

Employee Hurricane Handbook

2024-2025



EMERGENCY PREPAREDNESS

- 
MAKE A PLAN
- 
BUILD A KIT
- 
BE INFORMED

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WHO IS TO REPORT TO WORK?

Employees and other personnel who are considered essential to Sarasota Memorial Health Care System services and operations during severe weather, will be notified by their department director or designee if they are assigned to work during a storm. Your name will be added to the A Team (Response) employee list, which will be used to control entry into our facilities during the weather event.

EMPLOYEE DESIGNATION

Pre Team (Mitigation/Preparedness)

If the storm's path is predicted to include Sarasota Memorial facilities, Pre Team members may be assigned to help with storm preparations such as moving patients and equipment, etc. The Medically Dependent Person (MDP) Coordinator and/or Integrated Case Management will request staff from a Labor Pool to assist with the MDP Intake process.

A Team (Response)

This team would report to work at a designated time and stay through the course of the event. Departments should ensure their employees have been assigned to the A (Response) Team through MyTime and discuss with their employees what their roles and responsibilities will be.

B Team (Recovery)

This team would report to work after the event and relieve the A (Response) Team. Departments should ensure their employees have been assigned to the B (Recovery) Team through MyTime and discuss with their employees what their roles and responsibilities will be.

Non-Assigned Employees

Non-essential staff/personnel should monitor weather conditions and Sarasota Memorial Health Care System communications, so they know when to return to work. Establish communication with department management and/or SMHCS, which has a recorded message **HOTLINE: (941) 917-8799; Venice: (941) 261-8799**. Staff also should monitor Sarasota Memorial Health Care's website, social media sites, email and local news.

Note: Based on department staffing needs, your team assignment may change. When a change is necessary, as much advance notice as possible will be provided.

Exemptions from A and B Team for Extenuating Circumstances

Staff who are parents of, or caregivers for, family members with special needs; have medical disabilities; are serving in the military on assignment, or who meet other qualifying conditions may request an exemption from serving on the Hurricane A and B Team for the current year. Staff requesting an exemption must submit a Hurricane Exemption Form ahead of time, which can be found at the end of this document. Exempted staff may be asked to serve on the Pre-Team or perform other duties. Staff must reapply for an exemption each year.

PAY

Employees Onsite

Clinical and non-clinical A (Response) Team employees reporting to work for the duration of the hurricane should plan on working 12-hour shifts or as otherwise assigned. Based on hospital census and department

needs, employees may be re-assigned to other departments or may be assigned duties that are not their regular duties. Employees are required to report to their supervisor if they are on the schedule to work, working, or have no duties to perform.

Non-Exempt Positions (Hourly)

- Non-exempt employees who report for duty and/or work during a declared emergency are compensated at their normal pay rates (regular or overtime and shift differentials) for hours actually worked.
- Non-exempt employees who are on duty for 24 or more consecutive hours are compensated for all hours actually worked as determined by management staff and in addition, compensated for eight hours of sleep time and actual mealtime (normally ½ hour per shift) for each 24-hour period as defined by management.
- Depending on the severity of the emergency, employees may be asked to work additional hours, but should be relieved after 16 consecutive hours of worked time.
- Employees will be paid straight time for the first 40 hours worked during the work week, then overtime for the hours worked more than 40 hours within the work week.
- For pay purposes, the work week begins Sunday morning at 12:00am.
- Non-exempt employees are required to log in to the API time and attendance system (MyTime & Attendance) at the time they are required to report to work and clock out when they are released to leave the hospital. Any special clocking instructions will be share with staff.

Exempt (Salaried) Employees

- Exempt employees are not eligible for overtime.
- Exempt employees reporting for either Team A or B may be asked to record their hours manually or through their login to the API time and attendance system. Any special clocking instructions will be shared with staff.
- Exempt, salaried employees who report for duty and work in anticipation of, during, or after a declared emergency are compensated at their normal minimum guaranteed salary.

Non-Assigned and B Team Employees

- Employees who are non-assigned and not working have the option of being paid by using their accrued PTO-A (as applicable) or be unpaid for the time off-site and not working.
- Employees are required to inform their supervisor of their choice by the deadline assigned by the hospital.
- Recovery B Team and non-assigned employees will be paid according to normal pay practices when they return to work.
- Employees should contact their supervisor to confirm their schedule to return to work.

WHAT TO EXPECT WHEN WORKING DURING A HURRICANE

Before you leave home:

- Prepare your family and pets for evacuation.
- Communicate with your family your work schedule during the storm.
- Prepare your home, as you will not be able to return until the All Clear has been given and roads are declared safe for travel.

- Sarasota Memorial Health Care System will secure entrances and control access to its facilities soon after the designated time that A (Response) Team members are asked to report to work.

What to pack (more information included on checklist at end of this document):

- Clothing, change of uniforms and shoes for up to seven days. Comfortable clothing/shoes are highly recommended. The hospital may get chilly, especially at night, so consider bringing long-sleeved shirts or a light sweater or jacket. Jeans are allowed.
- Your employee ID badge.
- An air mattress (twin size only) with sheets, linens and pillows, or foam pad/folding lounge chair to sleep on.
- Personal hygiene items, toiletries and towels.
- Medications.
- Food, bottled water, drinks and snacks that do not require refrigeration
- Several days' worth of cash
- Earplugs and eye masks are recommended for sleeping in common areas.
- Cellphone charger, flashlights and batteries.

What NOT to pack:

- Do not bring valuables that you cannot secure inside your locked suitcase or bag.
- The hospital is not responsible for personal items or valuables.

CHECK-IN

- The hospital is required to document all occupants in the building during a disaster event.
- All employees assigned to the Labor Pool must sign in upon arrival; all other employees must sign in upon arrival to their work area.
- All employees must **ALWAYS wear their employee ID badge** (excluding sleep/shower times) with the photo visible.
- Non-employees, physicians and/or vendors NOT checked in will need to be approved by the Incident Commander or Logistics Chief.

After check-in:

- Report to your supervisor.
- Check in with your management team to obtain your sleep location.
- Identify your sleep location and area to put your personal items.
- Secure your personal items.

Work schedules:

- Employees are generally scheduled to work 12-hour shifts during the hurricane/disaster.
 - Work hours can be adjusted at the discretion of your reporting supervisor.
 - Employees not needed in their home department may be asked to sign up for Labor Pool shifts.
- Be prepared to sleep upon arrival if you are not scheduled to work.

Designated sleeping areas:

- Response A Team employees will be assigned a sleeping area by department leaders or Labor Pool via Incident Command Center.
- Employees must sleep in their designated area and may not move to an unassigned area.
- Questions or concerns about assigned sleeping areas may be directed to your management team.
- Dormitory-style sleeping quarters may be set up, but employees must bring their own air mattress (no larger than a twin size), bed linens, toiletries, and towels. See “What to pack” on pages 3-4 for more information.

Meals:

- Cafes will serve meals, snacks and beverages.
- Employee rates will be applied for all meals.

No Smoking or Alcohol Use:

- All SMHCS facilities are tobacco-free and there will be no smoking or tobacco use at any time during a hurricane or other disasters.
- Alcoholic beverages are prohibited

Social Media:

- Employees must adhere to the SMHCS social media policy.
- Members of the Marketing team are the only hospital personnel authorized to post on social media on behalf of the organization.
- Follow SMHCS on Twitter, Facebook, etc.

Parking:

- Parking information will be provided at the time of a storm. Parking will be in designated locations, and staff will be directed where to park.
- Only one car per employee will be allowed on campus.

Take Care of Yourself:

- Stay hydrated; drink plenty of water.
- Sleep when you are off duty.
- Hurricanes can be stressful; as part of your benefits, emotional support is available 24/7 through the Employee Assistance Program (EAP); call 877-240-6863 or visit the [Health Advocate website](#) and Spiritual Services at 941-917-1304.

EMPLOYEES' FAMILIES & PETS

- It is critical that all employees have a predetermined plan for their families in the event of a hurricane or other potential disaster. SMHCS facilities are limited and must be reserved for patients, assigned Medically Dependent Person's (MDPs) and A Team members. In addition, the hospital may become a receiving facility for patients evacuated from other hospitals. To ensure we have sufficient capacity and supplies, the hospital is not able to accommodate employees' family members, with the exception of

children of A & B Team members who pre-registered for Child Care. Please make plans ahead of time to help keep your loved ones safe.

- SMHCS encourages staff to have family evacuate the area if government authorities order an evacuation.
- Child Care will be available for employees working during or after a storm for staff who have no other alternatives; but children must be pre-registered. Registration is available online at: <https://www.smh.com/hurricane>
- Please make arrangements for family to take your pet(s) with them if they evacuate and you are assigned to work.
- For those employees on Team A who do not have family to care for pets, please seek alternate solutions such as boarding facilities, kennels, veterinary offices, neighbors, or friends. The SMH-Sarasota & SMH-Venice campuses may offer a Pet Shelter, depending on staffing availability. This is not a guarantee, so please make alternate plans for pets ahead of time.
- If a pet shelter is available, A Team members' pet(s) must be registered ahead of time. The online registration portal can be found at <https://www.smh.com/hurricane> and will close 2 days prior to a weather event. Pet(s) can be registered anytime throughout the year via this portal.
- Note that at the beginning of each new year (January 1st), the registrations from the previous year will be removed and **you will need to re-register every year**.
- Go to [PULSE/Emergency Management site](#) for the Pet Shelter procedures so you know what to expect, what to bring, and your responsibilities for supporting your pet(s) while serving on the A Team.

IMPORTANT EMPLOYEE HURRICANE CONTACT NUMBERS

SMH-Sarasota, Sarasota Memorial Health Care Center & ER at North Port & SMH Ambulatory Sites

Hotline (941) 917-8799 (activated by Marketing/Public Relations)
Labor Pool (941) 917-5515 (activated by Incident Command Center)
Public Safety (941) 917-7233 (**SAFE**)

SMH-Venice

Hotline (941) 917-8799 (activated by Marketing/Public Relations)
Labor Pool (941) 261-5555 (activated by Incident Command Center)
Public Safety (941) 261-7233 (**SAFE**)



Employees Emergency Management & Disaster Response Website



2024 HURRICANE EXEMPTION FORM

Sarasota Memorial Health Care System has a Hurricane Response Plan to ensure an effective and safe response to hurricanes that could potentially affect Sarasota Memorial Health Care System (SMHCS) and its patients. Hurricane season begins each from June 1 and ends on November 30. SMHCS employees are required to sign up for a hurricane team each season in the event of a storm unless they have an exemption. The teams are:

Response A Team

Those staff members that have been identified and designated, according to position, by their department heads as pertinent to the continued performance of their department and/or the institution during an emergency. Department heads are required to provide advanced notification and/or an emergency work schedule (and document) to each "Response" employee on an annual basis. If the employee is unable to report to work during a declared emergency period, he/she must contact his/her direct supervisor to inform them of their situation as soon as possible.

Recovery B Team

Those staff members that are not immediately required to provide an immediate service at the onset of the emergency period; however, they may be upgraded to "Response Team" depending on organizational needs. Under emergency conditions or severe weather, or when a State of Local Emergency (SLE) has been declared, "Recovery Team" will adhere to the guidelines associated with the job category assigned to them at the time of the emergency conditions or severe weather event.

I acknowledge that I am aware that all SMHCS employees have a responsibility to sign up for hurricane team in the event of a storm each season. I further acknowledge that if granted an exemption I may be asked to perform other duties or serve on the Pre-Team, if needed.

Despite these facts, I am choosing to declare myself exempt from assignment to a hurricane team due to one of the below conditions and have attached supporting documentation (Please indicate with an "X":

1. Military on assignment
2. FMLA
3. Medical Condition or Disability
4. Caregiver for a Person with Special Needs
5. Spouse who is First Responder (Fire, Police, etc.) and responsible for other family members
6. Caretaker for a Disabled Family Member
7. Assigned to another facility's hurricane team
8. Other

I have read and fully understand and attest that this information is truthful.

I understand that if approved it is only for the current hurricane season and will need to reapply each year.

Name (print): _____ Signature: _____

Date: _____ Department Name: _____ Emp#: _____

Date reviewed by Director/Executive Director HR _____ Approved _____ Not-Approved _____

TEAM A HURRICANE CHECKLIST



Team A Hurricane Checklist What To Bring & Preparing at Home

What To Do Before Coming To Work - Preparing Your Family & Home

- ⇒ Prepare your family and pets for evacuation.
- ⇒ Communicate with your family your work schedule during the storm.
- ⇒ Prepare your home, as you will not be able to return until the All Clear has been given and roads are declared safe for travel. Helpful websites listed below.
- ⇒ Sarasota Memorial Health Care System will secure entrances and control access to its facilities soon after the designated time that A (Response) Team members are asked to report to work.

What To Bring With You To Work—Plan For Several Days

What to pack:

- ⇒ Clothing, change of uniforms and shoes for up to seven days. Be mindful that space is limited when preparing your bags.
- ⇒ Your employee ID badge.
- ⇒ An air mattress (twin size only) with sheets, linens and pillows, or foam pad/lounge chair, or sleeping bag to sleep on.
- ⇒ Personal hygiene items, toiletries and towels.
- ⇒ Medications.
- ⇒ Food, bottled water, drinks and snacks that do not require refrigeration. *Note: Campus cafes will have meals, snacks and beverages available for purchase (employee rates apply).*
- ⇒ Earplugs and eye masks are recommended for sleeping in common areas.
- ⇒ Cellphone charger, flashlights and batteries.
- ⇒ Supplies for child care or pets that have been pre-registered



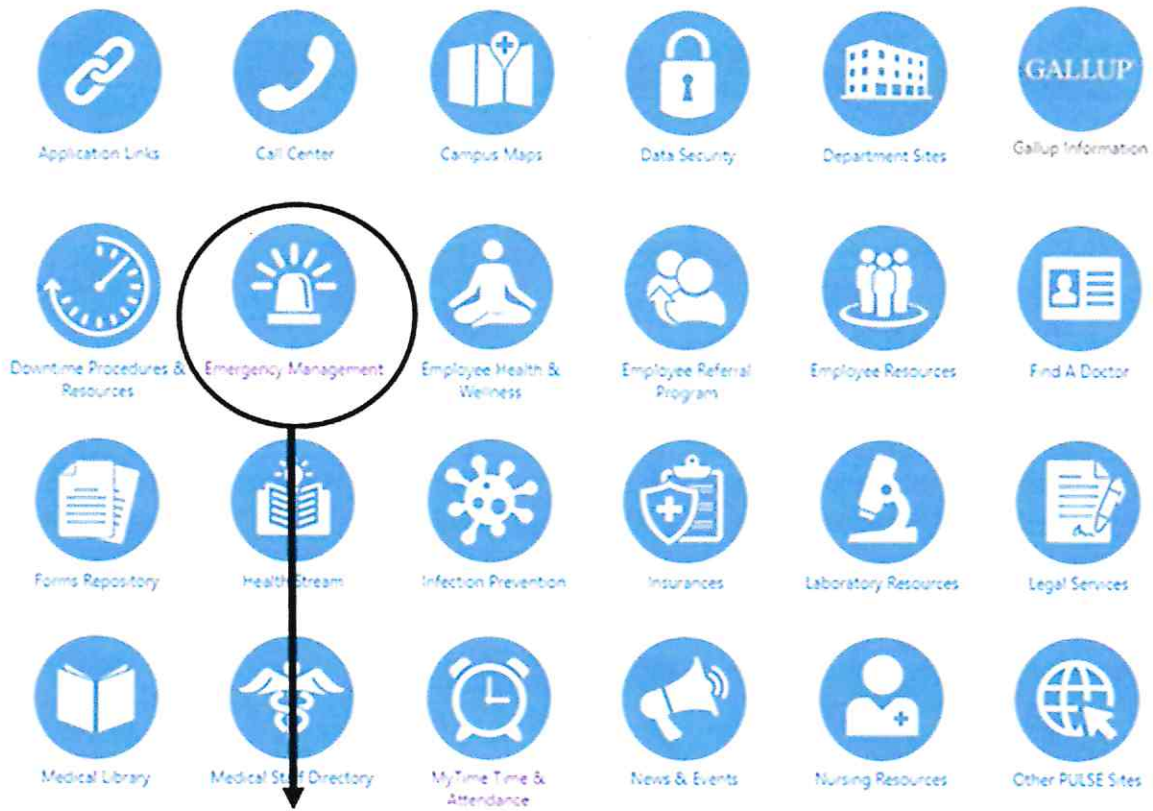
What NOT to pack:

- ⇒ Do not bring valuables that you cannot secure inside your locked suitcase or bag. The hospital is not responsible for personal items or valuables.

Helpful Links to Prepare & Plan

- ⇒ Child Care Pre-Registration <https://www.smh.com/hurricane>
- ⇒ Pet Shelter Pre-Registration <https://www.smh.com/hurricane> - The SMH-Sarasota & SMH-Venice hospital campuses **may offer** a Pet Shelter, depending on staff availability. This is not a guarantee, so please make alternate plans for your pet ahead of time.
- ⇒ Plan & Prepare <https://www.floridadisaster.org/planprepare/>
- ⇒ Prepare Your Home <https://www.floridadisaster.org/planprepare/home/>
- ⇒ Preparing, Staying Safe During, and Returning Home <https://www.ready.gov/hurricanes>
- ⇒ SMHCS Employee Hurricane Handbook along with Q&A can be found on PULSE Emergency Management site <https://pulse.smh.com/emergman/SitePages/hurricane-season.aspx>

smhPulse **HELPFUL HURRICANE INFORMATION**



HICS



HURRICANE SEASON



HVA



JOINT COMMISSION EMERGENCY MANAGEMENT CHAPTER



MASS FATALITY & FAMILY RECEPTION CENTER



INCIDENT ACTIVATION INFORMATION

- ⇒ Hurricane Response Plan
- ⇒ Employee Hurricane Handbook
- ⇒ Hurricane Season Q&A
- ⇒ Child Care Registration
- ⇒ Pet Shelter Info & Registration
- ⇒ Family Preparedness Planning



PLANS



SPILL TEAM



SURGE

- ⇒ Emergency Operations Plan

EMERGENCY NOTIFICATIONS - HOW TO SIGN UP

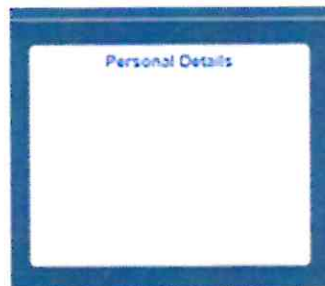
Emergency Notifications How to Sign Up & Receive Them!

EMERGENCY

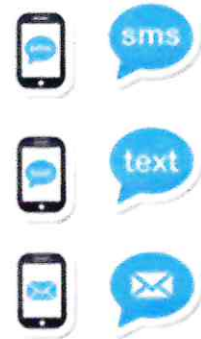


Make Sure Your Contact Info is Up to Date:

Please be sure your contact information is current in MyHR. To complete, log into MyHR. Click on the "PERSONAL DETAILS" tab and then "CONTACT DETAILS" to edit your information; you can opt in your personal devices to receive emergency notifications.



- Addresses
- Contact Details**
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information



Contact Details

[How to Update Notification Opt-In](#)

For additional help—contact your supervisor or Human Resources!

FRIDGE FACTS - LIST OF IMPORTANT CONTACT INFO



Public Safety & Emergency Management



Important Contact Information

SMHCS Employee Hotline	941-917-8799
SMHCS Public Safety	941-917-SAFE
Sarasota County Sheriff (Non-Emergency)	941-316-1201
Venice Police Department (Non-Emergency)	941-486-2626
North Port Police Department (Non-Emergency)	941-429-7300
Manatee County Police Department (Non-Emergency)	941-747-3011
Sarasota County Emergency Management	941-861-5000
FEMA	800-621-3362
Florida Power & Light (Report an Outage)	800-468-8243
Florida Price Gouging Hotline (To Report)	866-966-7226
Florida Information Line (Active During Disasters)	800-342-3557

Sign Up for SMHCS Public Safety Alerts



MyHR

Personal Details

Contact Details

Notification Opt-In

N

Y

Medically Dependent Program

- Residents with specific medical needs who have no safe sheltering alternative should register with their county emergency management office.
- If registered residents have no means of transportation to a shelter, it can be provided for them through their county emergency management office.

Know Your Risk

Potential Hazards

- Hurricanes
- Terrorism
- Tropical Storms
- Civil Disorder
- Tornados
- Extreme Heat
- Storm Surge
- Floods
- Wildfires
- Pandemic
- Hazardous Materials

Know Your Home

- Evacuation Zone
- Age of Home
- Elevation
- Hurricane Protections
- Evacuation Routes

Build Your Kit

- Water - 1 gallon per person per day (at least 3 days)
- Food - 3 day supply of non-perishable food
- Prescription medication
- Flashlight & extra batteries
- First aid kit
- Identification & insurance Documents
- Cash
- Battery - powered/hand crank radio
- Supplies for your pet (food, water, shot records)
- Full list of supplies can be found on Ready.gov



Have a Plan

What do I put in my plan?

- How your household will get emergency alerts
- How your family will communicate
- Where your family will meet if separated
- Where your family will evacuate to
- Factors to Consider:
 - Do you have medical needs with a dependence on power to survive?
 - Are you living in a mobile or manufactured home?
 - Do you have any pets?



Stay Informed



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Follow on YouTube
SMHCS



Employees Area
Smh.com/For-Employees



