.
- ☐ Turn off water supply lines.
- ☐ Purchase large garbage bags, heavy duty plastic sheeting, and tape to use in protecting building contents.
- ☐ Identify and contact cleaning (including carpet and asbestos abatement – if needed) and restoration companies to respond to the school immediately following the storm.
- ☐ Identify the location of fans at the school to be used in drying building contents.
- ☐ Board-up windows and large exterior doors.
- ☐ Seal the library book drop slot.
- ☐ Clear any clogged rain gutters and downspouts.
- ☐ Secure all equipment and chemicals in science labs.
 - Be sure a thorough inventory of all chemicals (including MSDS) is conducted prior to the storm and copies of the inventory are kept in secure off-site locations.

Before the storm (schools under construction)

Emergency procedures should be developed with contractors to include the following:

- ☐ Tie down or otherwise secure all construction materials that could be moved by high winds and/or water and become airborne objects of damage.
- ☐ Remove trash and debris from the site.

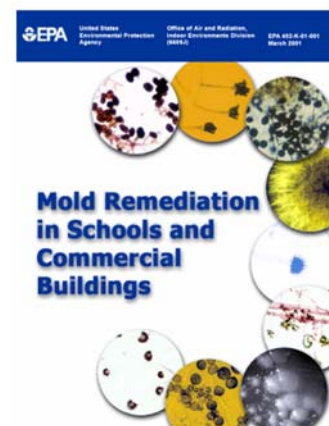
- ☐ Secure and/or remove roofing materials or other materials stored on the roof.
- ☐ Secure scaffolding and temporary support structures that would not withstand hurricane force winds.

After the storm

- ☐ Methodically assess and document all areas of school facilities and grounds for damage.
- ☐ Photograph (and label) and/or video all storm damage (inside and outside) including both instructional and non-instructional space, as well as temporary space (portable classrooms).
- ☐ Assess, document, and photograph the following for any damage:
 - Site utilities (sanitary, water, drainage, electrical)
 - Substructure cracks
 - Floor support systems (beams, joists, trusses)
 - Building envelope – including the roof, skylights, parapets, chimneys, doors, and windows
 - Interior spaces – including walls, floors (hardwood floors, tile, concrete, carpet), ceilings, stairs, interior electrical, and communication systems
 - Plumbing and HVAC systems – including hot water heaters, boilers, toilets and other fixtures, ducts, and univents
 - Emergency exit and lighting systems
 - Fire safety systems – including smoke detection systems, fire suppression systems, standpipes and sprinklers, and emergency standby power

NOTE: Use the SED Building Condition Survey form as a guide in assessing damage.

- ☐ Assess, document, and photograph the following for any damage:
 - Appliances
 - Desks, chairs, and tables
 - All equipment, supplies, and computers
- ☐ Maintain all receipts for all expenses incurred as a result of the storm, including equipment rentals, cleaning contractors, and overtime
- ☐ AFTER the damage is assessed and documented, remove any standing water in the school as soon as possible.
- ☐ Clean-up, dry, and/or remove wet sheetrock, other building materials, and contents as soon as possible following the storm to reduce potential mold growth.



For more information on mold remediation, see: www.epa.gov/mold/mold_remediation.html

Outdoor Equipment and Vehicles

The following checklists provide suggested actions related to outdoor equipment and vehicles before and after the storm.

Outdoor Equipment

- ☐ Secure all outdoor sports equipment (goals, nets, backstops, screens)
- ☐ Secure all outdoor equipment (bring equipment inside if possible) – including:
 - Trash receptacles
 - Portable signs
 - Benches and/or picnic tables
- ☐ Secure all grounds-keeping equipment such as lawn mowers and spreaders.
- ☐ Remove and store any fabric awnings.



Cameron, LA, January 11, 2006 - Only the steel frame and basketball rims of Cameron Elementary School's Gymnasium stand after Hurricane Rita ravaged Southwest Louisiana. FEMA funds and supports the recovery efforts underway now in Cameron Parish. Robert Kaufmann/FEMA

Vehicles

- ☐ Ensure all vehicles have full fuel tanks prior to the storm.
- ☐ Move vehicles to higher ground if possible.
- ☐ If not possible – park vehicles in various area of the school grounds and not all in one place.
- ☐ Do not park vehicles in locations that are prone to flooding.

NOTE: Commissioner's Regulation 155.17(f) states that public school boards and BOCES "shall cooperate with State, county, and city agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster." Further – schools must also "...relinquish to the appropriate State or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives."



Damaged school buses are shown in this Sept. 1, 2005 photo, taken shortly after Hurricane Katrina and ensuing levee breaks flooded New Orleans. (AP Photo/Phil Coale)

After the storm

- ☐ Assess and document all outdoor equipment and vehicles for damage.
- ☐ Photograph (and label) and/or video all storm damage (inside and outside)
- ☐ Maintain ALL receipts for ALL expenses incurred as a result of the storm – including equipment/vehicle rentals, equipment, cleaning contractors, overtime, etc.

Computers, Equipment, and Other Contents

The best way to protect and preserve the contents of a building during a storm is to be prepared long before the threat of a storm even exists.

- ☐ Photograph (and label) and/or video the computers, printers, servers, and other electronic equipment.
- ☐ Store all photographs and/video in a secure location – preferably off-site. (It is recommended to maintain multiple copies of this photographic documentation in different locations.)
- ☐ Purchase and store heavy duty plastic sheeting, garbage bags, and masking tape for use in securing critical building contents.
- ☐ Identify and train staff on how to secure building contents.

Electrical Equipment

- ☐ Unplug all equipment (computers, printers, scanners, faxes, televisions, microwave ovens, appliances, etc)
- ☐ Move computers away from windows. (If possible move computers to an interior room with no windows.)
- ☐ Cover equipment with heavy-duty plastic garbage bags and tape securely
- ☐ Store on secured desks/tables away from windows
- ☐ Be sure servers and other equipment are elevated off the floor.

Data Back-Up

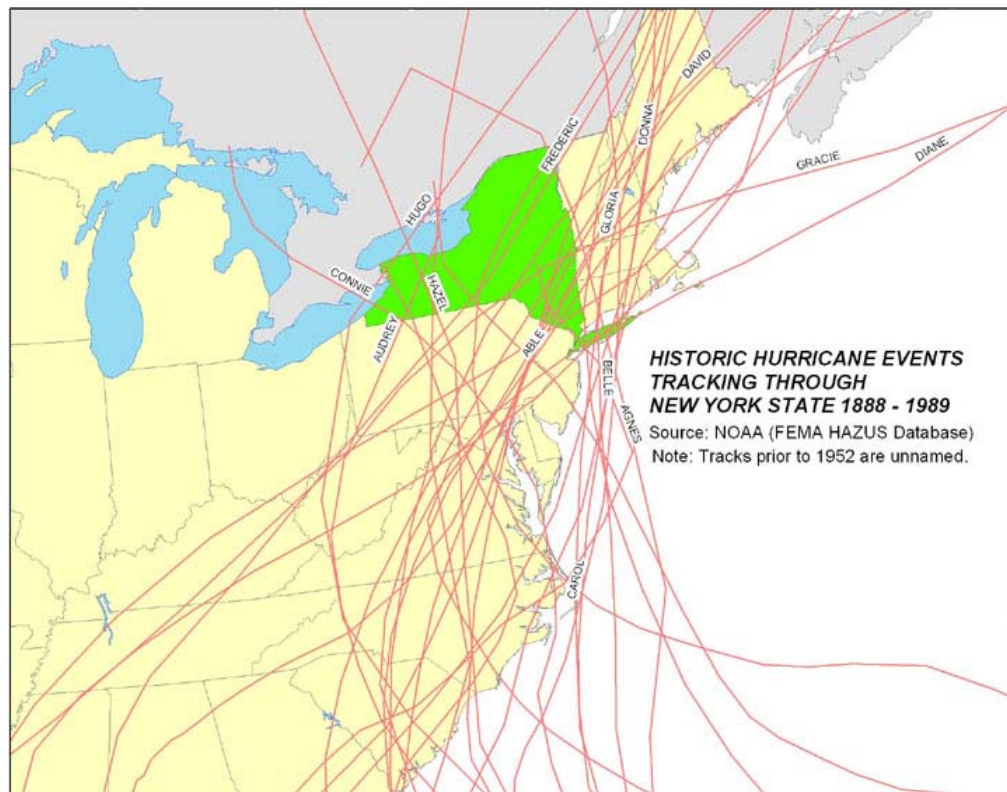
- ☐ Back-up all computer files and store disks/flash drives in water-tight plastic bags at an off-site location – if possible.

Books and Files

- ☐ Store all books and papers as far from windows as possible. Wrap in plastic.
- ☐ Seal bookcases with heavy-duty plastic and tape securely
- ☐ Lock file cabinets and wrap in plastic.
- ☐ Cover irreplaceable materials with heavy-duty plastic garbage bags and tape securely

After the storm

- ☐ Assess and document all equipment and materials damage.
- ☐ Photograph (and label) and/or video all storm damage.
- ☐ Do not automatically plug in electrical equipment that has been exposed to water.



www.semo.state.ny.us/programs/mitigation/hurricanetracks.cfm

Vital Records and Documents

An organization's most valuable records are its vital records. According to the American Association of School Administrators, "schools often keep hard copies, microfilm and digital versions of this data but in the event of a disaster, certain measures must be taken to ensure a school district's responsibility to the public."¹ Vital records are those records that, if destroyed, must be recreated to resume essential business functions. They provide evidence of your organization's assets and the rights of your customers. Records that are vital are different from those that are merely important; without vital records, you and your organization cannot function. Vital records usually comprise approximately 5 to 10 percent of a government's total records holdings. You can identify vital records by conducting a records inventory or a vital records survey (which focuses just on identifying vital records for the purpose of developing a disaster management plan). Examples of vital records may include the following:

- ☐ Personnel files
- ☐ Student files (including emergency contact and school health data)
- ☐ Data processing files – including payroll
- ☐ Insurance records

The best way to protect and preserve vital records and documents during a storm is to be prepared long before the threat of a storm even exists. There are several strategies you can adopt to protect your vital records, including:

- ☐ Depositing the records in controlled offsite storage
- ☐ Creating duplicates of records on microfilm or digital media and dispersing copies
- ☐ Improving onsite storage to mitigate storage risks.

For those disasters you can't prevent entirely, develop procedures for identifying and locating vital records, a priority list and action steps to take during an emergency, instructions on using records during an emergency (especially for electronic records), and procedures for salvage operations. Prepare a floor plan of storage areas indicating where your vital records are located throughout your physical plant, so that they can be more easily identified in the event of a disaster.

- ☐ Maintain duplicate copies of vital records – off site. Redundancy is critical to recovery.

The following checklists provide suggested actions related to the vital records and documents before and after the storm.

Paper Records

- ☐ If possible - electronically scan all critical paper records.
- ☐ Develop a detailed list of all paper records.
- ☐ Seal bookcases with heavy-duty plastic and tape securely

¹ Carlisle, Van. "Protecting Vital School Records." The School Administrator Dec. 2005. www.aasa.org/publications.

- ☐ Lock file cabinets.
- ☐ Identify vital records (student, personnel, financial, insurance, maintenance records, board minutes, AHERA management plan, etc.) and secure in plastic on an upper level of the school and/or off-site.
- ☐ Place documents, files, and computer disks in heavy-duty plastic. (This should include art work, photographs, videos, etc.)

Electronic Records

Several characteristics of electronic records make them vulnerable in ways that paper records are not. Electronic records are stored on media and devices—magnetic tape, CDs, DVDs, detachable hard drives, computers, and servers—that are relatively easy to carry and conceal, so people are more likely to misplace or steal them. They are also susceptible to damage from magnetic fields, accidental deletion, tampering, computer viruses, and unauthorized disclosure and access. At the same time, electronic storage media can hold a large volume of records in a very small physical space. As a result, you can suffer a crippling loss of information if they are damaged, particularly if you don't have secure backups.

- ☐ Back-up all computer files and store disks/flash drives in water-tight plastic bags in off-site. (It is recommended to maintain multiple copies of these files in different locations.)

Off-Site Storage Locations

Also consider establishing alternate sites where you can access and use your electronic records if you are suddenly denied access to your primary work site. Alternate sites can have varying levels of functionality, depending on the importance of your electronic records and what your budget will allow. A *cold site* is an available, empty space where you can move your own computer equipment and data after a disaster has deprived you of your usual workplace. A *warm site* contains some of the equipment and data you need and allows you to conduct your work at a reduced capacity. A *hot site* completely mirrors your primary facility, duplicating all computer equipment and data. You can establish these sites either through a reciprocal agreement with a neighboring organization or by contracting for space through a commercial vendor.

- ☐ If possible electronically scan all maintenance contracts and contacts, insurance records, and inventory lists. Store in water-tight containers – off site.
- ☐ Create backups of your electronic records at appropriate intervals. Store the backups offsite in a location sufficiently distant from where you create and maintain the original records. For instance, make sure your backups are out of reach of a forest fire or flood that could affect your primary site.
- ☐ Store all documentation in a secure location – preferably off-site. (It is recommended to maintain multiple copies of this documentation in different locations.)

After the storm

- ☐ Methodically document, photograph (and label) and/or video all storm damage.
- ☐ Determine if any specific records or files have been damaged in the storm.
- ☐ Contact the New York State Archives for technical assistance in preserving and restoring damaged records. www.archives.nysed.gov



Financial Resources

Local Government Records Management Improvement Fund (LGRIMF) Disaster Recovery Grants

The New York State Archives offers disaster recovery grants to all local governments in New York State, including school districts and BOCES. There is no set annual deadline for disaster recovery grants; you may submit an application whenever a disaster occurs. For the purposes of disaster recovery projects, a disaster is defined as damage caused by a sudden, unexpected event involving fire, water, man-made or natural phenomena where a timely response is necessary to prevent the irretrievable loss of vital or archival records, or to ensure reasonable, timely access to vital records. The maximum amount for a disaster recovery grant is \$20,000.

When you experience a disaster, it is critical that you contact your State Archives Regional Advisory Officer (RAO) immediately. The RAOs and other State Archives staff are trained to offer technical advice on how to mitigate the effects of a disaster on your records. They can also determine whether you are eligible for disaster recovery funding and assist with identifying appropriate grant project activities. If you do apply for funding, the RAO prepares a site visit report, which constitutes a significant portion of your grant application. You should also be aware that acceptance of other state or federal disaster recovery funds can affect your eligibility for Federal Emergency Management Agency (FEMA) money. Consequently, it is imperative that you contact FEMA first before applying for LGRMIF disaster grants.

LGRMIF Disaster and Business Recovery Planning Grants

The New York State Archives also offers funding through its competitive grants program for disaster and business recovery planning projects to develop, test, and implement disaster and business recovery plans and systems. Awards can have a maximum amount of \$75,000 for individual governments and \$125,000 for one or more governments working on a cooperative project (for example, a BOCES proposing to develop a disaster management plan for its constituent school districts).

As part of the application process, governments must:

- describe the components of the proposed disaster and business recovery plan, including any strategies for testing its viability.
- demonstrate that you will continue to update and test the business recovery plan after the end of the grant year.
- justify, in terms of costs and the value of records involved, why you chose one disaster recovery strategy over others
- if applying to update a disaster plan funded under a previous LGRMIF project, explain why you could not update the plan during the normal course of business.

Federal Emergency Management Administration (FEMA)

NOTE: **The following information is a general overview of the funding process. Please consult the SEMO Regional Office in your area or the SEMO Recovery Section at 518-292-2293 for assistance.**

Hazard Mitigation Grant Program

www.fema.gov/government/grant/hmgrp/index.shtm

The Hazard Mitigation Grant Program (HMGP) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Public Assistance

www.fema.gov/government/grant/pa/index.shtm

www.fema.gov/government/grant/pa/pr_declaration.shtm

www.semo.state.ny.us/programs/recovery/

The Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program provides assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so communities can quickly respond to and recover from major disasters or emergencies declared by the President.

Once a disaster occurs, and the State declares a state of emergency, the State will evaluate the recovery capabilities of the State and local governments. If it is determined that the damage is beyond their recovery capability, the governor will normally send a request letter to the President, directed through the Regional Director of the appropriate FEMA region. The President then makes the decision whether or not to declare a major disaster or emergency. After a presidential declaration has been made, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for State and local government recovery expenses, and the Federal share will always be at least 75 percent of the eligible costs.

A public or eligible private-nonprofit organization uses a Request for Public Assistance (RPA) form to apply for federal disaster assistance made available to the State. The State is referred to as the "Grantee." Using the RPA, potential applicants provide information about their organization, such as physical location, points of contact, and information regarding Private-Nonprofit status. FEMA and the State use the information to determine if an applicant is eligible for public assistance funding.

Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from

future events by providing assistance for hazard mitigation measures during the recovery process.

The Federal share of assistance is not less than 75 percent of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the subgrantees (eligible applicants). SEMO receives and disburses millions of dollars annually in federal and State disaster public assistance funds to local governments, State agencies and other eligible applicants. Since 1995, more than \$2 billion in reimbursements have been made to affected entities.

Following a federal declaration for public assistance, SEMO will schedule applicant briefings in the specific counties that have been declared. The following chart illustrates the public assistance process.



To be eligible for assistance, the following rules apply:

- the facility was damaged as a result of the declared event
- the facility is located within an area declared by the President
- the facility is the legal responsibility of an eligible Applicant (such as a school district)
- the facility was in active use at the time of the disaster

Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured. FEMA will require applicants to obtain and maintain insurance for future disaster damage.

Please contact SEMO for detailed assistance on this process.

Technical Assistance

New York State Office of Emergency Management (OEM)

New York State OEM coordinates all State response and initial recovery activities to support county and local government operations during an emergency. State OEM also coordinates federal resources to support the State's activities. The State response is guided by United States Homeland Security Presidential Directive (HSPD)-5; Article 2-B of New York State Executive Law; the State Comprehensive Emergency Management Plan (CEMP); and Executive Order No. 26.1 which establishes the National Incident Management System - Incident Command System as the State standard command and control system.

State OEM operates a **24-hour alert and warning point** in its State Emergency Coordination Center (SECC) to provide support to local, State and federal governments in reporting and responding to incidents at (518) 292-2200.

State OEM Region I (Nassau, Suffolk, New York City) is located in the New York State Office Building at 250 Veteran's Memorial Highway Hauppauge, New York 11788. You may contact the office at: (631) 952-6322 or SEMORegion1@semo.state.ny.us.

State OEM Region II (Columbia, Delaware, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester) is located at 171 Cheney Drive, Poughkeepsie, New York 12601-1011. You may contact the office at: (845) 454-0430 or SEMORegion2@semo.state.ny.us.

NY-ALERT

NY-ALERT is an all-hazards alert and notification web-based portal administered through SEMO. It is part of the State's ongoing commitment to provide New Yorkers with information so that they will understand the risks and threats that they may face and know how to respond accordingly.

The NY-ALERT website contains critical emergency-related information including instructions and recommended protective actions developed in real-time by emergency service personnel. Concurrent with the posting to this website, that same information will be disseminated through various communications systems (e.g. email, cell phones, media outlets) to those who sign up. The may include severe weather warnings, significant highway closures, hazardous materials spills, and many other emergency conditions. Additionally recommended response actions and protective actions will be offered to protect you, your family and your property.

To sign-up for NY-ALERT, please visit: <https://users.nyalert.gov/> or www.nyalert.gov.

Office of Facilities Planning – State Education Department

In the event of storm damage to a public school facility, please contact Facilities Planning for assistance. This will include expert school facility technical assistance; establishing a project to enable the school district to receive State building aid; and securing a building permit for the work. Staff will coordinate with administrators, designers, facility directors, contractors and the community to set in motion mechanisms for school district recovery and improvement.

New York State Education Department
Office of Facilities Planning
Room 1060 EBA
Albany, New York 12234
Phone: (518) 474-3906

e-mail: emscfp@mail.nysed.gov

New York State Archives – State Education Department

The State Archives provides direct advice to state agencies and local governments on preparing for and responding to records disasters. The Archives also offers workshops on disaster planning and response. The Archives has regional offices throughout the state, and each office has an expert records specialist who can visit you and provide technical advice and assistance, especially in the case of a records disaster. The Archives' services also include publications and workshops on a wide variety of records management topics. For further information, contact either your regional office or the New York State Archives Government Records Services unit in Albany, as indicated below:

Region 9 Office of the New York State Archives

Serving the Lower Hudson Valley (Dutchess, Orange, Putnam, Rockland, Westchester counties)

Linda Bull, Regional Advisory Officer

New York State Archives

301 Manchester Road, Suite 200-A

Poughkeepsie, New York 12603

Phone: (845) 484-2633 or 485-2634

e-mail: lbull@mail.nysed.gov

Region 10 Office of the New York State Archives

Serving Long Island (Nassau and Suffolk counties)

Lorraine Hill Campbell, Regional Advisory Officer

Suffolk State Office Building; Room 2B-46B; Veterans Memorial Highway

Hauppauge, New York 11788-5501

Phone: (631) 952-6864 or 952-6866

e-mail: lhilcam@mail.nysed.gov

Government Records Services

New York State Archives

State Education Department

9A47 Cultural Education Center

Albany, New York 12230

(518) 474-6926

www.archives.nysed.gov

Northeast Document Conservation Center (NEDCC)

Provides online disaster management publications and vendor lists at www.nedcc.org.

Disaster Recovery Journal

Provides an online list of consultants, sources of disaster planning software, sample disaster management plans, training, and a free journal subscription at www.drj.com.

Conservation On Line (CoOL)

A gateway website based at Stanford University, it provides information on various conservation and preservation topics including disaster planning and response. It also provides links to sample disaster plans as well as lists of individuals and vendors with expertise in preservation and disaster planning and recovery. <http://palimpsest.stanford.edu/>

Nassau County Contact Information

www.nassaucountyny.gov/agencies/OEM/hurricane/prepare.html

Remember -“911” Calls Are For Emergency Situations Only

TTY Relay Operator	800-421-1220
Nassau County Office of Emergency Management	(516) 573-0636
Nassau County Office of Emergency Management E-mail:	NCOEM@nassaucountyny.gov
Nassau County Main Number	(516) 571-3000
Nassau County American Red Cross	(516) 747-3500
Nassau County Police	(516) 573-7000
Town of North Hempstead	(516) 627-0590
Town of Hempstead	(516) 489-5000
Town of Oyster Bay	(516) 677-5757
City of Glen Cove	(516) 676-2000
Glen Cove Police Department	(516) 676-1000
City of Long Beach	(516) 431-1000
City of Long Beach Police Department	(516) 431-1800

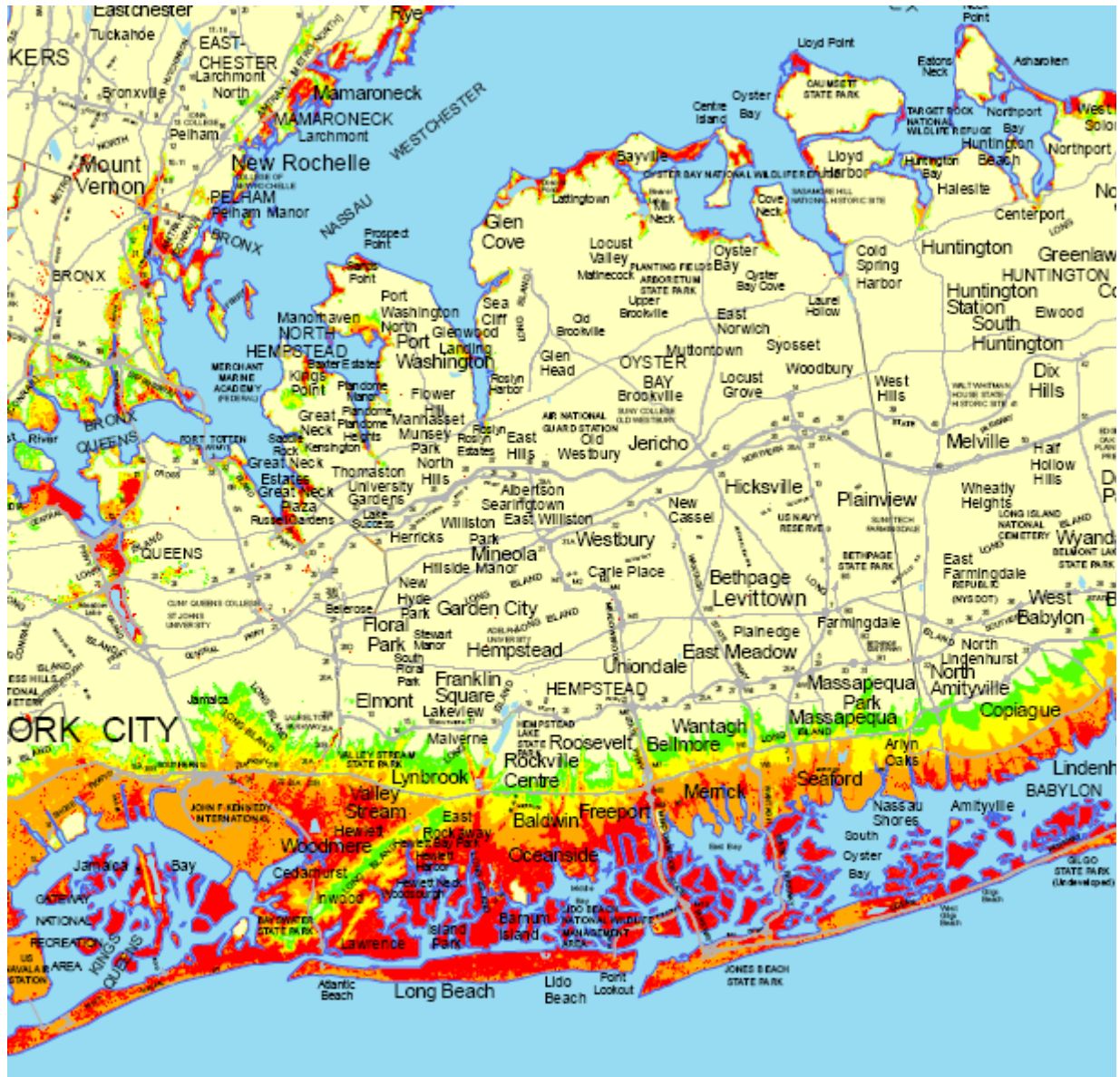
Additional Website Resources

Government/Agency

Nassau County	www.nassaucountyny.gov
Federal Emergency Management Agency	www.fema.gov
New York State Emergency Management Office	www.nysemo.state.ny.us
American Red Cross	www.redcross.org
National Organization on Disability's Emergency Preparedness Initiative	www.nod.org/emergency
Health and Welfare Council of Long Island	www.hwcli.com

Weather Related

National Oceanic and Atmospheric Administration	www.noaa.gov
National Weather Service	www.nws.noaa.gov
National Hurricane Center	www.nhc.noaa.gov



HURRICANE STORM
SURGE ZONES
(based on northwest
direction at high tide)

- CATEGORY 1
- CATEGORY 2
- CATEGORY 3
- CATEGORY 4

Nassau County: Hurricane Evacuation Routes

www.nassaucountyny.gov/agencies/OEM/hurricane/routes.html



Suffolk County Contact Information
Office of Emergency Management

Suffolk County (631) 852-4900 FAX (631) 852-4861

The Office of Emergency Management (OEM) coordinates the county's response to natural and manmade disasters. OEM personnel are responsible for the operation of the county's Emergency Operation Center (EOC) and work with local, state, and federal officials in shelter management, planning, resource management, and radiological response coordination.

It is never a question of if a hurricane will strike; it is a matter of when, so now is the time to get your home and workplace ready. And there is no better time to review your plans than on this year. The Suffolk County Office of Emergency Management (OEM) has specific recommendations on how you can prepare. They can save your life and your property!

HOW TO REPORT AN EMERGENCY

For fire and medical emergencies, please dial 911. If you believe that you have been exposed to a biological, chemical or radiological agent, or if you believe an intentional threat will occur or is occurring, please contact local emergency responders by calling 911.

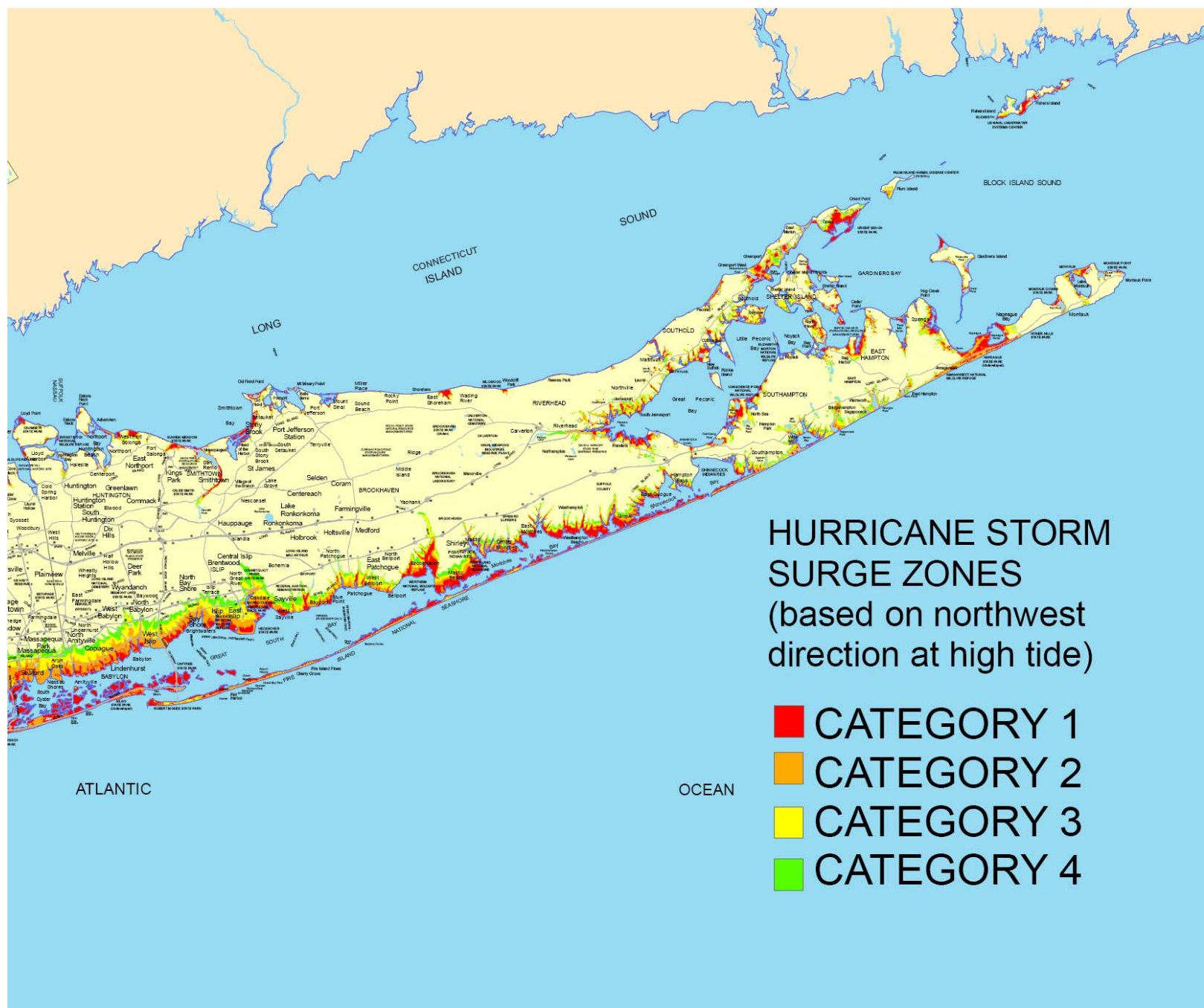
**Dial "911" only for life-threatening emergencies. Do not dial "911" for information.
Dial "852-COPS" - For non-Emergency Police calls in Suffolk County.**

24 HOUR EMERGENCY CONTACT PHONE NUMBERS BY TOWN

Babylon	631-422-7600	Brookhaven	631-451-6161
East Hampton	631-537-7575	Huntington	631-351-3234
Islip	631-224-5306	Riverhead	631-727-4500
Shelter Island	631-749-0600	Smithtown	631-360-7553
Southampton	631-728-3400	Southold	631-765-2600

HOW TO GET MORE INFORMATION DURING AND AFTER AN EMERGENCY

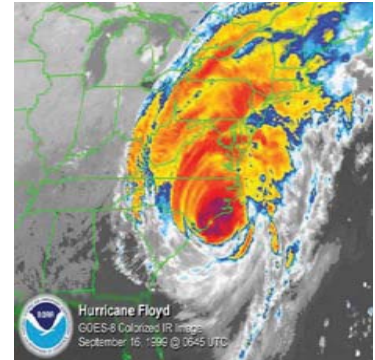
To get more information during and after an emergency, listen to your local television and radio broadcasts. If needed, contact local authorities such as the police, emergency management office, or health department. Please do not call a 911 or other emergency telephone line unless you need assistance with an immediate physical or medical emergency.



Westchester County Contact Information
200 Bradhurst Avenue -- Hawthorne, NY 10532
(914) 864 - 5450

<http://emergencyservices.westchestergov.com>

Westchester County is vulnerable to hurricanes and tropical storms with its extensive coastline along the Long Island Sound and Hudson River. These storms can carry winds of at least 74 miles per hour and can cause extensive damage, especially to low-lying coastal areas. Although Westchester hasn't seen a hurricane since 1985 when Gloria battered the coast, it's important that communities be prepared and residents realize that any hurricane or tropical storm can be dangerous.



In an effort to provide accurate and timely weather information to residents, schools, businesses, governments and emergency responders, Westchester County has installed weather stations in several areas across the county. View their positions on the [weather stations map](#) or at http://emergencyservices.westchestergov.com/index.php?option=com_wrapper&Itemid=3985 . This real-time data is used to assist in emergency planning efforts

Westchester County Emergency Communications Center (ECC) staff are trained to calm distressed callers, obtain critical dispatch information and, if needed, provide pre-arrival medical instructions. ECC operators are certified in emergency medical dispatch by the [National Academies of Emergency Dispatchers](#). This nationally recognized program is designed to teach communication operators how to best obtain critical information and coach the callers in providing immediate assistance if required.

In the event of an emergency callers can reach the ECC at: (914) 231-1900.

If the situation is not an emergency and you require the assistance of the ECC, call: (914) 231-1905 or (914) 231-1848 (fax).



HURRICANE STORM
SURGE ZONES
(based on northwest
direction at high tide)

- CATEGORY 1
- CATEGORY 2
- CATEGORY 3
- CATEGORY 4

Nassau and Suffolk County Red Cross Resources



GET READY! It's Hurricane Season on Long Island.
Prepare Now. It's easier than you think.



1-877-PREP-4-LI
1-877-773-7454

Hurricane Emergency Contact Info

Need help? There are many places to call, [stations to watch](#) and listen to, [web sites](#) to visit. And they're right here.

Important Phone Numbers

Remember, dial 911 only for emergencies!

Nassau County

Nassau County Main Number	(516) 571-3000
Nassau County Office of Emergency Management	(516) 573-0636
The American Red Cross in Nassau County	(516) 747-3500
Animal Lovers League (in Glen Cove)	(516) 676-5913

Suffolk County

Suffolk County Main Number	(631) 852-4900
Suffolk County Office of Emergency Management	(631) 852-4900
The American Red Cross Suffolk County Chapter	(631) 924-6700
Suffolk County Dept. of Health Services	(631) 853-3000/ (631) 852-4820
Senior Helpline	(631) 728-1235



Volunteer Opportunities

Neighbors help neighbors during emergencies and disasters. Here on Long Island, we'll rely on each other if a hurricane strikes. The Red Cross will need thousands of people to help out in shelters across the Island.

You can be part of the solution by becoming an American Red Cross Disaster Relief Volunteer before disaster strikes. Becoming a volunteer is relatively easy and it will enable you to make a real difference in your community.

Contact your local Red Cross Chapter to learn more about how you can help your neighbors during a disaster:

In Nassau County, contact Director of Human Resources, at (516) 747-3500, ext. 239.

In Suffolk County, contact the Disaster Volunteer Coordinator, at (631) 924-6700.

Also visit the Red Cross online at www.nassauredcross.org or <http://suffolkcounty.redcross.org>.



Westchester County Red Cross Resources

106 North Broadway
White Plains, NY 10603
914.946.6500



The very foundation of the American Red Cross is its volunteer work force. Today, the American Red Cross in Westchester County has 500 active volunteers, representing adults and youth, involved in ongoing programs and services at all levels.

Volunteer Services

Volunteer Philosophy

The American Red Cross is and ought to be an organization governed, supported, and primarily staffed by volunteers

Paid staff are enablers of and not substitutes for volunteers

Principal management roles are filled by teams of paid and volunteer staff working together and sharing responsibilities

Volunteer Roles and Opportunities

The American Red Cross in Westchester County offers numerous volunteer opportunities to challenge you and contribute to your personal growth. Join the corps of over 500 volunteers who help their neighbors in time of disaster and advance the humanitarian work of the Red Cross. We serve over 100,000 Westchester residents every year!

Some of the volunteer opportunities available at the American Red Cross in Westchester County include:

Disaster Services:

When disaster strikes the Disaster Services department responds. All disaster assistance is free and based on each individual needs.

Disaster Response Team: The Disaster Response Team needs volunteers to respond to local disasters, If you have time to respond to an emergency at a moment's notice—day or night—we can train you to become a member of our disaster services team.

Community Disaster Educators: Volunteers trained to present information to the community regarding the necessary steps to take to prepare one's family, business or school in times of disaster.

Disaster Services Human Resources: Volunteers with experience and training can elect to be called for a consecutive 3 week term of service with other Red Cross chapters in the county to assist with National level disaster relief.

Senior Calls Program: Volunteers provide the gift of companionship to homebound senior citizens through weekly telephone reassurance calls back.

Hurricane Terminology (from the National Weather Service)

Hurricane

A tropical cyclone in the Atlantic, Caribbean Sea, Gulf of Mexico, or eastern Pacific, which the maximum 1-minute sustained surface wind is 64 knots (74 mph) or greater.

Hurricane Season

In the Atlantic, Caribbean, and Gulf of Mexico the hurricane season is from June through November.

Hurricane Warning

An announcement that [hurricane](#) conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Watch

An announcement that [hurricane](#) conditions (sustained winds of 74 mph or higher) are *possible* within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Saffir-Simpson Hurricane Scale

A category 1-5 rating based on a hurricane's intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf and the shape of the coastline in the landfall region.

The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 130	Devastating damage will occur
4	131 - 155	Catastrophic damage will occur
5	> 155	Catastrophic damage will occur

Storm Surge

An abnormal rise in sea level accompanying a [hurricane](#) or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Tropical Cyclone

A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined [center](#). Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere.

Tropical Storm:

A [tropical cyclone](#) in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

Tropical Storm Warning:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified coastal area within 36 hours.

Tropical Storm Watch:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified coastal area within 48 hours.

Additional Resources

2007 Procedures for Hurricane Preparedness. School District of Palm Beach County, 22 Aug. 2007. www.palmbeach.k12.fl.us/2007HurricaneProcedures.pdf.

American Red Cross Preparedness Guide for Hurricane Season. American Red Cross. <http://suffolkcounty.redcross.org/docs/HurricaneGuide.pdf>.

Educational Facilities: Disaster & Crisis Management Guidebook. Florida Department of Education, 2 Jan. 2007. www.ncef.org/pubs/edfacilities-disaster-management-guidebook-2007.pdf.

Emergency Management: Status of School Districts' Planning and Preparedness. Testimony Before the Committee on Homeland Security, House of Representatives, 17 May 2007. <http://www.gao.gov/new.items/d07821t.pdf>.

Final Report on New York City Emergency Response and Evacuation Plans in the Event of a Weather-Related Emergency. Rep. New York State Assembly, 23 Mar. 2006. http://assembly.state.ny.us/member_files/092/20060323/hurricane_report.pdf

Get Ready! It's Hurricane Season on Long Island. American Red Cross: Nassau and Suffolk Chapters. www.liprepares.org.

Hurricane Gloria Information. www.hurricanes-blizzards-noreasters.com/HURRICANE-GLORIA.html.

Hurricane of '38. PBS: American Experience. www.pbs.org/wgbh/amex/hurricane38/index.html.

Hurricane Preparedness for Nassau County Residents. Nassau County Office of Emergency Management. www.nassaucountyny.gov/agencies/OEM/hurricane/prepare.html.

Hurricane Safety Tips. New York State Emergency Management Office (SEMO). www.semo.state.ny.us/info/publicsafety/hurricaneprepare.cfm.

"Hurricanes: US EPA." *General Hurricane Information*. US Environmental Protection Agency, 3 May 2010. <http://www.epa.gov/hurricanes>.

Mold Remediation in Schools and Commercial Buildings. US Environmental Protection Agency, Mar. 2001. http://www.epa.gov/mold/mold_remediation.html.

National Hurricane Center. National Oceanic and Atmospheric Administration (NOAA). www.nhc.noaa.gov.

Preparing for a Hurricane: Are You Ready? Westchester County Office of Emergency Management. www.westchestergov.com/emergserv/reports/hurricane06.pdf.

Shelter Location and Storm Surge Map. Suffolk County Emergency Management, 2009.
<http://suffolkcountyny.gov/Home/departments/firerescue/Office%20of%20Emergency%20Management/Interactive%20Flood%20Zone%20Map.aspx>

The Long Island Express: The Great Hurricane of 1938. Suffolk County Community College, 7 June 2010. <http://www2.sunysuffolk.edu/mandias/38hurricane>.

The Saffir-Simpson Hurricane Wind Scale. National Oceanic and Atmospheric Administration (NOAA). www.nhc.noaa.gov/aboutsshs.shtml.

Westchester County Emergency Alert Sign-Up. Westchester County Office of Emergency Management, 10 May 2010. www.westchestergov.com/cens.

Westchester Emergency Management Directory. Westchester Office of Emergency Management. www.westchestergov.com/emergserv/OEM/default.htm.