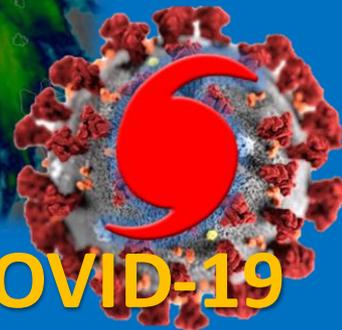
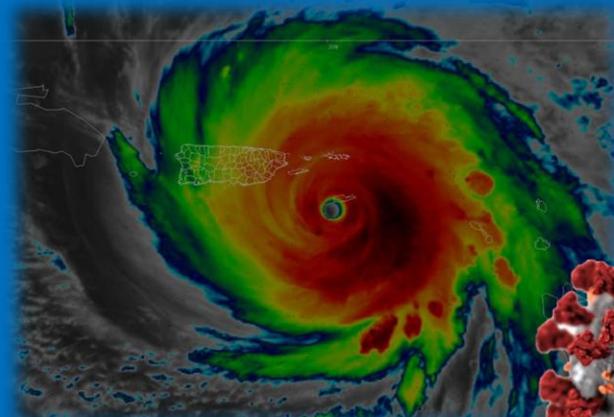
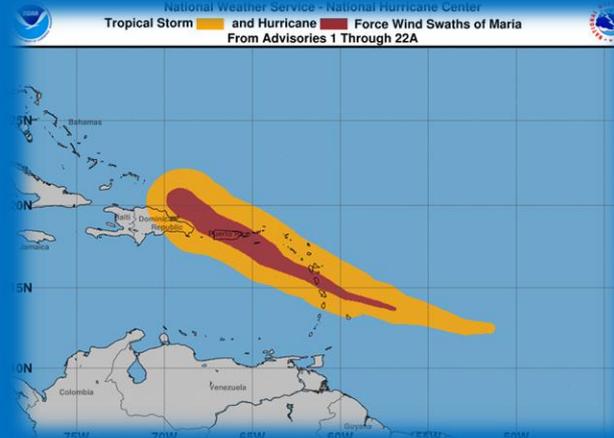




University of the Virgin Islands Emergency Preparedness



Hurricane Preparedness in the midst of COVID-19

Meeting: June 19, 2020 | 9:30 a.m. – 11:00 a.m. | Via Zoom



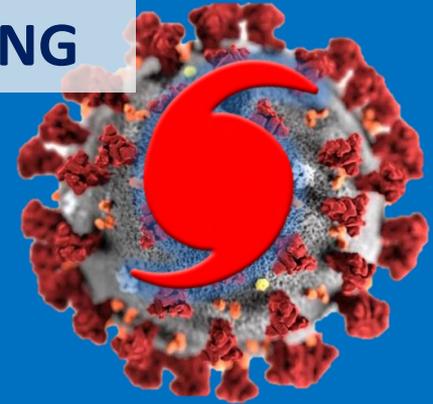
Emergency Preparedness: A Focus on **HURRICANE PREPAREDNESS**

June 19, 2020 @ 9:30 a.m. UVI KICK-OFF MEETING

AGENDA

I. Welcome & Overview

*President David Hall, Institutional Coordinator
& Shirley Lake-King, VP for Admin & Finance,
Institutional Coordinator (Alternate)*



II. VITEMA Overview & Hurricane Preparation in the midst of the COVID-19 Pandemic

*Daryl Jaschen, Director of the Virgin Islands
Territorial Emergency Management Agency (VITEMA)*

III. 2020 Hurricane Season Overview

Charles Martin & Nereida Washington, Campus Coordinators

IV. BUCSAlert Emergency Notification Sign-Up

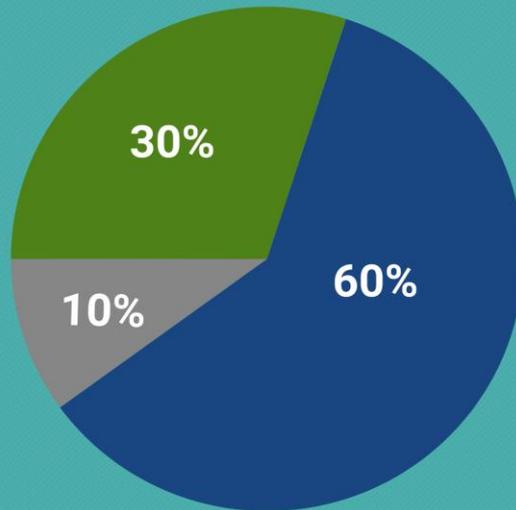
V. Other Comments/Questions

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

2020 ATLANTIC HURRICANE SEASON OUTLOOK



2020 Atlantic Hurricane Season Outlook



■ Above-normal ■ Near-normal ■ Below-normal season

Season probability

Named storms
13-19

Hurricanes
6-10

Major hurricanes
3-6

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



Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

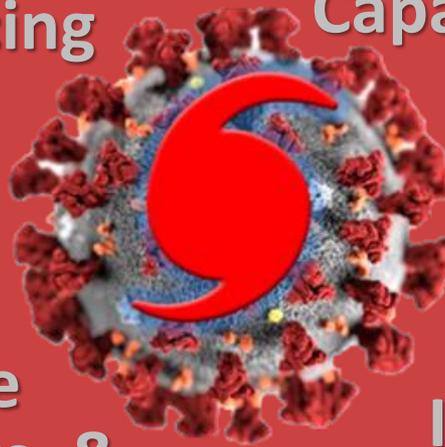
In the midst of the COVID-19 Pandemic!!!

CONSIDER...

Social
Distancing

Know Shelter
Capacities

Cleaning &
Disinfecting



Availability
of Supplies

PPE, Face
Coverings, &
Hand Sanitizers

Interruption
of Shipping

PREPARE NOW!



Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

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

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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

PRESIDENT
Institutional Coordinator

UVI VITEMA Representatives

UVI / VITEMA Liaisons

Emergency Management Coordinator (EMC)	Dr. David Hall
EMC Alternate	Ms. Shirley Lake-King

St. Thomas Campus

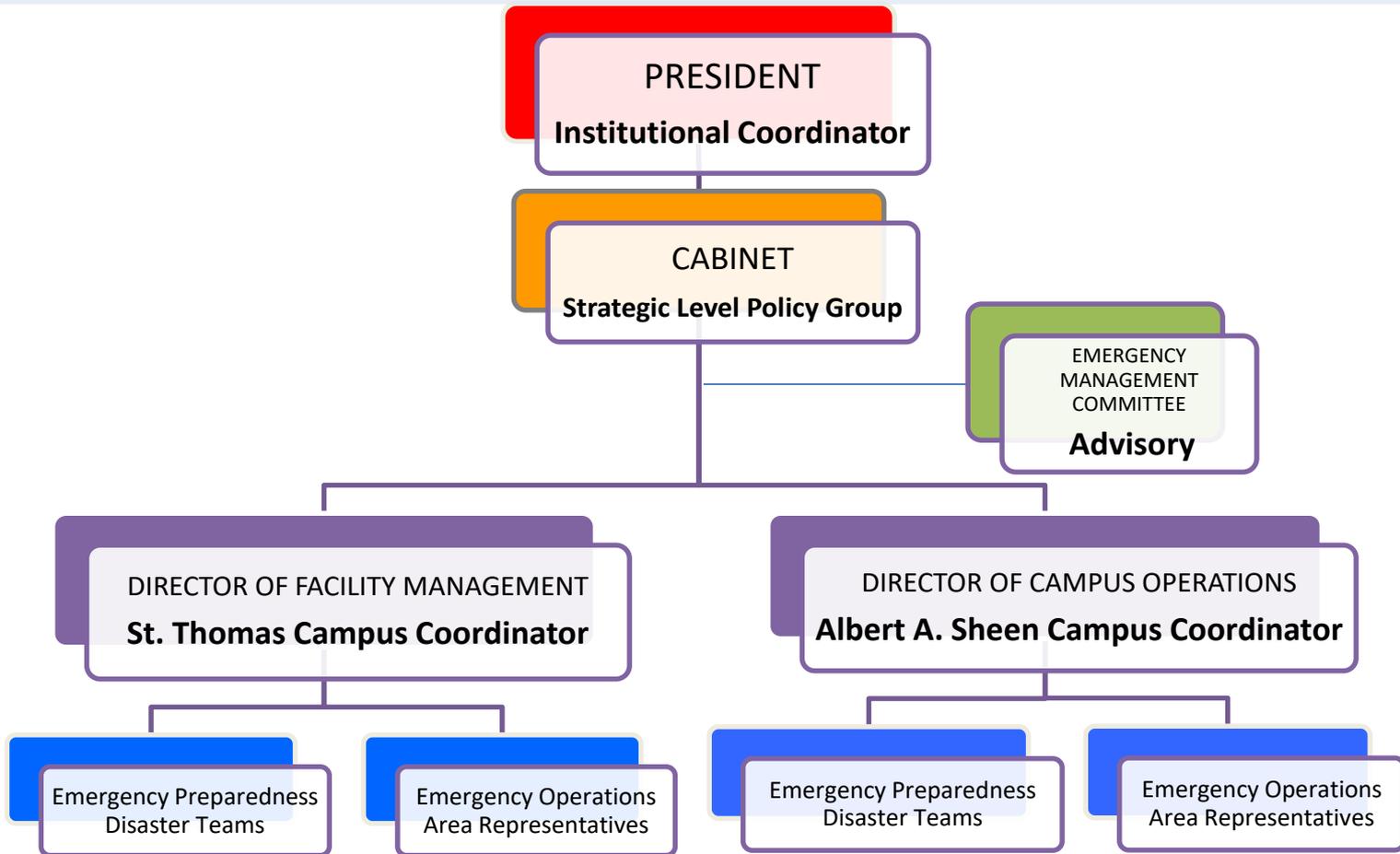
Emergency Services Coordinator (ESC)	Mr. Charles Martin
ESC Alternate	Mr. Ira Mactavious

Albert A. Sheen Campus

Emergency Services Coordinator	Ms. Nereida Washington
ESC Alternate	Dr. Robert Godfrey

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)

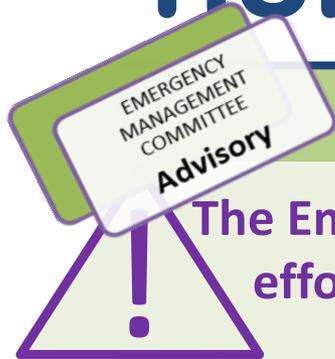
Resource	Purpose & Responsibilities
President	Overall leader of Policy Group
Provost	Advise on all matters relating to instructional and faculty issues.
VP for Admin. & Finance	Advise on all matters relating to legal, statutory issues, insurance and university policies.
Dean of Students	Assist in coordination of all non-academic needs of students.
Vice Provost, RPS	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 & Security Supervisor-STC	Determine what campus and off-campus security and other resources are needed.
Chief Information Officer	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.

2017
Lessons
Learned

2017
Lessons
Learned

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

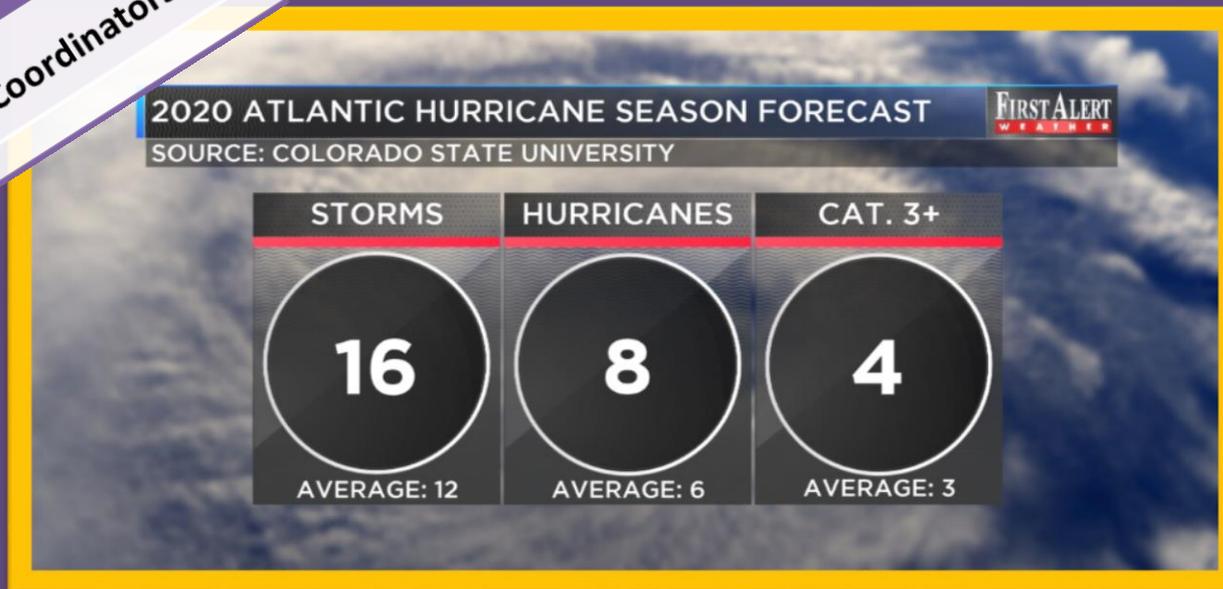
Leadership representatives from *Campus Operations, Security, Physical Plant, Environmental Compliance, Public Relations, Information & Technology Services, & Caribbean Exploratory Research Center.*



University of the Virgin Islands Emergency Preparedness

A Focus on Hurricane Preparedness

Campus Coordinators



Nereida C. Washington
DIRECTOR OF CAMPUS OPERATIONS
Albert A. Sheen Campus

Charles Martin
DIRECTOR OF FACILITY MANAGEMENT
St. Thomas 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 –Security Supervisor STT – Chief of Security	Remain on campus and maintain Emergency Operations.
Team #2 Building Protection and Building Service	STC Physical Plant Supervisors, & 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	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.

2017
Lessons
Learned

2017
Lessons
Learned

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	Francisca Barry (Cheryl Roberts) (Maria Fleming)
Administrative Suites (3)	Bldg AA Bldg BB (1 st Floor)	Administrative Offices	Shelly Jones (Chenzira Davis-Kahina)
Agricultural Experiment Station (4)	Bldg E	Offices Labs	Fiola Alexander (Marsha Bedford)
Business & Facilities Services (5)	Evans Center NWW Great Hall	BFA Offices Central Supply – Receiving Mailroom Great Hall	Michelle Tuitt-Elliott (Myrtle Pemberton)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Capital Projects (6)	Research & Technology Park; and Simulation Center	<i>Construction in Progress</i> <i>Springboard, LLC & Celestine Construction</i>	Nereida Washington (Cleveland Tonge)
Center for Marine & Environmental Studies (CMES), RPS, and CES (7)	Bldg D	Admin Offices Sea Grant Offices Boat	Marcia Taylor (Olassee Davis)
College of Science & Mathematics (8)	Evans Center & REC <i>*Temporary Relocation</i>	Admin offices Offices Labs Classrooms Conference Rooms	Julene Dorsett (Jewel Cumberbatch)
Community Engagement and Lifelong Learning (CELL) (9)	Our Town Frederiksted & REC	Admin offices Conference Room Labs	Julie Rhymer (Suzanne Darrow-Magras)

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	Celia Richard (Gideon Jagrup) (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	

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Physical Plant (11)	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	Cleveland Tonge (Luis Perez) (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, RPS and Student Affairs (12)	Bldg A Bldg B Bldg C	President's Office Provost Offices Health Services RPS Offices, Caribbean Writer University Bound	Maritza DeCosta (Caira Isaac)
Research And Public Service (13)	Bldg M (Aquaculture) Bldg V (Animal Science) Farm Store Research and Extension Center	Admin offices Institutional Advancement Farm Store Storage Labs	Stafford Crossman (Bob Godfrey) (Don Bailey)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Residence Halls (14)	Bldg BB (2 nd 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	Trudi Golphin (Jana Austrie) (Maritza DeCosta)
Security (15)	Evans Center Motor Pool	Security Office Vehicles	Anthony Laurent (Zeldon Hicks)
School of Nursing (16)	Bldg P Bldg Q Bldg R Bldg S Bldg U	Admin Offices Classrooms Lab Conference Rooms	Rosalind Moore (Beverley Lansiquot)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Small Business Development Center SBDC (17)	6300 Peter's Rest	Suite C – Offices Conference Rooms	Hazel Jones (Gregory Kopatch)
Student Affairs (18)	Evans Center	Counseling & Placement Student Affairs SGA Office	Anyha Lord-Jerris (Patricia Towal)
Student Center (19)	Bldg N	Bookstore Bucs Fitness Club Food Service Areas Recreation Areas Student Activities Office	Shanta Roberts (Sophia Johnson) (Ethlyn Matthew)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Student Enrichment Centers (20)	Modular Bldg	Call Center Writing Center Offices (PE & ROTC) Classroom Computer Science Storage	Maria Fleming (TBD)
USVI Census - St. Croix (21)	Castle Coakley	Offices Training Rooms Storage	Lorna Sutton (Cecil Coker)
(VIUCEDD) Center for Excellence in Developmental Disabilities (22)	Golden Grove	Offices	Kimberly Mills (Sharon Williams)

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 (Facility Off-Line 2017-2020)	TBD
Lamshur Bay	Virgin Islands Environmental Resource Station (VIERS) (Facility Off-Line 2017-2020)	Paul Jobsis

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

Emergency Operations Area Representatives

St. Thomas Campus

Building/ Location	Administrative Area	Representative (Alternate)
ACC 1 st Floor	Access & Enrollment Management	Monifa Potter (David Wuinee)
	Human Resources	Neville Williams
	Information Technology (Data Center)	Sharlene Harris (Erik Pattison)
	Campus Operations Cashiers Office	Diana Claxton (Robert Chen)
ACC 2 nd Floor	Accounting Office	Stacey Chados
	Internal Audit Office	TBD (Marlene Thomas)
	Public Relations	Lois Rivera
	Purchasing	Eric Christian (Austin Rogers)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – STT Campus

Building/ Location	Administrative Area	Representative (Alternate)
ACC 3 rd Floor	President's Office	Una Dyer (Haldane Davies)
	Administration & Finance	Delicia Greenaway-Henley (Marlene Thomas)
	Provost's Office	Leslyn Tonge (Henville Pole)
	Vice Provost RPS	Lorna Chesterfield
Business Administration	Academic Building – Business (Facility Off-Line 2017-2020)	TBD
(Old) Business Office Building	EPSCoR/Green Technology (Facility Off-Line 2017-2020) GEOcas	Paul Jobsis

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – STT Campus

Building/ Location	Administrative Area	Representative (Alternate)
CA Bldg. 1 st floor	Little Theater	David Edgecombe
	University Bound	Yvette Richards
	Learning Center & Center for Student Success (CSS)	Ikysha James (TBD)
CA Bldg 2 nd Floor & 3 rd Floor	Science & Mathematics	Orpha Penn
CA Building, Library Bus. Admin Building/IT	Computer Lab	Erik Pattison (Dawn Matthew)
Cafeteria	Cafeteria/Dining Pavilion	Verna Rivers (Scott Gay)
East Campus	CELL – East Campus	Roveita Samuel-Charles
	ECC – East Campus	Frank Mills
	EPSCoR – East Campus	Kim Waddell
Estate Bonne Resolution	Etelman House Observatory/ Physical Plant	David Morris (TBD)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – STT Campus

Building/ Location	Administrative Area	Representative (Alternate)
Extension Services	New House Cooperative	Louis Petersen, Jr.
Faculty West	Institutional Advancement	Mitchell Neaves (Cherilyn Browne)
Golf Course	Recreation Center	Leon LaFond (Verna Rivers)
Gordon House	Health Services ACA – Student Affairs	Ronda Herbert (Verna Rivers)
Humanities	Humanities	Dian Levons
Jerome House	Bookstore	Mervin Taylor
Library	Library 1 st and 2 nd Floor	Sharlene Harris
Marine Science	CMES – (Facility Off-line 2017-2020)	Ian Byrne (Paul Jobsis)
Music Education	Music Education Building	Dion Parson (TBD)
Nisky Center 202	Small Business Development Center	Ted Gutierrez

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – STT Campus

Building/ Location	Administrative Area	Representative (Alternate)
Nursing Building	Academic Building - Nursing	Kendra Frett
Penha House	Computer Center	Sharlene Harris (Erik Pattison)
	WUVI – Radio Station & Communications Lab.	Dara Cooper
	Security	Theodore Glasford
Physical Plant	Offices Building	Charles Martin (Ira Mactavious)
	Generators/Fuel Dispensing	Roy Sterrod
Physical Plant – 2 nd Floor	Mailroom and Central Receiving	Corrine Lindquist (Kevin Wattley)
Quarters B	CERC (Facility Off-Line 2017-2020)	TBD
Reichhold Center for the Arts	Reichhold Center (Facility Off-Line 2017-2020)	Denise Humphrey
Residence Halls: Middle A-E, North A-E, East, Faculty East,	Residence Halls (Student Life)	Jennifer Crawford (Jessica Johnson-Wispe)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – STT Campus

Building/ Location	Administrative Area	Representative (Alternate)
Residence Halls Additional South A-F, & West Hall	Residence Halls (Student Life)	Jennifer Crawford (Jessica Johnson-Wispe)
Roupp House	Counseling & Placement	Mary Myers (Verna Rivers)
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 (TBD)
Student Activities Building	Student Activity Center Student Government	Leon LaFond (Verna Rivers)
Teacher Education	Teacher Education	Janet King (Karen Brown)
Upper Campus	Academic Computing – Computer Labs	Erik Pattison (TBD)
USVI Census – St. Thomas	West Bay	Frank Mills
Wellness Center	Wellness Center	Donna Andrews

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



June 1 – November 30

2020 ATLANTIC HURRICANE SEASON PREDICTIONS
 Above-normal hurricane season is most likely this year.

Weather System	NOAA*	Colorado State University**	30-Year Average
Named Storms (top winds of 39 mph or higher)	13 – 19	16	12
Hurricanes (top winds of 74 mph or higher)	6 – 10	8	6
Major Hurricanes (Category 3, 4 or 5; winds of at least 111 mph)	3 – 6	4	3

* NOAA predictions calls for an above-normal 2020 hurricane season (60%); near-normal season (30%); below-normal season (10%). Information for the 2020 predictions were presented by NOAA on May 21, 2020.
 ** CSU predictions based on April 2, 2020 data. (By Dr. Philip Klotzbach, Michael Bell & Jhordanne Jones, in memory of Dr. William M. Gray.)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

2020 ATLANTIC TROPICAL CYCLONE NAMES

Arthur	Fay	Kyle	Paulette
Bertha	Gonzalo	Laura	Rene
Cristobal	Hanna	Marco	Sally
Dolly	Isaias	Nana	Teddy
Edouard	Josephine	Omar	Vicky
			Wilfred

Saffir – Simpson Hurricane Scale

Tropical Storm 39-73 mph wind	Category 1 74-95 mph wind	Category 2 96-110 mph wind	Category 3 111-129 mph wind	Category 4 130-156 mph wind	Category 5 > 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 hotline extensions, 4168 or 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



2017
Lessons
Learned

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 electricity in all buildings.
- Shut off generators when deemed necessary.
- 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)

2017
Lessons
Learned

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

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.

2017
Lessons
Learned

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.

2017
Lessons
Learned

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>
UVI HOTLINE: Audix Messages on Hurricane Related News Releases	692-4168	693-1016
Campus Security	692-4155	693-1530
Geographical Coordinates For USVI 18.20 N, 64.50 W (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>
VITEMA	773-2244	774-2244	776-6444
POLICE	778-2211 / 911	774-2211 / 911	693-8880 / 911
RED CROSS	778-5104	774-3075	774-0375
FIRE/AMBULANCE	911	911	911
HOSPITAL	778-6311	776-8311	776-6400
WAPA	713-9272	777-9272	777-9272

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

HURRICANE & WEATHER WEBSITES

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