


Date: June 13, 2009  
To: All Engineering and Facilities Employees  
From: John Malmrose, Chief Facilities Officer   
Subject: Designated Employees/Hurricane Policy

It is time once again to begin preparations for another hurricane season.

All of Engineering and Facilities employees are considered “designated” employees. We are required, as a condition of continued employment, to work special shifts before, during, and after hurricanes or other severe weather or utility situations. We are again this year assigning our employees to A1, A2, or C Teams, and in some cases, to all three teams.

Prior to the arrival of a hurricane, members of both A1 and A2 should prepare to work prior to the storm, during the storm, and after the storm. If the storm appears to be severe enough, both Teams A1 and A2 will be asked to work. If the storm weakens or is not expected to be severe, one of the teams may need to work through the storm, and the other team will be expected to report to work after the storm. Employees on Team C are expected to work immediately after the storm; when roads are cleared sufficiently for safe travel.

Employees with current appropriate and approved FMLA documentation, or by exception as approved by the Chief Facilities Officer, may be excused from assigned teams. Because of the nature of our operation, it is imperative that we provide support to the Medical Center and the University research community. We are expected to work, just like doctors, nurses, animal caretakers, dietary workers, safety officers, and many others. All employees assigned to Teams are expected to make arrangements for their families, pets, houses, property, and other important concerns now. Employees who refuse to work required schedules will be either suspended without pay or terminated. Please ask now if you have any questions or concerns regarding these requirements.

The updated list of team members of your area is attached. Thank you for your support.

JM/mpc

Plan now for the year 2009 hurricane season.

These are a few suggestions we've learned from other hurricane preparedness lists for your consideration. Only you can plan for your own personal needs. Add items to the list you feel would be beneficial to you, which are needed. You may contact the American Red Cross and emergency preparedness agencies for additional suggestion.

Home and Family:

1. Plan where you will shelter your family. Determine which shelter you plan for your family to use and what they will need to take with them (blanket, pillow, water, snack food, extra clothes, flashlight, cash, check book, medicine, etc.). Select several evacuation routes, just in case your first choice doesn't work out. Plan how you will care for your pets, since most shelters do not allow pets.
2. Talk with relatives who live outside the Charleston area. Make arrangements with relatives for sharing their homes with your family and pets. Write down their telephone numbers and keep the numbers with you, so you can check on your family after the storm. Make a list of emergency telephone numbers of friends and relatives. Plan how your family will get to the shelter, family, and relatives pick them up, bus, etc.
3. Develop alternate plans just in case your primary plan for taking care of your family does not work out. Have alternate plans in place. In many cases, the day before a hurricane will be too late.
4. Plan ahead what will be needed to board up windows and doors, and buy and cut the plywood now. Don't wait until the last minute; it will be too late; materials will be in short supply and there will be no time.
5. Inventory your property now; take pictures; keep copies of insurance documents in a safe place.
6. Think about what your family will need before, during and after the storm. What can be done now to prepare your house and property for the storm (cut plywood to fit windows, save plastic bottles for water, buy flashlight batteries).
7. Think about where you will store your car and/or boat. Inspect mobile home tie-downs. Clear your yard of lawn furniture, potted plants bicycles, trashcans, etc.
8. Get some cash for family members since ATMs and banks may not be operational for a while after the storm.

9. Other considerations; turn refrigerator and freezer to coldest settings so that when power is lost, food will be preserved as long as possible. Open only when necessary. Unplug other major appliances so that power bumps will not burn out motors. Turn off gas, water and electricity at main disconnects.
  
10. What other special needs apply to you and your family that should be addressed?  
Plan now!

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

All are essential "designated" employees

**ZONE 2**

**June 13, 2009**

### **Team A-1**

Jacob Prevost  
Bill Condon  
Mike Campbell  
Rudy Chapman  
Patrick Wellman  
Nehemiah Godfrey

### **Team A-2**

Jacob Prevost  
Bill Condon  
Mike Campbell  
Rudy Chapman  
Patrick Wellman  
Nehemiah Godfrey

### **Team C**

Jacob Prevost

**ENGINEERING & FACILITIES HURRICANE TEAMS**

ZONE 3

June 13, 2009

All are essential "designated" employees

**TEAM A-1**

Lindsey Zyrski  
John Fletcher  
David Blick  
Kevin Drayton

**TEAM A-2**

Lindsey Zyrski  
John Fletcher  
David Blick  
Kevin Drayton

**TEAM C**

Lindsey Zyrski  
Harold Capers FMLA

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

All employees are “designated” employees

ZONE 4

June 13, 2009

### **TEAM A-1**

Andrew Nelson  
Dempsey, Lester  
Rowell, Roger  
Medeska, Richard

### **TEAM A-2**

Andrew Nelson  
Dempsey, Lester  
Rowell, Roger  
Medaska, Richard

### **TEAM C**

Andrew Nelson

**ENGINEERING & FACILITIES HURRICANE TEAMS**

**ZONE 5**

**June 13, 2009**

All are essential "designated" employees

**TEAM A-1**

Lou Franz  
Keith Ryan  
Phillip Evans  
Cliff Williams

**TEAM A-2**

Lou Franz  
Keith Ryan  
Phillip Evans  
Cliff Williams

**TEAM C**

Lou Franz

## ENGINEERING & FACILITIES HURRICANE TEAMS

All are essential "designated" employees

ZONE 6

June 13, 2009

### TEAM A-1

### TEAM A-2

### TEAM C

Steve Kincaid  
David Watts  
Tom Cyrek  
John Smith

Steve Kincaid  
David Watts  
Tom Cyrek  
John Smith

Steve Kincaid

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

ZONE 7

June 13, 2009

All are essential "designated" employees

### **TEAM A-1**

Tim Whitney  
Carl Wanamaker  
Ron Treiber  
Ron Petko

### **TEAM A-2**

Tim Whitney  
Carl Wanamaker  
Ron Treiber  
Ron Petko

### **TEAM C**

Tim Whitney  
Ron Treiber  
Joe Pizarro

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

**GROUNDS**

June 13, 2009

**TEAM A-1**

**TEAM A-2**

**TEAM C**

Tom Thurman  
Gerald McKee  
Isiah White  
Jackie Brown  
Jim Strobel  
George Melfi  
Brian Hoops

Tom Thurman  
Gerald McKee  
Isiah White  
Jackie Brown  
Jim Strobel

James Horne  
Paul Grant

# ENGINEERING & FACILITIES HURRICANE TEAMS

PAINT SHOP

June 13, 2009

All are essential "designated" employees

## ***TEAM A-1***

Charles King  
O'Dell Bennett  
Nathaniel Logan  
Benjamin Laribo  
Joseph Hartwell  
Laura Cohen  
Lloyd Drayton  
Herman Allen  
J. L. Burch  
S. Grampus

## ***TEAM A-2***

Charles King  
O'Dell Bennett  
Nathaniel Logan  
Benjamin Laribo  
Joseph Hartwell  
Laura Cohen  
Lloyd Drayton  
Herman Allen  
J. L. Burch  
S. Grampus

## ***TEAM C***

Charles King  
O'Dell Bennett  
Nathaniel Logan  
Benjamin Laribo  
Joseph Hartwell  
Laura Cohen  
Lloyd Drayton  
Joseph Salley-FMLA  
R. Woodard-FMLA

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

**LOCK SHOP**

**June 13, 2009**

All are essential "designated" employees

### **TEAM A-1**

**Arnold Cox  
Jeffrey J. Waite  
Joaquin Molina**

### **TEAM A-2**

**Arnold Cox  
Jeffrey J. Waite  
Joaquin Molina**

### **TEAM C**

**Arnold Cox  
Jeffrey J. Waite  
Joaquin Molina  
Arthur Fayne**

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

**HVAC SHOP**

**June 13, 2009**

All are essential "designated" employees

### **TEAM A-1**

Ramirez, Carlos  
Luttrell, Don  
Brown, Jamie  
Butler, Ron  
Haulbrooks, Donald  
Thomas, Anthony  
White, Daniel  
Hamilton, Kenneth  
McCreary, Allen  
Giza, Thomas  
Bucher, William  
Blanquera, Alfredo  
Corbin, William T.

### **TEAM A-2**

Lee, David  
Jones, Fred  
Dean Silva  
Stickney, Robert  
McDaniel, Willie  
Baldovin, Tod  
Sanders, Robert  
Bowen, Steven  
Nesbit, William  
Wright, Johnathan  
Laribo, Ben  
Burch, Johnny

### **TEAM C**

Ramirez, Carlos  
Boxx, Joseph  
Pope, James FMLA

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

NOTE: All electricians are required to be here for duration of hurricane.

**ELECTRIC SHOP**

June 13, 2009

### **TEAM A-1**

Earle Droze  
Eric Gedeon  
G. Hutchinson  
Curtis Hodnett  
Dwight Hudson  
Ken Bostic  
John Bradley  
William Cochran  
Kevin Boatwright  
Jeff Cook  
Douglas Waker  
George Ellis  
Ben Ripmaster  
Marcus Brumbaugh  
DeOntrae Brown  
Henry Moultrie  
Karim McFadden  
Richard Darnell  
Wayne Barron

### **TEAM A-2**

Earle Droze  
Eric Gedeon  
G. Hutchinson  
Curtis Hodnett  
Dwight Hudson  
Ken Bostic  
John Bradley  
William Cochran  
Kevin Boatwright  
Jeff Cook  
Douglas Waker  
George Ellis  
Ben Ripmaster  
Marcus Brumbaugh  
DeOntrae Brown  
Henry Moultrie  
Karim McFadden  
Richard Darnell  
Wayne Barron

### **TEAM C**

Earle Droze  
  
Tara Frazier  
E. Gedeon

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

All are essential "designated" employees

EMS

June 13, 2009

### **Team A-1**

David Callahan  
Emmett Craven  
John Hart  
Jeff Ruark  
Jimmy Gunter  
Ron Jaruzel  
Jaterra Mims  
Michele Mitchell  
Sonya Roper  
Barbara Smalls  
Harriett Wright

### **Team A-2**

David Callahan  
Emmett Craven  
John Hart  
Jeff Ruark  
Jimmy Gunter  
Ron Jaruzel  
Jaterra Mims  
Michele Mitchell  
Sonya Roper  
Barbara Smalls  
Harriett Wright

### **Team C**

Jim Murphy  
Ida Green

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

All are essential "designated" employees.

**STOREROOM**

June 13, 2009

### **TEAM A-1**

Gary Covington  
Andrew Burton

### **TEAM A-2**

Gary Covington  
Andrew Burton

# ENGINEERING & FACILITIES HURRICANE TEAMS

SHEETMETAL SHOP

June 13, 2009

All are essential "designated" employees.

## **Team A-1**

Arthur Brown  
Joseph Powell  
Jason Just  
G. M. Jarrett  
Leslie Britton  
Ronald Davis

## **Team A-2**

Arthur Brown  
Raymond Legare  
Kenneth Ford  
Jason Just  
Leslie Britton  
G. M. Jarrett

## **Team C**

J. Aumock-FMLA

## ENGINEERING & FACILITIES HURRICANE TEAMS

ADMINISTRATION/ENGINEERING

June 13, 2009

### Team A-1

John Malmrose  
Mark Brown  
Bruce Mills  
Mike Schultz  
Sim Parrish  
Alex Chung  
Rick Terhune  
Bob Branson  
Dwayne McMillian  
Ralph Harrell  
Paul LoCicero  
Herbert Franklin  
Bud McPartlin  
Phillip Mauney

### Team A-2

John Malmrose  
Mark Brown  
Bruce Mills  
Mike Schultz  
Sim Parrish  
Alex Chung  
Rick Terhune  
Bob Branson  
Dwayne McMillian  
Ralph Harrell  
Paul LoCicero  
Herbert Franklin  
Bud McPartlin  
Phillip Mauney

### Team C

John Malmrose  
Mark Brown  
Bruce Mills  
Mike Schultz  
Sim Parrish  
Alex Chung  
Rick Terhune  
Bob Branson  
Dwayne McMillian  
Ralph Harrell  
Brigid Allen  
Alethea Smalls  
Julie Ham  
Phillip Mauney  
Patricia Moser  
Bud McPartlin  
Lonnie Long  
Susan Vaughn  
Ron Williams  
Debra Zerba  
Josie Rowell  
Laurin Gallagher  
Marcella Chambers  
Susie Watts  
William Bobo  
Jacob Lessington  
Charles Ryan  
Christine V. Cooley  
Jason Metts  
Herbert Franklin  
Terry McKinney  
A. Kourmoulakis  
Pete Rock  
Sparky Toothman  
Jennifer Hoel  
Caroline Davila  
John R. Smith  
Antonio Richardson

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

June 13, 2009

CARPENTER / MASON SHOP

All are essential "designated" employees.

### **Team A-1**

Paul Hunt  
William Brisbane  
David Dennis  
Anthony Dent  
Richard Grant  
Marvin Gray  
Earl Jefferson  
Charles Martin  
Stephen Mclawhorn  
Richard Robinson  
Kenneth Singleton

### **Team A-2**

Paul Hunt  
William Brisbane  
David Dennis  
Anthony Dent  
Richard Grant  
Marvin Gray  
Earl Jefferson  
Charles Martin  
Stephen Mclawhorn  
Richard Robinson  
Kenneth Singleton

### **Team C**

Paul Hunt

## **ENGINEERING & FACILITIES HURRICANE TEAMS**

UNIVERSITY MAINTENANCE

June 13, 2009

### **TEAM A-1**

Chamberlain, D.  
Almonte, Efen  
Gilbert, R.  
Gibbs, C.  
Whaley, Anthony  
Seprish, Mark  
Guillermo, Santiago

### **TEAN A-2**

Chamberlain, D.  
Almonte, Efen.  
Gilbert, R.  
Gibbs, C.  
Whaley, Anthony  
Seprish, Mark  
Guillermo, Santiago

### **TEAM C**

Phillips, A. FMLA  
J. Turner

## ENGINEERING & FACILITIES HURRICANE TEAMS

BOILER ROOM

June 13, 2009

All are essential "designated" employees

### TEAM A-1

Fernandez, T  
Taylor, A.  
McMillan, K.  
Rivers, T.  
Clink, C.  
Jackson, D.

### TEAM A-2

Fernandez, T.  
Taylor, A.  
McMillan, K  
Rivers, T.  
Clink, C.  
Jackson, D.

### TEAM C

Fernandez, T.  
Taylor, A.  
McMillan, K.  
Rivers, T.  
Clink, C.  
Jackson, D.