



# THE UNIVERSITY OF THE WEST INDIES

## MONA CAMPUS

### OFFICE OF THE CAMPUS REGISTRAR

#### HURRICANE INSTRUCTIONS FOR MEMBERS OF STAFF

As a part of the Mona Campus' ongoing preparatory activities for the Atlantic Hurricane Season which officially starts on June 1<sup>st</sup>, ALL MEMBERS OF STAFF are being urged to pay close attention to the hurricane instructions outlined below.

#### **CLOSURE OF THE CAMPUS DUE TO A HURRICANE/TROPICAL STORM**

In the event of an impending impact by a Hurricane or Tropical Storm, The University of the West Indies, Mona Campus will be closed.

The University of the West Indies, Mona wishes to advise that prior to the closure of the Campus, ALL members of staff are required to ensure that the necessary measures have been put in place to secure both their personal belongings and the property of the University. This includes but is not limited to, the waterproofing of documents and equipment, the shuttering of buildings, the secure placement of access keys/passes.

#### **SHUTTERING OF BUILDINGS**

The shuttering of buildings will be facilitated through the Estate Management Department (EMD).

Kindly note the following:-

1. The shuttering process will commence on 1 June; when all Panel Shutters will be installed by the EMD.
2. Accordion Shutters and Roll-down Shutters will be inspected and serviced by the EMD.
3. When a Hurricane threatens, the EMD will ensure that all Shutters are closed, and where Hurricane Shutters do not exist, buildings will be securely battened by the EMD.
4. The EMD will also be responsible for re-opening Shutters after an event.

**Shutters which are installed or closed by, or on the instructions of the EMD, should NOT be adjusted, removed or opened without the explicit approval of the EMD.**

Departments with special request/s for the placement/removal of shutters on their buildings will be required to send their requests in writing to the EMD. Where Departments choose to remove shutters, the Head of Department must indicate in writing that the Department will accept full responsibility for any damages, injury or loss caused from the absence of Shutters.

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### **RE-OPENING OF THE CAMPUS**

Should the Campus be closed, staff must not return to the Campus until advised that it is safe to do so. Announcements to this effect will be aired on the radio and/or other media.

Persons who have been officially named Hurricane Response Custodians, Emergency Wardens or Emergency Workers may be required to be present on Campus before the University has officially re-opened for business. Such persons will be contacted by their Head of Department or other nominated officer/s regarding their return to work.

### **EMERGENCY CONTACT**

Staff may contact the Campus at any time during its closure through an Emergency Operation Centre (EOC) which will be established and manned throughout the period of closure. Details for the EOC will be provided once a threat has been declared.

Staff may also visit the Emergency Management and Public Safety Administration Website ([https://www.mona.uwi.edu/public\\_safety/](https://www.mona.uwi.edu/public_safety/)) the Office of the Campus Registrar's website (<http://myspot.mona.uwi.edu/registry/>) or the University's website (<http://www.mona.uwi.edu/>) for regular updates on the Campus' hurricane preparedness/response activities or contact the Chief Emergency Management Officer via [msem@uwimona.edu.jm](mailto:msem@uwimona.edu.jm) for urgent updates needed during the period of closure if for any reason they are unable to reach the Campus.

**Office of the Campus Registrar  
UWI, Mona Campus**