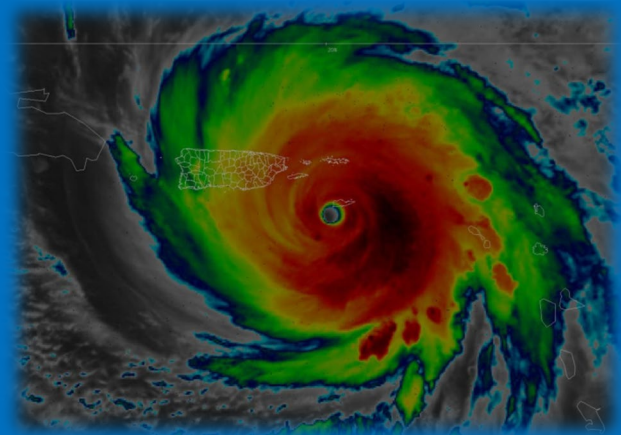
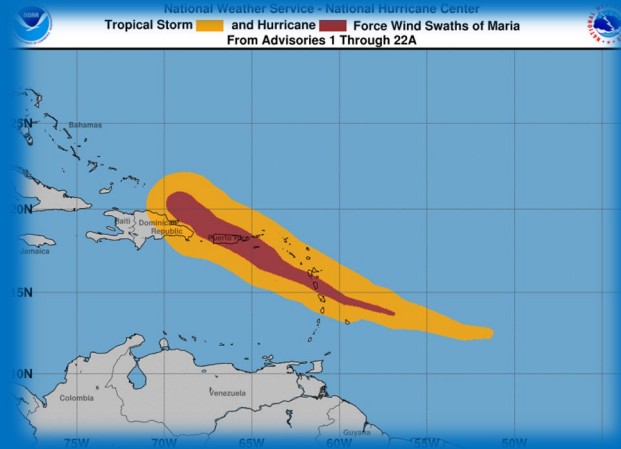




# University of the Virgin Islands Emergency Preparedness



## Hurricane Preparedness

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## TABLE OF CONTENTS

I.	UVI Emergency Response Plan (ERP) Overview & Requirements.....	8
II.	Emergency Preparedness Organizational Structure	
A.	VITEMA Liaisons.....	10
B.	UVI Preparedness Organization.....	11
1.	Strategic Level Policy Group (SLPG).....	12
2.	Emergency Management Committee (EMC).....	13
3.	Emergency Campus Coordinators.....	14
4.	Emergency Preparedness Disaster Teams (EPDT).....	15
5.	Emergency Operations Area Representatives (AR).....	
a.	<i>Albert A. Sheen Campus</i> .....	16
b.	<i>Orville E. Kean Campus</i> .....	24
c.	<i>St. John Facilities</i> .....	30

# Emergency Preparedness: A Focus on **HURRICANE PREPAREDNESS**

## TABLE OF CONTENTS

III.	2024 Atlantic Hurricane Season Predictions .....	31
IV.	2024 Atlantic Storm Names.....	32
V.	Hurricane Preparedness Plan.....	33
A.	Phase 1 – 6 Preparedness Actions.....	34
B.	Area Representatives Action Plan.....	40
C.	Area Representatives Checklist.....	41
D.	University Closure Checklist.....	42
E.	ERP Post Incident Actions.....	43
F.	UVI Hotline & USVI Emergency Numbers.....	44
G.	Weather Websites.....	45

# Emergency Preparedness: A Focus on **HURRICANE PREPAREDNESS**

## Emergency Response Plan (ERP)

### Overview

The Emergency Response Plan (ERP) is designed as a guide for use in unusual and/or overwhelming circumstances that require actions beyond routine measures. These circumstances can include pre-planned events, as well as rapidly evolving incidents that overwhelm the scope of the University of the Virgin Islands' Security Department (UVISD) response. **The Plan is flexible in design such that sections may be used without full implementation, depending on the nature of the incident(s), yet to be effective in response to all hazards.** The overall purpose is to maintain the safety and security of the University's people, property, and vital interests.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Requirements of the Comprehensive ERP Plan

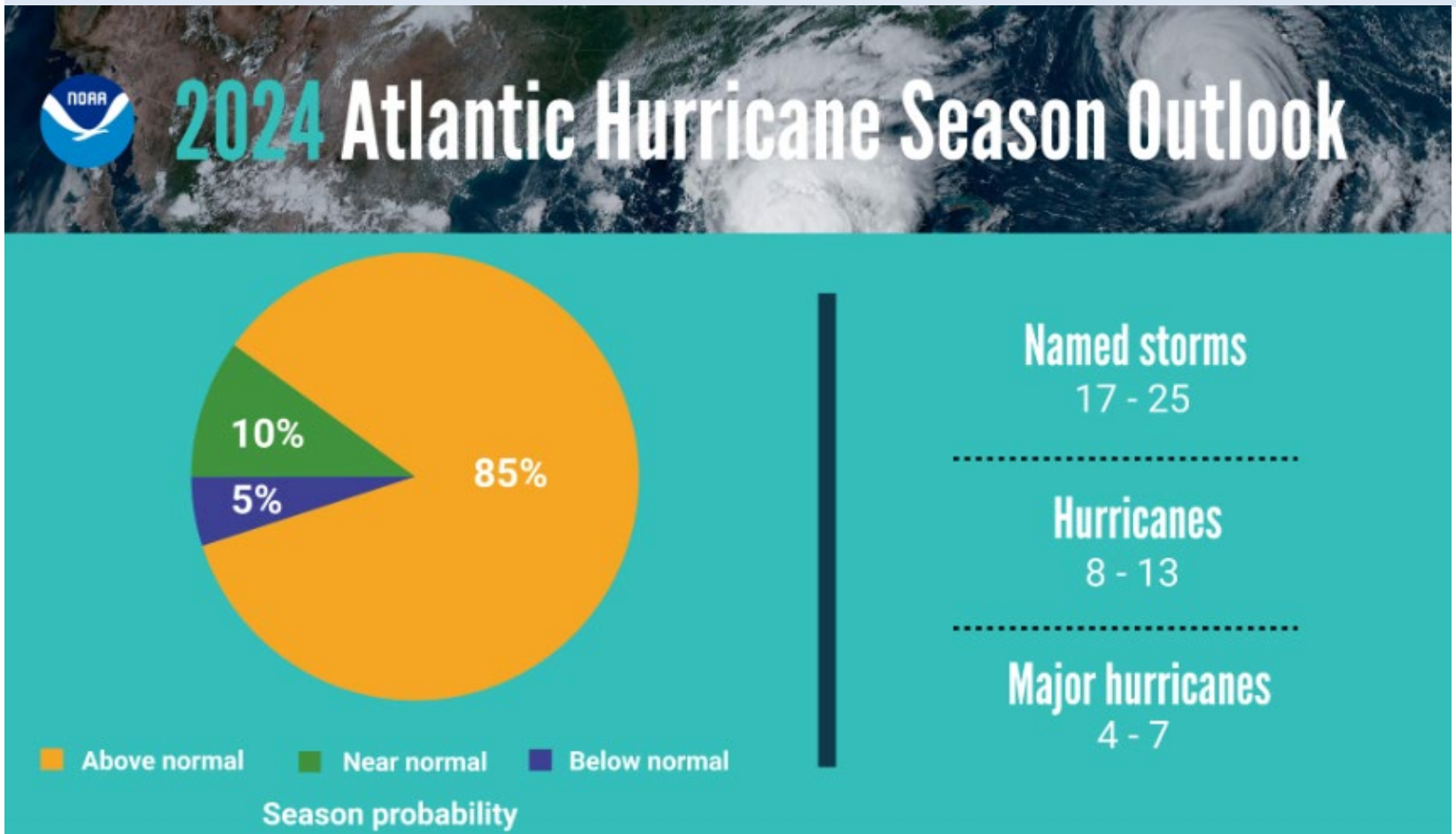
- Address natural and man-made emergencies and disasters to which the institution is vulnerable, and
- Specify responders and administrators roles and responsibilities regarding
  - Mitigation
  - Preparation
  - Response
  - Recovery

## Specific Emergency Incidents

Active Shooter  
Behavioral Concerns or Potential Violence  
Bomb Threats  
Building Damage/Infrastructure Failure  
Crime in Progress  
Earthquake  
Fire, Explosion or Smoke Emergencies  
Flooding  
Hazardous Materials Release  
Mass Gatherings  
Medical Emergency  
Severe Weather  
Suspicious Packages

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## 2024 ATLANTIC HURRICANE SEASON OUTLOOK



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## 2024 ATLANTIC HURRICANE SEASON FORECAST

### ATLANTIC HURRICANE SEASON FORECAST

2024

Exclusive AccuWeather Forecast

	Named Storms	Hurricanes	Major Hurricanes	Accumulated Cyclone Energy (ACE)	Direct U.S. Impacts
Forecast 2024	20-25	8-12	4-7	175-225	4-6
Previous Year 2023	19	7	3	145.6	4
30-Year Historical Average 1990-2020	14	7	3	123	4



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Are You Prepared? Things to Know...



**Hazard Risks**



**Evacuation Plan**



**Insurance Check-Up**



**Disaster Supplies**



**Strengthen Your Home**



**Sources of Information**



**Hurricane Plan**



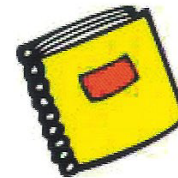
# Virgin Islands Territorial Emergency Management Agency



## EMERGENCY BACKPACK CONTENTS



- First Aid Kit:
  - Band-Aids and gauze
  - Eye patches and bandages
  - Gloves and scissors
  - Antibiotics
  - Alcohol and/or peroxide
  - Medicine for pain, allergies and prescribed / spare prescription
  - Others
- Whistle
- Water and canned food (for 10 days)
- Radio, flashlight and batteries
- Personal hygiene products
- Decks or games
- Notebook and pencil
- Sunscreen and bug repellents
- Plastic trash bags
- Cash
- Dust Mask
- Can Opener
- Spray-paint and markers (red and green)
- Important Documents (emergency plan, list of people, copy of ID's, etc.)



340-773-2244(STX) ● 340-774-2244(STT) ● 340-776-2244(STJ)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

PRESIDENT  
Institutional Coordinator

## UVI VITEMA Representatives

### UVI / VITEMA Liaisons

Emergency Management Coordinator (EMC)	Dr. David Hall
EMC Alternate	Ms. Nereida C. Washington

### St. Thomas Campus

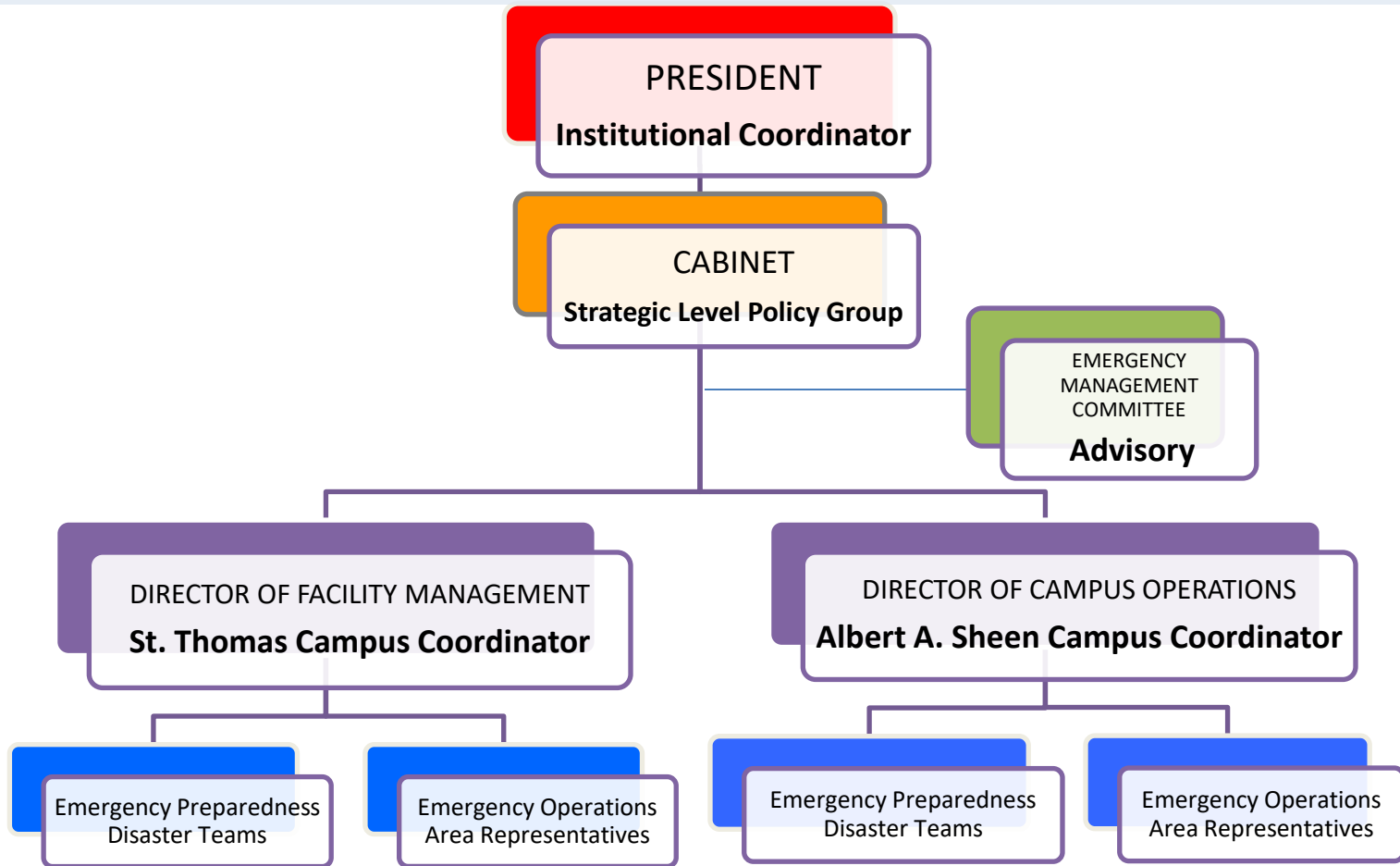
Emergency Services Coordinator (ESC)	Mr. Ira Mactavious
ESC Alternate	Mr. Theodore Glasford

### Albert A. Sheen Campus

Emergency Services Coordinator	Ms. Toi Matthews
ESC Alternate	Dr. Colvin Georges, Jr.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## UVI Preparedness Organization



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

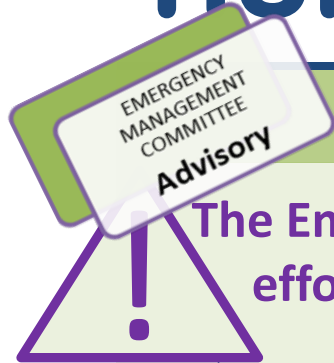
CABINET  
Strategic Level Policy Group

## Strategic Level Policy Group (SLPG)

Resource	Purpose & Responsibilities
President	Overall leader of Policy Group
Provost	Advise on all matters relating to instructional and faculty issues.
VP for Admin. & Finance	Advise on all matters relating to legal, statutory issues, insurance and university policies.
Dean of Students	Assist in coordination of all non-academic needs of students.
Vice Provost, Research & Grad Studies	Advise on all matters relating to research issues.
Vice Provost, ACES	Advise on all matters relating to visiting or prospective students and their families.

Resource	Purpose & Responsibilities
Chief of Security STT & STC	Determine what campus and off-campus security and other resources are needed.
VP, Info Svcs & Institutional Assessment	Secure university data and communication resources needed. Develop and distribute non-internet and non-telephone communication plan.
VP for IA & Director of Public Relations	Prepare timely electronic and printed messages for dissemination through the local media, VITEMA, campus alert system and the university website.
STC Director of Campus Oper. & STT Director of Fac. Mgmt	Coordinate structural evaluations of damaged facilities; and assist in activation and use of campus alert system.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



## Emergency Management Committee (EMC)

The Emergency Management Committee (EMC) leads the University's efforts in preparedness. The committee is responsible for:

- ✓ Reviewing and updating all hazard plans
- ✓ Preparing training curricula
- ✓ Serving as ex-officio members of the Preparedness Disaster Teams
- ✓ Training the Emergency Preparedness/Disaster Teams and Emergency Operations Area Representatives
- ✓ Selecting the Emergency Service Coordinators (ESC) and alternates to VITEMA annually
- ✓ Sharing information for promulgation to the UVI community

Leadership representatives from *Campus Operations, Security, Physical Plant, Environmental Compliance, Public Relations, Information & Technology Services, & Caribbean Exploratory Research Center.*



# University of the Virgin Islands Emergency Preparedness

## A Focus on Hurricane Preparedness

Campus Coordinators



**Toi Matthews**

ACTING DIRECTOR PRESIDENT OF OPERATIONS

**Albert A. Sheen Campus**

**Ira Mactavious**

INTERIM DIRECTOR OF FACILITY MANAGEMENT

**Orville E. Kean Campus**

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Preparedness  
Disaster Teams

## Emergency Preparedness Disaster Teams (EPDT)

Resource	Team Leaders	Purpose & Responsibilities
Team #1 Campus Emergency Operations	STC – Chief of Security STT – Chief of Security	Remain on campus and maintain Emergency Operations.
Team #2 Building Protection and Building Service	STC Physical Plant Supervisor, & STT – Director of Facilities Management	Protect and secure buildings and property. Assist in post hazard facilities evaluation.
Team #3 Evacuation, Shelter, and Health	STC & STT Deans of Students	Coordinate the evacuation of local and off-island students prior to a storm.
Team #4 Information, Education, and Employee Assistance	VP for Institutional Adv. & STT - Public Rel. Officer	Coordinate with Public Relations to inform the University community of hazard preparedness plans and post-hazard reports.
Team #5 Damage Survey and Emergency Response	STC – Director of Campus Operations & STT–Director Fac. Mgmt	Coordinate facilities reconstruction and repair.
Team #6 Business Operations Continuity	President, CFO, Provost, CIO, & Campus Operations-STC	Coordinate business continuity, financial matters, utilities and communication infrastructure, and contingency plans for academic functions and classes.
Team #7 Institutional Operations	President & VP for Administration & Finance	Establish and maintain recovery efforts and communication with VITEMA and Government House.



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations  
Area Representatives

## Emergency Operations Area Representatives

### Albert A. Sheen Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Academic Deans (1)	Evans Center Building T	Faculty Offices Classrooms	Debbie Joseph (Kimarie Engerman)
Access & Enrollment Services (2)	Evans Center Northwest Wing NWW Annex	Academic Admin. Offices CSS Center Financial Aid Offices Faculty Offices	Charmaine Smith (Cheryl Roberts) (Maria Fleming)
Administrative Suites (3)	Bldg AA Bldg BB (1 <sup>st</sup> Floor)	Administrative Offices	Shauna Matthews (Adryann Glynn)
Agricultural Experiment Station (4)	Bldg E	Offices Labs	Fiola Alexander (David Hensley)
Business & Facilities Services (5)	Evans Center NWW Great Hall	Campus Operations Offices Receiving Mailroom Great Hall	Zeldon Hicks (Judy James)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Capital Projects (6)	Aquaculture Facilities & Sheep Farm School of Nursing	<i>Construction in Progress</i> <i>Mence Construction</i> <i>DS&amp;R Construction</i>	Toi Matthews (Luis Perez)
Center for Marine & Environmental Studies (CMES), and CES (7)	Bldg D	Admin Offices Sea Grant Offices Boat	Olassee Davis (Amy Dreves)
Child Care Center (8)	Modular Building	Child care room Kitchenette Offices Storage	Robin Clarke-Thompson (Sheila Michael)
College of Science & Mathematics (9)	Research & Technology Park	Admin offices Offices Labs Classrooms Conference Rooms	Michelle Peterson (Bernard Castillo)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Information & Technology Services (10)	Bldg A, B, C, D, E	IT Offices	Giovanni Garcia (Robert Phipps) (Elroy Richard)
	Bldg N	Labs (Computer)	
	Evans Center	Library	
	Northwest Wing	Library Stacks	
	NWW Annex	Network equipment	
	Research and Extension Center	Telephone switch equipment	
	RTPark	Smart Classrooms	
	School of Nursing	Video conference rooms	
Medical Simulation Center (11)	Simulation Center	Admin Offices Conference Rooms Simulation Rooms, etc	Charlene Navarro (Jamihl Levine)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Physical Plant (12)	Bldg A (Great house) Bldg B (C.E.S.) Bldg C (University Bound) Bldg D (C.E.S.) Bldg E (A.E.S.) Bldg M Bldg N (Student Ctr) Bldg MM (Res Admin) Evans Center Modular Bldg Northwest Wing NWW Annex Physical Plant REC Sugden House	A/C chillers Electric switch rooms Emergency generators Exterior prep Gas tanks Outdoor furniture Overhead storm doors Phys Plant offices Public spaces Pump rooms Sand bags Shutters	Luis Perez (Ellsworth London) (Leroy Gardiner)  (Angel Gonzales-Fish, Farm Store, Bldg. E & Bldg M)  (Marthious Clavier- REC)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Provost, President, College of Liberal Arts & Social Sciences, School of Agriculture and Student Affairs (13)	Bldg A Bldg B Bldg C	President's Office Provost Offices Health Services SOA Offices CES Offices Caribbean Writer Dance Studio	Caira Isaac (Debbie Joseph)
Research & Technology Park (RTPark) (14)	Research & Technology Park	Offices Conference Rooms Kitchenette Gym	Aminah Saleem (Naisha Monelle- Joseph)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Residence Halls (15)	Bldg BB (2 <sup>nd</sup> Floor) Bldg CC, DD Bldg EE, FF Bldg GG, HH Bldg JJ, KK Bldg LL, MM Nurse Residence Director Residence	Admin Offices Student Suites Director Residence Nurse Residence	Jana Austrie (Res. Life Director) (Orngel Erskine) (Jeanette Ferdinand)
School of Agriculture (16)	Bldg M (Aquaculture) Bldg V (Animal Science) Farm Store Research and Extension Center	Admin offices Institutional Advancement Farm Store Storage Labs	Marthious Clavier (Sue Lakos)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
School of Nursing (17)	Bldg P Bldg Q Bldg R Bldg S Bldg U	Admin Offices Classrooms Lab Conference Rooms	Beverley Lansiquot (Damalia Simmonds)
Security (18)	Evans Center Motor Pool	Security Office Vehicles	Melissa Rosario (Judy James)
Small Business Development Center SBDC (19)	6300 Peter's Rest	Suite C – Offices Conference Rooms	Karen Jones (Janae Proctor)
Student Affairs (20)	Evans Center	Counseling & Placement Student Affairs SGA Office	Anyha Lord-Jerris (Patricia Towal)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Student Center (21)	Bldg N	Bookstore Bucs Fitness Club Food Service Areas Recreation Areas Student Activities Office	Jana Austrie (Miguel Caban) (Nancy Lansiquot Graham)
(VIUCEDD) Center for Excellence in Developmental Disabilities (22)	Golden Grove	Offices	Sharon Williams (Alternate Needed)



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

## Emergency Operations Area Representatives

### Orville E. Kean Campus

Building/ Location	Administrative Area	Representative (Alternate)
ACC 1 <sup>st</sup> Floor	Access & Enrollment Management	Monifa Potter
	Human Resources	Neville Williams
	Information Technology (Data Center)	Sharlene Harris (Erik Pattison)
	Campus Operations Cashiers Office	Jewel Chesterfield (Robert Chen)
ACC 2 <sup>nd</sup> Floor	Accounting Office	Stacey Chados
	Internal Audit Office	Kima Gatton
	Public Relations	Lois Rivera
	Purchasing	Eric Christian (Austin Rogers)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – OEK Campus

Building/ Location	Administrative Area	Representative (Alternate)
ACC 3 <sup>rd</sup> Floor	President's Office	Una Dyer
	Administration & Finance	Delicia Greenaway-Henley (Kima Gatton)
	Provost's Office	Henville Pole
	Vice Provost RPS	Lorna Chesterfield
Business Administration	Academic Building – Business	Deana Blyden (Kendra Harris)
(Old) Business Office Building	Research	Paul Jobsis (Rhonda Tonge)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – OEK Campus

Building/ Location	Administrative Area	Representative (Alternate)
CA Bldg. 1 <sup>st</sup> floor	Little Theater	Denise Humphrey
	University Bound	Yvette Richards
	Learning Center & Center for Student Success (CSS)	Pamela Moolenaar-Wirsiy
CA Bldg 2 <sup>nd</sup> Floor & 3 <sup>rd</sup> Floor	Science & Mathematics	Jessica Gibs (Sandra Romano)
CA Building, Library Bus. Admin Building/IT	Computer Lab	Dawn Matthew
Cafeteria	Cafeteria/Dining Pavilion	Leslyn Tonge (Shauna Brown Marsham)
East Campus	CELL – East Campus	Roveita Samuel-Charles
	ECC – East Campus	Suzanne Darrows-Magras
	EPSCoR – East Campus	Kim Waddell
Estate Bonne Resolution	Etelman House Observatory/ Physical Plant	David Morris (Physical Plant)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – OEK Campus

Building/ Location	Administrative Area	Representative (Alternate)
Extension Services	New House Cooperative	Dale Morton
Faculty West	Institutional Advancement	Pamela Moolenaar-Wirsiy (Cherilyn Browne)
Golf Course	Recreation Center <b>(Facility is Off-line)</b>	Jelani Smalls (Leslyn Tonge)
Gordon House	Health Services ACA – Student Affairs	Janet Pointer (Leslyn Tonge)
Humanities	Humanities	Dian Levons
Jerome House	Bookstore	Mervin Taylor
Library	Library 1 <sup>st</sup> and 2 <sup>nd</sup> Floor	Sharlene Harris
Marine Science	CMES – <b>(Facility is Off-line)</b>	Ian Byrne (Paul Jobsis)
Music Education	Music Education Building	Dion Parson
Nisky Center 202	Small Business Development Center	Mary Joe Williams

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – OEK Campus

Building/ Location	Administrative Area	Representative (Alternate)
Nursing Building	Academic Building - Nursing	Kendra Frett (Beverly Lansiquot)
Penha House	Computer Center	Sharlene Harris (Dawn Matthew)
	WUVI – Radio Station & Lab	Dara Cooper
	Security	Vanessa Dore (Theodore Glasford)
Physical Plant	Offices Building	Paulette Stevens (Ira Mactavious)
	Generators/Fuel Dispensing	Ira Mactavious
Physical Plant – 2 <sup>nd</sup> Floor	Mailroom and Central Receiving	Corrine Lindquist (Kevin Wattley)
Quarters B	CERC <b>(Facility is Off-Line)</b>	TBD
Reichhold Center for the Arts	Reichhold Center <b>(Facility is Off-Line)</b>	Denise Humphrey (Mitchell Neaves)
Residence Halls: Middle A-E, North A-E, East, Faculty East,	Residence Halls (Student Life)	Jennifer Palmer Crawford (Shirmara O'Garro)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives – OEK Campus

Building/ Location	Administrative Area	Representative (Alternate)
Residence Halls Additional South A-F, & West Hall	Residence Halls (Student Life)	Jennifer Palmer Crawford (Shirmara O'Garro)
Roupp House	Counseling & Placement	Mary Myers (Leslyn Tonge)
Science & Math	Science & Math Building	Moriah Sevier
Social Sciences	Quarters C – Social Sciences	Dian Levons
Sports & Fitness Center Building	Sports & Fitness Center Building	Donna Andrews (Henville Pole)
Student Activities Building	Student Activity Center Student Government	Jelani Smalls (Leslyn Tonge)
Teacher Education	Teacher Education	Janet King (Karen Brown)
Upper Campus	Academic Computing – Computer Labs	Ayesha Williams (Dawn Matthew)
UVI Innovation Center	West Bay	Pamela Moolenaar-Wirsiy
Wellness Center	Wellness Center	Donna Andrews (Henville Pole)

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

## Emergency Operations Area Representatives

### St. John Facilities

Building/ Location	Administrative Area	Representative (Alternate)
DPNR Building	Academic Center <b>(Facility Off-Line 2017-2023)</b>	TBD
Lameshur Bay	Virgin Islands Environmental Resource Station (VIERS) <b>(Facility Off-Line 2017-2023)</b>	Paul Jobsis

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



**June 1 – November 30**

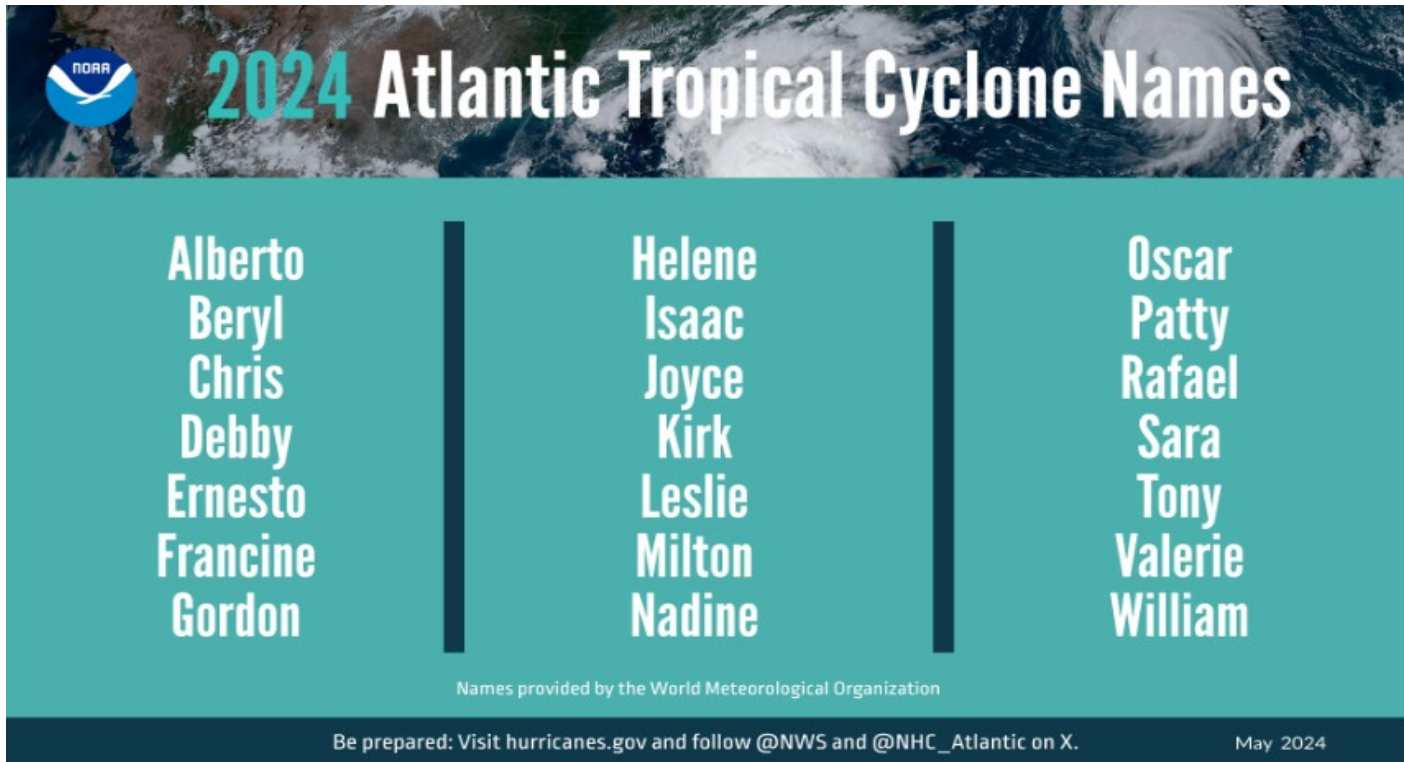
**2024 ATLANTIC HURRICANE SEASON PREDICTIONS**  
 Above-normal hurricane season is most likely this year.

Weather System	NOAA*	Colorado State University**	30-Year Average
<b>Named Storms</b> (top winds of 39 mph or higher)	17-25	23	14
<b>Hurricanes</b> (top winds of 74 mph or higher)	8-13	11	7
<b>Major Hurricanes</b> (Category 3, 4 or 5; winds of at least 111 mph)	4-7	5	3

\* NOAA predictions calls for an above-normal 2024 hurricane season. Information for the 2024 predictions were presented by NOAA on May 2024.  
 \*\* CSU predictions are well above normal based on April 17, 2024 data.



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



## Saffir – Simpson Hurricane Scale

<b>Tropical Storm</b> 39-73 mph wind	<b>Category 1</b> 74-95 mph wind	<b>Category 2</b> 96-110 mph wind	<b>Category 3</b> 111-129 mph wind	<b>Category 4</b> 130-156 mph wind	<b>Category 5</b> > 157 mph wind

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



## Hurricane Preparedness



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Phase 1

- Pre-Season
- April 1 – May 30

### Administration

- The University President will meet with the Strategic Level Policy Group and Campus Coordinators.

### Area Representatives

- Disseminate hurricane preparedness information for each area in staff meetings, on area bulletin boards, and through other channels of communication.

### Facilities Management

- Inventory emergency supplies.
- Test emergency tools and equipment.

### Campus Coordinator

- Convene meeting of Emergency Management Committee, Emergency Team Coordinators, and Area Representatives at the beginning of the season.
- Review Emergency Response Plan and assess state of committees and campus readiness.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Phase 2

- Hurricane Alert
- 72 hours before strike

### Administration

- The University President will meet with the Strategic Level Policy Group and Campus Coordinators.

### Area Representatives

- Check telephone hotlines, 692-4168 or 693-1016, and website for status of preparations.
- Assign team members to back up mission critical data on computers.
- Assign Area Team members to distribute plastic bags to cover equipment and files. Bags are distributed to individual work stations by area teams, not by Physical Plant.

### Facilities Management

- Top off diesel and gasoline fuel storage.
- Test emergency communications.

### Campus Coordinator

- Convene meeting of Teams and Representatives to determine status of readiness and ensure that response plans have been completed.
- Institute procedures for preliminary notification of possible evacuation to be implemented when closure of the University is declared.
- Inform essential staff of their functions and responsibilities before, during, and after the hurricane.
- Maintain hotline and website for status updates.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Phase 3

- Hurricane Advisory
- 60 – 48 hours before strike

### Administration

- The University President will meet with the Strategic Level Policy Group, Campus Coordinators, Emergency Management Committee, Team Coordinator, and Area Representatives. Policy decisions will be made regarding sending students home, securing food service, and securing campus shelter areas, and closure of the University.

### Area Representatives

- Assign team members to confirm that contents and equipment in area have been protected.

### Facilities Management

- Clean storm drains.
- Store outdoor furniture and equipment.
- Secure recreation court equipment.

### Campus Coordinator

- Meet with President and Team #7 (Institutional Operations) to discuss a course of action (COA).
- Institute proceedings to phase down work operations in all University departments and prepare for impending hurricane. Prepare to close all university facilities.
- Inform essential staff of their functions and responsibilities before, during, and after the hurricane.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Phase 4

- Hurricane Watch
- 48 – 36 hours before strike

### Administration

- The University President will meet with the Strategic Level Policy Group and Campus Coordinators to make a decision on closure of campus based on the severity of the hurricane.

### Area Representatives

- Assign team members to reposition contents of offices that are on floors.
- Assign team members to secure contents in windowless "safe room" where available.
- Assign Area Team members to secure chemicals and other hazardous materials.

### Facilities Management

- Close hurricane shutters on all buildings.
- Seal underground mechanical rooms.

### Campus Coordinator

- Meet with President and Team #7 to discuss status of preparedness course of action (COA).
- Meet with Emergency Management Committee, Team Coordinators, and Area Representatives to ensure that all aspects of the preparedness plan are in place.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Phase 5

- Hurricane Warning
- 36 hours or less before strike

### Administration

- The University President will meet with the Strategic Level Policy Group and Campus Coordinators.
- Final preparations will be in place; activation of EOC.
- Evacuate local students from residence halls.
- Closure of University (6 hours required).

### Area Representatives

- All tasks have been completed.
- Report securing/closure of area to EOC.

### Facilities Management

- Shut off and secure LP gas for all buildings.
- Clear and lock all buildings.

### Campus Coordinator

- Consult with President and Team #7 regarding next COA.
- Activate EOC and University Command Posts (UCP).
- Ensure that all plans for securing the campus have been taken and residents are evacuated or sheltered-in-place.
- Implement evacuation plan of facilities.
- Check recovery plans.

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Phase 6

- Post Storm Damage & Security Assessment

### Administration

- The University President will meet with the Strategic Level Policy Group and Campus Coordinators, Cabinet Members, and EOC staff for an update on the condition of campus, students still on campus, and preliminary damage reports, if available.
- Additional meetings will be held with Policy Group to review and implement recovery COA's.

### Area Representatives

- Assign team members to assist with damage assessment.

### Facilities Management

- Survey and test electrical distribution system before engaging generators.
- Perform emergency repairs.

### Campus Coordinator

- Meet with President and Team #7 to discuss preliminary recovery strategies.
- Prepare a preliminary damage assessment report. Coordinate with VITEMA and FEMA.
- Reactivate all teams.
- Meet with Emergency Management Committee, Team Coordinators, and Area Representatives to mobilize response and recovery efforts.



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives (AR)

### Preparedness Actions

- Meet with team members to review Emergency Response Plan
- Develop list of equipment and materials needed to secure contents of building
- Assign areas of responsibility to teams
- Obtain protective materials from Physical Plant Dept.
- Arrange to have photos taken of office and building contents
- Back-up and secure all electronic data to ensure all sensitive equipment is protected

### Response Actions

- Ensure all sensitive equipment is protected
- Close and protect all windows, shutters, and doors
- Secure all loose objects
- **Report completed actions to EOC**

### Recovery Actions

- Determine and report condition of buildings and offices
- Remove potential hazards when possible
- Assess and record damage
- Obtain cleaning equipment from Physical Plant
- Assist with clean up support as much as possible

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Emergency Operations Area Representatives (AR)

Preparedness Action	Checklist
➤ Meet with Team Members and Review Emergency Response Plan	<ul style="list-style-type: none"> <li>✓ Meeting Agenda</li> <li>✓ Listing of Team</li> <li>✓ Phone Tree</li> <li>✓ Attendance Log</li> </ul>
➤ Develop list of equipment and materials needed to secure contents of building	<ul style="list-style-type: none"> <li>✓ Complete Physical Plant equipment and materials form .</li> </ul>
➤ Assign areas of responsibility to teams	<ul style="list-style-type: none"> <li>✓ Create a full listing of rooms and facilities in assigned area;</li> <li>✓ Distribute rooms and facilities to team members , consider back-up support</li> </ul>
➤ Obtain protective materials from Physical Plant Dept.	<ul style="list-style-type: none"> <li>✓ Submit completed form to Phys. Plant and coordinate distribution to team.</li> </ul>
➤ Arrange to have photos taken of office and building contents	<ul style="list-style-type: none"> <li>✓ Add photos in UVI Photo-Doc report</li> <li>✓ Upload and save on designated X-drive</li> </ul>
➤ Back-up and secure all electronic data all sensitive equipment is protected	<ul style="list-style-type: none"> <li>✓ Print and e-files needed for continuity;</li> <li>✓ Place back-up files in zip lock bags.</li> </ul>

# University Closure Checklist

**In the event that the University suspends normal operations in response to the threat of a tropical storm or hurricane, it is important that each functional unit complete the following activities.**

- Protect vital records. Clear desktops, table tops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
- Back-up computer hard drives. Place flash drives and CDs in zip-lock bags or other protective containers and take/send duplicate copies off site. Be sure to consult with Supervisor or Dept. Head.
- Shut down and unplug computers, printers and other electrical appliances. Assure that equipment that must remain energized is connected to “surge protectors”. (Applicable only to buildings with emergency power capability.)
- Relocate equipment, books, papers and other items away from windows to interior areas of the building. (Assure that equipment and items that are relocated are tagged for easy identification and retrieval.)
- Ground floor occupants of buildings that are likely to flood should, if necessary:
  - Relocate equipment and other items to a higher floor.
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water. (Assure that equipment and items that are relocated are tagged for easy identification and retrieval.)
- In labs, as appropriate, de-energize and protect sensitive apparatus and properly store glassware.
- Assure back-up availability for critical utility-dependent processes.
- Assure all hazardous materials are properly stored and protected.
- Check contents of refrigerators and set to coldest temperature setting.
- Cover equipment and other valuables with plastic, and tape or wrap in thick garbage bags.
- Assure that view panels allow clear view into labs and corridors.
- Close and latch all filing cabinets.
- To the extent possible, turn bookcases and shelving units in exterior offices to face the wall.
- Empty trash receptacles of items likely to decompose.
- Remove all personal items of value from University premises.
- Update office/department voice mail.
- Close and latch all windows. Close and lock all doors behind you as you leave.
- Check with your supervisor for tentative post occurrence work schedule.



# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## Post Incident Actions

### Demobilization

**Demobilization involves those actions that return responding units to their normal operational functions or duties.** This may occur at the end of the entire incident, or in phases as a way to control size and cost of the response. When determining the appropriate level of demobilization, the IC must consider the factors at hand as well as the potential for the hazard to increase in scope.

### After Action Reports

**In any incident in which the Emergency Response Plan is utilized, an after action report (AAR) should be prepared.** This involves the distribution of the “Preliminary Debriefing Form” to personnel involved in the incident.

### Communication & Press Releases Post Incident

**Provide campus status updates daily following an incident.** This involves the communication to internal and external university community utilizing radio, media, and printed press releases. Use of electronic and telephone communication as availability of resources exist.

# UVI Hotline, Security & USVI Geographical Coordinates

	<i>St. Croix</i>	<i>St. Thomas</i>
<b>UVI HOTLINE:</b> Audix Messages on Hurricane Related News Releases	692-4168	693-1016
<b>Campus Security</b>	692-4155/4444	693-1530/4444
<b>Geographical Coordinates</b> For <b>USVI 18.20 N, 64.50 W</b> (St. John) 18.2N, 64.7W	17.75 N, 64.8 W	18.35 N, 64.92 W

## USVI EMERGENCY NUMBERS

	<i>St. Croix</i>	<i>St. Thomas</i>	<i>St. John</i>
<b>VITEMA</b>	773-2244	774-2244	776-6444
<b>POLICE</b>	778-2211 / 911	774-2211 / 911	693-8880 / 911
<b>RED CROSS</b>	778-5104	774-3075	774-0375
<b>FIRE/AMBULANCE</b>	911	911	911
<b>HOSPITAL</b>	778-6311	776-8311	776-6400
<b>WAPA</b>	713-9272	777-9272	777-9272

# Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

## HURRICANE & WEATHER WEBSITES

- National Hurricane Center  
[www.nhc.noaa.gov](http://www.nhc.noaa.gov)
- VITEMA  
<http://www.vitema.vi.gov>
- The Weather Channel  
[www.weather.com](http://www.weather.com)
- Weather Underground  
[www.wunderground.com](http://www.wunderground.com)
- Stormpulse  
<https://stormpulse.com>
- Caribbean Hurricane Network  
[www.stormcarib.com](http://www.stormcarib.com)

## VI Hurricane History

Hurricanes and tropical storms that have hit the Virgin Islands in recent years include:

2017 – Hurricane Maria  
2017 – Hurricane Irma  
2008 – Hurricane Omar  
2004 – Tropical Storm Jeanne  
1999 – Hurricane Lenny  
1998 – Hurricane Georges  
1996 – Hurricane Bertha  
1995 – Hurricane Marilyn  
1995 – Hurricane Luis  
1989 – Hurricane Hugo  
1984 – Tropical Storm Klaus  
1979 – Hurricane Frederic  
1979 – Hurricane David