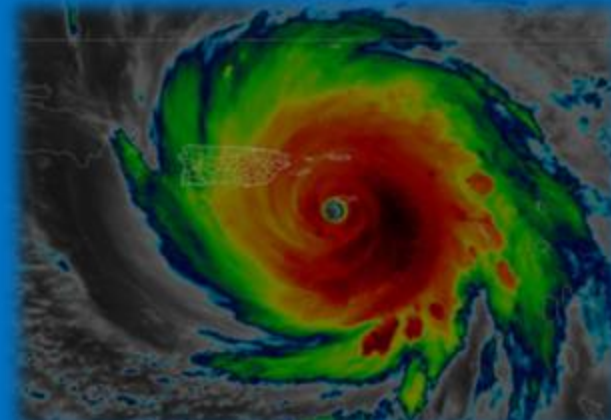




University of the Virgin Islands Emergency Preparedness



Hurricane Preparedness

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



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

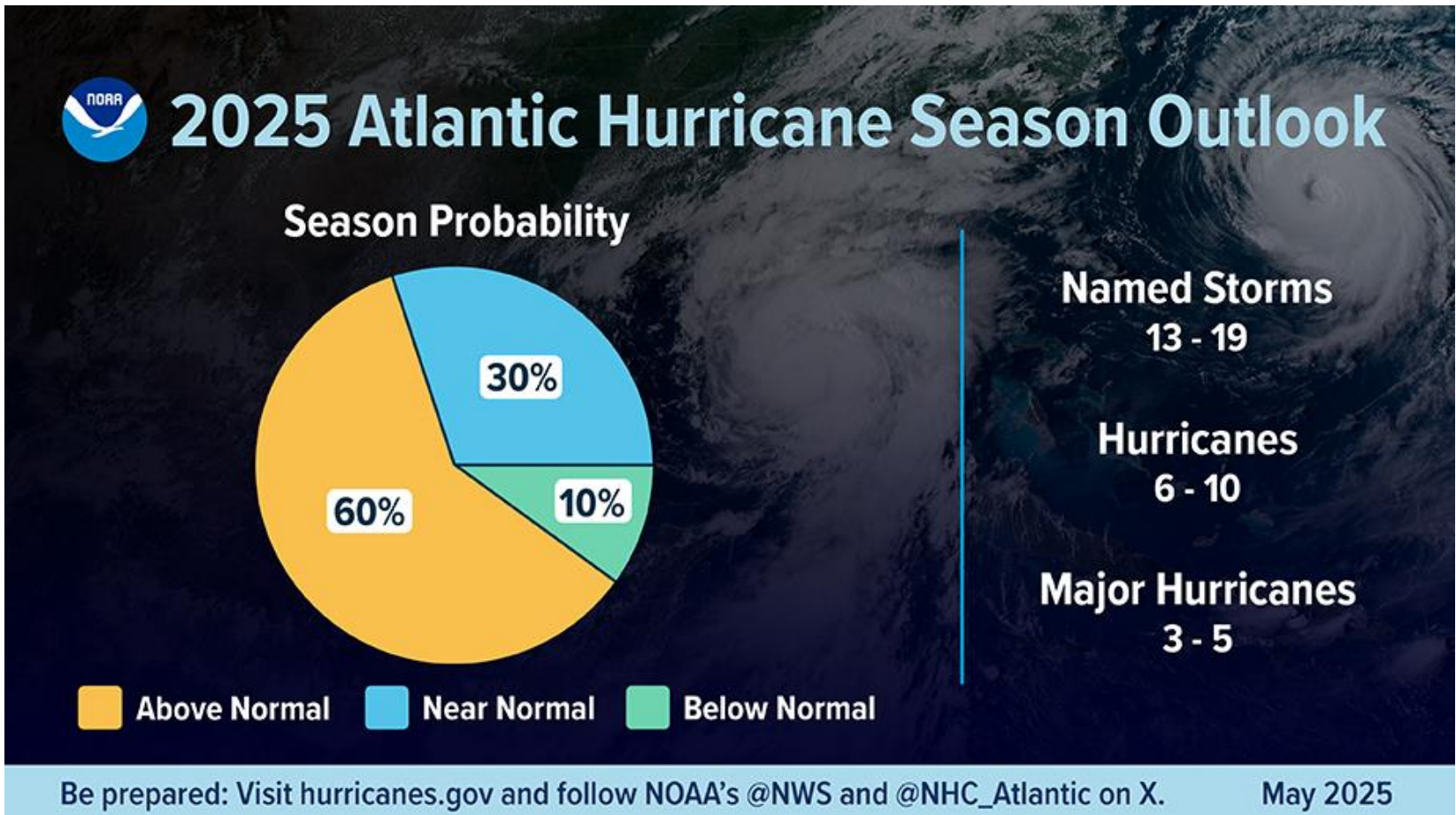
- Address natural and man-made emergencies and disasters to which the institution is vulnerable, and
- Specify responders and administrators roles and responsibilities regarding
 - Mitigation
 - Preparation
 - Response
 - Recovery

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

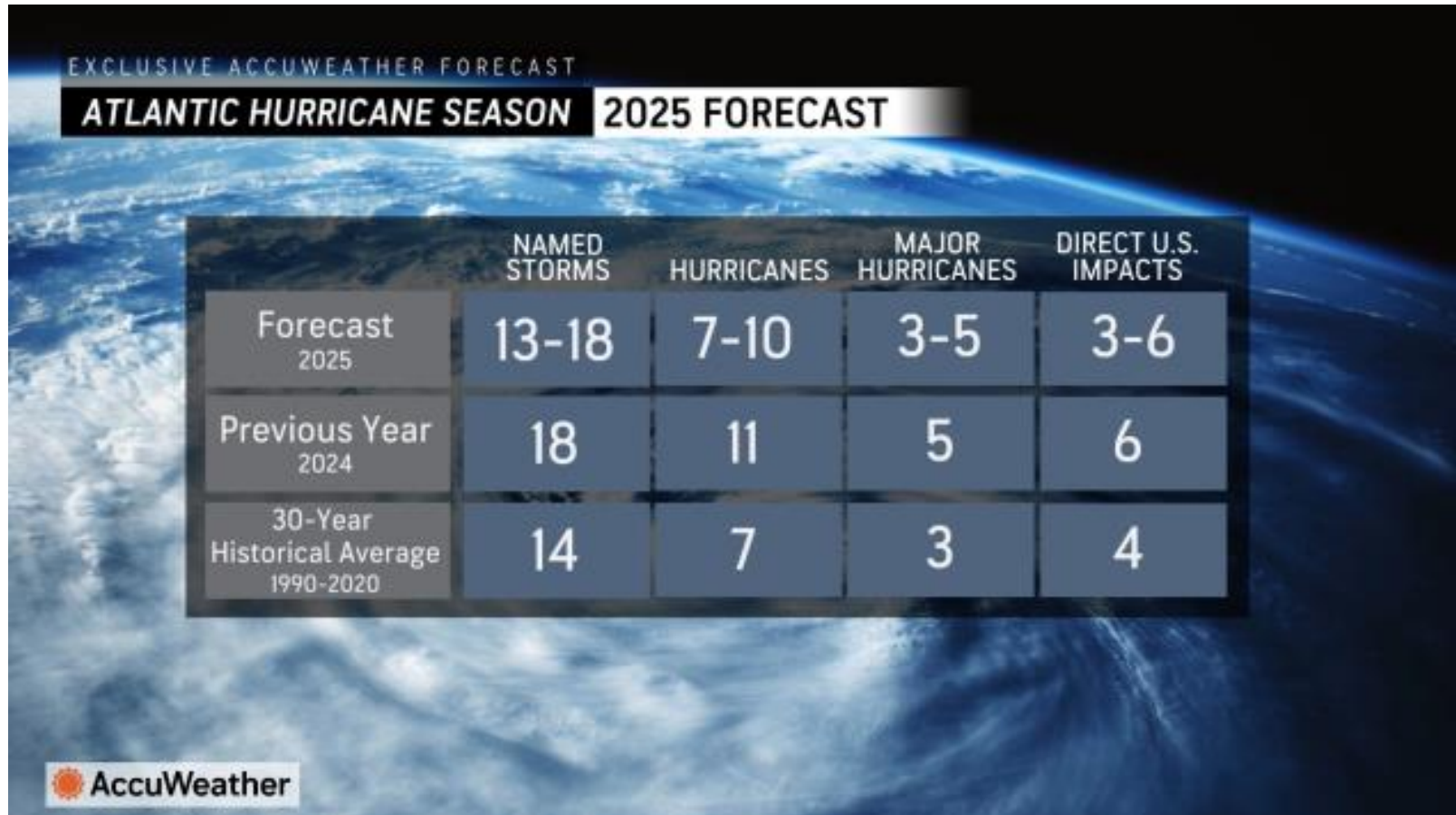
Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

2025 ATLANTIC HURRICANE SEASON OUTLOOK



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

2025 ATLANTIC HURRICANE SEASON FORECAST



Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

2025 ATLANTIC BASIN SEASONAL HURRICANE FORECAST

ATLANTIC BASIN SEASONAL HURRICANE FORECAST FOR 2025

Forecast Parameter and 1991-2020 Average (in parentheses)	Issue Date 3 April 2025	Issue Date 11 June 2025	Issue Date 9 July 2025	Observed Thru 8 July 2025	Remainder of Season Forecast
Named Storms (NS) (14.4)	17	17	16	3	13
Named Storm Days (NSD) (69.4)	85	85	80	2.5	77.5
Hurricanes (H) (7.2)	9	9	8	0	8
Hurricane Days (HD) (27.0)	35	35	30	0	30
Major Hurricanes (MH) (3.2)	4	4	3	0	3
Major Hurricane Days (MHD) (7.4)	9	9	8	0	8
Accumulated Cyclone Energy (ACE) (123)	155	155	140	1	139
ACE West of 60°W (73)	93	93	87	1	86
Net Tropical Cyclone Activity (NTC) (135%)	165	165	145	6	139

Colorado State University's seasonal hurricane forecast

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Are You Prepared? Things to Know...



Hazard Risks



**Insurance
Check-Up**



**Strengthen
Your Home**



Evacuation Plan



**Disaster
Supplies**



**Sources of
Information**



Hurricane Plan



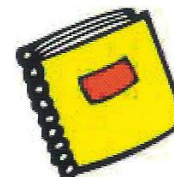
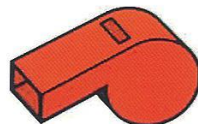
Virgin Islands Territorial Emergency Management Agency



EMERGENCY BACKPACK CONTENTS



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



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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

PRESIDENT
Institutional Coordinator

UVI VITEMA Representatives

UVI / VITEMA Liaisons

Emergency Management Coordinator (EMC)	Dr. Safiya George
EMC Alternate	Ms. Guadalupe Valencia

St. Thomas Campus

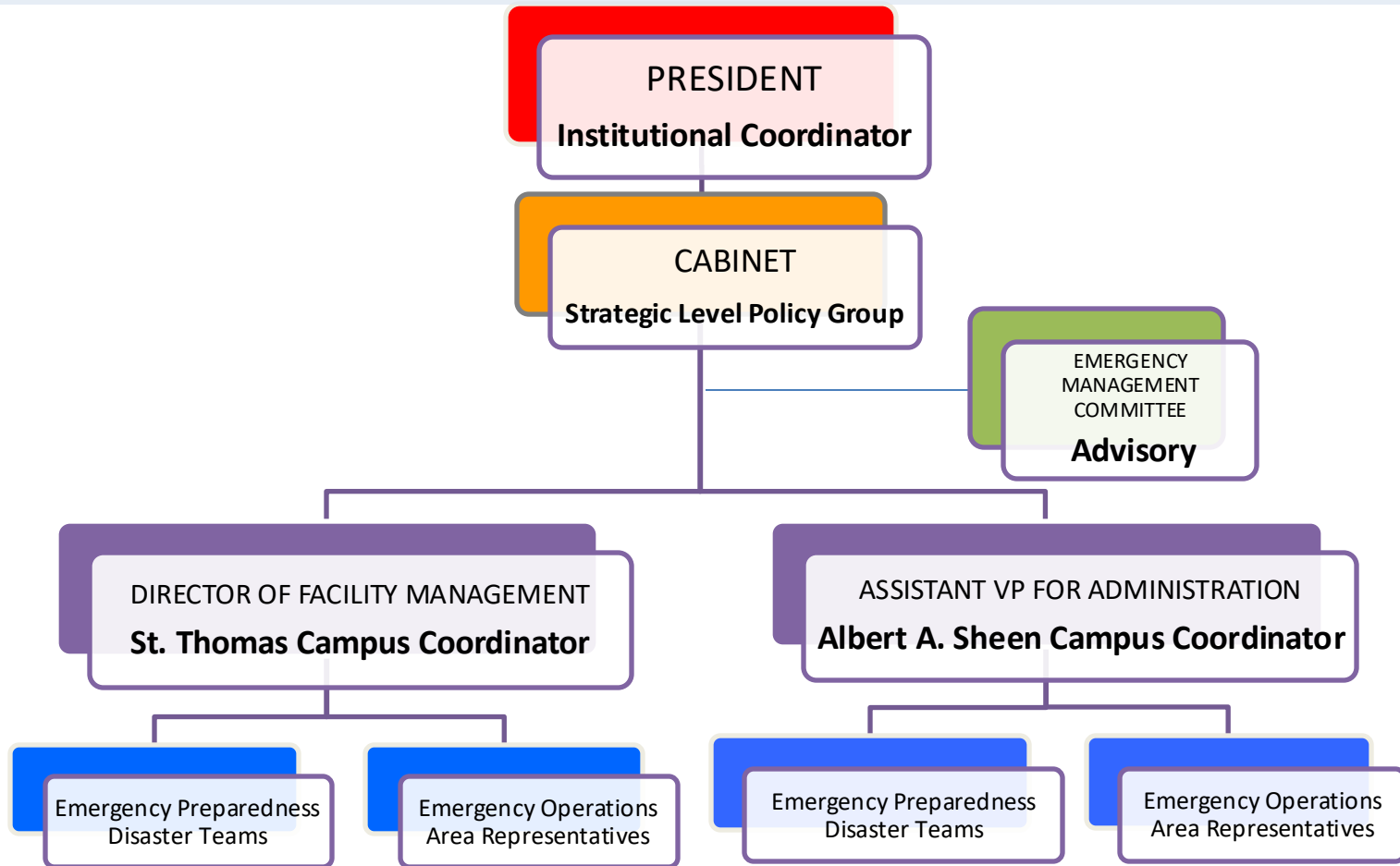
Emergency Services Coordinator (ESC)	Mr. Ira Mactavious
ESC Alternate	Mr. Theodore Glasford

Albert A. Sheen Campus

Emergency Services Coordinator	Ms. Toi Matthews
ESC Alternate	Mr. Joel White

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

UVI Preparedness Organization



Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

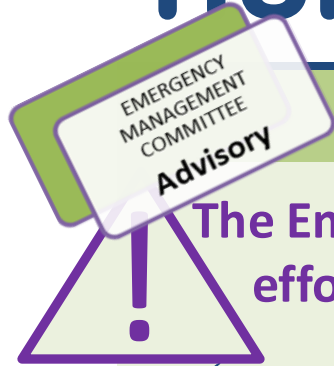
CABINET
Strategic Level Policy Group

Strategic Level Policy Group (SLPG)

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

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



Emergency Management Committee (EMC)

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

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

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



University of the Virgin Islands Emergency Preparedness

A Focus on Hurricane Preparedness

Campus Coordinators



Toi Matthews

ASST. VICE PRESIDENT FOR ADMINISTRATION

Albert A. Sheen Campus

Ira Mactavious

INTERIM DIRECTOR OF FACILITY MANAGEMENT

Orville E. Kean Campus

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Preparedness
Disaster Teams

Emergency Preparedness Disaster Teams (EPDT)

Resource	Team Leaders	Purpose & Responsibilities
Team #1 Campus Emergency Operations	STC – Chief of Security STT – Chief of Security	Remain on campus and maintain Emergency Operations.
Team #2 Building Protection and Building Service	STC Physical Plant Supervisor, & STT – Director of Facilities Management	Protect and secure buildings and property. Assist in post hazard facilities evaluation.
Team #3 Evacuation, Shelter, and Health	STC & STT Deans of Students	Coordinate the evacuation and shelter and welfare 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 – ASST. VP for ADMIN & STT–Director Fac. Mgmt	Coordinate facilities reconstruction and repair.
Team #6 Business Operations Continuity	President, CFO, Provost, CIO, & ASST. VP for ADMIN-STC	Coordinate business continuity, financial matters, utilities and communication infrastructure, and contingency plans for academic functions and classes.
Team #7 Institutional Operations	President & VP for Administration & Finance	Establish and maintain recovery efforts and communication with VITEMA and Government House.

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations
Area Representatives

Emergency Operations Area Representatives

Albert A. Sheen Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Residence Halls (15)	Bldg BB (2 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	Colvin Georges (Marva Austrie) Marie Lamlin
School of Agriculture (16)	Bldg M (Aquaculture) Bldg V (Animal Science) Farm Store Research and Extension Center	Admin offices Institutional Advancement Farm Store Storage Labs	Marthious Clavier (Andrea Rios)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – AAS Campus

Administrative Area	Building	Facilities and Equipment	Representative (Alternate)
Student Center (21)	Bldg N	Bookstore Bucs Fitness Club Food Service Areas Recreation Areas Student Activities Office	Colvin Georges (Awilda Keys) (Toi Matthews)
(VIUCEDD) Center for Excellence in Developmental Disabilities (22)	Golden Grove	Offices	Sharon Williams (Alternate Needed)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations
Area Representatives

Emergency Operations Area Representatives

Orville E. Kean Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – OEK Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – OEK Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – OEK Campus

Building/ Location	Administrative Area	Representative (Alternate)
Extension Services	New House Cooperative	Dale Morton
Faculty West	Institutional Advancement	Michael Morsberger (Cherilyn Browne)
Golf Course	Recreation Center (Facility is Off-line)	Jelani Smalls (Leslyn Tonge)
Gordon House	Health Services ACA – Student Affairs	Janet Pointer (Leslyn Tonge)
Humanities	Humanities	Dian Levons
Jerome House	Bookstore	Mervin Taylor
Library	Library 1 st and 2 nd Floor	Sharlene Harris
Marine Science	CMES –	Ian Byrne (Paul Jobsis)
Music Education	Music Education Building	Dion Parson
13 D –Innovation Center	Small Business Development Center	Debra Petersen-Thompson (Sherrika Industrious-Phillips)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – OEK Campus

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives – OEK Campus

Building/ Location	Administrative Area	Representative (Alternate)
Residence Halls Additional South A-F, West Hall, Faculty West Apt 1 and 2	Residence Halls (Student Life)	Jennifer Crawford (Shirmara O'Garro)
Roupp House	Counseling & Placement	Mary Myers (Leslyn Tonge)
Science & Math	Science & Math Building	Moriah Sevier
Social Sciences	Quarters C – Social Sciences	Dian Levons
Sports & Fitness Center Building	Sports & Fitness Center Building	Donna Andrews (Henville Pole)
Student Activities Building	Student Activity Center Student Government	Jelani Smalls (Leslyn Tonge)
Teacher Education	Teacher Education	Janet King (Karen Brown)
Upper Campus	Academic Computing – Computer Labs	Ayesha Williams (Dawn Matthew)
UVI Innovation Center	West Bay	Pamela Moolenaar-Wirsiy
Wellness Center	Wellness Center	Donna Andrews (Henville Pole)

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations
Area Representatives

Emergency Operations Area Representatives

St. John Facilities

Building/ Location	Administrative Area	Representative (Alternate)
DPNR Building	Academic Center (Facility Off-Line 2017-2025)	TBD
Lameshur Bay	Virgin Islands Environmental Resource Station (VIERS)	Paul Jobsis

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS



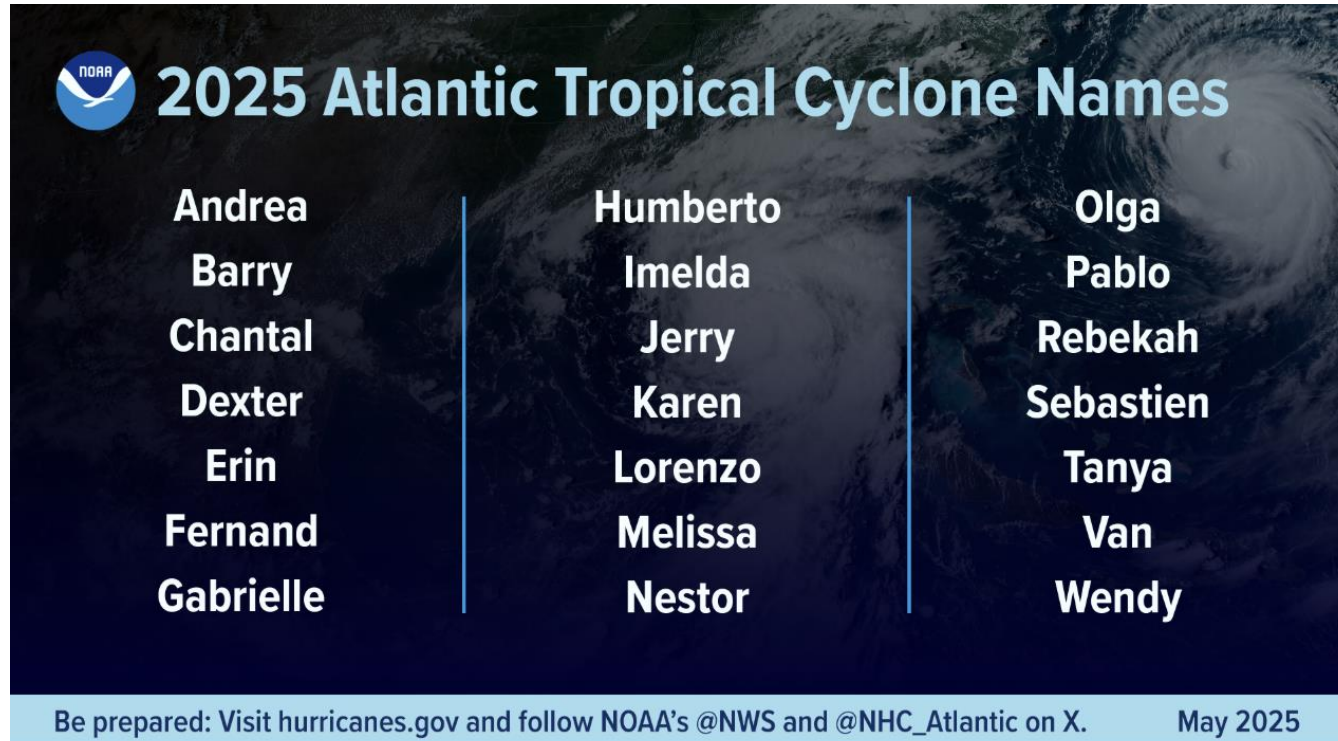
2025 ATLANTIC HURRICANE SEASON
PREDICTIONS
Above-normal hurricane season is most likely this year.

Weather System	NOAA*	Colorado State University**	30-Year Average
Named Storms (top winds of 39 mph or higher)	13-19	16	14
Hurricanes (top winds of 74 mph or higher)	6-10	8	7
Major Hurricanes (Category 3, 4 or 5; winds of at least 111 mph)	3-5	3	3

* NOAA predictions calls for an above-normal 2025 hurricane season. Information for the 2025 predictions were presented by NOAA on May 2025.

** CSU predictions are well above normal based on May 2025 data.

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

A graphic titled "2025 Atlantic Tropical Cyclone Names" featuring the NOAA logo and a satellite image of a hurricane. The names are organized into three columns separated by vertical lines. The first column lists: Andrea, Barry, Chantal, Dexter, Erin, Fernand, Gabrielle. The second column lists: Humberto, Imelda, Jerry, Karen, Lorenzo, Melissa, Nestor. The third column lists: Olga, Pablo, Rebekah, Sebastien, Tanya, Van, Wendy. At the bottom, a blue banner contains the text: "Be prepared: Visit hurricanes.gov and follow NOAA's @NWS and @NHC_Atlantic on X. May 2025".

2025 Atlantic Tropical Cyclone Names

Andrea	Humberto	Olga
Barry	Imelda	Pablo
Chantal	Jerry	Rebekah
Dexter	Karen	Sebastien
Erin	Lorenzo	Tanya
Fernand	Melissa	Van
Gabrielle	Nestor	Wendy

Be prepared: Visit [hurricanes.gov](https://www.hurricanes.gov) and follow NOAA's @NWS and @NHC_Atlantic on X. May 2025

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

Facilities Management

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

Campus Coordinator

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Phase 3

- Hurricane Advisory
- 60 – 48 hours before strike

Administration

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

Area Representatives

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

Facilities Management

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

Campus Coordinator

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Phase 4

- Hurricane Watch
- 48 – 36 hours before strike

Administration

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

Area Representatives

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

Facilities Management

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

Campus Coordinator

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Phase 5

- Hurricane Warning
- 36 hours or less before strike

Administration

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

Area Representatives

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

Facilities Management

- Shut off 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)

Preparedness Actions

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

Response Actions

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

Recovery Actions

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

Emergency Preparedness: A Focus on HURRICANE PREPAREDNESS

Emergency Operations Area Representatives (AR)

Preparedness Action	Checklist
➤ Meet with Team Members and Review Emergency Response Plan	<ul style="list-style-type: none"> ✓ Meeting Agenda ✓ Listing of Team ✓ Phone Tree ✓ Attendance Log
➤ 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 .
➤ 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
➤ Obtain protective materials from Physical Plant Dept.	<ul style="list-style-type: none"> ✓ Submit completed form to Phys. Plant and coordinate distribution to team.
➤ 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
➤ 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. 43
 - Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water. (Assure that equipment and items that are relocated are tagged for easy identification and retrieval.)
- ☐ In labs, as appropriate, de-energize and protect sensitive apparatus and properly store glassware.
- ☐ Assure back-up availability for critical utility-dependent processes.
- ☐ Assure all hazardous materials are properly stored and protected.
- ☐ Check contents of refrigerators and set to coldest temperature setting.
- ☐ Cover equipment and other valuables with plastic, and tape or wrap in thick garbage bags.
- ☐ Assure that view panels allow clear view into labs and corridors.
- ☐ Close and latch all filing cabinets.
- ☐ To the extent possible, turn bookcases and shelving units in exterior offices to face the wall.
- ☐ Empty trash receptacles of items likely to decompose.
- ☐ Remove all personal items of value from University premises.
- ☐ Update office/department voice mail.
- ☐ Close and latch all windows. Close and lock all doors behind you as you leave.
- ☐ Check with your supervisor for tentative post occurrence work schedule.



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

Post Incident Actions

Demobilization

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

After Action Reports

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

Communication & Press Releases Post Incident

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

UVI Hotline, Security & USVI Geographical Coordinates

	<i>St. Croix</i>	<i>St. Thomas</i>
UVI HOTLINE: Audix Messages on Hurricane Related News Releases	692-4168	693-1016
Campus Security	692-4155/4444	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://www.vitema.vi.gov>
- The Weather Channel
www.weather.com
- Weather Underground
www.wunderground.com
- Stormpulse
<https://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