



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,
NY 12234

Office of Facilities Planning, Room 1060 Education Building Annex
Tel. (518) 474-3906
Fax (518) 486-5918
Website: <http://www.p12.nysed.gov/facplan/>

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Re: **HURRICANE SANDY**

Hurricane Sandy looks as if it will definitely impact NYS and it is expected to be a very significant storm. Sandy may spawn a sprawling storm that could bring significant rain, wind, and waves to the Northeast U.S. Forecasts for New York State indicate the potential for widespread heavy rain, storm surges, and dangerous winds. Structures in the hurricane's path may be at risk and there is potential for widespread loss of utilities.

Be prepared for Hurricane Sandy!

If as expected, there will be widespread damage and flooding. We've all been there before unfortunately, so you know the drill.

- Know what's coming your way. Track the storm here:
http://www.erh.noaa.gov/er/aly/Hurricane/Sandy_generic.php#rain
- Keep contact information for key staff, services, and resources with you at all times.
- Review your emergency response plan and take it home with you.
- Keep accurate records of expenses for everything from overtime to materials and other resources to deal with the storm. Contact us via email as soon as you know the extent of damage. Cost estimates may come later. Under emergency damage conditions, you may act immediately to hire contractors without our approval to deal with the emergency. The key is to prevent further damage as soon as possible. We will follow up after the fact to create the paperwork for reimbursement at your aid ratio for expenses not covered by insurance, etc.
- Fill your emergency generator fuel tanks! Please carefully consider if you can or should open school. You must provide potable water and utility power. Generators are generally designed for emergency power circuits only, not full building power.
- If you are a shelter, please make sure you have the appropriate stockpiles.
- Bring potential projectiles inside due to expected high winds.
- Inspect and clean roof drains.
- Move all busses to high ground!
- Check flood control measures such as doors and walls for proper closure and sealing.
- Move critical records storage and equipment out of basements.

Here are some additional tips from state archives regarding records:

- Back up your electronic records and store the back up in a safe place off site.
- Move priority collections out of basements and off floors.
- Gather plastic sheeting for covering collections, file cabinets, and computer equipment stored in vulnerable locations.
- Identify and, if necessary, acquire alternative power sources such as portable generators.
- Hold a planning meeting with staff today!

The New York State Archives is available to help. Visit their Disaster Assistance web page for resources and contact information: http://www.archives.nysed.gov/a/records/mr_disaster.shtml

Thank you for everything you do, and good luck!

Carl T. Thurnau, PE
Director of Facilities