

AMERICAN MARITIME OFFICERS PLANS 2017 HURRICANE NEWSLETTER



EASY GUIDE

- ◆ **MAKE SURE YOUR MANAGER HAS ALL OF YOUR CURRENT CONTACT INFORMATION .**

- ◆ **PREPARE YOUR WORK STATION**
- ◆ **CLEAR DESK TOP**
- ◆ **BACK UP COMPUTER FILES**
- ◆ **HELP OTHERS SECURE ALL DEPARTMENT EQUIPMENT**
- ◆ **KEEP INFORMED—CALL AMO HURRICANE HOTLINE FOR STORM UPDATES**

- ◆ **STAY SAFE**

BE PREPARED

In the event of a hurricane or a severe tropical storm, American Maritime Officers Plans has created a step by step Hurricane Preparation Plan for all staff to be informed and to know what to do throughout the entire course of a storm-event.

Please take time to read this newsletter to fully understand the necessary steps you

should take to prepare your individual space as well as your department for a storm.

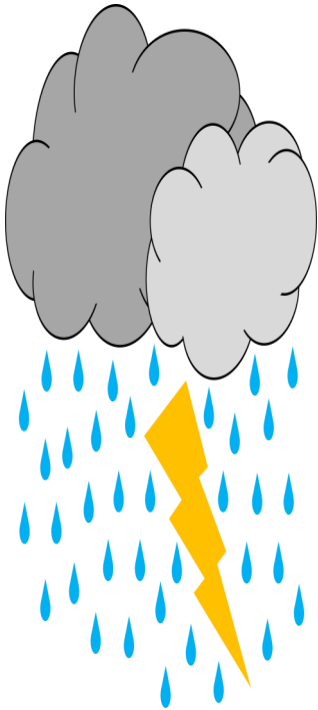


STORM WARNINGS

Once the National Hurricane Center issues a hurricane or tropical storm warning for the Broward area, the Facilities department will issue information regarding the continued operation or shut-down of the property. If the office is in operation while awaiting reports of an approaching storm, employees will be advised to wait official word from Management before closing offices and evacuating the campus. If employees are awaiting word during off-hours then instructions and updates for staff and students will be available by telephone and also on our websites.

HURRICANE HOTLINE

1. Telephone
954-922-7428 ext. 206
2. Visit our Websites:
www.star-center.com
www.amoplans.com



PREPARE OFFICE AREAS

Workstations, Personal Computers, and Other Electronic Devices!

Each Manager/Department Head will be responsible for securing the various general areas throughout the office.

Remember...

All staff will be responsible for clearing out their areas and securing all contents at their work station. If your desk is near a window and is at risk of getting damaged from wind or rain, file away all documents in desk drawers or box to be stored in a secure area. All other office accessories or

supplies such as staplers, calculators and other desk items must also be put away.

All workstations must be secured. If any files are stored on the hard drive of a PC station, please copy those records to a directory on one of the secured drives.



FINAL PREPARATIONS

Your Manager/Department Head will be informed if the Facilities Department plans to shut off electricity or water at any time during the preparation phase. If power will be shut down, your manager will notify all personnel

ahead of time to insure all reports and documents can be run and files can be properly backed up before shut down.

AFTER THE STORM

ALL EMPLOYEES ARE INSTRUCTED TO CALL THE HURRICANE HOTLINE FOR INSTRUCTIONS ON RETURNING TO WORK.

TELEPHONE: 954-922-7428 EXT. 206

WEBSITES: www.star-center.com
www.amoplans.com

KNOW THE TERMS...

Hurricane Watch ~ Hurricane conditions are possible within 48 hours. Your preparations should begin.

Hurricane Warning ~ Hurricane conditions are expected within 36 hours. Your preparations should be expedited to completion.

KNOW THE HAZARDS...

Storm Surge ~ Storm surge is the most dangerous element of a hurricane. This is a dome of ocean water that can be 20 feet high at its peak and 50 to 100 miles wide. Nine out of 10 hurricane fatalities are attributable to storm surge.

Wind –A hurricane is a tropical storm with constant winds greater than 74 miles per hour. These winds can extend inland for hundreds of miles. Hurricanes can also spawn tornadoes, which add to their potential for destruction.

Rain~Because of the tropical nature of hurricanes. They contain rain which can, at times, be torrential and cause floods and flash floods.



EMERGENCY NUMBERS

Emergency	911
First Call for Help	211
Broward County Hurricane Hotline	311 954-831-4000
Broward County Human Services Department For Special Needs Shelter Registration	954-357-6385
Broward County School District Hotline	754-321-0321
FEMA Hotline	1-800-342-3557 1-850-413-9900
Broward County Emergency Management	954-831-3900
Pet-Friendly Hurricane Shelter Registration Broward County	954-989-3977
Animal Care & Regulation	954-359-1313
Insurance—State of Florida Department of Financial Service Hurricane Helpline	1-800-22-STORM (78676)
Price Gouging Hotline In Spanish	1-800-HELP-FLA (435-7352) 1-800-FLA-AYUDA (352-9832)
Broward County Consumer Affairs Division	954-357-5350
Broward County Waste and Recycling Services	954-765-4202
Broward County Paratransit Services	954-357-6794
Mass Transit Rider Services	954-357-8400
Homeless Information	954-563-HELP



BE SAFE

**2017
ATLANTIC
STORM
NAMES**

Arlene
Bret
Cindy
Don
Emily
Franklin
Gert
Harvey
Irma
Jose
Katia
Lee
Maria
Nate
Ophelia
Philippe
Rina
Sean
Tammy
Vince
Whitney

Hope for 3, plan for 7!

The Broward Sheriffs Office wants you to be prepared for hurricane season. Take the time now to make your plan. Remember, hope for 3, plan for 7. Assume that you will need supplies for a minimum of 3 days, but stock enough supplies for 7 days.

Develop a Hurricane Plan...

- STEP 1 Hold a family meeting.
- STEP 2 Discuss whether you'll need to evacuate.
- STEP 3 Ensure your assets are protected.
- STEP 4 Assess your home for vulnerable areas.
- STEP 5 Make a Plan to protect your vehicles.
- STEP 6 Secure your home.
- STEP 7 Determine whether anyone in your home has special needs, or is vulnerable in an emergency.
- STEP 8 Make a plan for your pets.
- STEP 9 Gather your supplies.
- STEP 10 Notify others of your plans.

For more information, visit: Broward.org/hurricane



**"Climate is what we expect,
weather is what we get"
Mark Twain**