

## Pet Shelter Program

- Pets are not allowed in Medical Center buildings. Staff on duty during the storm may leave pets in cars parked in the designated handicap parking area in the basement level of the parking garage. Owners will be restricted from checking on pets during the storm and not before conditions are determined to be safe after the storm. The Medical Center HICC will determine when the Pet Shelter Program will open and close. If you—or a family member—has a service animal, please check the appropriate box under the “family members” tab in Live Process.

## During the Storm

- The Medical Center hurricane plan and HICC will be activated by the Director. The HICC will be in contact with the VISN EOC, other VISN VA Medical Centers, other community hospitals and the Palm Beach County Emergency Operations Center.
- Supervisors will advise staff on storm conditions and Medical Center operations.
- Staff on duty should closely monitor patients, and watch for window damage or water entering around doors or windows.
- Patients will be relocated or moved into corridors as needed.
- Staff should call the HICC at 561-422-5499 to report damages, water intrusion, or movement of any patients.

## After the Storm

- Call the Employee Report To Work Hotline at:
  - 561-422-8200 or 1-800-972-8262 ext. 8200
- Staff unable to report for duty must contact their supervisor at the above numbers.
- In case the Medical Center telephone system is out of service, call 1-877-741-3400
- If you are on duty during the storm and unable to return home due to road conditions or lack of public transportation, the HICC will provide information regarding sleeping arrangements. Any other issues should be discussed with an assigned supervisor.
- The HICC may activate the Family Assistance Center after the storm to accommodate children while schools are closed.
- The HICC will step down from emergency plan activation when operations can be managed normally. Normal duty hours and conditions will be resumed as soon as possible.

## Employee Resources

### Mental Health and Behavioral Science

- The Employee Assistance Program is coordinated by ESPYR. This confidential program is open to any full or part-time VA employee and is free of cost. Consultation, evaluation, and referral services are available at [www.espyr.com](http://www.espyr.com). 1-800-869-0276

### Occupational Safety and Health

- Training/information on hurricane preparation and storm safety are available from Occupational Safety and Health, ext. 6715.



CONNECT WITH US

<http://www.facebook.com/VAWestPalmBeach>

### Web-based Resources

<http://vaww.westpalmbeach.va.gov>  
(INTRANET)

[http://vaww.westpalmbeach.va.gov/  
includes/  
EmployeeEmergencyGuide.asp](http://vaww.westpalmbeach.va.gov/includes/EmployeeEmergencyGuide.asp)  
(INTRANET)

[www.readypbc.com](http://www.readypbc.com)

### Community Phone Numbers

- **Palm Beach County Emergency Management Agency** EMA 561-712-6400
- **Broward** EMA 954-831-3900
- **Martin County** EMA 772-219-4942
- **St. Lucie County** EMA 772-462-8100
- **Hendry County** EMA 863-674-5404
- **Glades County** EMA 863-946-6020
- **Okeechobee County** EMA 863-763-3212
- **Indian River County** 772-226-3859
- **Red Cross Headquarters** 561-833-7711

**\*\*\* Remember, phone systems can fail.  
Check information provided by weather  
radio, local TV and radio stations.**

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VA



U.S. Department of Veterans Affairs

Veterans Health Administration

# 2017 Hurricane Information for Employees



## VA MEDICAL CENTER, WEST PALM BEACH

7305 N. Military Trail  
West Palm Beach, Florida 33410-6400

[www.myhealth.va.gov](http://www.myhealth.va.gov)  
[www.westpalmbeach.va.gov](http://www.westpalmbeach.va.gov)

## Prior to Hurricane Season

### December through May

- EACH QUARTER, check and update your Live Process information!
- This is the most economical time to purchase hurricane shutters, plywood, tarps and replacement screening materials for your home.
- Check your roof, develop a plan for sealing windows, remove debris or unnecessary items from around your house, and keep tree limbs trimmed away from the house or electrical lines.
- Consider purchasing a home generator. Be sure you understand installation requirements and operation procedures. Confirm that the capacity is sufficient for your needs.
- Consider purchasing a weather radio, battery operated fans, small gas stoves, and small refrigerators.
- Evaluate capacity to store water. Remember, a large trash can will hold water for bathing and flushing toilets.
- Start creating a plan for your pets.
  - Determine safe evacuation routes inland.
  - Learn the locations of official shelters.
  - Clear loose and clogged rain gutters and downspouts.
  - Trim trees and shrubbery.
  - Decide where to move your boat in an emergency.
  - Review your insurance policy.

#### TERMS TO KNOW

**Hurricane Watch:** Hurricane conditions 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.

**Hurricane Warning:** Hurricane conditions are expected in the specified area of the warning. 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.

**Tropical Storm Watches and Warnings:** Take these alerts seriously. Although tropical storms have lower wind speeds than hurricanes, they often bring life-threatening flooding and dangerous winds. Take precautions!

## Start of Hurricane Season June 1<sup>st</sup>

- CONFIRM your information in Live Process is correct, and update it if anything changes!
- Begin to purchase and have readily available: 10-14 days of non-perishable food and water, , flashlights, batteries, and candles. Fill your generator gas tank and reserve fuel tanks.
- Check your pet(s) records. Pets placed in vet centers and shelters must have current shots/vaccines, identification tags, crates, crate cleaning equipment, bowls, food and water for 3-5 days.
- Make an inventory of valuable items. Insurance companies will accept photos or videos as evidence. Store photos or videos in zip lock bags in a safe place and consider mailing a copy to a friend or family member in another part of the country.
- Review insurance policies. Make a copy and mail to a close friend or family member in another part of the country. Seal other important documents in zip lock bags. Store in a safe location or carry them with you if you leave.
- If you are unable to safeguard your home, or are living in a mobile home or other structure that may not withstand a hurricane, contact the county emergency management agency for local shelter information. Remember to get the rules and regulations; ask about pets and medical care; test drive to that location. If you are dependent on public transportation, plan for alternate travel arrangements.
- Develop a communications plan for your friends and family. Identify one person in another part of the country that you will call after the storm. Tell your friends and family members how to contact that person for updates.

## When a Hurricane Watch is Declared

- BEGIN MONITORING YOUR WEATHER RADIO!
- Buy last minute groceries.
- Check: storm supplies, first aid supplies, prescriptions, and your list of emergency phone numbers.
- Get cash - small bills and coins.
- Top off your gas tank. Consider buying extra gas to store in an approved container.
- If predictions show the storm is coming in your direction, install your hurricane shutters and make

arrangements to move to your shelter location approximately 48 hours before landfall.

## When a Hurricane Warning is Declared

- A warning is announced when the hurricane is predicted to strike within 24 hours. By this time, all personal preparations should be completed.
- Staff scheduled to work during the storm should be ready to report to work and have all home and family preparations completed.

## Here at the Medical Center...

The VISN Emergency Operations Center (EOC) and the Medical Center Hospital Incident Command Center (HICC) will determine the times for departure and arrival of staff before the storm. Staff working through the storm is required to stay on duty until released by their supervisor.

- If scheduled to work during the storm, time will be designated for you to secure your home and prepare your family.
- Medical Center preparations will begin several days prior to anticipated landfall.
- The mix and number of staff assigned for duty during the storm will be dependent on the number and medical needs of patients remaining in the Medical Center, and the skills needed to manage the building and its systems during and after the storm.. Your supervisor will communicate the staffing plan to you as soon as possible. Remember, each storm will be different, and flexibility.

## Family Support Program

- Family members MUST be registered in your personal Live Process Contact account under the Family Support Program Tab. Ask your supervisor about this program.
- Family members MUST bring 3-5 days of food and water with them. Food must not require refrigeration or cooking. Family members must bring bedding, diapers, medications, etc. Family members who require special types of assistance should register with special needs and special care shelters. The Medical Center will determine when the Family Support Program will open and close. needs/care shelters. The Medical Center will determine when the Family Support Program will open and close.