

Weslaco Independent School District

Risk Management Department

319 W. 4th Street, Weslaco, Texas 78599 - 0266
Telephone (956) 969-6818 Fax (956) 969-6737 P.O Box 266



Hurricane and Severe Storm Procedures

The procedures addressed in this document are general in nature, and should be applied appropriately depending on the impending weather situation. The Superintendent or designee will initiate hurricane and severe storm procedures.

General

- The Emergency Response Team (ERT) is comprised of key Administrative and ancillary personnel that will facilitate and coordinate emergency response when severe weather or other applicable disaster response is warranted. ERT members will be identified beforehand and willing to commit to respond when called. The ERT consists of the following:
 - Superintendent
 - Assistant Superintendent for Support Services
 - Safety & Security ERT
 - Assistant Superintendent for Administration
 - Maintenance ERT
 - Transportation ERT
 - Assistant Superintendent for Business & Finance
 - Emergency Procurement
 - HVAC ERT
 - Food Services ERT
 - Director of Employee Benefits/Risk Management
 - Remediation
 - Catastrophe Management
 - Executive Director of Technology
 - Technology ERT
 - Custodial Director
 - Campus Principals

Hurricane and Severe Storm Procedures

Campus

- School Messenger: - Ensure that you have access to School Messenger and that the appropriate calling groups (for access through phone) are setup.
- Phone Listing– Update contact information for all key personnel prior to the weather situation.
- Shut down all servers - This needs to be performed by the CTC or an authorized technician. Servers should not be powered off without a proper shut down. The Technology ERT will advise and assist Campus CTC Staff.
- Shut down and unplug Intercom - This can be performed by anyone.
- Move equipment above expected flooding level and unplug all power sources.
- Move equipment away from windows or unplug and cover.
- When the threat of severe weather clears, it is the responsibility of the Campus Principal or their designee to inspect the interior and exterior of their campus and report damage to members of the Disaster Team.
- Coordinate with the Director of Custodial Services to place custodians on call.

Department

- School Messenger: - Ensure that you have access to Messenger (if applicable) and that the appropriate calling groups (for access through phone) are setup.
- Phone Listing - Update contact information for all key personnel prior to the weather situation.
- Ensure critical data is backed up -This needs to be an ongoing consideration and should not be left until a severe storm is threatening to strike when there may be insufficient time to complete a backup.
- Move equipment above expected flooding level and unplug all power sources.
- Move equipment away from windows or unplug and cover.

Technology

- Ensure critical data is backed up - This needs to be an ongoing consideration and should not be left until a severe storm is threatening to strike when there may be insufficient time to complete a backup. Data must be stored off-site at a secure location.
- Shut down all servers - This needs to be performed by an authorized technician. Servers should not be powered off without a proper shut down. In addition to servers in the Server Farm and NOC, confirm that all campus servers have been shut down either by remotely shutting the server down or verifying that the switch the server is connected to is still up and attempting to remote into the server.
- Shut down and unplug Intercoms - Confirm that the campus intercoms have been powered down and unplugged.
- Move equipment above expected flooding level
- Move equipment away from windows or unplug and cover
- If Hurricane is above a Category 3 - Remove Microwave Wireless Antennae from Garza, Ybarra, Maintenance and CATE
- Have Maintenance check roof drains over NOC and Server Farm
- If necessary, shut down and power down NOC and Server Farm - Determination will be made by the Executive Director of Technology designee.
- Tarp equipment racks (only if powering down all equipment) - [H/TS]

- School Messenger: - Ensure that you have access to Blackboard connect and that the appropriate calling groups (for access through phone) are setup.
- Web Page -Update www.wisd.us with appropriate content notifying community of steps taken by school district.
- Phone Listing - Update contact information for all key personnel prior to the weather situation.
- Electricity Generator - Manually test generator before the weather situation.
- Administrator password - Sealed envelope with all WISD equipment administrator passwords (may be encrypted or wax sealed) will be taken offsite by the Executive Director of Technology and designee.
- Place ERT on standby.

Maintenance

- Fill sand bags for District (750-1,000).
- Deliver sandbags throughout the District.
- Inspect all roofs that are susceptible to or have a history of leaks/flooding
- Fuel all maintenance vehicles, portable generators and welders.
- Fill 5 gallon gas cans for portable generators and welders.
- Keep plywood in stock to cover broken windows and secure buildings.
- Fill nursing tanks with water.
- Keep shop fans ready for air circulation where needed.
- Have backhoe tractor ready to remove debris where needed.
- Have crew on standby to assist where needed.
- Have flashlights, batteries and other supplies available.
- Place ERT to be on standby.

Transportation

- Fuel all busses and support vehicles.
- Secure all vehicle doors and windows.
- Place ERT on standby.

HVAC

- Emergency power systems for designated shelters – Check emergency power systems at designated shelters for proper working order.
- Roof Debris – Remove debris from building roofs.
- HVAC Controls Schedules - Set HVAC schedules for designated shelters and specified buildings prior to WISD network shutdown.
- Fuel all vehicles, portable generators and welders.
- Fill 5 gallon gas cans for emergency generators.
- Secure Electrical Systems
- Place ERT on Standby.
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Shelter Provisions

Weslaco ISD in conjunction with the American Red Cross have designated the following campuses as shelters:

- Mary Hoge Middle School – Primary
- Weslaco High School – Secondary

The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official to manage the sheltering activities. WISD will designate a facility representative to coordinate the with the Red Cross shelter manager.

WISD Responsibilities:

- Food Services:
 - Upon request by the Red Cross, WISD will make the food service resources of the facility available to feed the shelter occupants. WISD food service personnel will coordinate with the shelter manager to establish a feeding schedule, determine food service inventory needs, and supervise meal planning and preparation.
- Security:
 - Security will coordinate with the facility coordinator, shelter manager and law enforcement regarding any public safety issues at the shelter.

Emergency Operations Center

In the event of a severe disaster, District operations will be run out of the Emergency Operations Center.

- Maintenance: Pre and Post Storm Activities
- Business Office (Purchasing)
- Technology
- Food Service
- Transportation: Emergency Driver Call List (Evac Order)
- Security
- Energy Management
- Custodial
- Public Information Office
- Risk Management