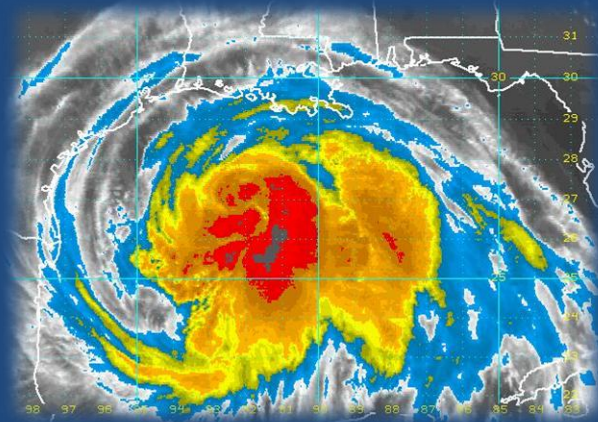




University of the Virgin Islands Emergency Preparedness



A Focus on Hurricane Preparedness

Kick-off Meeting: July 11, 2014 - 10:30 a.m. - EVC713 & TED101

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

July 11, 2014 KICK-OFF MEETING AGENDA

I. Welcome & Overview

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

II. Remarks

*Virgin Islands Hurricane Season State of
Preparedness & 2014 Hurricane Season Forecast
VITEMA*

III. 2014 Hurricane Season Overview

Charles Martin & Nereida Washington,
Campus Coordinators

IV. Other Comments/Questions

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

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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.

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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

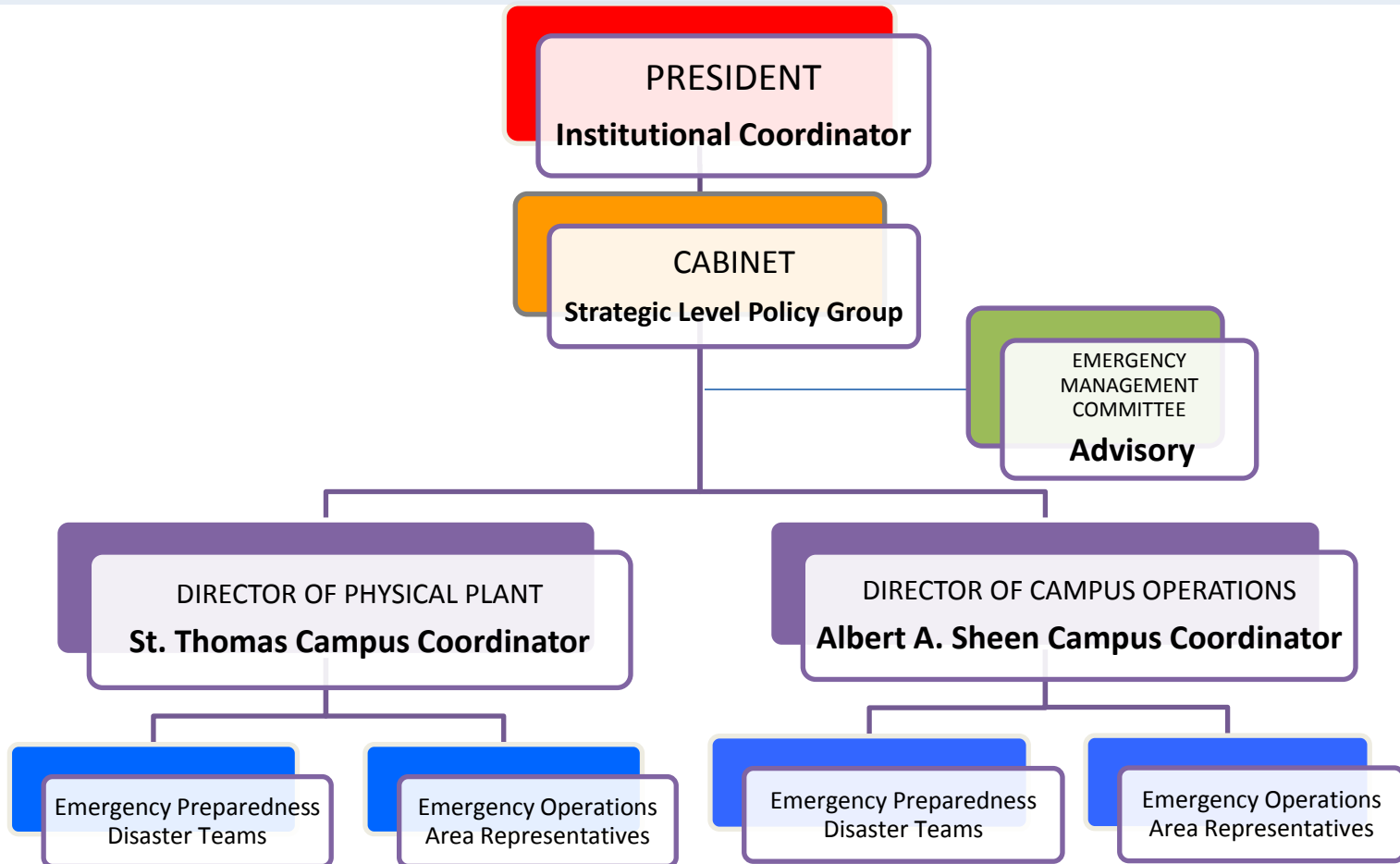
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UVI VITEMA Representatives

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. Theodore Glasford
Albert A. Sheen Campus	
Emergency Services Coordinator	Ms. Nereida Washington
ESC Alternate	Mr. Kofi Boateng

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UVI Preparedness Organization



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Strategic Level Policy Group (SLPG)

Resource	Purpose & Responsibilities	Resource	Purpose & Responsibilities
President	Overall leader of Policy Group	Chief of Security & Security Supervisor-STC	Determine what campus and off-campus security and other resources are needed.
Provost	Advise on all matters relating to instructional and faculty issues.	Chief Information Officer	Secure university data; and assist in activation and use of campus alert system.
VP for Admin. & Finance	Advise on all matters relating to insurance and university policies. Liaison on all matters relating to legal and statutory issues.	Director of Public Relations	Prepare messages for dissemination through the campus alert system and the university website.
Dean of Students	Assist in coordination of all non-academic needs of students.	Director of Campus Operations-STC & Director of Phys Plant-STT	Coordinate Preparedness Activities. Coordinate structural evaluations of damaged facilities.
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.		

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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.*

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Emergency Preparedness Disaster Teams (EPDT)

Resource	Team Leaders	Purpose & Responsibilities
Team #1 Campus Emergency Operations	<i>STC – Security Supervisor STT – Chief of Security</i>	Remain on campus and maintain Emergency Operations.
Team #2 Building Protection and Building Service	<i>STC & STT Physical Plant Supervisors</i>	Protect and secure buildings and property. Assist in post hazard facilities evaluation.
Team #3 Evacuation, Shelter, and Health	<i>STC & STT Deans of Students</i>	Coordinate the evacuation of local and off-island students prior to a storm.
Team #4 Information, Education, and Employee Assistance	<i>STC - CES Pub. Rel. Spec. STT - Public Rel. Officer</i>	Coordinate with Public Relations to inform the University community of hazard preparedness plans and post-hazard reports.
Team #5 Damage Survey and Emergency Response	<i>STC – Director of Campus Operations & STT–Director of Phys Plant</i>	Coordinate facilities reconstruction and repair.
Team #6 Business Operations Continuity	<i>Provost</i>	Coordinate contingency plans for academic functions, including relocation of classes.
Team #7 Institutional Operations	<i>President & VP for Administration & Finance</i>	Establish and maintain communication with VITEMA and Government House.

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

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

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 CSS Center Financial Aid Offices Faculty Offices	Francisca Barry (Maria Fleming)
Academic Deans (2)	Evans Center	Faculty Offices Classrooms	Aubrey Washington (SB Jones-Hendrickson)
Administrative Suites (3)	Bldg AA Bldg BB (1 st Floor)	Administrative Offices	Chenzira Davis-Kahina (Janis Valmond)
Agricultural Experiment Station (4)	Bldg E	Offices Labs	Fiola Alexander (Barbara Troutman)
Business & Facilities Services (5)	Evans Center NWW Great Hall	BFA Offices Central Supply – Receiving Mailroom Great Hall	Michelle Tuitt-Elliott (Myrtle Pemberton)

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Emergency Operations Area Representatives

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Information & Technology Services (6)	Bldg A, B, C, D, E Bldg N Evans Center Northwest Wing NWW Annex Research and Extension Center RTPark	IT Offices Labs (Computer) Library Network equipment Telephone switch equipment Smart Classrooms Video conference rooms	Judith Rogers (Giovanni Garcia)
Nursing Division (7)	Bldg P Bldg Q Bldg R Bldg S Bldg U	Admin Offices Classrooms Lab Conference Rooms	Ann-Merrie Hendrickson (Cheryl Franklin)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Physical Plant (8)	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. E & Bldg M)
	Bldg D (C.E.S.)	Exterior prep	
	Bldg E (A.E.S.)	Gas tanks	(Randall Macedon- REC)
	Bldg M	Library stacks	
	Bldg N (Student Ctr)	Outdoor furniture	(Elroy Richard- Library Stacks)
	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		

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Emergency Operations Area Representatives

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Provost, President, RPS and Student Affairs (9)	Bldg A Bldg B Bldg C	President's Office Provost Offices Health Services RPS Offices, Caribbean Writer Upward Bound	Irene Hatchett-Sealey (Marsha Bedford) (Nicolas Drayton)
Research And Public Service (10)	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 (11)	RTPark	Admin offices	Denise Kurg (David Zumwalt)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Research And Technology Park (12)	RTPark	Offices Labs Classrooms Conference Rooms	Diana Freas-Lutz (Julene Chapman)
SBDC Small Business Development Center (13)	Sion Farm Shopping Center	Offices	Karen Jones (Carmen Adams)
Security (14)	Evans Center Motor Pool	Security Office Vehicles	Riise Thurland (Ralph Cook)
Student Affairs (15)	Evans Center	Counseling & Placement Student Affairs SGA Office	Marybell Martinez (Denise Lake)

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Emergency Operations Area Representatives

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Student Center (16)	Bldg N	Bookstore Bucs Fitness Club Food Service Areas Recreation Areas Student Activities Office	Hedda Finch-Simpson (Laurel Hecker)
Student Enrichment Centers (17)	Modular Bldg	Math Tutorial Center Writing Center Offices (PE & ROTC) Classroom Computer Science Storage	Leslie Greene (Nicolas Drayton)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Residence Halls (18)	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 (19)	Bldg D	Admin Offices Sea Grant Offices Boat	Marcia Taylor (Joey Williamson)

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

Emergency Operations Area Representatives

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
(VIUCEDD) Center for Excellence in Developmental Disabilities (20)	Golden Grove	Offices	Charles Beady
(CELL) Community Engagement and Lifelong Learning (21)	Frederiksted Our Town Frederiksted	Admin offices	Angel Swindell (Heather Amrhein)

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Emergency Operations Area Representatives

St. John Facilities

Building/ Location	Administrative Area	Representative (Alternate)
The Market Place	Academic Center	Ashley Till
The Market Place	Cooperative Extension Services	Carlos Robles
The Market Place	Small Business Development Center	Ashley Till
Lamshur Bay	Virgin Islands Environmental Resource Station (VIERS)	Jamie Irving (Carlos Robles)

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Emergency Operations Area Representatives

St. Thomas Campus

Building/ Location	Administrative Area	Representative (Alternate)
ACC 1 st Floor	Access & Enrollment Management	Nicole Gibbs (Erma Bankhead)
	Human Resources	Neville Williams
	Information Technology (Data Center)	Sharlene Harris (Alex Caraballo)
	Campus Operations	Diana Claxton
ACC 2 nd Floor	Business Office	Rhonda Tonge
	Internal Audit Office	Marisel Melendez
	Public Relations	Lois Rivera
	Purchasing	Eric Christian (Valderie Abramsen)

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Emergency Operations Area Representatives

Building/ Location	Administrative Area	Representative (Alternate)
ACC 3 rd Floor	President's Office	Una Dyer (Haldane Davies)
	Administration & Finance	Delicia Greenaway-Henley (Jarryd Cook)
	Provost's Office	Leslyn Tonge (Henville Pole)
	Vice Provost RPS	Lorna Chesterfield
Business Administration	Business Administration	Tessa Liburd
Old Business Office Building	EPSCoR	Kevin Browne

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Emergency Operations Area Representatives

Building/ Location	Administrative Area	Representative (Alternate)
CA Bldg. 1 st floor	Physical Plant	Charles Martin
	University Bound	Yvette Richards
	Learning Center & Center for Student Success (CSS)	Jennifer Crawford (Ikysa James)
CA Bldg 2 nd Floor	Communications Lab.	Alex Randall
CA Bldg 2 nd Floor & 3 rd Floor	CA Building	Alina Matthew
CA Building, Library Bus. Admin Building/IT	Computer Lab	Erik Pattison (Dawn Matthew)
Cafeteria	Cafeteria/Dining Pavilion	Willie Stephen (Sean Georges)
Penha House	Computer Center	Sharlene Harris (Alex Caraballo)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

Building/ Location	Administrative Area	Representative (Alternate)
East Campus	CELL – East Campus	Kima Gaton
	ECC – East Campus	Stevie Henry
	EPSCoR – East Campus	Henry Smith
Estate Bonne Resolution	Etelman House Observatory/ Physical Plant	David Morris (Sandra Romano)
Extension Services	New House Cooperative	Carlos Robles
Faculty West	Institutional Advancement	Mitchell Neaves (Cherilyn Browne)
Golf Course	Recreation Center	Leon LaFond (Doris Battiste)
Gordon House	Health Services ACA – Student Affairs	Ronda Herbert (Doris Battiste)
Humanities	Humanities/Little Theater	Mary Alexander
Jerome House	Bookstore	Mervin Taylor

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

Building/ Location	Administrative Area	Representative (Alternate)
Library	Library 1 st and 2 nd Floor	Sharlene Harris
Music Education	Music Education Building	Lorna Young-Wright
Nisky Center 202	Small Business Development Center	Leonor Dottin
Nursing Building	Nursing Building	Kendra Frett
Physical Plant	Generators/Fuel Dispensing	Roy Sterrod
Physical Plant – 2 nd Floor	Mailroom and Central Receiving	Corrine Lindquist (Eric Christian)
Reichhold Center for the Arts	Reichhold Center	Denise Humphrey
Residence Halls: Middle A-E, North A-E, East, Faculty East, South A-F, & West Hall	Residence Halls (Student Life)	Sean Georges

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives

Building/ Location	Administrative Area	Representative (Alternate)
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
Student Activities Building	Student Activity Center Student Government	Leon LaFond
Teacher Education	Teacher Education	Nathalie Roumou
Upper Campus	Academic Computing – Computer Labs	Erik Pattison (Kelly Harrigan)
Wellness Center	Wellness Center	Lorenzo Donastorg

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

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.

Area Representatives

- All tasks have been completed.

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.

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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.

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

APPENDIX

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

2014 ATLANTIC HURRICANE SEASON FORECAST

(June 1 – November 30)

A slightly below-average hurricane season is predicted.



Weather System	NOAA*	Dr. Klotzbach & Dr. Gray**	Average Year per NHC
Named Storms (top winds of 39 mph or higher)	8 – 13	10	12
Hurricanes (top winds of 74 mph or higher)	3 – 6	4	6
Major Hurricanes (Category 3, 4 or 5; winds of at least 111 mph)	1 – 2	1	3

* Preliminary NOAA predictions calls for a slightly below-average 2014 hurricane season.

** CSU predictions based on July 1, 2014 data.

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2014 ATLANTIC STORM 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

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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

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

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.

