



# **Purchasing & Contracts/Property Records/Warehouse Department**

## **Emergency Procedures Manual Hurricane, Weather, Emergency Event Plan Updated: 03-08-11**

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The Director of Purchasing and Warehouse Services, or the designee, is the primary contact within the Purchasing Department for communications with the District's Emergency Operations Center (EOC) representative during a declared storm, weather or emergency event. The Purchasing Department will function under the School District of Osceola County's Emergency Management Plan. The Purchasing Department office, located at 817 Bill Beck Blvd., Building 2000, Kissimmee, Florida, will be the location of the Purchasing Department's functions, unless relocated due to unforeseen circumstances.

It will be the Purchasing Department's responsibility to ensure that there are processes in place for the procurement of commodities (supplies) and services necessary to "secure" District facilities from further damage and to start the recovery process of restoring District facilities to a functional condition.

- ◆ At the beginning of the Hurricane Season, the Purchasing Department staff will review existing bids/contracts for commodities and services that could be needed before and after the Storm.
- ◆ Seven (7) days prior to the predicted landfall of the Storm, Purchasing Department staff will review existing bids/contracts for supplies and services that could be needed. Volunteer forms will be completed by staff. [These are personnel who have been designated as an essential part of the Purchasing Department for operations during a storm event.]
- ◆ Five (5) days prior to the predicted landfall, Purchasing Department staff will contact other departments to inquire about possible purchases of needed supplies and/or services. These departments shall include, but not be limited to: Transportation, Maintenance, Facilities, and designated shelters. The Warehouse Manager shall contact schools and departments to determine if there is any surplus property that needs to be picked up and then schedule the pickups as appropriate.
- ◆ Approximately 48 hours prior to the District receiving Hurricane force winds:
  - The Purchasing Department will be activated for emergency operations.
  - The Purchasing Card Administrator will activate Emergency Purchasing Cards that have been assigned to Purchasing Department staff.
  - The Warehouse Manager will ensure that all Warehouse vehicles are completely fueled and remain topped off.
- ◆ The District receives Hurricane force winds (the Storm):
  - Emergency Purchasing Procedures will take affect only when activated by the Superintendent or designee.



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- Within the 72 Hour emergency response window, designated by the District's EOC, after the Storm, Purchasing Department staff will do what is necessary to secure the facilities to protect them from further damage.
- Purchasing Department staff will handle all requests for the purchase of commodities and services that are in excess of \$999.99 (the current Purchasing Card's single transaction limit). Purchasing Department Buyers have been assigned Purchasing Cards with higher single transaction limits and monthly credit limits in order to purchase emergency items. Each Buyer will keep a log outlining all pertinent details of the emergency Purchasing Card or Purchase Order transaction. (See attached transaction log.)
- ◆ Following the 72 hours emergency response window, as designated by the District's EOC, after the Storm, the Purchasing Department will revert back to normal purchasing procedures as defined by applicable School Board Rule, Florida Statute, SREF, etc. This will include but not be limited to:
  - Identification of the Complete Scope of the work for each project.
  - Estimation of the cost of each project (internal and/or external estimates).
  - Utilization of the Purchasing Department's competitive solicitation process to select the vendors.
  - Bookkeepers will enter requisitions into TERMS as usual.
  - Requisitions will be approved through the appropriate on-line approval process.
- ◆ The Purchasing Department will ensure that the following items are immediately available for all emergency events:
  - Laptops are loaded with all applicable Greenbook contract information, emergency procedures and emergency PO log.
  - Emergency supplies are in central location: flashlights, batteries, extension cords, battery-operated radio and/or television, etc.