SECTION VIII – EMERGENCY MANAGEMENT

Introduction

Purpose
The intent of this section is to provide instructions and guidelines with respect to natural and man-made emergencies which could affect the working, living and learning environments of the University.

Definitions

• Emergency - a sudden unforeseen crisis (usually involving danger) that requires immediate action.

• Hurricane - a storm system characterized by a large low pressure center and numerous thunderstorms that produce strong winds and flooding rain.

• Emergency Operations Centre (EOC) - a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of an organization.

• Man-made disasters - events which, either intentionally or by accident, cause severe threats to public health and well-being.

• Natural disasters - the effects of natural hazards (e.g. floods, landslides, earthquake, or hurricanes) that affect the environment, and lead to financial, environmental and/or human losses.

Responsibilities
All (faculty, staff and students) have responsibilities for emergency preparedness and response.

Procedures
INTRODUCTION

1. These instructions outline the procedures to be adopted by the University of the West Indies (Mona Campus), should a hurricane approach, threaten or strike Jamaica. The following items are outlined:

   A. General information on hurricanes
   B. The Warning System
   C. Procedures to be followed
   D. Action to be taken
   E. Administrative issues relating to the event.

HURRICANE CHARACTERISTICS

2. Below is a summary of the common characteristics of a hurricane.

   A. Season 1 June to 30 November (but a hurricane may occur at any time)
   B. Speed Average speed of advance: approximately 20 – 25 km/hr
   C. Course Normally West-North-West (WNW) to North-West (NW) during the initial stages but curves towards the north as it progresses (in this hemisphere)
   D. Wind Speed Winds generally in excess of 119 km/hr
   E. Width of Destruction 170 – 250 km
   F. Rainfall Up to 450 mm in the first two (2) hours
   G. Tide Surge 3 – 10 m
   H. Lull A deceptive lull lasting approximately 30 minutes occurs when the centre (i.e. the eye) of the hurricane passes overhead.

EFFECTS OF A HURRICANE

3. Hurricanes vary in their destructive capability. However, in the main, the following can be expected:
A. Collapse of buildings – structural and roof damages

B. Damage by fallen trees – disruption of electricity and telephone services, damage to buildings and blocking of roads

C. Flying debris – zinc sheets, tree limbs, timber, roofing, other light materials

D. Rain (water) damage – destruction to valuables

E. Flood damage – destruction of roads, landslides, loss of bridges, road blockage, inundation of buildings, and forced removal of buildings. The agricultural sector always sustains heavy losses. Crops and animals are sometimes destroyed.

HURRICANE CATEGORIES

4. Hurricanes are placed in different categories based on their wind speed.

A. Category 1 - Winds 119-153 km/h or storm surge 1.2 – 1.5 m above normal

B. Category 2 - Winds 153-177 km/h or storm surge 2 – 2.5 m above normal

C. Category 3 - Winds 178-209 km/h or storm surge 3 – 3.7 m above normal

D. Category 4 - Winds 210-249 km/h or storm surge 4 – 6 m above normal

E. Category 5 - Winds greater than 249 km/h or storm surge greater than 6 m above normal.

5. The National Meteorological Service issues Hurricane Advisories as soon as a hurricane appears to be a threat. The hurricane season lasts from June through November, but a hurricane may occur at any time.

HURRICANE TERMINOLOGY

6. Below are some basic terminologies associated with hurricanes.

A. Hurricane Season The portion of the year, June 1 to November 30, which has higher incidences of hurricanes
B. **Hurricane Advisory**  
Messages issued by the Meteorological Office giving a description of a storm, its position, anticipated movement and prospective threat

C. **Hurricane Watch**  
The first alert, when a hurricane poses a possible, but yet uncertain, threat to an area

D. **Hurricane Warning**  
Notice that within 24 hours or less an area may be influenced by hurricane conditions (sustained winds of 119 km/hr or greater, accompanied by showers)

E. **Hurricane**  
A warm core tropical cyclone in which maximum sustained surface winds are 119 km/hr or greater

F. **The Eye**  
The relatively calm area in the centre of a hurricane with light winds and clouds and warm temperatures. The eye is bordered by high winds and torrential rains

G. **Storm Surge**  
A dome of water often as much as 80 km wide that sweeps across the coastline in the path of the storm

**PRECAUTIONS**

7. Below are some general precautions which are advisable.

   A. **Buildings** are safest when all openings are covered and exposed glass is taped over with masking tape or draped with cloth coverings on the inside and battened over with timber or metal sheets. Cloth or newspaper placed under windows and doors will assist to keep rain water out. However, to prevent any undue build-up of pressure within the building it is advisable to keep a window open on the leeward side of the building. A close watch must be kept on this so that as the wind direction changes, windows are closed and opened accordingly.

   B. **Objects** left lying outside may act as missiles in hurricane force winds. Such objects should be lashed down or stored inside buildings.

   C. **Electrical equipment** should be unplugged, wrapped in plastic material and elevated, where possible.

   D. **Paper, valuables, technical equipment** and all other similar items which could be damaged by water, should be placed in plastic and kept well off the floor.
E. **Vehicles** should be stripped of all loose fittings and the items stored. The fuel tanks should be topped up and the vehicles parked in gear/park. Parked vehicles that cannot be accommodated in buildings, garages, etc. should have their windscreens covered with plywood and used tyres, to prevent damage. Vehicles should be lashed to the ground.

F. **All Members of Staff and Students Residing in UWI Accommodations** should use the Check List at Annex F, to assist in their preparations.

**PART 2**

**ONGOING PREPARATIONS**

1. As an institution we cannot afford to be caught unprepared in the event of a hurricane. In this section we will examine activities to be carried out, not only during the season, but throughout the year.

**THREAT**

2. By our geographical location we are prone to the dangers of hurricanes. There are some precautions that we can and should take, not just for the hurricane season, but all year round.

3. Below are some reminders for all year round.

   A. Buildings should be constructed with the threat of hurricanes in mind

   B. Hurricane shutters should become a normal part of the fixtures in the construction

   C. The construction of efficient drains must be considered

   D. The style and type of roofing should be able to withstand hurricanes

   E. It is recommended that alternate water and power supply should be factored into the building plan of areas such as Health Centres, Security Centres etc.

**PREVENTATIVE MAINTENANCE**

4. Preventative maintenance must be a matter of routine. In the month of April each
year, the Estate Manager is required to publish and execute a Maintenance Programme for the hurricane season.

PRE-SEASON ACTIVITY

5. The pre-hurricane season activities are outlined below.

A. REGISTRAR
   - Appoint Shelter Managers and Staff (See Annex C)
   - Convene Hurricane Preparedness Meeting for the campus

B. ESTATE MANAGER
   - Identify Emergency Operations Centre (EOC) equipment (See Annex D)
   - Identify equipment for Hurricane Shelters (See Annex C)
   - Identify work parties
   - Have a plan which will enable staff to be contacted outside of normal working hours
   - Place utility wiring in office for Emergency Operations Centre (EOC)
   - Identify Hurricane Shelters
   - Prune trees
   - Do preventative maintenance
   - Conduct roof inspections
   - Conduct drain inspections
   - Conduct sewage inspections
   - Conduct inspection of electric generators

C. DIRECTOR, OFFICE OF STUDENT SERVICES
   - Conduct meetings with students to advise of the procedures to be followed if a hurricane threatens
   - Issue Hurricane Emergency Procedures, in writing, to Student Services Managers and students in residence (See Annex J)

D. BURSARY
   - Address insurance matters
   - Allocate emergency funds
   - Identify stocks for Hurricane Shelters and Emergency Staff
E. FACULTIES/DEPARTMENTS/UNITS/SECTIONS

- Identify and name Safety and Emergency Management Liaison and Deputy
- Identify and name Supervisor (and Deputy) responsible for Disaster Preparedness
- Make a Preparedness Plan
- Identify team to carry out Preparedness Plan

F. CONSULTANT – SAFETY AND EMERGENCY MANAGEMENT

- Monitor preparations
- Provide preparedness support to all areas

6. All are required to review the Hurricane Instructions and assess their preparedness.

7. A report indicating state of readiness should be submitted to the Office of the Principal on the 8th day of May each year, by the following officers:

- Campus Registrar
- Campus Bursar
- Dean, Faculty of Humanities and Education
- Dean, Faculty of Medical Sciences
- Dean, Faculty of Pure & Applied Sciences
- Dean, Faculty of Social Sciences
- Director, Office of Student Services
- Estate Manager
- Consultant, Safety & Emergency Management

AT THE START OF THE SEASON

8. Having made the necessary preparations prior to the start of the season, departments now have the task of testing their systems. The following action is recommended at this time:

A. ALL DEANS/HEADS OF DEPARTMENT/UNIT/SECTION

1. Test recall/contact systems
2. Do a test run on preparing the office for a hurricane
B. ESTATE MANAGER
   (1) Brief work parties
   (2) Source disaster equipment
   (3) Maintain a high state of alertness and flexibility.

C. BURSARY
   (1) Procure emergency supplies (See Annex G)

D. CONSULTANT – SAFETY AND EMERGENCY MANAGEMENT
   (1) Provide public education to campus community
   (2) Liaise with Maintenance Services concerning establishment of the EOC.

E. SHELTER MANAGERS
   (1) Liaise with the functional area for your designated Shelter.
   (2) Inspect buildings designated as Hurricane Shelters.
   (3) Liaise with General Stores, Maintenance Services and Director, Office of Student Services preparations for the season are made.

DURING THE SEASON

9. Every effort should be made to prevent relaxation of vigilance if there are no threats during the first few months of the season. A heightened state of preparedness must be maintained throughout. As the season progresses, every opportunity should be taken to improve on plans.

PART 3
THE WARNING SYSTEM

1. Warnings are issued as follows:

   A. HURRICANE PHASE 1 – Possible hurricane threat to Jamaica
   B. HURRICANE PHASE 2 - 72 hours to Expected Time of Arrival
   C. HURRICANE PHASE 3 - 48 hours to Expected Time of Arrival
   D. HURRICANE PHASE 4 - 24 hours to Expected Time of Arrival
   E. HURRICANE PHASE 5 - 6 hours to Expected Time of Arrival
   F. HURRICANE PHASE 6 - The Blow
   G. HURRICANE PHASE 7 - The Lull
   H. HURRICANE PHASE 8 - The Aftermath

ACTION AT PHASE I (POSSIBLE THREAT)

2. On receipt of the warning, “HURRICANE PHASE I”, the following action should be taken:

   A. THE PRINCIPAL

      (1) The Principal is to be briefed on the current situation by the Consultant, Safety and Emergency Management

      (2) The Principal will assess the situation and decide on a course of action.

   B. THE CAMPUS REGISTRAR

      (1) The Registrar, on the instructions of the Principal, will be responsible for informing the campus community of the possible threat of hurricane and issuing updates on the situation

      (2) The Registrar will review emergency procedures within areas of responsibility and report findings to the Principal

      (3) As and when the situation changes, the Registrar will be responsible for informing the university community of any change in the PHASES. All means of communication may be used including the “UWI Pipeline”.

   C. THE CAMPUS BURSAR
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(1) The Bursar will verify the status of Insurance Policies on UWI assets

(2) The Bursar will convene a meeting to establish the status of need for emergency funding

(3) The Bursar will review emergency procedures within areas of responsibility and report findings to the Principal

(4) The Bursar will give instructions to commence the process of stocking up on emergency supplies.

D. THE ESTATE MANAGER

The Estate Manager will:

(1) assess the state of the physical plant

(2) review emergency work plans

(3) review emergency procedures within areas of responsibility

(4) identify Hurricane Shutters/Battens

(5) place Private Building Contractors on alert

(6) report findings to Principal.

E. DEANS/HEADS OF DEPARTMENT/UNIT/SECTION

The Deans/Heads of DEPARTMENT/UNIT/SECTION will:

(1) assess readiness for the pending emergency situation

(2) review emergency procedures within areas of responsibility

(3) identify Hurricane Shutters/Battens

(4) identify materials (ropes, battens etc) for securing assets under your charge

(5) report findings to Principal/Dean/Head of Department as applicable.

F. CONSULTANT – SAFETY AND EMERGENCY MANAGEMENT

The Consultant will:
(1) monitor activities of the system

(2) plot the path of the system

(3) provide updates to the Principal (and to other persons as instructed by the Office of the Principal)

(4) liaise with Safety and Emergency Management Liaisons

(5) report to the Principal

(6) establish communication with relevant external organizations (i.e. Jamaica Fire Brigade, Office of Disaster Preparedness and Emergency Management (ODPEM), Jamaica Public Service Company, Ministry of Health, National Works Agency).

G. SHELTER MANAGERS

The Shelter Managers will:

(1) Commence preparations in keeping with Annex C, for the establishment of Shelters

(2) inspect stores and equipment identified for Hurricane Shelters

(3) liaise with Consultant, Safety and Emergency Management.

ACTION AT PHASE II (72 HOURS)

3. At Phase II the following action is to be taken by the offices indicated:

A. THE PRINCIPAL

(1) The Principal will be briefed on the current situation by the Consultant, Safety and Emergency Management.

(2) The Principal will convene a meeting of Mona Management Committee. At the discretion of the Principal, persons holding the following appointments may be invited to attend:

- Chief Information Officer
- Director, University Health Centre
- Director, Business Development Office
- A representative from the Chaplancy
- Director of Planning & Institutional Research
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- Director, Private Campus Security
- A representative from the Centre Administration
- Consultant, Safety and Emergency Management.

B. THE CAMPUS REGISTRAR

(1) The Registrar will issue updates on changes in PHASES

(2) In the event that this phase were to occur outside of normal working hours, it would be the responsibility of the Campus Registrar to recall personnel required for the preparation

(3) The Registrar would also be required to ensure the presence of Heads of Department and key personnel for areas of responsibility

C. CAMPUS BURSAR

The Bursar will:

(1) continue the process of stocking up on emergency supplies

(2) release the approved emergency funding for the preparatory PHASE.

D. THE ESTATE MANAGER

The Estate Manager will:

(1) establish parties to make good the preparations for the hurricane

(2) in conjunction with the General Stores, provide stores and equipment for the establishment of the Emergency Operations Centre (EOC). The list of items required is at Annex D

(3) ensure the physical establishment of the EOC

(4) in conjunction with the General Stores, provide stores and equipment listed at Annex C

(5) ensure the physical establishment of the Hurricane Shelters

(6) ensure that all standby generators are inspected and serviced

(7) see to the identification of personnel and equipment to implement a public health plan in Phase VIII

(8) ensure that all loose materials (e.g signs, lumber, debris etc.) are secured

(9) see to the securing of all unserviceable vehicles, plant and equipment which are outdoors
in the event that this phase were to occur out of normal working hours, the Estate Manager would be required to recall work parties

(11) the Estate Manager may authorize the employment of private contractors to assist in the effort

(12) the Maintenance Services Department has responsibility for securing all University buildings in the event of a hurricane. The Estate Manager is to ensure that the buildings listed at Annex I are battened and secured.

E. CONSULTANT – SAFETY AND EMERGENCY MANAGEMENT

(1) Establish the Emergency Operations Centre (EOC)

➢ Staffing should include:
  - Principal's Representative (Director)
  - Medical Representative
  - Registrar’s Representative
  - Bursar’s Representative
  - Maintenance Services Representative
  - Personnel Representative
  - Security Representative
  - Information Technology Representative
  - Volunteers
  - Safety and Emergency Management Systems Staff

➢ Location
  - Estate Manager’s Office - Primary
  - Admissions Section (Registry) - Alternative

(2) Co-ordinate all preparations for the situation.

F. ALL DEANS/HEADS OF DEPARTMENT/ UNIT/ SECTION

(1) Check and report to the EOC any special difficulties which may arise out of current circumstances (e.g. construction/renovations in progress, manpower issues, authorized grouping being away from the institution, etc.)

(2) Establish work parties to make good the preparations. See Annex B for Manpower Instructions
(3) Request assistance from the EOC at this time, if necessary

(4) Commence securing equipment

(5) Evacuate any building listed in UWI Regulations as a “Condemned Building”

(6) On the instructions of the Dean/Head of Department, Office Managers (or equivalent) are responsible for co-ordinating preparation activities within their areas

(7) The Safety and Emergency Management Liaison provides the critical link between the Faculty/Department etc. and the Emergency Operations Centre (EOC).

G. GENERAL STORES

(1) Deliver and hand over to the Shelter Manager the supplies as indicated at Annex C

(2) Deliver and hand over to the Administrative Officer at the EOC, supplies indicated at Annex D

(3) Provide the necessary support to the Maintenance Services in the establishment of the EOC and the Hurricane Shelters.

H. SCHEDULE OF TASKS FOR ALL DEANS/HEADS OF DEPARTMENT/ UNIT/ SECTION

(1) Secure all equipment

(2) Store drinking water if you reside, or will be at work on Campus during/immediately following the Hurricane

(3) Secure documents. (See Annex ‘A’)

(4) Secure equipment vulnerable to wind and rain.

(5) Where shutters are not available, place masking tape across glass windows.

(6) Back-up and secure Information Technology Data

(7) Ensure all serviceable vehicles are fuelled

(8) Stack as many items as possible in the middle of the room (away from windows/doors).

(9) Secure electronic and other equipment
(10) Water proof all vulnerable items
(11) Remove all non-essential masts/antennae
(12) Secure vulnerables.
(13) Inspect and report on drains in your immediate area.
(14) Check, and assist where necessary, families of persons from the Faculty/Department etc. who may be overseas.
(15) The person in charge of the functional area or his/her designated person is to pass progress reports to the EOC on an hourly basis. Where for any reason the uniform structure does not exist, the person on site should communicate with the EOC.

ACTION AT PHASE III

4. At this stage the following actions will be carried out:

A. OFFICE OF THE PRINCIPAL
   (1) Non-essential staff are released on the instructions of the Principal
   (3) Classes are suspended on the instructions of the Principal
   (3) Living-in students who reside in Jamaica, are released on the instructions of the Principal.

B. EOC
   (1) Using a multiplicity of means, inform the university community of the change to PHASE III.

C. ESTATE MANAGER
   (1) Stand by and accommodate work party for rehabilitation exercise immediately after the Blow
   (2) Fill all swimming pools with clean water for emergency use
   (3) Stock potable water
   (4) Collect all refuse
   (5) Make arrangements for the manning of the Telephone Exchange throughout
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(6) Complete securing and battening all buildings

(7) Lower Flag Poles where possible

(8) Provide and install portable generators as back-up for the EOC, the Health Centre and the Sick Bay.

(9) Identify and hold the following persons for taskings at PHASE VI:

- Plant Operators - 2
- Electricians - 4
- Carpenters - 4
- Drivers (small and large vehicles) - 4
- Store Keepers - 2

(10) Secure the following items which are in the Council Room:

- The Mace
- All Paintings
- All Drapes
- All Carvings

D. FACULTIES/DEPARTMENTS/UNITS/SECTIONS

(1) Complete securing equipment.

E. DEANS/HEADS OF DEPARTMENT/UNIT/SECTION

(1) Be present to supervise preparation exercises in areas of responsibility

(2) Conduct preparedness inspections.

F. HEALTH SERVICES

(1) Make arrangements for the manning of the Health Centre throughout the Blow

(2) Make arrangements to provide health care immediately after the Blow.

G. CAMPUS REGISTRAR
(1) Conduct progress inspections.

H. PRIVATE SECURITY
(1) Identify task force which may be required to operate immediately following the Blow
(2) Accommodate task force.

I. GENERAL STORES
(1) Advise the EOC of the state of:
   (A) Food supplies
   (B) Hurricane preparedness stores
   (C) Petroleum, oil and lubricants.
(2) Ensure store is manned throughout.

J. OFFICE OF STUDENT SERVICES
(1) Ensure that activities are carried out in keeping with Annex J – Students’ Hurricane Guide.

ACTION AT PHASE IV (24 HOURS)

5. At this stage the following actions will be carried out:

A. OFFICE OF THE PRINCIPAL
(1) Principal convenes final meeting of Mona Management Committee and other relevant persons
(2) Subject to the results of the inspection, Maintenance Services non-essential staff may be released.

B. THE ESTATE MANAGER
(1) Start and check all stand-by generators. Secure generators on completion of checks.
(2) Check off stand-by crews
(3). Check sewage systems
(4). Confirm completion of all tasks
(5). Report results to EOC.

C. EOC

(1). Announce HURRICANE PHASE 4
(2). The EOC is to remain operational throughout.
(3). Commence operations of Hurricane Shelter(s). (See Annex C)

D. ALL FACULTIES/DEPARTMENTS/UNITS/SECTIONS

(1). Prepare for cessation of electricity supplies
(2). Disconnect all electrical equipment
(3). Remove all antennae
(4). Complete final securing
(5). Lock all internal doors
(6). Move into Hurricane Shelters if/as instructed. (Annex C provides guidelines for moving to a Shelter).

G. PRIVATE SECURITY

(1). Secure and close all gates
(2). Hold and accommodate task force for operations in PHASE VI.
6. At this stage the following actions will be carried out:

A. **ALL FACULTIES/DEPARTMENTS/UNITS/SECTIONS**
   (1) Check and account for all persons remaining in the area
   (2) Cease all movement outside of buildings
   (3) Lock all external doors
   (4) Control the air pressure in your area by allowing an opening on the leeward side of the building throughout the Blow
   (5) Disconnect all electrical equipment
   (6) Turn off all main switches
   (7) Stand by for the effects of the hurricane.

B. **ESTATE MANAGER**
   (1) Ensure cessation of electricity to all areas of UWI (Mona).

C. **PRIVATE SECURITY**
   (1) Conduct patrol to prevent any criminal acts
   (2) Ensure that everyone else remains indoors.

**ACTION AT PHASE VI (THE BLOW)**

7. At this stage:

A. **ALL AREAS**
   (1) Remain calm
   (2) Remain indoors
   (3) Do not go sightseeing
ACTION AT PHASE VII  

(4) Do not challenge the elements

(5) Monitor battery operated radios

(6) Be observant to changes in your immediate environment.

ACTION AT PHASE VII (THE LULL)

7. This is the stage that signals the passing of the eye of the system. This period brings calm. The winds subside, the rains stop and there might even be sunshine.

9. The Lull is very deceptive, as without notice Storm/Hurricane activities resume; the wind now coming from the opposite direction.

10. During the Lull:

A. ALL AREAS

   (1) Remain calm.

   (2) Remain indoors.

   (3) Do not go sightseeing.

   (4) Be observant to changes in your immediate environment.

   (5) Whilst remaining in doors make the necessary adjustments and/or take corrective actions in anticipation of the return of the Storm/Hurricane conditions.

PART 4

ACTION AT PHASE VIII (THE AFTERMATH)

1. A hurricane striking Jamaica may adversely affect the University of the West Indies (Mona Campus). Below is a schedule of activities to be undertaken in the AFTERMATH.

A. HEALTH SERVICES
(1) Attend to any casualties of the situation

(2) Conduct Health Survey.

B. ALL AREAS

(1) Do not touch loose or dangling wires. Report these to the EOC

(2) Do not empty stored water

(3) Boil all drinking water until advised otherwise

(4) Watch out for fallen and or falling debris

(5) Do not go outside barefooted. Avoid wearing open shoes

(6) Do not attempt to turn electrical mains on

(7) Carry out as much rehabilitation as possible.

C. ESTATE MANAGER

(1) Carry out emergency repairs to essential areas, as directed by the EOC

(2) Conduct damage assessment of the campus

(3) Deploy work teams as directed by the EOC

(4) Inspect and repair water and sewage facilities

(5) Restore electricity as soon as is practicable

(6) Restore water and sewage systems as soon as is practicable

(7) Make request for assistance to the EOC where necessary

(8) Stand by for external assistance

(9) Implement Public Health Plan.

D. OFFICE OF THE PRINCIPAL
Convene a meeting of Mona Management Committee and other relevant persons as soon as possible after the Blow.

E. MONA MANAGEMENT COMMITTEE

(1) Assess the state of the institution

(2) Implement Business Continuity Plan.

F. EOC

(1) The EOC will be the main body dealing with the rehabilitation process

(2) Should the existing EOC be untenable after the Blow, the centre would be relocated and the Business Continuity Plan implemented

(3) Re-establish contact with relevant authorities (ODPEM etc.)

(4) Collate damage reports

(5) Establish communication with all areas

(6) Convene a meeting of Safety and Emergency Management Liaisons

(7) Establish and position a Welfare Team comprising the University Chaplains, Health Services, Personnel and Maintenance Services to be responsible for investigating and assisting members of the campus community, as necessary.

G. PRIVATE SECURITY

(1) Deploy staff to prevent/detect any criminal acts

(2) Man entrances/exits as usual.

II. CAMPUS REGISTRAR

(1) As soon as is practicable after the Blow, instruct persons to report for work as soon

(2) Provide a pool of 8–10 messengers/bearers until electronic communication can be re-established.

I. DEANS/HEADS OF DEPARTMENT/ UNIT/ SECTION
(1) Conduct damage assessment with the assistance of Maintenance Services Department
(2) Report findings to EOC
(3) Implement Business Continuity Plan
(4) Make request for assistance to the EOC where necessary.

J. MITS

(1) Assess the state of the Information Technology system and report findings to EOC
(2) Implement Business Continuity Plan.

PART 5

ADMINISTRATIVE INSTRUCTIONS

FEEDING
1. Under these abnormal conditions it will become necessary for the Bursary to develop feeding plans for essential staff detained under these instructions.

2. The Bursary is responsible for ensuring the availability of food and water in areas designated as Hurricane Shelters.

3. Special arrangements are to be made by the Office of Student Services to cater to students who would be in the Halls or at the Shelters during the event.

4. These arrangements are not necessarily to be administered without a plan for reimbursement.

ACCOMMODATION

5. Maintenance Services (Housing and Accommodation) should make contingency plans for the following:
A. Relocation of staff in UWI housing before, during and after the Blow

B. Temporary accommodation for essential staff detained under these instructions

C. Establishment of Emergency Shelters if or when the need arises.

6. The Office of Student Services should make contingency plans for the following:

   A. Relocation of students adversely affected by the event

   B. Sourcing of alternative student accommodation off campus.

7. The Campus Registrar should make contingency plans for the following:

   A. Re-allocation of university buildings

   B. Accommodation of the UWI (Mona) Administration

   C. In consultation with the University Registrar, see to accommodation of the UWI Centre Administration.

PETROL, OIL AND LUBRICANTS (POL)

8. Over the period 01 June to 30 November, POL stocks should not be allowed to fall below 50% of capacity.

9. Lighting fuel (kerosene) should be held at stock levels which will last a minimum of 14 days.

TRANSPORT

10. Once Hurricane Phase III has been announced, all university owned vehicles will fall under the direct control of the Maintenance Services. Care must be taken that proper hand-over/take-over is done and certified.

11. As at Hurricane Phase III, Transportation requisitions should be made only through the EOC.

12. The Estate Manager should make provisions to dispatch transportation to bring in essential staff residing off campus.

HEALTH
13. The Director of the University Health Centre is responsible for the following:

A. that there are adequate stocks of medical supplies to deal with hurricane related issues (Public Health matters, such as water purification, should be addressed; Annex H shows Medical Stocks required)

B. that the appropriate complement of Health Care Providers are at the Health Centre throughout

C. the safety and security of all medical documents and stocks

D. the safety of patients on the Sick Bay

E. the provision of adequate stocks of food and water for staff and patients.

14. All functional areas should ensure that their Medical Packs/First Aid Kits are complete, secured and accessible.

FINANCE AND ACCOUNTING

15. The accounting arrangements below apply to additional costs arising as a result of a defined hurricane.

A. They apply to goods and services required exclusively for the purpose of:

(1) taking precautions as a result of the hurricane during the warning periods

(2) supporting of personnel, equipment and systems during the phases

(3) rehabilitation

(4) remuneration

(5) any other expenditure associated with the hurricane.

B. Any expenditure relating to Insurance will be accounted for under this section.

COMMUNICATION

16. All members of staff are to monitor the media for advisories from the university.

17. Essential members of staff are to make every effort to keep in touch with the EOC.
18. Releases to the media will only be made by the person(s) authorized so to do.

19. Portable radios are to be issued to the persons listed at para. 20.

**PRINCIPAL’S CONFERENCE**

20. The following persons may be invited to attend the Principal’s Conferences dealing with hurricanes:

- Deputy Principal
- Registrar
- Bursar
- Deputy Bursar
- Director, Office of Student Services
- Estate Manager
- All Deans
- Chief Information Officer
- Director of Private Security Services
- Representative from Centre Administration
- Director, Business Development Office
- Director of Health Services
- Representative of the chaplains
- Director of Planning and Institutional Research
- Consultant, Safety and Emergency Management

**RESPONSIBILITY**

21. Ultimate responsibility for taking precautionary measures for the protection of the university’s property against loss or damage in the event of a hurricane lies with the Heads of Departments - in the case of the Registry, the Registrar; in the case of the Bursary, the Bursar etc.

22. For practical purposes however, Heads of Departments should designate officers who will be responsible to see that the measures already detailed are properly carried out. Where necessary, the assistance of the Maintenance Services may be enlisted, but as the Section is likely to be involved in similar measures elsewhere on campus, as much self-help as possible should be employed.

**PREVENTATIVE MAINTENANCE**

23. Faculties, departments and sections are to conduct inspections in preparation for the hurricane season.
24. Preventative Maintenance and related inspections, in preparation for the hurricane season, should be conducted by the Maintenance Services from 1 – 30 April each year.

VITAL RECORDS PROTECTION

25. Kindly see Annex A to these Instructions.

RETURN TO NORMALCY

26. Mona Management will decide and indicate when the institution has been deemed to have returned to normalcy.

27. At this point the following will occur:

A. Full resumption of normal UWI (Mona) operations

B. Submission of Financial Statements

C. Submission of Property Status Reports

D. Submission of Academic Reports

E. Closure of the EOC.

ANNEXES
Annex A to UWI (Mona)
Hurricane Instructions (An Extract)

1.0 VITAL RECORDS PROTECTION AND DISASTER PREPAREDNESS AND RECOVERY

To safeguard the University against loss, it is the responsibility of Heads of Departments and their designated officers to identify vital records and ensure the protection of such records in the event of a disaster.

1.1 Vital Records Protection

**Definition**

Vital records (sometimes referred to as essential records) are those active records which are essential for the continuation or reconstruction of the operations of the University in the event of a disaster. They tend to be records which will establish the legal and financial position of the University. They are critical to the establishment of the rights of the University, its students and its employees.

Vital records must be protected from natural disasters, such as hurricanes, earthquakes, floods or fires, and man-made disasters, such as accidents, vandalism or sabotage. They also need protection from common threats of mildew, light, dust, insects, rodents and excessive humidity, which may cause a loss of legibility or lead to destruction.

**Responsibility**

The protection of vital records lies with Heads of Departments in which the records are maintained. However, Heads of Departments should designate officers who will be responsible to see that vital records are properly protected.

Archives and Records Management Programme staff may be called upon to assist in the identification of vital records and planning for the protection of these records.

**Determining What is Vital**

Each department should have a Vital Records Schedule which identifies the vital records of the department and how they are to be protected. One copy of this schedule will be retained by the Campus Records Manager and copies will be retained in the relevant sections of the Department. Copies of the Vital Records Schedule Form are available from the Campus Records Manager.

Identification of vital records involves two basic steps:

- identifying the rights, obligations and essential functions of the University
- identifying the records relating to those functions
Classes of University records which may qualify as vital records include:

- Vital Records Schedules and Disaster Preparedness & Recovery Plans
- University statutes, ordinances, orders, policies and procedures
- original minutes of University/Campus committees
- payroll records
- pension records
- student records
- deeds, titles, leases for University property and land
- building plans
- insurance policies
- contracts and agreements with government, funding agencies, unions, etc.
- accounts receivable records
- summary financial reports
- banking records
- original research and technical data

Methods of Protection

Once vital records have been identified, they must be protected. There are three major ways of protecting these records:

- duplication and dispersal this may be carried out by making extra copies when the records are created, or by scheduling the periodic reproduction of records. The duplicate records should be maintained off-site, preferably at a facility that will not be subject to the same disaster. Prior to duplication, it is important to find out if duplicate copies of the records are already in existence, or if the same information may be available in another form (e.g. copies of minutes on University committees will probably be available from the other campuses) in order to avoid unnecessary duplication.

- on-site storage and vaulting

- remote storage and vaulting

The method of protection to be used for each type of vital record should be outlined in the Vital Records Schedule. Procedures on how frequently material is to be copied, transferred to a storage locations, and how transferred will be outlined in the schedule as well.

1.2 Disaster Preparedness and Recovery
Responsibility

Under the University's hurricane Orders, Section 4 – Responsibility, the responsibility for taking precautionary measures for the protection of the University’s property, including records, against loss or damage in the event of a hurricane lies with Heads of Department. However, Heads of Department should designate officers who will be responsible to see that the precautionary measures are properly carried out in each section/unit. Archives and Records Management Programme staff may be called upon to assist in the protection of records, but as Programme staff may be needed in many places on Campus, as much self-help as possible should be undertaken.

Precautionary Measures

Designated officers should:

- Remove all loose files and documents and store them in a secure place (e.g. desk drawer, filing cabinet, cupboard) away from windows and off floors at least fifteen (15) inches.

- Protect records or books stored in areas that might be susceptible to roof leaks – cover tops of open shelving on which they are stored with plastic sheeting or garbage bags. A supply of plastic sheeting or garbage bags should be kept nearby, as in an emergency it will be difficult to obtain needed materials quickly.

- Store vital records in a secure, safe place such as a vault.

- If records become damaged by water, steps should be taken to:
  - stabilize the condition of the records by creating an environment that will not result in further damage
  - salvage the maximum number of records in a manner that will minimize future conservation/restoration costs.

Stabilisation of the Environment

Mould growth is encouraged by conditions of high relative humidity and temperature. By reducing the relative humidity reducing the relative humidity and temperature in an area where there are damaged records, mould growth can be reduced. This can be accomplished by:

- Increasing air circulation by opening all windows and doors and running several fans in the area. If electricity is a problem, run extension cords from the nearest available
power supply (e.g. portable generator) if possible. NOTE: all power lines must be waterproof and grounded

- Reducing the temperature as much as possible by running portable air conditioners in the area
- Removing excess water and all wet debris (e.g. carpets).

During this period, windows and doors must remain open to allow for air circulations; thus, special security measures must be taken. Access control should be maintained through the use of security personnel, a sign-in/out register and the use of ID badges.

**Damage Assessment and Salvage**

The extent of damage should be documented in written form and photographically.

Assess the damage to records without handling when possible in order to prevent further damage. Note the type and status of the material (e.g. soaked, partially wet, damp, etc.)

Priority treatment must be given to the wettest material as follows:

- indices, if they are the only complete listing of the records
- vital or particularly valuable records (e.g. those records necessary to re-establish the operation of the University)
- records that have already developed mould (providing they are not records of little value)
- leather, parchment and vellum-bound materials
- artifacts, original manuscripts, prints, drawings, maps and books with water soluble components (e.g. inks, water colours)
- records printed on coated papers (provided they are not records of little value). If allowed to dry closed, such materials will congeal irreversibility into solid blocks.
SECTION VIII – EMERGENCY MANAGEMENT

Materials should be carefully packaged in plastic garbage bags and removed to a pre-designated large open space for drying.

Extreme care must be taken in handling water damaged records, as they will be very fragile and will tear easily.

No materials should be stacked on the floor, awaiting removal as this may cause further damage.

Following removal of the wettest materials, partially wet and extremely damp records can be removed.

Soaking wet materials may have to be frozen in deep freeze or freezer chest to prevent mould growth until salvage can begin.

Careful documentation must be kept on all records removed from offices to the drying space to ensure that material is not lost.

Rehabilitation of Salvaged Records

Salvaged records should be removed to a pre-designated large open space for drying.

Documents should be spread out on blank newsprint or paper towel to absorb moisture.

Books should be placed upright with pages fanned.
Section VIII – Emergency Management

<table>
<thead>
<tr>
<th>Department:</th>
<th>Section/Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility/Mandate of Custodial Area:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List of Vital Records</th>
<th>F. Method of Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Section/Unit</td>
</tr>
</tbody>
</table>

Date of Final Approval:

A-5

ANNEX B
TO UWI (Mona)
Hurricane Instructions

EOHS08-000: UWI Mona Emergency Management
Rev. 1.0
Date: July 31, 2009
MANPOWER REQUIREMENTS

The work being referred to here speaks to indoor tasks of waterproofing, relocating, lifting and shifting. (In keeping with these instructions these tasks are usually carried out during Phase II.) The manpower requirements will depend on the scope of the work to be done. However, below are some basic planning figures. This is only a GUIDE.

<table>
<thead>
<tr>
<th>Hours</th>
<th>#of Persons</th>
<th># of</th>
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<tbody>
<tr>
<td><strong>Campus Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of the Principal</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Office of Planning and Institutional</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Research</td>
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<td></td>
</tr>
<tr>
<td>Registry</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Bursary</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Maintenance Services</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Mona Information Technology Services</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Business Development Office</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Instructional Development Unit</td>
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<td>1</td>
</tr>
<tr>
<td>Office of Student Financing</td>
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<td>1</td>
</tr>
<tr>
<td>Office of Student Services</td>
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<td>2</td>
</tr>
<tr>
<td>University Health Services</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Main Library</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Medical Library</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Science Library</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td><strong>Faculty of Humanities and Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean’s Office</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Caribbean Institute of Media &amp; Communication</td>
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<td>4</td>
</tr>
<tr>
<td>Department of History</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Department of Language, Linguistics and Philosophy</td>
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<td></td>
</tr>
<tr>
<td>Department of Library &amp; Information Studies</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Department of Literatures in English</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Department of Modern Languages &amp; Literatures</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>School of Education</td>
<td>3</td>
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<tr>
<td>Department of Educational Studies</td>
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<tr>
<td><strong>Faculty of Law</strong></td>
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<td>2</td>
</tr>
<tr>
<td><strong>Faculty of Agriculture</strong></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Faculty of Medical Sciences</strong></td>
<td></td>
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EOHS08-000: UWI Mona Emergency Management
Rev. 1.0
Date: July 31, 2009
- UWI School of Nursing  
  4 2
- Department of Basic Medical Sciences  
  2 2
- Department of Community Health & Psychiatry  
  4 2
- Department of Medicine  
  2 2
- Department of Microbiology  
  4 2
- Department of Obstetrics, Gynecology and Child Health  
  4 2
  - Department of Pathology  
    4 2
  - Department of Surgery, Radiology, Anaesthesia & Intensive Care  
    4 2
- Tropical Medicine Research Institute  
  2 1
### Faculty of Pure and Applied Sciences

<table>
<thead>
<tr>
<th>Manpower</th>
<th>Time Required</th>
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<tbody>
<tr>
<td>Dean's Office</td>
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<tr>
<td>Department of Chemistry</td>
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<tr>
<td>Department of Geography and Geology</td>
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<tr>
<td>Department of Life Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Department of Mathematics and Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>Department of Physics</td>
<td>4</td>
</tr>
<tr>
<td>Biotechnology Centre</td>
<td>4</td>
</tr>
<tr>
<td>Centre for Marine Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Electron Microscopy Unit</td>
<td>2</td>
</tr>
<tr>
<td>Electronics Unit</td>
<td>2</td>
</tr>
<tr>
<td>International Centre for Environment and Nuclear Sciences</td>
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</table>

### Faculty of Social Sciences

<table>
<thead>
<tr>
<th>Manpower</th>
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</tr>
</thead>
<tbody>
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<td>Dean’s Office</td>
<td>2</td>
</tr>
<tr>
<td>Centre for Hotel and Tourism Management</td>
<td>2</td>
</tr>
<tr>
<td>Department of Economics</td>
<td>2</td>
</tr>
<tr>
<td>Department of Government</td>
<td>2</td>
</tr>
<tr>
<td>Department of Management Studies</td>
<td>4</td>
</tr>
<tr>
<td>Department of Sociology and Social Work</td>
<td>2</td>
</tr>
<tr>
<td>Sir Arthur Lewis Institute of Social and Economic Studies</td>
<td>2</td>
</tr>
<tr>
<td>Mona School of Business</td>
<td>6</td>
</tr>
</tbody>
</table>

- Departments not named may take their cue from those of similar size.
Annex C
To UWI (Mona)
Hurricane Instructions

HURRICANE SHELTERS

LOCATIONS

Primary

<table>
<thead>
<tr>
<th>SRL.</th>
<th>LOCATION</th>
<th>MANAGER</th>
<th>PROSPECTIVE OCCUPANTS</th>
<th>CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Assembly Hall</td>
<td>Registrar to nominate</td>
<td>Students</td>
<td>200</td>
</tr>
<tr>
<td>02.</td>
<td>Chapel</td>
<td>Registrar to nominate</td>
<td>Staff</td>
<td>100</td>
</tr>
<tr>
<td>03.</td>
<td>New Chemistry Lecture Theatre</td>
<td>Registrar to nominate</td>
<td>Public</td>
<td>30</td>
</tr>
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</table>

G. Alternative

<table>
<thead>
<tr>
<th>SRL.</th>
<th>LOCATION</th>
<th>MANAGER</th>
<th>PROSPECTIVE OCCUPANTS</th>
<th>CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Mary Seacole Hall (Lower Floors only)</td>
<td>Registrar to nominate</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>02.</td>
<td>Rex Nettleford Hall (Lower Floors only)</td>
<td>Registrar to nominate</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>03.</td>
<td>SSLT</td>
<td>Registrar to nominate</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>04.</td>
<td>IFLT</td>
<td>Registrar to nominate</td>
<td></td>
<td>30</td>
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</table>
BASIC REQUIREMENTS

The data is based on a plan involving fifty (50) adults residing in the location (Hurricane Shelter or Work Station) for seven (07) days.

**GENERAL SUPPLIES**

<table>
<thead>
<tr>
<th>SRL</th>
<th>ITEMS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Garbage Bags 30x42</td>
<td>192</td>
</tr>
<tr>
<td>02</td>
<td>Garbage Bags 38x50</td>
<td>400</td>
</tr>
<tr>
<td>03</td>
<td>Matches</td>
<td>48 Packs</td>
</tr>
<tr>
<td>04</td>
<td>Candles</td>
<td>160</td>
</tr>
<tr>
<td>05</td>
<td>20 Gallon Garbage Bins</td>
<td>3</td>
</tr>
<tr>
<td>06</td>
<td>32 Gallon Garbage Bins</td>
<td>3</td>
</tr>
<tr>
<td>07</td>
<td>Flashlight Batteries</td>
<td>48</td>
</tr>
<tr>
<td>08</td>
<td>Rubber Cell Flashlights</td>
<td>5</td>
</tr>
<tr>
<td>09</td>
<td>Kerosene Oil</td>
<td>2 Litres</td>
</tr>
<tr>
<td>10</td>
<td>Rain Coats</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>Rain Coat Suits</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>Water Mops</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>Industrial Mops</td>
<td>19</td>
</tr>
<tr>
<td>14</td>
<td>Fan Rakes Metal</td>
<td>5</td>
</tr>
<tr>
<td>15</td>
<td>Fan Rakes Plastic</td>
<td>5</td>
</tr>
<tr>
<td>16</td>
<td>2&quot; Wire Nails</td>
<td>10 Kilogram</td>
</tr>
<tr>
<td>17</td>
<td>4&quot; Wire Nails</td>
<td>13 Kilogram</td>
</tr>
<tr>
<td>18</td>
<td>WPP Lumber 2x4x10</td>
<td>3</td>
</tr>
<tr>
<td>19</td>
<td>WPP Lumber 2x4x12</td>
<td>3</td>
</tr>
<tr>
<td>20</td>
<td>Short Water Boots</td>
<td>3 Pairs</td>
</tr>
<tr>
<td>21</td>
<td>Long Water Boots</td>
<td>5 Pairs</td>
</tr>
<tr>
<td>22</td>
<td>Bass Brooms</td>
<td>10</td>
</tr>
<tr>
<td>23</td>
<td>Storm Lanterns</td>
<td>5</td>
</tr>
<tr>
<td>24</td>
<td>Buckets</td>
<td>19</td>
</tr>
<tr>
<td>25</td>
<td>First Aid Kits</td>
<td>5</td>
</tr>
<tr>
<td>26</td>
<td>Hammers</td>
<td>5</td>
</tr>
<tr>
<td>27</td>
<td>Pliers</td>
<td>3</td>
</tr>
<tr>
<td>28</td>
<td>Plastic Sheets</td>
<td>5 Rolls</td>
</tr>
<tr>
<td>29</td>
<td>Portable Radio</td>
<td>1</td>
</tr>
<tr>
<td>30</td>
<td>Bottled Water (2L)</td>
<td>672 Litres</td>
</tr>
<tr>
<td>31</td>
<td>Disposable Plates</td>
<td>84 Dozen</td>
</tr>
<tr>
<td>32</td>
<td>Disposable Cups (Hot)</td>
<td>56 Dozen</td>
</tr>
<tr>
<td>33</td>
<td>Disposable Cups (Cold)</td>
<td>280 Dozen</td>
</tr>
<tr>
<td>34</td>
<td>Disposable Forks</td>
<td>84 Dozen</td>
</tr>
<tr>
<td>35</td>
<td>Disposable Spoons</td>
<td>56 Dozen</td>
</tr>
<tr>
<td>36</td>
<td>Tinned Sardines</td>
<td>15 Dozen</td>
</tr>
<tr>
<td>37</td>
<td>Tinned Corned Beef</td>
<td>15 Dozen</td>
</tr>
</tbody>
</table>
### SECTION VIII – EMERGENCY MANAGEMENT

<table>
<thead>
<tr>
<th>SRL</th>
<th>ITEMS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>Tinned Tuna</td>
<td>15 Dozen</td>
</tr>
<tr>
<td>39</td>
<td>Tinned Mackerel</td>
<td>11 Dozen</td>
</tr>
<tr>
<td>40</td>
<td>Water Crackers</td>
<td>15 Dozen</td>
</tr>
<tr>
<td>41</td>
<td>Aerated Water</td>
<td>11 Dozen</td>
</tr>
<tr>
<td>42</td>
<td>Milo</td>
<td>Tins (400g)</td>
</tr>
<tr>
<td>43</td>
<td>Coffee</td>
<td>8 Bottles (170g)</td>
</tr>
<tr>
<td>44</td>
<td>Sugar</td>
<td>38 Lbs</td>
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<tr>
<td>45</td>
<td>Condensed Milk</td>
<td>23 Tins</td>
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<tr>
<td>46</td>
<td>Packs Powdered Milk</td>
<td>15 Dozen</td>
</tr>
<tr>
<td>47</td>
<td>Boxes Corn Flakes (510g)</td>
<td>4 Dozen</td>
</tr>
<tr>
<td>48</td>
<td>Cheese (2.2kg)</td>
<td>8 Tins</td>
</tr>
<tr>
<td>49</td>
<td>Plastic/Cling Wrap</td>
<td>12 Packs</td>
</tr>
<tr>
<td>50</td>
<td>Tinned Sausages</td>
<td>12 Dozen</td>
</tr>
<tr>
<td>51</td>
<td>Tea</td>
<td>8 Boxes (50pk)</td>
</tr>
<tr>
<td>52</td>
<td>Black Pepper</td>
<td>4 Bottles</td>
</tr>
<tr>
<td>53</td>
<td>Onion Powder</td>
<td>4 Bottles</td>
</tr>
<tr>
<td>54</td>
<td>Can Openers (Manual)</td>
<td>2</td>
</tr>
<tr>
<td>55</td>
<td>Cooking Spoons</td>
<td>4</td>
</tr>
<tr>
<td>56</td>
<td>Cooking Forks</td>
<td>4</td>
</tr>
<tr>
<td>57</td>
<td>Large Bowls 1L (Plastic)</td>
<td>8</td>
</tr>
<tr>
<td>58</td>
<td>Drink Jugs 2L (Plastic)</td>
<td>1</td>
</tr>
<tr>
<td>59</td>
<td>Soap (Hand)</td>
<td>4 Dozen</td>
</tr>
<tr>
<td>60</td>
<td>Toilet Paper</td>
<td>4 Dozen</td>
</tr>
<tr>
<td>61</td>
<td>Dishwashing Liquid</td>
<td>12 Bottles</td>
</tr>
<tr>
<td>62</td>
<td>Scotchbrite</td>
<td>4 Packs</td>
</tr>
<tr>
<td>63</td>
<td>Toilet Bowl Cleaner</td>
<td>3 Bottles</td>
</tr>
<tr>
<td>64</td>
<td>Disinfectant</td>
<td>3 Bottles</td>
</tr>
<tr>
<td>65</td>
<td>Cooking Pots (63.7 L)</td>
<td>2 Bottles</td>
</tr>
<tr>
<td>66</td>
<td>Cooking Pots (36.4 L)</td>
<td>2 Bottles</td>
</tr>
<tr>
<td>67</td>
<td>Gas Stoves (Two Burner)</td>
<td>2</td>
</tr>
<tr>
<td>68</td>
<td>Liquid Petroleum Gas (25lbs)</td>
<td>2</td>
</tr>
</tbody>
</table>

**SPECIAL STORES**

- The General Stores section is responsible for the transportation of these items.

10–400 Gallon Tank

- The General Stores section is responsible for the supplying and delivery of the tank.

- The Estate Manager is responsible for the siting, installing, filling, operating, securing and servicing of this water supply system.

8 – Portable Toilets

- The Estate Manager is responsible for the rental, siting, delivery, securing and servicing of the Portable Toilets.
The Management of these special stores is the responsibility of the Shelter Manager.
STAFFING

The basic staffing complement is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Shelter Managers</td>
<td>Co-ordinator</td>
</tr>
<tr>
<td>2-Administrative Assistants</td>
<td>Records Keeping</td>
</tr>
<tr>
<td></td>
<td>Inventory Control</td>
</tr>
<tr>
<td></td>
<td>Welfare</td>
</tr>
<tr>
<td>2-Store Keepers</td>
<td>Stores and Equipment -issue/receipt</td>
</tr>
<tr>
<td>3-Housekeepers</td>
<td>Feeding and Hygiene matters</td>
</tr>
<tr>
<td>2-Cooks</td>
<td>Food preparation</td>
</tr>
<tr>
<td>6-Casual Labourers</td>
<td>General chores</td>
</tr>
<tr>
<td>2- First Aid Practitioners</td>
<td>Medical and Health</td>
</tr>
</tbody>
</table>
GOING TO A SHELTER

1. The Shelter is operational twenty-four (24) hours before the hurricane makes landfall.

2. You should go to a Shelter if you feel threatened or if instructed so to do. It is recommended that you arrive at the Shelter up to twelve (12) hours before the hurricane makes landfall. Do not wait for the last minute.

3. Take the following with you:
   a. Blankets
   b. Flashlight and Batteries
   c. Change of clothing (1 or 2)
   d. Food and water for twenty-four (24) hours (drinking water – 2 litres per person per day)
   e. Hygiene articles
   f. First Aid items
   g. Medication (if required)
   h. Portable Radio and Batteries
DUTIES AND RESPONSIBILITIES
OF THE
SHELTER MANAGER

1. Arrange access to the Shelter.
   ✓ Locate custodian of the keys.
   ✓ Obtain keys.
   ✓ Get building open.
   ✓ Decide on access points.
2. Supervise the establishment of the Shelter by the Maintenance Services.
3. Arrange with the General Stores for delivery to the Shelter of Accommodation
   Stores, Emergency Stores and Food to the Shelter.
4. Arrange, through the Estate Manager, the rental, delivery, positioning and
   maintenance of Portable Toilets.
5. Arrange, through the Estate Manager, the installation, filling, operational
   readiness and maintenance of Portable Tank(s) assigned.
6. Arrange, through the Registrar, staffing for the Shelter.
7. Make provision for the security of stores and equipment.
8. Establish inventory control.
10. Maintain records of all persons in the Shelter.
11. Establish and manage a feeding programme.
12. Monitor hygiene.
13. Issue to persons in the Shelter the available domestic items.
14. Monitor water supply and usage.
15. Make arrangements, through the Director, University Health Services for Health
    Care for those in need.
17. Ensure that gender sensitive issues are addressed.
18. Attend to the welfare of all.
19. Promote high morale within the Shelter.
20. Organize persons within the Shelter to assist in the maintenance and running of
    the facility.
21. Report to the EOC for operational and administrative instructions.
Annex D
To UWI (Mona)

Hurricane Instructions

UNIVERSITY OF THE WEST INDIES
MONA

EMERGENCY OPERATIONS CENTRE

LOCATION
PRIMARY : Administrative Annex (Training Room)

ALTERNATIVE: Estate Manager’s Office and Central Control Office
(Maintenance Services)

ALTERNATIVE: Mona Visitors’ Lodge

STORES & EQUIPMENT

A list of the required stores, supplies and equipment is shown at Appendix 1.

This includes Office Supplies, Office Equipment, Medical Supplies, Food/Grocery items and accommodation stores.

POWER SUPPLY

Alternate Supply to be provided by the Maintenance Services.

WATER SUPPLY

Alternate Supply to be provided by the Maintenance Services.
STAFF

Staff for the EOC is to be provided as shown below.

PRIMARY

- Principal's Representative - 1
- Maintenance Services Representative - 1
- Volunteers - 2 (to be sourced by the Consultant)
- Consultant – Safety and Emergency Management - 1
- Safety and Emergency Management Systems Staff - 5

SECONDARY

- Registry Representative - 1
- Information Technology Representative - 1
- Bursary Representative - 1
- Personnel Representative - 1
- Medical Representative - 1
Appendix 1
To Annex D
To UWI (Mona)

Hurricane Instructions

EMERGENCY OPERATIONS CENTRE
STORES AND EQUIPMENT

OFFICE SUPPLIES

- 6 Packs - Plain Paper (Letter Size)
- 3 Packs - Plain Paper (Legal Size)
- 1 Box - File Jackets (Letter Size)
- 1 Box - File Jackets (Legal Size)
- 1 Box (1 doz.) - Pens (blue)
- 1 Box (1 doz.) - Pens (black)
- 1 Box (1 doz.) - Pens (Red)
- 1 Box (1 doz.) - Pencils
- 2 - Pencil Sharpeners
- 6 Packs - Thumb Tacks
- 6 Packs - Paper Clips
- 4 - Staple Machines
- 6 Packs - Staples
- 4 - Office Scissors
- 4 - 18” Rulers
- 6 Bottles - Correcting Fluid
- 12 Packs - Post-It Notes
- 6 - Markers (assorted colours)
- 24 Rolls - Cartridge Paper
- 4 Rolls - Masking Tape
- 1 - Double Hole Punch
- 1 - Single Hole Punch
- 1 - Three Hole Punch
- 4 - Staple Removers
- 1 Box - File Fasteners
- 12 - Legal Size Note Pads
- 12 - Scratch Pads
- 3 - Fax Cartridges
- 3 - Printer Cartridges (Black)
- 3 - Printer Cartridges (Colour)
- 1 Box - Regular (#10) Envelopes
- 1 Box - Letter (9”x12”) Envelopes
- 1 Box - Legal (10”x15”) Envelopes
- 1 Box - Large (12”x15 ½”) Envelopes
- 1 - Stamp Pad and Ink
- 1 - Date Stamp
- 1 Box - Treasury Tags
- 2 - Local Telephone Directories
2 – External Telephone Directories
## OFFICE EQUIPMENT

- 3 - Computers with Internet Access
- 1 - Colour Printer
- 2 - Fax Machines
- 1 - Photocopier
- 1 - Television with Cable Access
- 20 - Two-way Radios
- 1 - AC/DC Commercial Radio
- 2 - Garbage Bins
- 2 - Direct Telephone Lines
- 2 - Telephone Extensions
- 1 - Pack Matches
- 3 Packs - Garbage Bags 30x42
- 3 Packs - Garbage Bags 38x50
- 4 - Rubber Cell Flashlights
- 24 - Flashlight Batteries
- 2 Gallons - Kerosene Oil
- 4 - Storm Lanterns
- 6 - Rain Coats
- 6 - Rain Coat Suits
- 2 - Water Mops
- 1 - Industrial Mop
- 1 - Fan Rake
- 4 - Buckets
- 12 - Chairs
- 12 - Tables
- 6 - Display Boards (6ftx4ft)

## ACCOMMODATION STORES

- 6 - Mattresses
- 2 Dozen - Blankets
- 1 - Cooking Pot (63.7L)
- 1 - Cooking Pot (36.4L)
- 1 - Gas Stove (2 Burner)
- 1 - Liquid Petroleum Gas Cylinder (25lbs)

D1-2
MEDICAL SUPPLIES

- 1 Case - Chlorine Bleach
- 1 Pack - Band-Aid
- 1 Pack - Bandages (assorted sizes)
- 1 Box - Gauze
- 1 Bottle - Smelling Salts
- 1 Bottle - Alcohol (large)
- 2 Bottles - Excedrin (Aspirin Free)
- 1 Bottle - Peptobismal
- 2 Boxes - Andrews Salts
- 1 Bottle - DPH Elixir
- 1 Bottle - DPH Expectorant
- 2 Tubes - Antibiotic Skin Ointment
- 2 Tubes - Antibiotic Eye Ointment
- 2 Bottles - Oral Antibiotic
- 12 Packs - Cetamol Tablets
- 1 Bottle - Large Paracetamol Syrup
- 3 Packs - Cotton Balls
- 1 Bottle - Antiseptic
- 2 Boxes - Water Purification Tablets
Food/Grocery Items

- 160 L Drinking Water
- 4 Dozen Tinned Sardines
- 4 Dozen Tinned Corned Beef
- 21 Dozen Disposable Cups (Cold)
- 11 Dozen Disposable Cups (Hot)
- 21 Dozen Disposable Plates
- 21 Dozen Disposable Forks
- 11 Dozen Disposable Spoons
- 4 Dozen Tinned Tuna
- 3 Dozen Tinned Mackerel
- 2 Dozen Water Crackers
- 2 Dozen Crackers
- 3 Cases Aerated Water
- 6 Tins Milo
- 2 Bottles Coffee
- 10 lbs Sugar
- 6 Tins Condensed Milk
- 4 Dozen Packs Powdered Milk
- 1 Dozen Corn Flakes (510g)
- 2 Tins Cheese (2.2kg)
- 3 Packs Plastic/Cling Wrap
- 3 Dozen Tinned Sausages
- 2 Boxes Tea
- 1 Bottle Black Pepper
- 1 Bottle Onion Powder
- 1 Can Opener (manual)
- 1 Cooking Spoon
- 1 Cooking Fork
- 2 - 1 L Bowls
- 2 - 2 L Water Jugs
- 1 Dozen Soap (Hand)
- 1 Dozen Rolls Toilet Paper
- 3 Bottles Dishwashing Liquid
- 1 Pack Scotchbrite
- 1 Bottle Toilet Bowl Cleaner
- 1 Bottle Disinfectant
### Hurricane Instructions

**UNIVERSITY OF THE WEST INDIES (MONA)**

**HURRICANE INSTRUCTIONS IN BRIEF**

<table>
<thead>
<tr>
<th>TIME TO LANDFALL</th>
<th>ACTION</th>
<th>BY WHOM</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Out of Season</strong></td>
<td>Build with Hurricane in mind</td>
<td>GBP Committee</td>
<td>Shutters</td>
</tr>
<tr>
<td></td>
<td>Preventive Maintenance</td>
<td>Campus Architect</td>
<td>Roof</td>
</tr>
<tr>
<td></td>
<td>Identify Emergency Equipment</td>
<td>Projects Office</td>
<td>Damage</td>
</tr>
<tr>
<td></td>
<td>Property Inspection</td>
<td></td>
<td>Glass</td>
</tr>
<tr>
<td></td>
<td>Planning for Shelters</td>
<td>Registrar</td>
<td>Appointing Manager</td>
</tr>
<tr>
<td></td>
<td>Financial issues</td>
<td>Bursar</td>
<td>Insurance Policy</td>
</tr>
<tr>
<td></td>
<td>Convene Preparedness Meeting</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name Safety and Emergency Management Liaison</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Emergency Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify Work Teams</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Educate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8 May</strong></td>
<td>Readiness Report to Principal</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td><strong>Start of Season</strong></td>
<td>Test Preparedness System</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procure Emergency Supplies</td>
<td>Bursar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Education Campaign</td>
<td>SEM</td>
<td></td>
</tr>
</tbody>
</table>

**Possible Threat (Phase 1)**

- Principal briefed
- Campus Community briefed and updated
- Emergency Funding Review
- Preparations and Planning
- Identify materials for securing equipment
- Monitor activities on behalf of Principal
- Establish liaison – internal and external

**72 Hours Phase II**

- Convene Meeting of Mona Management Committee
- Address Personnel issues
- Address Emergency supplies issues
### SECTION VIII – EMERGENCY MANAGEMENT

<table>
<thead>
<tr>
<th>48 Hours (Phase III)</th>
<th>24 Hours (Phase IV)</th>
<th>6 Hours (Phase V)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Establish Work Parties</td>
<td>- Convene final meeting of Mona Management Committee</td>
<td>- Cease all movement outdoors</td>
</tr>
<tr>
<td>- Activate Private Contractors</td>
<td>- Conduct final preparedness checks</td>
<td>- Ensure cessation of electricity</td>
</tr>
<tr>
<td>- Establish EOC</td>
<td>- Prepare for cessation of Electricity</td>
<td>- Conduct Security Patrols</td>
</tr>
<tr>
<td>- Establish Shelters</td>
<td>- Secure and close gates</td>
<td>- Establish Work Parties</td>
</tr>
<tr>
<td>- Commence securing and battening Buildings</td>
<td>- Private Security</td>
<td>- Start securing equipment</td>
</tr>
<tr>
<td>- Establish Work Parties</td>
<td>- Estate Manager</td>
<td>- Evacuate Buildings in keeping with Instructions</td>
</tr>
<tr>
<td>- Start securing equipment</td>
<td></td>
<td>- Man EOC</td>
</tr>
<tr>
<td>- Evacuate Buildings in keeping with Instructions</td>
<td>- Estate Manager</td>
<td>- Complete securing equipment</td>
</tr>
<tr>
<td>- Complete Securing and Battening Buildings</td>
<td>- All</td>
<td>- Convene final meeting of Mona Management Committee</td>
</tr>
<tr>
<td>- Hold and accommodate personnel for taskings in the Aftermath</td>
<td>- Deans/Heads of Departments</td>
<td>- Conduct final preparedness checks</td>
</tr>
<tr>
<td>- Complete securing equipment</td>
<td>- Estate Manager</td>
<td>- Prepare for cessation of Electricity</td>
</tr>
<tr>
<td>- Conduct Inspections</td>
<td>- All</td>
<td>- Secure and close gates</td>
</tr>
<tr>
<td>- Prepare for cessation of Electricity</td>
<td></td>
<td>- Private Security</td>
</tr>
<tr>
<td>- Secure and close gates</td>
<td>- Private Security</td>
<td></td>
</tr>
</tbody>
</table>
### TIME TO LANDFALL

<table>
<thead>
<tr>
<th>Phase</th>
<th>ACTION</th>
<th>BY WHOM</th>
<th>REMARKS</th>
</tr>
</thead>
</table>
| The Blow (Phase VI) | ➢ Remain Indoors  
➢ Monitor Electronic Media  
➢ Monitor your Environment | All     |          |
| The Lull (Phase VII) | ➢ Remain Indoors  
➢ Monitor your Environment  
➢ Be prepared for winds coming from the opposite direction | All     |          |
| Aftermath (Phase VIII) | ➢ Respond to Casualties  
➢ Conduct Health Survey  
➢ Exercise Caution when going outside  
➢ Do emergency repairs  
➢ Do damage assessment  
➢ Deploy Security Taskforce  
➢ Convene Meeting of Mona Management Committee  
➢ Implement Business Continuity Plan | Health Services  
Estate Manager  
All  
All  
Private Security  
Principal  
All |

* SEM – Consultant, Safety and Emergency Management  
* EOC – Emergency Operations Centre
Annex F
To UWI (Mona)

Hurricane Instructions

YOUR HURRICANE CHECKLIST

The hurricane season runs from 1st June to 30th November. Hurricanes have awesome destructive potential.

When a Hurricane threatens, never be without the following:

- Lighting Source(s) Flashlight/Lamp/Lantern/Candle
- Fuel (Kerosene, LPG (Cooking Gas), Coal, Wood)
- Matches
- Food which does not require refrigeration
- Non-perishable food
- Drinking water (Water Purification Tablets and or Bleach)
- Plastic Bag/Plastic Covering/Tarpaulin
- Battens/Shutters (purpose built or makeshift)
- Rope
- Hammer
- Nails
- First Aid Kit (including any special medication)
- Battery operated radio
- Personal hygiene items
- Information on the nearest Public Shelter
- An Evacuation Plan for your home
- Contingency Plans for Shelter, if it becomes necessary
- Masking Tape

Hurricanes have awesome dangerous potential

START YOUR PREPARATIONS NOW!
EMERGENCY SUPPLIES

Below is a list of the **minimum** quantities of Emergency Supplies to be held at the General Stores.

<table>
<thead>
<tr>
<th>SRL</th>
<th>ITEMS</th>
<th>MINIMUM QUANTITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Garbage Bags 30x42</td>
<td>1200</td>
</tr>
<tr>
<td>02.</td>
<td>Garbage Bags 38x50</td>
<td>2500</td>
</tr>
<tr>
<td>03.</td>
<td>Matches</td>
<td>300 Packs</td>
</tr>
<tr>
<td>04.</td>
<td>Candles</td>
<td>1000</td>
</tr>
<tr>
<td>05.</td>
<td>20 Gallon Garbage Bins</td>
<td>20</td>
</tr>
<tr>
<td>06.</td>
<td>32 Gallon Garbage Bins</td>
<td>20</td>
</tr>
<tr>
<td>07.</td>
<td>Flashlight Batteries</td>
<td>300</td>
</tr>
<tr>
<td>08.</td>
<td>Rubber Cell Flashlights</td>
<td>30</td>
</tr>
<tr>
<td>09.</td>
<td>Machete Files</td>
<td>20</td>
</tr>
<tr>
<td>10.</td>
<td>22” Machetes</td>
<td>60</td>
</tr>
<tr>
<td>11.</td>
<td>Kerosene Oil</td>
<td>15 Litres</td>
</tr>
<tr>
<td>12.</td>
<td>½” Ply Board</td>
<td>160</td>
</tr>
<tr>
<td>13.</td>
<td>3/8” Ply Board</td>
<td>60</td>
</tr>
<tr>
<td>14.</td>
<td>5/8” Ply Board</td>
<td>60</td>
</tr>
<tr>
<td>15.</td>
<td>Rain Coats</td>
<td>30</td>
</tr>
<tr>
<td>16.</td>
<td>Rain Coat Suits</td>
<td>30</td>
</tr>
<tr>
<td>17.</td>
<td>Water Mops (domestic)</td>
<td>60</td>
</tr>
<tr>
<td>18.</td>
<td>Industrial Mops</td>
<td>120</td>
</tr>
<tr>
<td>19.</td>
<td>Fan Rakes Metal</td>
<td>30</td>
</tr>
<tr>
<td>20.</td>
<td>Fan Rakes Plastic</td>
<td>30</td>
</tr>
<tr>
<td>21.</td>
<td>2” Wire Nails</td>
<td>60 Kilogram</td>
</tr>
<tr>
<td>22.</td>
<td>2 ½” Wire Nails</td>
<td>80 Kilogram</td>
</tr>
<tr>
<td>23.</td>
<td>4” Wire Nails</td>
<td>80 Kilogram</td>
</tr>
<tr>
<td>24.</td>
<td>WPP Lumber 1x12x12</td>
<td>20 Length</td>
</tr>
<tr>
<td>25.</td>
<td>WPP Lumber 1x12x14</td>
<td>20</td>
</tr>
<tr>
<td>26.</td>
<td>WPP Lumber 2x4x10</td>
<td>20</td>
</tr>
<tr>
<td>27.</td>
<td>WPP Lumber 2x4x12</td>
<td>20</td>
</tr>
<tr>
<td>28.</td>
<td>WPP Lumber 2x4x14</td>
<td>20</td>
</tr>
<tr>
<td>29.</td>
<td>WPP Lumber 2x6x12</td>
<td>20</td>
</tr>
<tr>
<td>30.</td>
<td>Short Water Boots</td>
<td>20 Pairs</td>
</tr>
<tr>
<td>31.</td>
<td>Long Water Boots</td>
<td>30 Pairs</td>
</tr>
<tr>
<td>32.</td>
<td>Gas Oil</td>
<td>250 Litres</td>
</tr>
<tr>
<td>33.</td>
<td>Gasoline</td>
<td>500 Litres</td>
</tr>
<tr>
<td>34.</td>
<td>Bass Brooms</td>
<td>60</td>
</tr>
<tr>
<td>35.</td>
<td>Storm Lanterns</td>
<td>30</td>
</tr>
<tr>
<td>36.</td>
<td>Buckets</td>
<td>120</td>
</tr>
<tr>
<td>SRL</td>
<td>ITEMS</td>
<td>MINIMUM QUANTITIES</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>37</td>
<td>First Aid Kits</td>
<td>30</td>
</tr>
<tr>
<td>38</td>
<td>Hammers</td>
<td>30</td>
</tr>
<tr>
<td>39</td>
<td>Pliers</td>
<td>20</td>
</tr>
<tr>
<td>40</td>
<td>Plastic Sheets</td>
<td>30 Rolls</td>
</tr>
<tr>
<td>41</td>
<td>Portable Radios</td>
<td>6</td>
</tr>
<tr>
<td>42</td>
<td>Tarpaulin (Heavy)</td>
<td>10</td>
</tr>
<tr>
<td>43</td>
<td>Tarpaulin (Light)</td>
<td>4</td>
</tr>
<tr>
<td>44</td>
<td>Water Tanks (200 Gallon)</td>
<td>10</td>
</tr>
<tr>
<td>45</td>
<td>Water Tanks (400 Gallon)</td>
<td>10</td>
</tr>
<tr>
<td>46</td>
<td>Portable Electric Generators</td>
<td>6</td>
</tr>
<tr>
<td>47</td>
<td>Bottled Water (2 L)</td>
<td>4200 Litres</td>
</tr>
<tr>
<td>48</td>
<td>Power Saws</td>
<td>1</td>
</tr>
<tr>
<td>49</td>
<td>Disposable Plates</td>
<td>52 Dozen</td>
</tr>
<tr>
<td>50</td>
<td>Disposable Cups (Hot)</td>
<td>350 Dozen</td>
</tr>
<tr>
<td>51</td>
<td>Disposable Cups (Cold)</td>
<td>1750 Dozen</td>
</tr>
<tr>
<td>52</td>
<td>Disposable Forks</td>
<td>525 Dozen</td>
</tr>
<tr>
<td>53</td>
<td>Disposable Spoons</td>
<td>350 Dozen</td>
</tr>
<tr>
<td>54</td>
<td>Tinned Sardines</td>
<td>96 Dozen</td>
</tr>
<tr>
<td>55</td>
<td>Tinned Corned Beef</td>
<td>96 Dozen</td>
</tr>
<tr>
<td>56</td>
<td>Tinned Tuna</td>
<td>96 Dozen</td>
</tr>
<tr>
<td>57</td>
<td>Tinned Mackerel</td>
<td>72 Dozen</td>
</tr>
<tr>
<td>58</td>
<td>Water Crackers</td>
<td>96 Dozen</td>
</tr>
<tr>
<td>59</td>
<td>Aerated Water</td>
<td>72 Dozen</td>
</tr>
<tr>
<td>60</td>
<td>Milo</td>
<td>144 Tins</td>
</tr>
<tr>
<td>61</td>
<td>Coffee</td>
<td>48 Bottles</td>
</tr>
<tr>
<td>62</td>
<td>Sugar</td>
<td>240 lbs</td>
</tr>
<tr>
<td>63</td>
<td>Condensed Milk</td>
<td>144 Tins</td>
</tr>
<tr>
<td>64</td>
<td>Powdered Milk ( Packs)</td>
<td>96 Dozen</td>
</tr>
<tr>
<td>65</td>
<td>Corn Flakes (510g)</td>
<td>24 Dozen</td>
</tr>
<tr>
<td>66</td>
<td>Cheese (2.2kg)</td>
<td>48 Tins</td>
</tr>
<tr>
<td>67</td>
<td>Plastic/Cling Wrap</td>
<td>72 Packs</td>
</tr>
<tr>
<td>68</td>
<td>Tinned Sausages</td>
<td>72 Dozen</td>
</tr>
<tr>
<td>69</td>
<td>Tea</td>
<td>48 Packs</td>
</tr>
<tr>
<td>70</td>
<td>Black Pepper</td>
<td>24 Bottles</td>
</tr>
<tr>
<td>71</td>
<td>Onion Powder</td>
<td>24 Bottles</td>
</tr>
<tr>
<td>72</td>
<td>Can Openers (Manual)</td>
<td>12</td>
</tr>
<tr>
<td>73</td>
<td>Cooking Spoons</td>
<td>24</td>
</tr>
<tr>
<td>74</td>
<td>Cooking Forks</td>
<td>24</td>
</tr>
<tr>
<td>75</td>
<td>Mixing Bowls (1 L)</td>
<td>48</td>
</tr>
<tr>
<td>76</td>
<td>Water Jugs (2 L)</td>
<td>48</td>
</tr>
<tr>
<td>77</td>
<td>Soap (Hand)</td>
<td>24 Dozen</td>
</tr>
<tr>
<td>78</td>
<td>Toilet Paper</td>
<td>24 Dozen</td>
</tr>
<tr>
<td>79</td>
<td>Dishwashing Liquid</td>
<td>72 Bottles</td>
</tr>
<tr>
<td>80</td>
<td>Scotchbrite</td>
<td>24 Packs</td>
</tr>
<tr>
<td>81</td>
<td>Toilet Bowl Cleaner</td>
<td>12 Bottles</td>
</tr>
<tr>
<td>82</td>
<td>Disinfectant</td>
<td>12 Bottles</td>
</tr>
<tr>
<td>SRL</td>
<td>ITEMS</td>
<td>MINIMUM QUANTITIES</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>83.</td>
<td>Cooking Pots (63.7 L)</td>
<td>10</td>
</tr>
<tr>
<td>84.</td>
<td>Cooking Pots (36.4 L)</td>
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<tr>
<td>85.</td>
<td>Gas Stoves (Two Burner)</td>
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<tr>
<td>86.</td>
<td>Liquid Petroleum Gas (25lbs)</td>
<td>10</td>
</tr>
<tr>
<td>87.</td>
<td>Water Purification Tablets</td>
<td>200 Packs</td>
</tr>
<tr>
<td>88.</td>
<td>Chlorine Bleach</td>
<td>10 Cases</td>
</tr>
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</table>

* Based on 300 persons – over seven (7) days.
**MEDICAL SUPPLIES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>SUNDRIES AND GENERAL SUPPLIES</td>
<td>400 gallon Water Tank</td>
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<tr>
<td></td>
<td>Large covered Plastic Storage Containers</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Jumbo Garbage Bags</td>
<td>2 Cases</td>
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<td>Wooden Pallets</td>
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<tr>
<td></td>
<td>Linen – Sheets etc.</td>
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<tr>
<td></td>
<td>Flashlights</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Chlorine Bleach</td>
<td>4 Cases</td>
</tr>
<tr>
<td></td>
<td>Stand-by Generator</td>
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</tr>
<tr>
<td></td>
<td>Batteries</td>
<td>100</td>
</tr>
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<table>
<thead>
<tr>
<th>Analgesics</th>
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<tbody>
<tr>
<td></td>
<td>Voltaren Injection</td>
<td>100 Doses</td>
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<tr>
<td></td>
<td>Baralgin Injection</td>
<td>100 Doses</td>
</tr>
<tr>
<td></td>
<td>Cetamol Tablets</td>
<td>2 Bottles</td>
</tr>
<tr>
<td></td>
<td>Paracetamol Syrup</td>
<td>24</td>
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<tr>
<td></td>
<td>Baralgin Tablets</td>
<td>4 Boxes</td>
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<table>
<thead>
<tr>
<th>Antacids</th>
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<tbody>
<tr>
<td></td>
<td>Federgel Tablets</td>
<td>2 Bottles (2 x 500)</td>
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<tr>
<td></td>
<td>Dica Suspension</td>
<td>36 Bottles</td>
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<table>
<thead>
<tr>
<th>Antibiotics</th>
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<tbody>
<tr>
<td></td>
<td>Antibiotic Skin Ointment</td>
<td>24 Tubes</td>
</tr>
<tr>
<td></td>
<td>Antibiotic Eye Ointment</td>
<td>24 Tubes</td>
</tr>
<tr>
<td></td>
<td>Oral Antibiotic (Amoxil)</td>
<td>2 Bottles</td>
</tr>
<tr>
<td></td>
<td>Oral Antibiotic (Augmentin)</td>
<td>10 Packs</td>
</tr>
</tbody>
</table>

| Anti-diarrhoeal                 | Oral Rehydration Salts| 20 Packs (standard) |
|--------------------------------| Imodium Tablets       | 20 Packs            |

| Anti-emetics                   | Dimendrinate Injection| 20          |
Anti-histamines
- Tavegyl Injection - 50 Vials
- Histal Tablets - 2 Bottles
- Histal Syrup - 20 Bottles

Disposables
- Band-Aid - 10 Packs
- Bandages (assorted sizes) - 72
- Gauze - 1 Jumbo Roll
- Cotton - 3 Rolls
- Smelling Salts - 24
- Syringes - 3 Cases
- I.V Solution Sets - 24

Vaccines & Injections
- Tetanus Toxoid - 10 (sml)
- Novolin 70/30 - 10
- Normal Saline - 40
- Dextrose 5% - 40

Annex I
To UWI (Mona)
Hurricane Instructions

CAMPUS
BATTENING PLANS

A. Buildings to be battened by Maintenance Services

- Chapel
- MITS
- Assembly Hall (has not been designated as the main Emergency Shelter)
- Senate Building
- Main Library
- Vice Chancellery
- Health Centre
- Any other building whose operators have made a request on the Maintenance Services Department and have entered into a financial arrangement to have the task done.

B. Buildings to be battened by occupants

- Science Library
- Medical Library
- CFNI
- Maintenance Services
- Any other building where operators given such notice to the Maintenance Services

C. Buildings that will not be battened
THE UNIVERSITY OF THE WEST INDIES
Mona Campus
Human Resource Management Division (HRMD)

SECTION VIII – EMERGENCY MANAGEMENT

- UWI Residences
- Irvine Hall
- Taylor Hall
- Chancellor Hall
- A.Z. Preston Hall
- Rex Nettleford Hall
- The Gym

D. Buildings to be evacuated

- Personnel Office
- Campus Security Post
- Any other so directed by the Estate Manager

I-1
ANNEX J
TO UWI (MONA)
Hurricane Instructions

STUDENTS’ HURRICANE PLAN

THE INSTRUCTIONS

1) The Director, Office of Student Services through the Student Services Managers will issue instructions for the following to occur:
   a. Students who are from Jamaica to quit campus and go to their private homes.
   b. Overseas students who wish to do so may remain and be accommodated on campus.

ACTION BY THE STUDENT SERVICES MANAGERS

2) The Student Services Managers shall designate an area within each Hall where students may store private and/or public possessions.
3) The Managers will establish a suitable system of accounting for the items being placed in storage.
4) Prior to the departure of students the managers will inspect all areas to confirm that items are stored in accordance with these instructions.
5) However the Student Services Managers will cause all students involved in the process to sign, indemnifying the University of the West Indies from any loss or damage which may occur during storage.
6) The Student Services Managers shall ensure that the following public items are stored;
   a) Mattresses
   b) Computers
   c) Any other items that they may see fit
ACTION BY DEPARTING STUDENTS

7) Departing students may be permitted to place belongings in the designated storage area.

8) Students should protect their belongings by doing the following:
   a) Unplug electrical equipment
   b) Wrap valuables, documents, equipment, books in plastic
   c) Move furniture and equipment away from windows and doors.

9) All students will be mandated to place the listed public stores and equipment in the storage area (see 6 above).

10) Subject to a detailed inspection of the Halls of Residence by the Student Services Managers, individuals may be permitted to depart campus.

11) Departing students must sign in a book provided by the Student Services Managers, signalling their departure.

ACTION BY RESIDING STUDENTS REMAINING IN HALL

12) Students remaining in residence may be permitted to store private belongings in the designated area(s).

13) The listed public items entrusted to their care must be brought to storage, and the necessary steps taken in keeping with paragraph 6.

14) Depending on the designated status of the Hall of Residence, students should be prepared to move to a Hurricane Shelter.

15) They should pack the following:
   a) Blankets
   b) Flashlight and Batteries
   c) Change of clothing (1 or 2)
   d) Food and water for twenty-four (24) hours (drinking water – 2 litres per person per day)
   e) Hygiene articles
   f) First Aid items
   g) Medication (if required)
   h) Portable Radio and Batteries.

FURTHER ACTIONS BY STUDENT SERVICES MANAGERS

16) If the particular hall is not listed at Annex C as a Hurricane Shelter, an order should be issued for persons to move to the designated shelter at Phase IV (24 hours to the system making landfall).

17) A physical check should be made of students being sent to the shelter and the necessary recording done.

18) The Student Services Managers should conduct inspection of the Halls of Residence. They should ensure the following:
   a) Total evacuation
   b) Public items stored
   c) Doors and windows secured

19) On completion of these tasks the Student Services Managers should report to the Director, Office of Student Services and to the EOC.