



MUSC
MEDICAL UNIVERSITY
of SOUTH CAROLINA


Engineering and Facilities
MSC 190

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Date: May 30, 2016
To: All Engineering and Facilities Employees
From: Gregory Weigle, 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.

GW/mpc

HURRICANE SEASON
MUSC Engineering and Facilities

May 30, 2016

Plan now for the year 2016 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 employees are essential "designated" employees

ZONE 2

May 30, 2016

TEAM A1

Tony White
Bill Condon
Mike Campbell
Rudy Chapman
Patrick Wellman
Nehemiah Godfrey

TEAM A2

Tony White
Bill Condon
Mike Campbell
Rudy Chapman
Patrick Wellman
Nehemiah Godfrey

TEAM C

Tony White

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential “designated” employees

ZONE 3

May 30, 2016

TEAM A1

Violetta Ivanova
John Fletcher
David Blick
Kevin Drayton
Laura Cohen
Russell Herbert

TEAM A2

Violetta Ivanova
John Fletcher
David Blick
Kevin Drayton
Laura Cohen
Russell Herbert

TEAM C

Violetta Ivanova

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

ZONE 4

May 30, 2016

TEAM A1

Summerford, George
Dempsey, Lester
Rowell, Roger
Silva, Darrell
Molina, Jack

TEAM A2

Summerford, George
Dempsey, Lester
Rowell, Roger
Silva, Darrell
Molina, Jack

TEAM C

Summerford, George

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

ZONE 5

May 30, 2016

TEAM A1

Lou Franz
Keith Ryan
Joseph Barnette
Erik De Jesus

TEAM A2

Lou Franz
Keith Ryan
Joseph Barnette
Erik De Jesus

TEAM C

Lou Franz

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential “designated” employees

ZONE 6

May 30, 2016

TEAM A1

Steve Kincaid
David Watts
John Smith
Jason Kenerson

TEAM A2

Steve Kincaid
David Watts
John Smith
Jason Kenerson

TEAM C

Steve Kincaid

ENGINEERING & FACILITIES HURRICANE TEAMS

GROUNDS

May 30, 2016

TEAM A1

Robin Smith
Isaiah White
Jackie Brown
Malynda Mclemore
Brian Hoops
Nate Dubosh
Carlos Cruz
Daryl Bonnette
Alec Ritchie
Blake Albrecht
Carmen Ketron
Kyle Lewis

TEAM A2

Robin Smith
Isaiah White
Jackie Brown
Paul Grant
Malynda McLemore
Nate Dubosh
Brian Hoops
Carlos Cruz
Alec Ritchie
Blake Albrecht
Carmen Ketron
Daryl Bonnette
Kyle Lewis

TEAM C

Olin Horne
Paul Grant
Mary Gregory
George Melfi

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

PAINT SHOP

May 30, 2016

TEAM A1

Charles King
Joseph Hartwell
Antonio Rambert
Jamie Little

TEAM A2

Charles King
Joseph Hartwell
Antonio Rambert
Jamie Little

TEAM C

Charles King
Joseph Hartwell
Joseph Salley - FMLA

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

LOCK SHOP

May 30, 2016

TEAM A1

Jeff Waite
Bill Cook
Arthur M. Fayne
William Suter

TEAM C

Jeff Waite
Bob Hedin

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

HVAC SHOP

May 30, 2016

TEAM A1

Ramirez, Carlos
Luttrell, Don
Brown, Jamie
Jennings, Terrance
McCreary, Allen
Thomas, Anthony
White, Daniel
Jaques, Joshua

TEAM A2

Lee, David
Haynes, Timothy
Baldovin, Tod (N)
Bucher, Bill
Nesbitt, William (N)
Wright, Johnathan
Stickney, Robert (N)
Richter, Richard
Grubbs, Curtis (N)
Walker, Dexter (N)

TEAM C

Ramirez, Carlos
Boxx, Joseph
Pope, James (FMLA)
Correa, Rafael
Giza, Thomas
Haulbrooks, D.
Corbin W. T.
Green, Ida
Adkins, Randy

ENGINEERING & FACILITIES HURRICANE TEAMS

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

ELECTRIC SHOP

May 30, 2016

TEAM A1

Eric Gedeon
Terry Stoney
Isaac Gaillard
Willie Lee
Matthew White
Jeremiah Wiggins
Dwight Hudson
William Cochran
Kevin Boatwright
Richard Darnell
Kush Abbas
Carey Schwinn
William Burbage

TEAM A2

Eric Gedeon
Terry Stoney
Isaac Gaillard
Willie Lee
Matthew White
Jeremiah Wiggins
Dwight Hudson
William Cochran
Kevin Boatwright
Richard Darnell
Kush Abbas
Carey Schwinn
William Burbage

TEAM C

Eric Gedeon
Terry Stoney
Tara Frazier
J. Harvey-FMLA

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential “designated” employees

EMS

May 30, 2016

TEAM A1

David Callahan
Steve Bowen
Jim Murphy
Jeff Ruark
Roger Tulk

TEAM A2

David Callahan
Jeff Ruark
Wyman Gray
Anthony Kourmoulakis
Michele Frayer

ENGINEERING & FACILITIES HURRICANE TEAMS

SHEETMETAL SHOP

May 30, 2016

All employees are essential "designated" employees.

TEAM A1

Jason Just
Kenneth Ford
Gilbert Mathews
G. M. Jarrett
Mark Aherns
Robin Frasier
Chad Rushmeyer
Dennis Wright

TEAM A2

Jason Just
Robin Frasier
Kenneth Ford
Chad Rushmeyer
G. M. Jarrett
Mark Aherns
Gilbert Mathews
Dennis Wright

TEAM C

J. Aumock-FMLA

ENGINEERING & FACILITIES HURRICANE TEAMS

ADMINISTRATION/ENGINEERING

May 30, 2016

TEAM A1

Gregory Weigle
Mark Brown
Bruce Mills
Mike Schultz
Sim Parrish
Alex Chung
Rick Terhune
Bob Branson
Dwayne McMillian
Paul LoCicero
Phillip Mauney
Bud McPartlin
Wade Gatlin
Julie Ham
Jimmy Stewart

TEAM A2

Gregory Weigle
Mark Brown
Bruce Mills
Mike Schultz
Sim Parrish
Alex Chung
Rick Terhune
Bob Branson
Dwayne McMillian
Paul LoCicero
Phillip Mauney
Bud McPartlin
Wade Gatlin
Julie Ham
Jimmy Stewart

TEAM C

Gregory Weigle
Mark Brown
Bruce Mills
Mike Schultz
Sim Parrish
Alex Chung
Rick Terhune
Bob Branson
Dwayne McMillian
Brigid Allen
Alethea Smalls
Jimmy Stewart
Kathy McKay
Julie Ham
Phillip Mauney
Sandra Gethers
Bud McPartlin
Wade Gatlin
Susan Vaughn
Ron Williams
Debra Zerba
Josie Rowell
Laurin Gallagher
Marcella Chambers
Susie Watts
Katherine Campbell
Christine V. Cooley
Sherilyn Cochran
Jennifer Hoel
Jennifer Aldrich
Barbara Smalls
Michael Peavy
Betty Rouse
Robert Turner
Melissa Cook
O'Dell Bennett
Corell Brown
Todd Bauder

ENGINEERING & FACILITIES HURRICANE TEAMS

ADMINISTRATION/ENGINEERING

May 30, 2016

TEAM A1

TEAM A2

TEAM C

Melvenia Wright
Amanda Roberts
Jerome Brown
David Bush
Michael Gethers
John Brooker
Wesley Manigault
Samira Owens

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

May 30, 2016

CARPENTER / MASON SHOP

TEAM A1

Peter R. Rock
Anthony Dent
Marvin Gray
Earl Jefferson
Kenneth Singleton
Jimmie Hair
Kenwyn Peters

TEAM A2

Peter R. Rock
Anthony Dent
Marvin Gray
Earl Jefferson
Kenneth Singleton
Jimmie Hair
Kenwyn Peters

TEAM C

Peter R. Rock

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

UNIVERSITY MAINTENANCE

May 30, 2016

TEAM A1

Chamberlain, D.
Gibbs, Clifford
Whaley, Anthony
Turner, Josh
Hamilton, Abraham
Boone, William

TEAM A2

Chamberlain, D.
Gibbs, Clifford
Whaley, Anthony
Turner, Josh
Hamilton, Abraham
Boone, William

TEAM C

Chamberlain, D.
Gibbs, Clifford

ENGINEERING & FACILITIES HURRICANE TEAMS

All employees are essential "designated" employees

BOILER ROOM

May 30, 2016

TEAM A1

Fernandez, T
Taylor, A.
McMillan, K.
Bryant, J.

TEAM A2

Fernandez, T.
Taylor, A.
McMillan, K
Bryant, J.

TEAM C

Fernandez, T.
Taylor, A.
McMillan, K.
Bryant, John