

University of the Virgin Islands

2012 Hurricane Season Preparedness Manual



Last Updated August 28, 2012

2012 ATLANTIC HURRICANE SEASON FORECAST

(June 1 – November 30)



A mild hurricane season is predicted.

Weather System	NOAA*	Dr. Klotzbach & Dr. Gray**	Average Year per CSU
Named Storms (top winds of 39 mph or higher)	12	10	12.1
Hurricanes (top winds of 74 mph or higher)	7	4	6.4
Major Hurricanes (Category 3, 4 or 5; winds of at least 111 mph)	3	2	2.7

* Preliminary NOAA predictions calls for a milder than normal 2012 hurricane season.

** CSU predictions based on April 4, 2012 data.

2012 Storm Names

Atlantic

Alberto	Florence	Kirk	Patty
Beryl	Gordon	Leslie	Rafael
Chris	Helene	Michael	Sandy
Debby	Isaac	Nadine	Tony
Ernesto	Joyce	Oscar	Valerie
			William

Saffir – Simpson Hurricane Scale

Tropical Storm 39-73 mph wind	Category 1 74-95 mph wind	Category 2 96-110 mph wind	Category 3 111-130 mph wind	Category 4 131-155 mph wind	Category 5 > 155 mph wind

HURRICANE & WEATHER WEBSITES

- National Hurricane Center
www.nhc.noaa.gov
- VITEMA
www.vialert.gov
- Intellicast
www.intellicast.com
- The Weather Channel
www.weather.com
- The Weather Underground
www.wunderground.com
- Stormpulse
www.stormpulse.com
- Caribbean Hurricane Network
www.stormcarib.com
- Disaster Message Service (DMS)
www.viexpo.com

DMS is a public service website provided by www.VInow.com. It was developed to facilitate communication and provide information about and during disasters around the world. This service is provided through message board discussions. DMS was first utilized after hurricane Marilyn.

VI Hurricane History

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

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

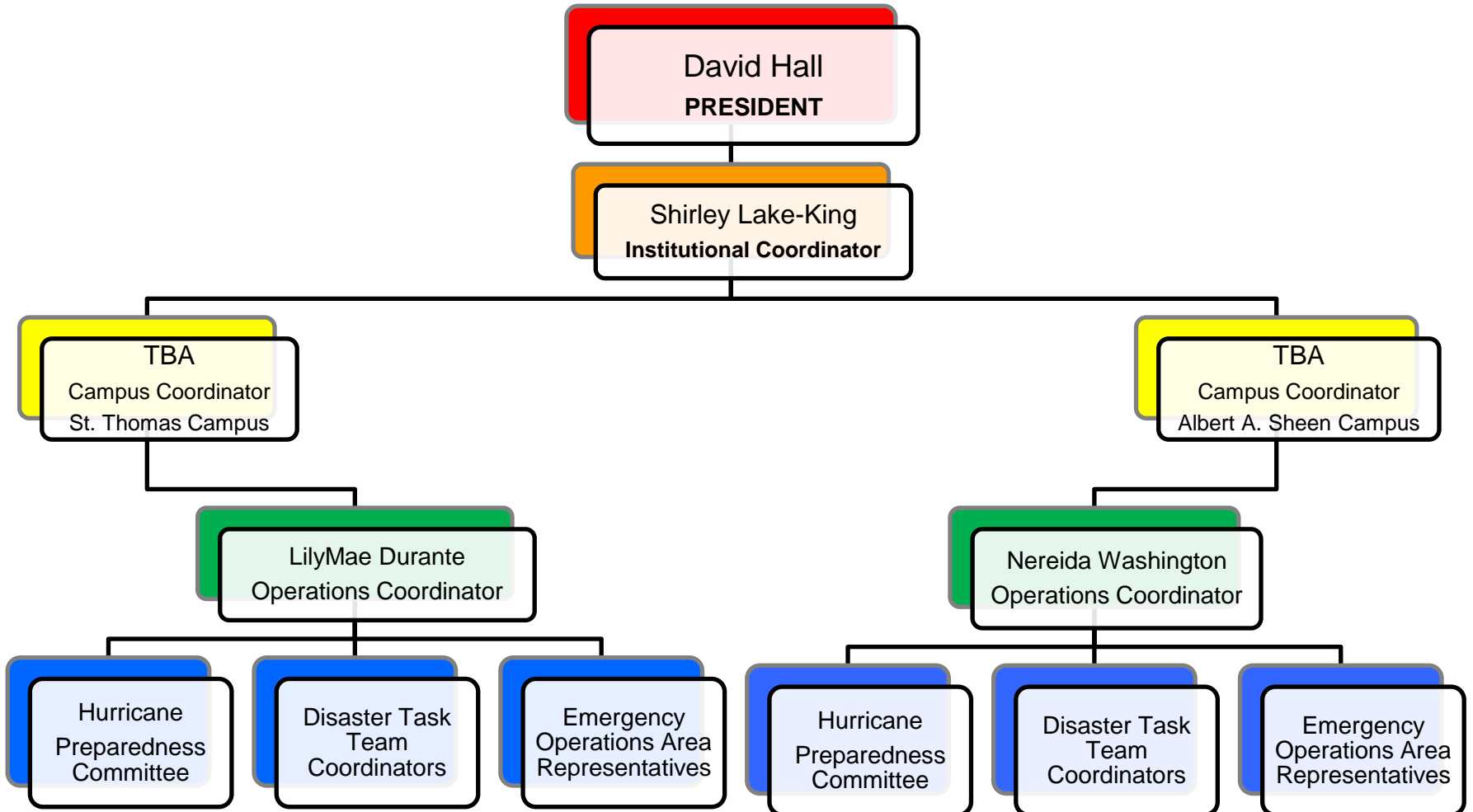
UVI Hotline, Security & USVI Geographical Coordinates

	<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

UVI HURRICANE PREPAREDNESS ORGANIZATIONAL CHART



UVI VITEMA LIAISONS

EMC (Emergency Management Coordinator)
EMC (Emergency Management – Alternate)

Dr. David Hall
Ms. Shirley Lake-King

St. Thomas Campus

ESC (Emergency Services Coordinator)
ESC (Emergency Services – Alternate)

Mr. Charles Martin
Ms. LilyMae Durante

Albert A. Sheen Campus

ESC (Emergency Services Coordinator)
ESC (Emergency Services – Alternate)

Ms. Nereida Washington
Mr. Kofi Boateng

UVI Emergency Operations Center GUIDELINES

The University Emergency Operations Center (EOC) will be activated upon a declaration of the UVI President; the declaration of a state of emergency by the Governor of the territory in the form of an executive order or proclamation pursuant to Section 1125 of Chapter 12, Title 23, of the Virgin Islands Code, or upon Implementation of Phase 5 (Hurricane Warning – 36 hours or less before a predicted strike) of the UVI Hurricane Emergency Operations procedures; or in the event of a disaster preparedness exercise conducted by VITEMA.

The **Albert A. Sheen Campus UVI Emergency Operations Center** is located in the Security Office and will be staffed by UVI Campus security officers, supplemented by other University staff, all of whom will be under the supervision of the Campus Security Supervisor.

The **St. Thomas Campus UVI Emergency Operations Center** is located in Physical Plant and will be staffed by the Physical Plant staff, security officers and supplemented by other University staff, all of whom will be under the supervision of the Director of Physical Plant.

UVI Emergency Operations Center GUIDELINES

INFORMATION UPDATES

Information about the status of campus preparedness operations and other information for the University community will be available from the UVI Hotline. Daily updates will be available if a potentially dangerous storm threatens the territory. All university staff, faculty and students are encouraged to call the line for current information. To hear the recorded announcements from the EOC on St. Croix, dial **692-4168** and on St. Thomas, dial **693-1016**.

EMERGENCY COMMUNICATIONS

During emergency situations, various communication media will be used to inform the University Community of the status of an emergency. Emergency communication will be provided via text message alerts, the UVI hot line, audix messages, email, sound commander (siren), public radio announcements and via the UVI website.

The web site will be updated as frequently as circumstances dictate. The status of the Plan will appear on the top page of the UVI web site, www.uvi.edu.

UVI Emergency Operations Center GUIDELINES

UTILITIES

Standby generators will be put into service only by the UVI Physical Plant department after a damage assessment has determined that it is safe to energize a building

LP Gas tanks are turned off in preparation for an emergency. They will be put into service only by the Physical Plant department after a damage assessment has determined that it is safe to operate gas equipment.

SHELTER

No building at UVI is designated as an emergency shelter. The buildings will be locked in preparation for an emergency. They will not be opened to the general public because they are not certified to serve as a shelter safely.

VEHICLES

In an emergency, all UVI vehicles in every department come under the control of the Emergency Operations Disaster Team. Vehicles will be assigned by that team leader to UVI staff as needed to respond to the emergency.

Hurricane Preparedness Committee

Preparedness Committee

Team Leaders: Nereida Washington (STX); LilyMae Durante (STT)

- o Advisory Committee
- o Ex-officio members of Task Teams
- o Representatives selected as VITEMA – Emergency Services Coordinator and Alternate Coordinator
- o Hurricane Preparedness Plan trainers to Task Team Coordinators and Area Representatives

STC Key Areas Represented: Academic Affairs, Faculty, RPS, Security, Physical Plant, ITS, Health Services, Public Relations, Residence Halls, Student Affairs, Human Resources, Capital Projects.

STT Key Areas Represented: Administration & Finance, Controller, Capital Projects, Physical Plant, Security, ITS, Health Services, Public Relations, Residence Halls, Food Services, Student Affairs, Human Resources, Deans, Access & Enrollment Services, Athletics, SBDC, Marine Science, & Reichhold.

HURRICANE PREPAREDNESS COMMITTEE

St. Thomas Campus

LilyMae Durante: Coordinator 1144
Charles Martin: Assoc. Coordinator 1511

Doris Battiste	1121	Bettina Miller	1421
Roderick Pullen	1536	Eric Christian	1491
Peter Sauer	1102	Gerard Buggy	1531
Sean Georges	1112	Alexandridis Kostas	1381
Sharlene Harris	1361	Shirley Lake-King	1401
Patrice Johnson	1058	Tina Koopmans	1540
Derek Connor	1507	Ronda Herbert	1124
Sandra Romano	1238	Arthur Vanlow	1507
Rosalia Rohan	1133	Cherie Wheatley	1541
Judith Edwin	1152	Denise Humphrey	1552
Peggy Smith	1446	Lenor Dottin	776-3206
Deans of Schools & Colleges			

HURRICANE PREPAREDNESS COMMITTEE

Albert A. Sheen Campus

Nereida Washington :	Coordinator	4161
Kofi Boateng:	Assoc. Coordinator	4066

Maria Fleming	4183	John Waugh	4164
Robert Godfrey	4042	Judith Rogers	4132
Stuart Ketcham	4146	John Munro	4111
Ralph Cook	4155	Miriam Osborne	4188
Kofi Boateng	4066	Clarice Clarke	4060
Francisca Barry	4103	Maria Friday	4181

Disaster Task Teams Coordinators

- o Team #1 Emergency Operations Center
- o Team #2 Building Protection & Building Service
Area Representatives – Subgroup of Team #2
- o Team #3 Evacuation, Shelter & Health
- o Team #4 Information, Education & Employee Assistance
- o Team #5 Damage Survey and Emergency Response
Area Representatives – Subgroup of Team #5
- o Team #6 Business Operations Continuity

Disaster Preparedness Team # 1

EMERGENCY OPERATIONS / SUPPLY LOGISTICS / SECURITY

Team Leaders: Ralph Cook (STX); Charles Martin & Roderick Pullen (STT)

- o Remain on campus and maintain Emergency Operations
- o Establishes and maintains communication with VITEMA
- o Monitors weather conditions and provide ongoing situation update, evaluation, analysis and reporting
- o Coordinate response to any emergency that may develop during the storm
- o Communication with the President and Institutional Coordinator
- o Communication with the University community and local media
- o Ensure availability of adequate emergency supplies and equipment

STC Members: Ralph Cook, John Waugh, Cleveland Tonge, Tom Zimmerman/Vanessa Forbes, & Patrice Johnson

STT Members: Charles Martin, Roderick Pullen, Austin Rogers, Amazia Francis, & Patrice Johnson.

Disaster Preparedness Team # 2

BUILDING PROTECTION / BUILDING SERVICES

Team Leaders: John Waugh (STX); Charles Martin (STT)

- o Protection and securing of buildings and property
- o Check emergency generators and fuel supplies
- o Check water facilities and equipment
- o Distribution of hurricane supplies to campus (plastic bags and sheets, sand bags)
- o Assist in post occurrence facilities evaluation and recovery efforts

STC Members: John Waugh, Cleveland Tonge, Nereida Washington, Elroy Richard Angel Gonzales, & Randall Macedon (Marthious Clavier)

STT Members: Charles Martin, Arthur Vanlow, Derek Connor, Charlie Brown, Stevie Henry, Carlos Robles, Denise Humphrey, & All Emergency Area Coordinators.

Disaster Preparedness Team # 3

EVACUATION, SHELTER & HEALTH

Team Leaders: Miriam Osborne-Elliott (STX); Sean Georges (STT)

- o Responsible for the planning, notification, relocation, sheltering, coordination, response and recovery operations for residential student population.
- o Preparation of emergency shelters
- o Coordinate the evacuation of local and off-island students from the campus prior to a storm
- o Provide health care and services as required
- o Conduct campus population census of students who will remain on campus
- o Ensure adequate food, water and emergency supplies are on hand
- o Arrange for emergency food services
- o Coordinate University wide health and medical response
- o Maintain contact roster of students.

STC Members: Miriam Osborne-Elliott, Kofi Boateng, Priscilla Williams, Robert Godfrey, Francisca Barry, Derval Prince, Maritza DeCosta, Maria Friday, Ethlyn Matthew & Michelle Albany

STT Members: Doris Battiste, Sean Georges, Ronda Herbert, Rosalie Rhymer-Rohan, Willie Stephen, All RA's.

Disaster Preparedness Team # 4

INFORMATION, EDUCATION, & EMPLOYEE ASSISTANCE

Team Leaders: Clarice Clark (STX); Patrice Johnson (STT & STX)

- o Inform the University community of hurricane preparedness plans
- o Educate employees about personal preparedness plans
- o Coordinate a contact/locator system for employees
- o Coordinate employee assistance programs during post hurricane period
- o Coordinate counseling and psychological services to employees
- o Coordinates with Public Relations for campus specific updates post-storm (Who reports back to work, reopening of campus; recovery updates/status; Use of Emergency Broadcast Text System and Sound Commander when necessary)

STC Members: Patrice Johnson, Clarice Clarke, Maria Friday, Patricia Towal, Lois Sanders, Bettina Miller, & Yvonne Lawrence.

STT Members: Patrice Johnson, Cherie Wheatley, Doris Battiste, Barbara Williams-Brown, Verna Rivers, Bettina Miller, Yvonne Lawrence, Ardrina Scott-Elliot.

Disaster Preparedness Team # 5

DAMAGE SURVEY / EMERGENCY RESPONSE

Team Leaders: Nereida Washington (STX); Charles Martin (STT)

- o Coordinate and establish the procurement of emergency supplies and ensure that purchase orders and contract agreements with vendors are in place prior to a storm
- o Log all facility closures prior to departure from campus, note any concerns
- o Inspection and evaluation of campus facilities after the storm
- o Coordinate post occurrence damage documentation and record keeping, including completion of Initial Damage Assessment and Employee Sign-in sheet at Emergency Operations Center on campus
- o Coordination of post occurrence with FEMA and filing of damage claims
- o Coordinate facilities reconstruction and repair

STC Members: Nereida Washington, Judith Rogers, John Waugh, Bob Godfrey, Kwame Garcia, Gerard Buggy, Angel Gonzales, Ralph Cook, Maria Fleming, Stafford Crossman & Cabinet
STT Members: **Charles Martin, Erik Pattison, Roderick Pullen, Dale Morton, Eric Christian, Albion George, Edward Fort, Sharlene Harris.**

Disaster Preparedness Team # 6

BUSINESS OPERATIONS CONTINUITY

Team Leaders: Nereida Washington (STX); LilyMae Durante (STT)

- o Provide for the continuation of vital operations and functions during post hurricane period –
- o Ensure that all insurance information is captured and reported as required
- o Coordinate contingency plans for academic functions including relocation of offices or classes; resumption of classes
- o Notify students, faculty and staff of changes in class schedules
- o Provide for the protection, recovery and restoration of electronic data stored on University servers (including student records)
- o Enable inter-campus and intra-campus emergency communication links

STC Members: Camille McKayle, Bob Godfrey, Kwame Garcia, Nereida Washington, Miriam Osborne-Elliott, Judith Rogers, Francisca Barry & Cabinet

STT Members: LilyMae Durante, Tina Koopmans, Henville Pole, Peggy Smith, Bettina Miller, Yvonne Lawrence, Eric Christian, Judith Edwin, Academic Deans and Cabinet.

Emergency Operations

Area Representatives

- Represent administrative area at campus hurricane preparedness meetings.
- Disseminate hurricane preparedness instructions and procedures to staff in administrative areas.
- Organize teams within administrative area for protection of building contents, as outlined in the six-phase Emergency Operations Checklist.
- Coordinate preparation of equipment inventory list (Pre-season)
- Conduct an inventory of items needed for hurricane preparedness.
- Receive hurricane preparedness materials from the Physical Plant Department on the schedule outlined in the six-phase Emergency Operations Checklist.
- Distribute hurricane preparedness materials to teams for use in protecting building contents.
- Assist with post-storm initial damage assessment.

Emergency Operations

AREA REPRESENTATIVES

Preparedness Checklist

- Meet with team members to review emergency operating plans.
- Develop list of equipment and materials needed to secure contents of building.
- Assign areas of responsibility to teams.
- Obtain protective materials from Physical Plant.
- Arrange to have photos taken of office/building contents.
- Back-up and secure all electronic data.

Emergency Operations

AREA REPRESENTATIVES

Emergency Checklist

- Ensure all sensitive equipment (i.e. files, computers, etc...) are protected.
- Close and protect all windows, shutters and doors.
- Secure all loose objects.
- Report on preparedness status before closure of the campus.

Immediate Recovery Checklist

- Determine and report condition of offices.
- Remove potential hazards where possible.
- Assess and record damages and condition of offices.
- Obtain cleaning equipment from Physical Plant.
- Assist with clean up as much as possible.

SIX PHASE EMERGENCY OPERATIONS CHECKLISTS

- PHASE 1: PRE SEASON (from April 1 through May 30)**
- PHASE 2: HURRICANE ALERT (72 hours before strike)**
- PHASE 3: HURRICANE ADVISORY (48 – 60 hours before strike)**
- PHASE 4: HURRICANE WATCH (36 – 48 hours before strike)**
- PHASE 5: HURRICANE WARNING (36 hours or less before strike)**
- PHASE 6: POST STORM DAMAGE AND SECURITY ASSESSMENT**

Emergency Operations Checklists – Phase 1

PRE SEASON (from April 1 through May 30)

The University President will meet with the Institutional Coordinator and Campus Coordinators.

Area Representatives

- Organize Area teams for tasks to be done in Phases 2 through 6 of preparations.
- Disseminate hurricane preparedness information within Area in staff meetings, on Area bulletin boards, other Area channels of communication.

Facilities Management

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

Campus Coordinator

- Call meeting of Hurricane Preparedness Committee, Disaster Task Team Coordinators and Emergency Operations Area Representatives at the beginning of season.
- Review disaster response plans and procedures and assess state of Committees and readiness.
- Submit reports to Institutional Coordinator and President.

Emergency Operations Checklists – Phase 2

HURRICANE ALERT (72 hours before strike)

The University President will meet with the Institutional Coordinator, Campus Coordinators and Cabinet. Storm situation is monitored.

Area Representatives

- Check telephone hot line 692-4168 or 693-1016 and web site (http://www.uvi.edu/sites/uvi/Pages/About_UVI-Emergency.aspx?s=CS) for status of preparations.
- Assign Area team members to distribute plastic bags to cover equipment and files. Bags are distributed to individual Area work stations by Area teams, not by Physical Plant.
- Assign team members to back up mission critical data on PC's.

Facilities Management

- Top off diesel and gasoline fuel storage.
- Test emergency communications.
- Maintain telephone hot line 692-4168 or 693-1016 and web site (http://www.uvi.edu/sites/uvi/Pages/About_UVI-Emergency.aspx?s=CS) for status of preparations.

Campus Coordinator

- Convene the Committee, Coordinators and Representatives to determine current status of readiness and to ensure that the emergency 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.
- Manual Institutional Coordinator and President of preparedness status.

Emergency Operations Checklists – Phase 3

HURRICANE ADVISORY (48 – 60 hours before strike)

The University President will meet with the Institutional Coordinator, Campus Coordinators, Cabinet Members, the Hurricane Preparedness Committee, Team Coordinators, and Area Representatives. Policy decisions will be made regarding sending students home, securing food service and securing campus shelter area and closure of the University.

Area Representatives

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

Facilities Management

- Clear storm drains
- Store outdoor furniture and equipment
- Secure recreation court equipment

Campus Coordinator(s)

- Meet with President and the Institutional Coordinator to discuss a plan of action.
- Institute proceedings to phase down work operations in all University departments and prepare for impending Hurricane. Prepare to close University facilities.
- Confirm that essential personnel completed domestic preparations for the hurricane.
- Ensure that the University has established continuous radio communications with VITEMA.
- Obtain a status report on each Disaster Team's readiness.
- Report to President and Institutional Coordinator on status reports.

Emergency Operations Checklists – Phase 4

HURRICANE WATCH (36 – 48 hours before strike)

The University President will meet with the Institutional Coordinator and Campus Coordinator(s). Make decision on closure of campus depending on severity of storm.

Area Representatives

- o Assign team members to move contents of offices off floors.
- o Assign team members to secure contents in windowless “safe room” where available.
- o Assign team members to secure chemicals and other hazardous material.
- o Assign team members to unplug all equipment from electrical outlets.
- o Submit room closure report of designated area to Operations Coordinator

Facilities Management

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

Campus Coordinator

- o Meet with President and the Institutional Coordinator to discuss status of preparedness plan of action.
- o Meet with the Hurricane Preparedness Committee, Team Coordinators and Area Representatives to ensure that all aspects of the Preparedness plan are in place.

Emergency Operations Checklists – Phase 5

HURRICANE WARNING (36 hours or less before strike)

The University President will meet with the Institutional Coordinator, Campus Coordinator and Cabinet. Final preparations to be in place. Evacuate local students from residence halls; activate the EOC. Closure of the University.

Area Representatives

- (All tasks have been completed)

Facilities Management

- Activate Emergency Operations Center in Evans Center
- Shut off all electricity in all buildings
- Shut off all LP gas in all buildings
- Clear and lock all buildings

Campus Coordinator

- Consult with President regarding next plan of action.
- Ensure that all plans for securing the campus have been taken and campus residents are evacuated or sheltered-in-place.
- Implement evacuation plan of facilities.
- Check recovery plans.

Emergency Operations Checklists – Phase 6

POST STORM DAMAGE AND SECURITY ASSESSMENT

The University President will meet with the Institutional Coordinator, Campus Coordinator, Cabinet Members, and EOC for an update on the condition of the campus, any students on campus and preliminary damage assessment. Additional meetings to be held including key decision makers to implement post storm/hurricane strategies.

Area Representatives

- Assign team members to assist with damage assessment

Facilities Management

- Preliminary damage assessment. Coordinate with VITEMA and FEMA.
- Survey and test electrical distribution system before engaging generators.
- Emergency Repairs.

Campus Coordinator

- Meet with President and the Institutional Coordinator to discuss preliminary recovery strategies.
- Reactivate all teams.
- Meet with Hurricane Preparedness Committee, Team Coordinators and Area Representatives to mobilize response and recovery efforts.

EMERGENCY OPERATIONS

Building Abbreviations - Key (Albert A. Sheen Campus)

Building	Name/Description
Bldg A	Great House
Bldg B	Cooperative Extension Services & Physical Plant
Bldg C	Upward Bound
Bldg D	Cooperative Extension Services
Bldg E	Agricultural Experiment Station
Bldg M	Aquaculture
Bldg N	Student Center
Bldg P	Nursing Division Administration
Bldg Q	Nursing Division Classroom
Bldg R	Nursing Division Classroom
Bldg S	Nursing Division Lab
Bldg T	Nursing Division Science Lab
Bldg U	Nursing Conference Room
Bldg V	Animal Science

Building	Name/Description
Bldg AA	Research Technology Park
Bldg BB (1 st Floor)	Research Technology Park
Bldg BB (2 nd Floor)	Student Suites
Bldg CC	Student Suites
Bldg DD	Student Suites
Bldg EE	Student Suites
Bldg FF	Student Suites
Bldg GG	Student Suites
Bldg HH	Student Suites
Bldg JJ	Student Suites
Bldg KK	Student Suites
Bldg LL	Student Suites
Bldg MM	Residence Hall Administration
NWW	North West Wing
NWW Annex	North West Wing Annex
REC	Research Extension Center
MDB	Modular Building
MEC	Melvin Evans Center

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (Albert A. Sheen Campus)

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Access & Enrollment Services (1)	Building T Evans Center Northwest Wing & NWW Annex	Academic Admin. Offices CATS Center Financial Aid Offices Labs (Science) Faculty Offices	Francisca Barry (David Capriola) (Diana Freas-Lutz)
Academic Deans (2)	Evans Center	Faculty Offices Classrooms	Renise Johnson (Rishina Williams)
Agricultural Experiment Station (3)	Bldg E	Offices Labs	Audrey Schuster (Yvonne Horton)
Business & Facilities Services (4)	Evans Center NWW Great Hall	BFA Offices Central Supply – Receiving Mailroom Great Hall	Myrtle Pemberton (Fiola Alexander)
Information & Technology Services (5)	Bldg A, B, C, D, E Bldg N Evans Center Northwest Wing NWW Annex Research and Extension Center	IT Offices Labs (Computer) Library Network equipment Telephone switch equipment Smart Classrooms Video conf rooms	Judith Rogers (Adam Robinson)

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (Albert A. Sheen Campus)

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Nursing Division (6)	Bldg P	Admin Offices	Ann-Merrie Hendrickson (Cheryl Franklin)
	Bldg Q	Classrooms	
	Bldg R	Lab	
	Bldg S	Conference Rooms	
	Bldg U		
Physical Plant (7)	Bldg A (Great house)	A/C chillers	John Waugh (Cleveland Tonge)
	Bldg B (C.E.S.)	Electric switch rooms	
	Bldg C (Upward Bound)	Emergency generators	(Angel Gonzales-Fish, Farm Store & Bldg M) (Randall Macedon-REC) (Elroy Richard- Library Stacks)
	Bldg D (C.E.S.)	Exterior prep	
	Bldg E (A.E.S.)	Gas tanks	
	Bldg M	Library stacks	
	Bldg N (Student Ctr)	Outdoor furniture	
	Bldg MM (Res Admin)	Overhead storm doors	
	Evans Center	Phys Plant offices	
	Modular Bldg	Public spaces	
	Northwest Wing	Pump rooms	
	NWW Annex	Sand bags	
	Physical Plant	Shutters	
	REC		
Sugden House			
Provost, President, RPS and Student Affairs (8)	Bldg A	President's Office	Irene Hatchett-Sealey (Diana Shepp) (Nicolas Drayton)
	Bldg B	Provost Offices	
	Bldg C	Health Services	
		RPS Offices, Carib. Writer	
		Upward Bound	

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (Albert A. Sheen Campus)

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Research And Public Service (9)	Bldg M (Aquaculture) Bldg V (Animal Science) Farm Store Research and Extension Center	Admin offices Institutional Advancement Farm Store Storage Labs	Kofi Boateng (Bob Godfrey) (Don Bailey)
Research And Technology Park (10)	Bldg AA Bldg BB (1 st Floor)	Admin offices	Carole Jackson (David Zumwalt)
SBDC Small Business Development Center (11)	Sion Farm Shopping Center	Offices	Karen Jones (Carmen Adams)
Security (12)	Evans Center Motor Pool	Security Office Vehicles	Riise Thurland (Ralph Cook)
Student Affairs (13)	Evans Center	CEA Offices Counseling & Placement SGA Office	Marybel Martinez (Denise Lake)
Student Center (14)	Bldg N	Bookstore Bucs Fitness Club Food Service Areas Recreation Areas Student Activities Office	Hedda Finch-Simpson (Laurel Hecker)

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (Albert A. Sheen Campus)

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Student Enrichment Centers (15)	Modular Bldg	Math Tutorial Center Writing Center Offices (PE & ROTC) Classroom Computer Science Storage	Leslie Greene (Nicolas Drayton)
Residence Halls (16)	Bldg BB (2 nd Floor) Bldg CC, DD Bldg EE, FF Bldg GG, HH Bldg JJ, KK Bldg LL, MM Nurse Residence Supervisor Residence	Admin Offices Student Suites Supervisor Residence Nurse Residence	Priscilla Williams (Maria Friday)
(CMES) Center for Marine & Environmental Studies, RPS, and CES (17)	Bldg D	Admin Offices Sea Grant Offices Boat	Marcia Taylor (Joe Williamson)
(VIUCEDD) Center for Excellence in Developmental Disabilities (18)	Golden Grove	Offices	Charles Beady
(CELL) Community Engagement and Lifelong Learning (19)	Frederiksted REC	Admin offices	Heather Wilkes (Alternate)

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (St. Thomas Campus)

Building/ Location	Administrative Area	Representative (Alternate)
ACC 1 st Floor	Access & Enrollment Management	Heather Hogarth-Smith
	Human Resources	Yvonne Lawrence
	Information Technology (Data Center)	Edward Fort
	Office of the Campus Executive Administrator	Diana Claxton
	Vice Provost RPS	Lorna Chesterfield
ACC 2 nd Floor	Business Office	Rhonda Tonge
	Internal Audit Office	Alina Matthew
	Purchasing	Eric Christian/Valderie Abramsen
ACC 3 rd Floor	President's Office	Tannesia Petersen
	Administration & Finance	Delicia Greenaway-Henley
	Provost's Office	Nathalie Roumou (Henville Pole)
ACC Bldg.	Capital Projects	Gerard Buggy
Business Administration	Business Administration	Zuri Baker
Old Business Office Building	EPSCoR	Kevin Brown

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (St. Thomas Campus)

Building/ Location	Administrative Area	Representative (Alternate)
CA Bldg. 1 st floor	Printing/Duplicating Physical Plant	IT Rep. Charles Martin
CA Building 1 st Floor	Upward Bound	Yvette Richards
CA Building 1 st Floor	CATS	Angela McGhee
Sports & Fitness Center 2 nd Floor	Center for Student Success (CSS)	Ikysha James
CA Bldg 2 nd Floor	Communications Lab.	Alex Randall
CA Bldg 2 nd Floor & 3 rd Floor	CA Building	Paulette Stevens
CA Building, Library Bus. Admin Building/IT	Computer Lab	Erik Pattison
Cafeteria	Cafeteria/Dining Pavilion	Willie Stephen/Sean Georges
Penha House	Computer Center	Edward Fort
East Campus	CELL – East Campus ECC – East Campus EPSCoR – East Campus	Kima Gatton Stevie Henry Burt Chesterfield
Estate Bonne Resolution	Etelman House Observatory/ Physical Plant	David Morris
Extension Services	New House Cooperative	Dale Morton

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (St. Thomas Campus)

Building/ Location	Administrative Area	Representative (Alternate)
Faculty West	Institutional Advancement	Ardrina Scott-Elliott
Golf Course	Recreation Center	Leon LaFond
Gordon House	Health Services ACA – Student Affairs	Ronda Herbert/Leon LaFond
Humanities	Humanities/Little Theater	Mary Alexander
Jerome House	Bookstore	Mervin Taylor
Library	Library 1 st and 2 nd Floor Media Center/ Video / Photo	Sharlene Harris Erik Pattison
Marine Science Building	Marine Science Building	Ian Bryne/Kevin Brown
Music Education	Music Education Building	Austin Venzen
Nisky Center 202	Small Business Center	Lenor Dottin
Nursing Building	Nursing Building	Alma Frett
Physical Plant	Generators/Fuel Dispensing	Issac Burgin
Physical Plant – 2 nd Floor	Mailroom and Central Receiving	Corrine Lindquist/Eric Christian
Reichhold	Reichhold Center	Denise Humphrey

EMERGENCY OPERATIONS

AREA REPRESENTATIVES (St. Thomas Campus)

Building/ Location	Administrative Area	Representative (Alternate)
Research Park	Research & Technology Park (RTP) East Campus	Denise Kurg
Residence Halls: Middle A-E, North A-E, East, Faculty East, & South A-F	Residence Halls (Student Life)	Sean Georges
Roupp House	Counseling & Placement	Melissa Williams
Science & Math	Science & Math Building	Alkin Paul
Social Sciences	Quarters C – Social Sciences	Dian Greaux-Levons
Sports & Fitness Center Building	Sports & Fitness Center Building	Curtis Gilpin
St. John	Extension Center (St. John)	Carlos Robles
	V. I. Environment Station (VIERS)	Jamie Irving
Student Activities Building	Student Activity Center Student Government	Leon LaFond SGA President
Teacher Education	Teacher Education	Marisel Melendez
Upper Campus	Academic Computing – Computer Labs	Erik Pattison

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.

For more information on the UVI Hurricane Preparedness Plan

- Go to UVI Home Page www.uvi.edu
- Click on **Emergency Updates** link located beneath the homepage slideshow.