



## HURRICANE PROCEDURES For Residence Hall

- The President or his/her designee will issue all necessary directives and instructions concerning the implementation of these procedures and the resumption of classes.
- The Director of Marketing & Public Affairs will coordinate efforts with local radio stations, the Monroe County Emergency Management Website, and Monroe County Government Television, Channel #76, to send messages to faculty, staff, and students regarding the closing and opening of the College & Residence Hall.
- Refer to FKCC's homepage at [www.fkcc.edu](http://www.fkcc.edu) for information about alerts. The College also has public announcement notification system that will be activated in the event of an emergency that provides specific instructions.
- College officials will also alert students and employees of emergencies and/or college closures due to hurricane or tropical storm impact via our emergency message system, Blackboard Connect-Ed.
- This technology enables FKCC to quickly send emails, voicemails, and text messages. To ensure you get these important messages, **please be sure that your contact information on file at FKCC is accurate and complete.**

### ***CHECK/ UPDATE YOUR CONTACT INFO! (It's easy!)***

1. Log onto "myFKCC" (FKCC Portal) through [fkcc.edu](http://fkcc.edu).
2. Click "FKCC Online Services," "Personal information," and "View your address(es) and phone(s)."
3. If necessary, click the "Change of Contact Information form" link

## INTRODUCTION

**A. Hurricane Season:** June 1 –November 30

**B. Tropical Storm**

Tropical storms have sustained winds that exceed 39 miles per hour, which puts high profile vehicles, such as school buses, at risk. Therefore, in the event of a tropical storm, Monroe County School District and FKCC usually close.

**C. Hurricane Watch:**

This is the term used as the first warning that hurricane conditions are possible within a specified area. The hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force-winds. Landfall is uncertain and broad geographic areas are alerted. This is a time for preliminary storm preparation.

At the "hurricane watch" phase, FKCC will monitor the progress of the threatening weather system and take definitive steps to verify FKCC's preparedness status should the track of the weather system continue to threaten the Florida Keys.

**D. Hurricane Warning:**

This is an announcement that hurricane conditions are expected somewhere within a specified area. The hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force-winds.

When a "hurricane warning" is declared, FKCC will direct the execution of emergency procedures.

## Tropical Storm

Tropical storms may warrant evacuation from Lagoon Landing. Should Key West High School open as an evacuation shelter for a tropical storm, Lagoon Landing will close and residents will have to vacate the building. Residents may elect to evacuate to a location of their choosing or to Key West High School.

If Key West High School does not open as an evacuation shelter, Lagoon Landing will remain open and residents will be expected to remain inside the building until the storm has passed. Residents are expected to return to, and remain in, their room/suite within one hour of notification of College closure. A subsequent announcement will be made by the Coordinator of Residence Life/Resident Manager when it is safe to go outside.

## Hurricane Warning

In the event a hurricane warning is declared by the College, all resident students will be directed to evacuate Lagoon Landing. Residents are encouraged to return home or evacuate to a location of their choosing.

Students who require shelter will be evacuated to Monroe County's designated evacuation location. All such students must abide by shelter policies and remain in that facility until the College issues a return order. Failure to comply with College officials during an emergency event will result in disciplinary action.

FOR CATEGORY 1 AND 2 STORMS, Key West High School at 2100 Flager Ave. in Key West.

FOR CATEGORY 3, 4, & 5 STORMS, Monroe County's designated evacuation site.  
No shelters are open in Monroe County for a category 3, 4 or 5 hurricane.

***Students and personnel are encouraged to use a battery-operated radio to stay informed of the hurricane's progress and dangers.***

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Residents will not be permitted to return to Lagoon Landing until they have been notified that it is officially reopened and ready. Notice will be sent through telecommunications and through the designated radio stations.

Failure to comply with College officials during an emergency event will result in disciplinary action.

### ***Storm Preparation Tips:***

#### **Gather a three to seven-day supply of the following:**

- Prescription medications
- Toiletries (toothpaste, soap, shampoo, etc)
- Cash
- Non-perishable snack-type food (crackers, power bars, cookies, pretzels, chips, peanut butter, jelly, bread, cereal, cans of tuna, soda, etc)
- Flashlight (preferably D-battery size), plus at least two extra sets of batteries
- Two large sponges
- First Aid Kit
- Several clean bath/beach towels that can be used to pick up water
- Plastic bags or sheeting to store/cover property
- Optional:
  - small, battery powered TV with antenna
  - small, battery powered radio
  - small, battery powered fan

#### **Prepare your room in the following manner:**

- Retract or raise blinds all the way
- Move furniture, including beds, and other property away from windows
- Because floors may get wet, all articles (electronic equipment, shoes, rugs, clothes, bags, suitcases) on floors should be picked up. Placing these articles in plastic trash bags will help protect them from water damage
- All loose objects should be placed in drawers and closets. Papers, books, etc., should not be left on tops of desks or dressers. Placing these articles in plastic trash bags will help protect them from water damage
- Valuables should be placed in safe place in your room

- Room/suite doors should be locked
- Wash/dry all your dirty laundry
- Fully charge, and rain proof, your cell phone, tablet, laptop, and any other battery powered property
- Fill the gas tank of your car
- Move your car from under Lagoon Landing and park it away from trees at the front entrance parking lot. Set the emergency brake on and put the transmission in park (auto) or reverse (manual)
- After the College closes classes/operations, use stairs to access residence hall suites
- If you are going home or off-campus, inform your Resident Manager of where you will be during the storm and leave your cell phone number with Resident Manager
- Call home to let them know where you will be during the storm and how they can contact you

**Directions for remaining in Lagoon Landing during a Tropical Storm (when authorized):**

1. It is essential that all residents stay indoors throughout the entire tropical storm
2. When the winds get to 40 miles per hour:
  1. do not exit your building
  2. do not open an exterior door
  3. do not use exterior stairs
  4. stay away from windows and exterior doors
  5. keep your flashlight with you
  6. elevators will be turned off until after the storm passes - residents will be restricted to their floors when winds reach 40 miles per hour
3. If water is coming into your room, try to prevent/limit damage by collecting the water with sponges and towels and wringing them out over an empty waste can. Put a towel around leaking windows, pipes, and doors. If your room becomes uninhabitable, seek refuge in a neighbor's room. If your room is livable, let others take refuge with you
4. You may be directed by Resident Manager/Shelter Supervisor to exit your room and take refuge in the hallway if the winds grow stronger
5. Report all accidents, injuries, broken windows, or excessive water to your Resident Manager/Shelter Supervisor
6. You may not leave the building after the storm until your Resident Manager/Shelter Supervisor says that it is safe to do so