



Hurricane Procedures

BEFORE THE STORM

1. Log in to the MyCF portal and verify your contact information for the RAVE Emergency Notification System. You may add emails, telephone numbers, etc. If you do not have access to the MyCF portal, contact the Help Desk at **352-854-2322, ext. 1378**, to be added to RAVE.
2. Ensure your name, address and telephone number are accurate with Human Resources. To view your information, log on to MyCF, click the image icon at top right, then My Profile & Settings, and then Contact Information. To update your information, go to Inside.cf.edu, forms, Human Resources, then **Name and/or Address Change** form.
3. Periodically check your email when a storm begins to approach our area.
4. When the CF president announces the closing of the college, please complete the following before leaving your department:
 - Take the emergency information number with you (**352-291-4499**).
 - Department heads should ensure that all team members follow hurricane procedures in this document.
 - Save your work, log off and power down computers. Do not unplug. Do not cover.
 - Remove contents from refrigerators.
 - Leave electrical appliances plugged in.
 - Secure all important items. Place electronics and other items subject to flood damage as high as possible, such as on counters, shelves or desks.
 - Move items away from windows.

- Close and lock all office and classroom windows and doors in your department.

DURING THE STORM

1. Tune in to local TV or radio stations or monitor online news sites for news and weather. Make sure you have plenty of fresh batteries for your radio. Keep your cell phone fully charged.
2. Have your emergency survival kit ready to go if told to evacuate.
3. If advised to evacuate, tell others where you are going, turn off utilities if instructed, leave immediately, and follow routes designated by local officials.

AFTER THE STORM

1. CF will remain closed to **ALL** employees until an immediate danger assessment is reported to the president. A damage assessment must be made before any cleanup efforts begin. Do not return to CF while the college is closed unless you are contacted by your supervisor and told you are needed. All essential personnel reporting to the college while the college is officially closed must check in with CF Public Safety.
2. Reopening information for employees and students will be available at www.CF.edu, 352-291-4499 and social media. Announcements will also be made by local media.

CF EMERGENCY INFORMATION LINES

352-291-4499

1-800-831-9244

When the college is closed, timely evacuation is mandatory.

CONTACTS

MARION COUNTY

www.marionso.com/emergency-management
Emergency Operations Center352-369-8100
Sheriff's Office352-732-9111
Citizen Information.....352-369-7500

CITRUS COUNTY

www.sheriffcitrus.org
Emergency Management352-249-2700
Citizen Information.....352-746-5470
.....352-527-2106
Sheriff's Office352-726-1121

LEVY COUNTY

www.levydisaster.com
Emergency Management352-486-5213
Citizen Information.....352-486-5155
.....352-486-5576
Sheriff's Office352-486-5111

Citizen information lines are only activated during an emergency.

Hurricane Procedures

SURVIVAL KIT BASICS

- One gallon of water per person, per day, for three to seven days
- Three- to seven-day supply of nonperishable food, juices, cooking tools, fuel
- First aid supplies, prescription drugs
- Seasonal clothing, rain gear, sturdy shoes
- Special items for babies and the elderly
- Toiletries, hygiene items, moist wipes
- Flashlight, batteries
- Battery-powered or crank radio, NOAA weather radio
- Fully charged cell phone, extra battery; traditional corded telephone that doesn't require electricity
- Cash, credit cards
- Important documents in waterproof container
- Tools
- Keys
- Pet supplies
- Toys, books, games

ALERT NOTIFICATIONS

Marion, Citrus and Levy emergency management all subscribe to Alert emergency notification system. Visit the sites below and search Alert to sign up.

www.marionso.com/emergency-management

www.sheriffcitrus.org

www.levydisaster.com

WEATHER SITES

www.accuweather.com

www.fcsrmc.com

www.fema.gov

www.noaa.gov

www.floridadisaster.org

www.ready.gov

www.weather.com

HURRICANE APPS

Numerous hurricane apps are available for mobile devices. Visit the app store on your cell phone or tablet for free hurricane preparation and tracking applications.

CF HURRICANE PREPARATIONS

- **Step 1.** The National Hurricane Center announces a hurricane watch.
- **Step 2.** The CF president, Plant Operations and Public Safety begin to monitor weather conditions.
- **Step 3.** If the tricounty area is in the projected storm path, Plant Operations and Public Safety begin making preparations for the safety and security of CF employees, students and college property.
- **Step 4.** The president decides if and when to close the college and determines what additional preparations need to be made. The closing may affect the entire college, or just specific campuses and sites.
- **Step 5.** Official notice that the college will close, and at what time it will close, will be announced to

employees by email broadcast, and to students by the local media, social media and on the website. RAVE Alerts will be issued to individuals with information on file.

- **Step 6.** College officials and essential personnel (employees who are needed to help with hurricane preparations) will monitor the storm, secure the college and assist with the evacuation of students and employees.
- **Step 7.** Once the affected college campuses and sites are secure, only specific essential personnel will remain at the sites. When college sites are closed, timely evacuation from the sites is mandatory.

Let's work together to keep our college as safe as possible in the event of a hurricane.

EMERGENCY SHELTERS

For information only. Monitor media to determine shelter locations and openings. Bring bedding, medications, special dietary needs.

Inverness Middle School
Inverness Primary School
Lecanto Complex - Primary (pets allowed),
Middle, High, Renaissance Center*
Pleasant Grove Elementary School
Rock Crusher Elementary School
Withlacoochee Technical Institute

MARION COUNTY

Bellevue High School*
Bellevue Middle School
Dunnellon High School
Fort McCoy School
Forest High School
Hammett Bowen Elementary School
Horizon Academy at Marion Oaks
Lake Weir High School
Liberty Middle School
Madison Street Elementary School
North Marion Middle School
Saddlewood Elementary School
Vanguard High School (pets allowed)
West Port High School*

LEVY COUNTY

Bronson Elementary School*
Bronson Middle High School
Williston Elementary School
Williston Middle High School

CITRUS COUNTY

Central Ridge Elementary School
Citrus High School
Citrus Springs Elementary School
Citrus Springs Middle School
Crest School
Floral City Elementary School
Forest Ridge Elementary School
Hernando Elementary School

***Special needs shelters**