



HURRICANE INSTRUCTIONS

FOR THE
MONA CAMPUS
OF THE
UNIVERSITY OF THE WEST INDIES

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PART 1

GENERAL INFORMATION

INTRODUCTION

1. These instructions outline the procedures to be adopted by the University of the West Indies (Mona Campus), should a hurricane approach, threatens or strike Jamaica. The following items are outlined:
 - A. General information on hurricanes
 - B. The Warning System
 - C. Procedures to be followed
 - D. Actions 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 to North-West 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 450mm in the first two (2) hours
 - G. **Tide Surge** 3 – 10 metres
 - H. **Lulls** 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, and 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 – 1.5m above normal
 - B. **Category 2** - Winds 153-177 km/h or storm surge 2 – 2.5m above normal
 - C. **Category 3** - Winds 178-209 km/h or storm surge 3 – 3.7m above normal
 - D. **Category 4** - Winds 210-249 km/h or storm surge 4 – 6m above normal
 - E. **Category 5** - Winds greater than 249 km/h or storm surge greater than 6m above normal.

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

5. Below are some basic terminologies associated with hurricanes.

- A. **Hurricane Season** - The portion of the year from 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 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 of the Hurricane** - 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 80km wide that sweeps across the coastline in the path of the storm.

PRECAUTIONS

6. 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 Appendix 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.

2. **THREAT**

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.

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.

3. **PREVENTATIVE MAINTENANCE**

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.

4. **PRE-SEASON ACTIVITY**

The pre-hurricane season activities are outlined below.

A. **ESTATE MANAGER**

- Identify Emergency Operations Centre (EOC) equipment (See Appendix C)
- Identify equipment for Hurricane Shelters (See Appendix B)
- 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) role
- Identify Hurricane Shelters
- Prune trees
- Do preventative maintenance
- Conduct roof inspections
- Conduct drain inspections
- Conduct sewage inspections
- Conduct inspection of electric generators

B. **REGISTRAR**

- Convene Hurricane Preparedness Meetings for the Campus

C. **DIRECTOR, OFFICE OF STUDENT SERVICE AND DEVELOPMENT**

- Conduct meetings with students to advise of the procedures to be followed if a hurricane threatens.
- Inspect Hurricane Shelters
- Issue Hurricane Emergency Procedures (in writing), to Student Services Managers and students in residence (See Appendix J)

D. **BURSARY**

- Address insurance related matters
- Allocate emergency funds
- Identify stocks for Hurricane Shelters and Emergency Staff (See Appendix B)

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. CHIEF EMERGENCY MANAGEMENT OFFICER

- Monitor preparations
- Provide preparedness support to all areas

5. All are required to review the Hurricane Instructions and assess their level of preparedness.

6. A report indicating your 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 Social Sciences
- Dean, Faculty of Medical Sciences
- Dean, Faculty of Science and Technology
- Faculty of Engineering
- Faculty of Sport
- Faculty of Law
- Chief Information Officer
- Director, Office of Student Service and Development
- Director, Western Jamaica Campus
- Estate Manager
- Chief Emergency Management Officer

AT THE START OF THE SEASON

7. Having made the necessary preparations prior to the start of the season, departments now have the task of testing their systems. The following are the recommended actions 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.
- (3) Test your Preparedness Plan.

B. **ESTATE MANAGER**

- (1) Brief work parties.
- (2) Source emergency/preparedness equipment.
- (3) Maintain a high state of readiness and flexibility.

C. **BURSARY**

- (1) Procure emergency supplies (See Appendix F)

D. **CHIEF EMERGENCY MANAGEMENT OFFICER**

- (1) Provide public education to campus community
- (2) Liaise with Estate Management Department concerning the establishment of the EOC.

E. **SHELTER MANAGERS**

- (1) Inspect buildings designated as Hurricane Shelters.
- (3) Liaise with General Stores, Estate Management Department and the Director, Office of Student Services to ensure that adequate preparations are being made for the season.

DURING THE SEASON

8. If there are no threats during the first few months of the season, there is a natural tendency for persons to become relaxed. Every effort should be made to prevent this from occurring.
9. The heightened state of preparedness must be maintained throughout.
10. As the season progresses, every opportunity should be taken to improve on the plans.

PART 3

THE WARNING SYSTEM

1. Warnings are issued as follows:
 - A. **HURRICANE PHASE I - Possible hurricane threat to JAMAICA**
 - B. **HURRICANE PHASE II- 72 hours to Expected Time of Arrival**
 - C. **HURRICANE PHASE III- 48 hours to Expected Time of Arrival**
 - D. **HURRICANE PHASE IV- 24 hours to Expected Time of Arrival**
 - E. **HURRICANE PHASE V- 12 hours to Expected Time of Arrival**
 - F. **HURRICANE PHASE VI- 6 hours to Expected Time of Arrival**
 - G. **HURRICANE PHASE VII- The Blow**
 - H. **HURRICANE PHASE VIII- The Lull**
 - I. **HURRICANE PHASE IX- The Aftermath**

ACTION AT PHASE I

(POSSIBLE THREAT)

2. On receipt of the warning, “HURRICANE PHASE I”, the following actions are to be taken:

A. **THE PRINCIPAL**

- (1) The Principal is to be briefed on the current situation by the Chief Emergency Management Officer.
- (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 and updating the Campus community of the possible threat of hurricane
- (2) The Registrar will review emergency procedures within his/her areas of responsibility and report findings to the Principal
- (3) As and when the situation changes, the Registrar will be responsible for informing the Campus community of any change in the PHASES. All means of communication may be used including the Mona Messaging.

C. **THE CAMPUS BURSAR**

- (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 his/her areas of responsibility and report findings to the Principal.

D. **THE ESTATE MANAGER**

- (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**

- (1) Assess readiness for the pending emergency situation.
- (2) Review emergency procedures within areas of responsibility.
- (3) Identify materials for securing/protecting assets under your charge
- (4) Report findings to Head of Department/Dean/Principal as applicable.

F. **CHIEF EMERGENCY MANAGEMENT OFFICER**

- (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, Jamaica Public Service Company, Ministry of Health, National Works Agency).

G. SHELTER MANAGERS

- (1) Commence preparations in keeping with Appendix B, for the establishment of Shelters.
- (2) Inspect stores and equipment identified for Hurricane Shelters
- (3) Liaise with Chief Emergency Management Officer.

3. The following action is to be taken by the areas indicated:

A. **THE PRINCIPAL**

- (1) The Principal will be briefed on the current situation by the Chief Emergency Management Officer.
- (2) The Principal will convene a meeting of Senior Management Team. At the discretion of the Principal, persons holding the following appointments may be invited to attend:
 - Director, University Health Centre
 - Director, Business Development Office
 - Head, University Counseling Services
 - Director of Security
 - Director Western Jamaica Campus
 - Director Marketing, Recruitment and Communication
 - Director Human Resource Development
 - A representative from the Open Campus
 - A Representative from the Regional Headquarters
 - Chief Emergency Management Officer

B. **THE CAMPUS REGISTRAR**

- (1) Issue updates on changes on 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 Head of Department and key personnel for areas of responsibility.

C. **CAMPUS BURSAR**

- (1) Continue the process of stocking up on emergency supplies
- (2) Release the approved emergency funding for the preparatory PHASE.

D. **THE ESTATE MANAGER**

- (1) Establish parties to make good the preparations for the hurricane.
- (2) In the event that this phase were to occur out of normal working hours, the Estate Manager would be required to recall work parties.
- (3) The Estate Manager may authorize the employment of private contractors to assist in the effort.
- (4) 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 Appendix C.
- (5) Ensure the physical establishment of the EOC.
- (6) In conjunction with the General Stores, provide stores and equipment listed at Appendix B.
- (7) Ensure that all standby generators are inspected and serviced.
- (8) See to the identification of personnel and equipment to implement a public health plan in Phase IX.
- (9) The Estate Management Department has responsibility for securing all University buildings in the event of a hurricane. The Estate Manager is to ensure that all buildings are shuttered/battened and secured.
- (10) Ensure that all loose materials (e.g signs, lumber, debris etc.) are secured.
- (11) See to the securing of all unserviceable vehicles, plant and equipment which are outdoors.

E. **CHIEF EMERGENCY MANAGEMENT OFFICER**

- (1) Establish the Emergency Operations Centre (EOC)
 - Staffing should include
 - Principal's Representative (Director)
 - Medical Representative
 - Human Resource Management Representative
 - Mona Information Technology Services Representative
 - Security Representative
 - Estate Management Department Representative
 - Bursary Representative
 - Registry Representative
 - Volunteers
 - Location
 - Administrative Appendix
- (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.
- (3) Request for assistance from the EOC at this time, if necessary
- (4) While the Estate Management is responsible for the protection of the external portions of buildings, Departments/Units/Sections are responsible for the protection and securing of the contents of buildings.
- (5) Commence securing equipment.
- (6) Evacuate any building listed in UWI Regulations as a "Condemned Building".
- (5) On the instructions of the Dean/Heads of Department, Administrative Officers/Office Managers (or equivalent) are responsible for coordinating preparation activities within their areas
- (6) The Safety and Emergency Management Liaison provides the critical link between the Faculty/Department and the Emergency Operations Centre (EOC).

G. **MANAGER GENERAL STORES**

- (1) Deliver and hand over to the Shelter Manager the supplies as indicated at Appendix B
- (2) Deliver and hand over to the Administrative Officer at the EOC, supplies indicated at Appendix D
- (3) Provide the necessary support to the Estate Management Department 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 Appendix 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 fueled.
- (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 mast/antennae.
- (12) Secure vulnerable items.
- (13) Inspect and report on drains in your immediate area.
- (14) Check, and assist families of persons from your area 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 a hourly basis. Where for any reason the uniform structure does not exist, the person on site should communicate with the EOC.

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
- (4) Students on Halls of Residence who reside in Jamaica, are released on the instructions of the Principal.

B. **DIRECTOR- OFFICE OF STUDENT SERVICE AND DEVELOPMENT**

- (1) Students on Halls of Residence who reside in Jamaica, are released on the instructions of the Principal.
- (2) Commence operations of Hurricane Shelter(s). (See Appendix B)

C. **EOC**

- (1) The EOC will, using a multiplicity of means, inform the university community of the change to PHASE III.

D. **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
- (6) Complete securing and shuttering/battening all buildings
- (7) Lower Flag Poles where possible

(8) Identify and hold the following persons for tasking at PHASE IX:

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

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

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

E. **FACULTIES/DEPARTMENTS/UNITS/SECTIONS**

(1) Complete securing equipment.

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

(1) Persons with areas of responsibility are required to be present to supervise preparation exercises in their areas

(2) Conduct preparedness inspections.

G. **CLINICAL DIRECTOR UNIVERSITY HEALTH CENTRE**

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

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

H. **CAMPUS REGISTRAR**

(1) Conduct progress inspections.

I. **PRIVATE SECURITY**

(1) Identify task force which may be required to operate immediately following the Blow

- (2) Accommodate task force.

J. 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.

K. DIRECTOR-OFFICE OF STUDENT SERVICE AND DEVELOPMENT

- (1) Ensure that activities are carried out in keeping with Appendix 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 Senior Management Team, and other relevant persons.
- (2) Subject to the results of the inspection, non-essential staff at the Estate Management Department, 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 IV
- (2). The EOC is to remain operational throughout.

D. **ALL FACULTIES/DEPARTMENTS/UNITS/SECTIONS**

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

G. **PRIVATE SECURITY**

- (1). Secure and close all gates.
- (2). Hold and accommodate task force for operations in PHASE IX.

ACTION AT PHASE V

(12 HOURS)

A. **DIRECTOR OFFICE OF STUDENT SERVICE AND DEVELOPMENT**

- (1) Move designated students into Hurricane Shelters (Appendix B provides guidelines for moving to a Shelter)

B. **ALL FACULTIES/DEPARTMENTS/UNITS/SECTIONS**

- (1) Complete all preparations

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 safe 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 VII

(THE BLOW)

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

A. **ALL AREAS**

- (1) Remain calm
- (2) Remain indoors
- (3) Do not go sightseeing
- (4) Do not challenge the elements
- (5) Monitor battery operated radios
- (6) Be observant to changes in your immediate environment.

ACTION AT PHASE VIII

(THE LULL)

8. 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. At the Lull the activities to be carried out are as follows:

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 IX

(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. **CLINICAL DIRECTOR-UNIVERSITY HEALTH CENTRE**

- (1) Attend to any casualties of this event.
- (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 the Senior Management Team and other relevant persons, as soon as possible after the Blow.

E. **SENIOR MANAGEMENT TEAM**

- (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, University Counselling Services, Personnel and Estate Management Department to be responsible for investigating and assisting members of the campus community, as necessary.

G. **PRIVATE SECURITY**

- (1) To be deployed to prevent/detect any criminal acts
- (2) Man entrances/exits as usual.

H. **CAMPUS REGISTRAR**

- (1) The Registrar shall cause persons to report for work as soon as is practicable after the Blow.
- (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 Estate Management Department
- (2) Report findings to EOC
- (3) Implement Business Continuity Plan
- (4) Make request for assistance to the EOC where necessary.

J. **CHIEF INFORMATION OFFICER**

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 Service and Development to cater to students who would be in the Halls or at the Shelters during the event.

ACCOMMODATION

5. Estate Management Department (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 additional 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

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/LPG) 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 Clinical 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. Appendix 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 Campus.
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 secured by the Director of Security and 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 of Student Service and Development
Estate Manager
All Deans

Chief Information Officer
Director of Security
Representative from the Regional Headquarters
Representative from the Open Campus
Director Marketing, Recruitment and Communication
Director, Business Development Office
Director, Human Resource Development
Clinical Director-University Health Centre
Head University Counselling Unit
Director Western Jamaica Campus
Chief Emergency Management Officer

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 Department (- in the case of the Registry, the Registrar; in the case of the Bursary, the Bursar).
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 Estate Management Department may be enlisted, but as that Department is likely to be involved in similar activities 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 Estate Management Department from 1–30 April each year.

VITAL RECORDS PROTECTION

25. Kindly see Appendix A to these Instructions.

RETURN TO NORMALCY

26. The Senior Management Team 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
 - G. Closure of the EOC.

APPENDICES

Appendix A UWI (Mona) Hurricane Instructions (An Extract)

1.0 VITAL RECORDS PROTECTION AND DIASTER 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 needs 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*
- *identify 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 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, 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.*
- *Cover tops of open shelving on which records or books are stored in areas that might be susceptible to roof leaks 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 and its costs.*

Stabilization of the Environment

Mould growth is encouraged by conditions of high relative humidity and temperature. By 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 I.D 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 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 irreversibly into solid blocks.*

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.

Department:	Section/Unit:	
Responsibility/Mandate of Custodial Area:		
<u>List of Vital Records</u>	<u>Method of Protection</u>	
Approvals:		
_____ Head of Section/Unit	_____ Head of Department	_____ University Archivist or designate
Date of Final Approval:		

HURRICANE SHELTERS

LOCATIONS

Each Hall of Residence is mandated to ensure that an area is appropriately secured and so designated as a Hurricane Shelter.

The Student Service and Development Manager will perform duties as Shelter Manager for their respective Hall.

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

SRL	ITEMS	QUANTITY	
01.	Garbage Bags 30x42	192	
02.	Garbage Bags 38x50	400	
03.	Matches	48	Packs
04.	Candle	160	
05.	20 Gallon Garbage Bin	3	
06.	32 Gallon Garbage Bin	3	
07.	Flashlight Batteries	48	
08.	Rubber Cell Flashlight	5	
09.	Kerosene Oil	2	Litres
10.	Rain Coat	5	
11.	Rain Coat Suit	5	
12.	Water Mop	10	
13.	Industrial Mop	19	
14.	Fan Rake Metal	5	
15.	Fan Rake Plastic	5	
16.	2" Wire Nail	10	Kilogram
17.	4" Wire Nail	13	Kilogram
18.	WPP Lumber 2x4x10	3	
19.	WPP Lumber 2x4x12	3	
20.	Short Water Boots	3	Pairs
21.	Long Water Boots	5	Pairs
22.	Bass Brooms	10	
23.	Storm Lantern	5	

SRL	ITEMS	QUANTITY	
24.	Buckets	19	
25.	First Aid Kits	5	
26.	Hammer	5	
27.	Pliers	3	
28.	Plastic Sheets	5	Rolls
29.	Portable Radio	1	
30.	Bottled Water (2 l)	672	Litres
31.	Disposable Plates	84	Dozen
32.	Disposable Cups (Hot)	56	Dozen
33.	Disposable Cups (Cold)	280	Dozen
34.	Disposable Forks	84	Dozen
35.	Disposable Spoons	56	Dozen
36.	Tinned Sardines	15	Dozen
37.	Tinned Corned Beef	15	Dozen
38.	Tinned Tuna	15	Dozen
39.	Tinned Mackerel	11	Dozen
40.	Water Crackers	15	Dozen
41.	Aerated Water	11	Dozen
42.	Milo	23	Tins (400g)
43.	Coffee	8	Bottles (170g)
44.	Sugar	38	lbs
45.	Condensed Milk	23	Tins
46.	Packs Powdered Milk	15	Dozen
47.	Boxes Corn Flakes (510g)	4	Dozen
48.	Cheese (2.2kg)	8	Tins
49.	Plastic/Cling Wrap	12	Packs
50.	Tinned Sausages	12	Dozen
51.	Tea	8	Boxes (50pk)
52.	Black Pepper	4	Bottles
53.	Onion Powder	4	Bottles
54.	Can Opener (Manual)	2	
55.	Cooking Spoons	4	
56.	Cooking Forks	4	
57.	Large Bowls 1 l (Plastic)	8	
58.	Drink Jugs 2 l (Plastic)	1	
59.	Soap (Hand)	4	Dozen
60.	Toilet Paper	4	Dozen
61.	Dishwashing Liquid	12	Bottles
62.	Dishwashing Cloth	4	Packs
63.	Toilet Bowl Cleaner	3	Bottles
64.	Disinfectant	3	Bottles
65.	Cooking Pots (63.7 l)	2	
66.	Cooking Pots (36.4 l)	2	
67.	Gas Stoves (Two Burner)	2	
68.	Liquid Petroleum Gas (25lbs)	2	

B-2

STAFFING

The basic staffing complement is as follows:

Shelter Managers	-	Co-coordinator
Administrative Assistant	-	Records Keeping Inventory Control
Store Keeper	-	Stores and Equipment - issue/receipt
Housekeeper	-	Feeding and Hygiene matters

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.
2. Supervise the establishment of the Shelter.
3. Arrange with the General Stores for the delivery of Accommodation Stores, Emergency Stores and Food to the Shelter.
4. Make provision for the security of stores and equipment under your charge.
5. Establish inventory control.
6. Receive displaced persons.
7. Maintain records of all persons in the Shelter.
8. Establish and manage a feeding programme.
9. Monitor hygiene.
10. Issue to persons in the Shelter the available domestic items.
11. Monitor water supply and usage.
12. Make arrangements, through the Director, University Health Services for Health Care for those in need.
13. Maintain discipline in the Shelter.
14. Ensure that gender sensitive issues are addressed.
15. Attend to the welfare of all.
16. Promote high morale within the Shelter.
17. Organize persons within the Shelter to assist in the maintenance and running of the facility.
18. Report to the EOC for operational and administrative instructions.

UNIVERSITY OF THE WEST INDIES
MONA

EMERGENCY OPERATIONS

CENTRE

LOCATION

PRIMARY : Administrative Annex –Main Conference Room

ALTERNATIVE : Central Monitoring Station

STORES & EQUIPMENT

A list of the required stores, supplies and equipment is shown below.

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

POWER SUPPLY

The Estate Management Department is to ensure the availability of the alternate power supply.

WATER SUPPLY

The Estate Management Department is to ensure the availability of the alternate water supply.

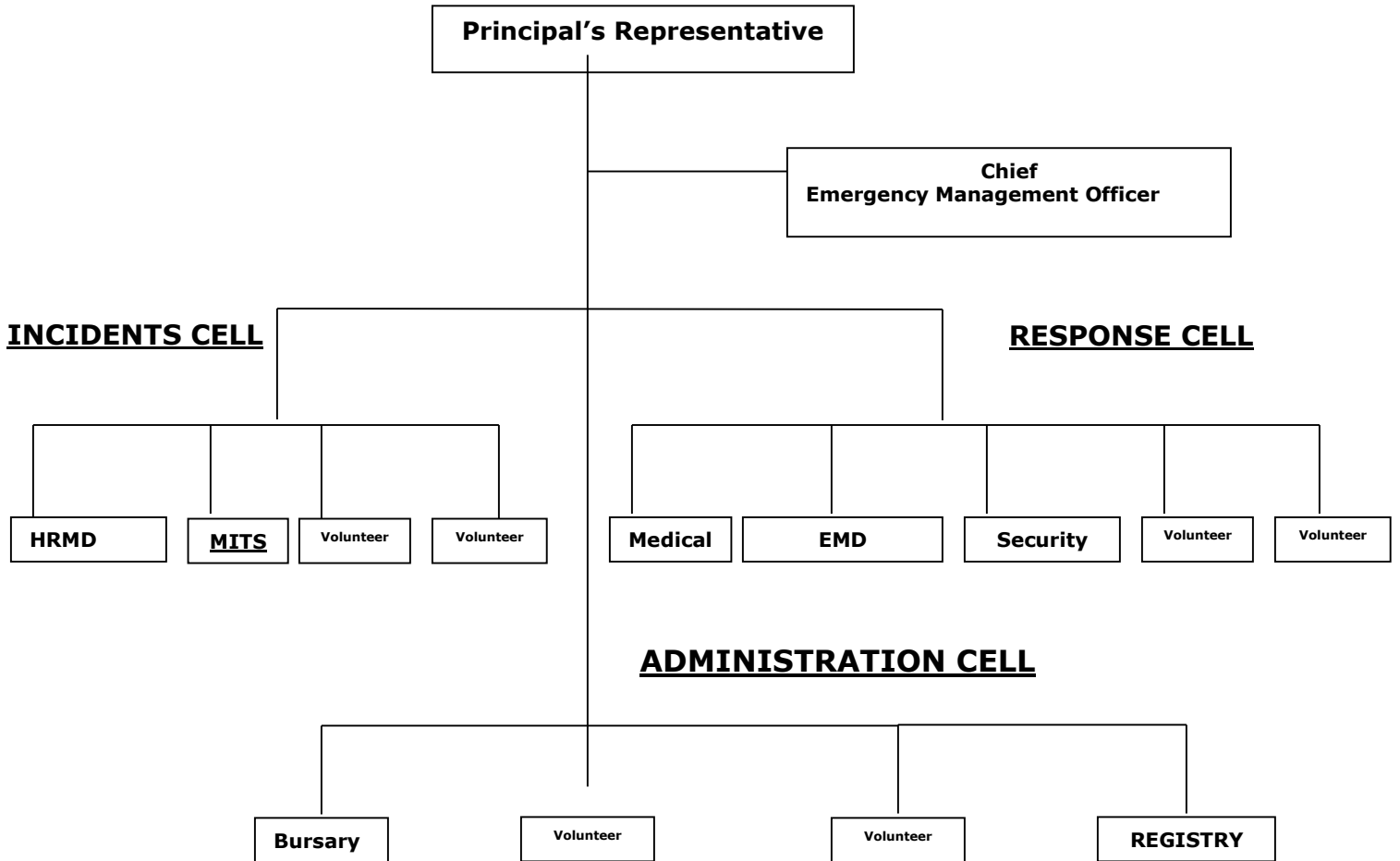
STAFF

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

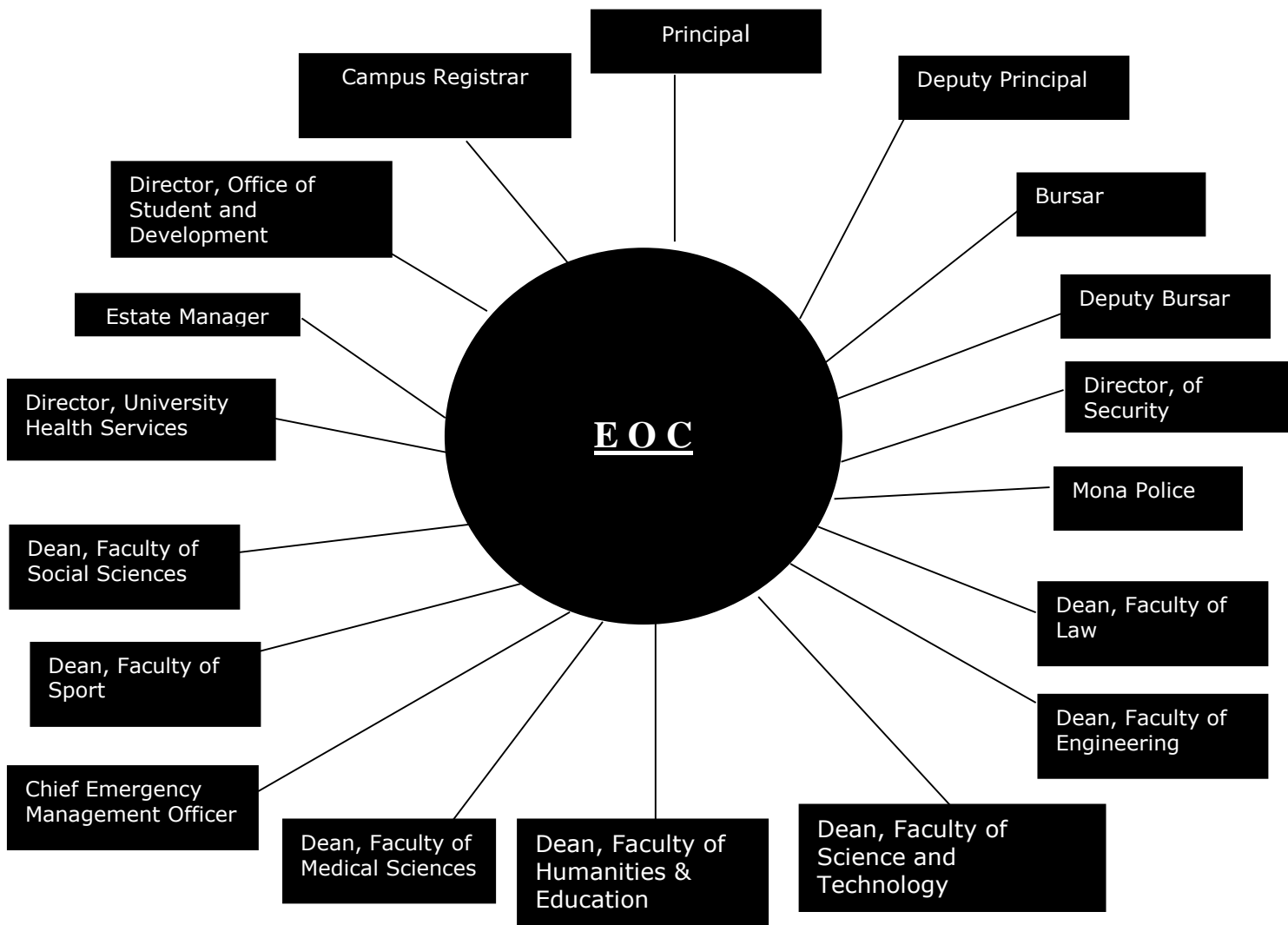
➤ Principal's Representative	-	1
➤ Estate Management Department Representative	-	1
➤ Mona Information Technology Representative	-	1
➤ Bursary Representative	-	1
➤ Human Resource Management Representative	-	1
➤ Medical Representative	-	1
➤ Office of the Campus Registrar's Representative	-	1
➤ Security Representative	-	1
➤ Volunteers	-	6
➤ Chief Emergency Management Officer	-	1

UNIVERSITY OF THE WEST INDIES (MONA)
EMERGENCY OPERATIONS CENTRE (EOC)

ORGANIZATIONAL CHART



UNIVERSITY OF THE WEST INDIES (MONA)
EMERGENCY RADIO COMMUNICATION
DIAGRAM



**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	-	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
➤ 1	-	Colour Printer
➤ 1	-	Photocopier
➤ 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

➤ 15	-	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)

MEDICAL SUPPLIES

➤ 1 Case	-	Chlorine Bleach
➤ 2 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

➤ 160L	-	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	-	Bottled drinks
➤ 6 Tins	-	Chocolate mix (Milo)
➤ 2 Bottles	-	Coffee
➤ 5kgs	-	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
➤ 10kgs	-	Rice
➤ 10kgs	-	Flour
➤ 1	-	Can Opener (manual)
➤ 1	-	Cooking Spoon
➤ 1	-	Cooking Fork
➤ 2	-	Bowls (1l)
➤ 2	-	Water Jugs (2l)
➤ 1 Dozen	-	Soap (Hand)
➤ 1 Dozen	-	Toilet Paper
➤ 3 Bottles	-	Dishwashing Liquid
➤ 1 Pack	-	Dish towels
➤ 1 Bottle	-	Toilet Bowl Cleaner
➤ 1 Bottle	-	Disinfectant

UNIVERSITY OF THE WEST INDIES (MONA) HURRICANE INSTRUCTIONS IN BRIEF

TIME TO LANDFALL	ACTION	BY WHOM	REMARKS
Out of Season	➤ Build with Hurricanes in mind	<i>GB & P Committee Campus Projects Office</i>	Roofing Windows Wind Loading Drainage
	➤ Preventative Maintenance	<i>Estate Manager</i>	
	➤ Identify Emergency Equipment ➤ Property Inspection	<i>Estate Manager</i>	
	➤ Planning for Shelters	<i>Director, Office of Student Service and Development</i>	Shelter Managers
	➤ Financial Matters	<i>Bursar</i>	Food, stores and equipment.
	➤ Convene Preparedness Meetings	<i>Registrar</i>	Insurance Policy
	➤ Name Safety and Emergency Management Liaison and Hurricane Response Custodian. ➤ Make Emergency Plans ➤ Identify Work Teams	<i>All</i>	
	➤ Public Education	<i>Director MaRComm Chief Emergency Management Officer</i>	
	8 May	➤ Readiness Report to Principal	<i>All</i>

TIME TO LANDFALL	ACTION	BY WHOM	REMARKS
Start of Season	➤ Test Preparedness System	<i>All</i>	
	➤ Procure Emergency Supplies	<i>Bursar</i>	
	➤ Public Education Campaign	<i>Director MaRComm</i> <i>Chief Emergency Management Officer</i>	
Possible Threat (Phase 1)	➤ Principal briefed	<i>Registrar</i> <i>Chief Emergency Management Officer</i>	
	➤ Campus Community briefed and updated	<i>Registrar</i>	
	➤ Emergency Funding Review	<i>Bursar</i>	
	➤ Preparations and Planning	<i>Estate Manager</i>	EMD is responsible for the protection of the external portions of buildings
	➤ Identify materials for securing equipment	<i>All</i>	Departments are responsible for the protection of the (internal) contents of buildings
	➤ Monitor activities on behalf of Principal	<i>Chief Emergency Management Officer</i>	
	➤ Establish liaison – internal and external	<i>Chief Emergency Management Officer</i>	
72 Hours Phase II	➤ Meeting of Mona Management convened	<i>Principal</i>	
	➤ Address Staff Matters	<i>Registrar</i>	
	➤ Address Student Matters	<i>Director, Office of Student Service and Development</i>	
	➤ Address Emergency supplies issues	<i>Bursar</i>	
	➤ Set-up Emergency Operations Centre	<i>Estate Manager</i>	
	➤ Establish Work Parties		
	➤ Activate Private Contractors		
	➤ Commence securing and battening buildings		
	➤ Establish Work Parties	<i>All</i>	
➤ Start securing equipment			
➤ Evacuate Buildings in keeping with these Instructions			
➤ Establish the Emergency Operations Centre	<i>Chief Emergency Management Officer</i>		
➤ Establish Emergency Shelters	<i>Director, Office of Student Service and Development</i>		

TIME TO LANDFALL	ACTION	BY WHOM	REMARKS
48 Hours (Phase III)	➤ Campus Closure	<i>Principal</i>	Official Announcement made from the Office of the Principal Teaching ends Staff -complete preparations and depart Jamaican Students- depart
	➤ Complete Securing and Battening Buildings	<i>Estate Manager</i>	
	➤ Hold and accommodate personnel for tasking during the event and in the Aftermath	<i>Estate Manager</i> <i>Operators of the CoGen Plant</i> <i>Facilities with assigned Hurricane Response Custodians</i>	
	➤ Complete securing equipment	<i>All</i>	
	➤ Conduct Inspections	<i>Deans/Heads of Departments</i>	
24 Hours (Phase IV)	➤ Convene final meeting of Mona Management	<i>Principal</i>	The island could already be experiencing deteriorating weather conditions.
	➤ Conduct final preparedness checks	<i>Estate Manager</i>	
	➤ Prepare for cessation of Electricity and other Utilities	<i>All</i>	
	➤ Secure and close gates	<i>Director of Security</i>	
12 Hours (Phase V)	➤ Move students into Shelters	<i>Director, Office of Student Service and Development</i>	The announced threat will dictate the need for the occupation of Shelters
	➤ Complete final preparations	<i>All</i>	
6 Hours (Phase VI)	➤ Cease all movement outdoors	<i>All</i>	
	➤ Ensure cessation of electricity	<i>Estate Manager</i>	
	➤ Conduct Security Patrols	<i>Director of Security</i>	

TIME TO LANDFALL	ACTION	BY WHOM	REMARKS
The Blow (Phase VII)	<ul style="list-style-type: none"> ➤ Remain Indoors ➤ Monitor Electronic Media ➤ Monitor your Environment 	<i>All</i>	
The Lull (Phase VIII)	<ul style="list-style-type: none"> ➤ Remain Indoors ➤ Monitor your Environment ➤ Be prepared for winds coming from the opposite direction 	<i>All</i>	
Aftermath (Phase IX)	<ul style="list-style-type: none"> ➤ Respond to Casualties ➤ Conduct Health Survey 	<i>Director-University Health Centre</i>	
	<ul style="list-style-type: none"> ➤ Exercise Caution when going outside 	<i>All</i>	
	<ul style="list-style-type: none"> ➤ Report of the Status of Residing Students 	<i>Director, Office of Student Service and Development</i>	
	<ul style="list-style-type: none"> ➤ Do emergency repairs ➤ Do damage assessment 	<i>Estate Manager</i>	
	<ul style="list-style-type: none"> ➤ Deploy Security Taskforce 	<i>Director of Security</i>	
	<ul style="list-style-type: none"> ➤ Convene Meeting of Mona Management 	<i>Principal</i>	
	<ul style="list-style-type: none"> ➤ Implement Business Continuity Plan 	<i>All</i>	

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 will assist in producing clean water)**
- **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**

START YOUR PREPARATIONS NOW!

EMERGENCY SUPPLIES

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

SRL	ITEMS	MINIMUM QUANTITIES	REMARKS
01.	Garbage Bags 30x42	1200	
02.	Garbage Bags 38x50	2500	
03.	Matches	300	Packs
04.	Candles	1000	
05.	20 Gallon Garbage Bin	20	
06.	32 Gallon Garbage Bin	20	
07.	Flashlight Batteries	300	
08.	Rubber Cell Flashlights	30	
09.	Machete Files	20	
10.	22" Machetes	60	
11.	Kerosene Oil	15	Litres
12.	½" Ply Board	160	
13.	3/8" Ply Board	60	
14.	5/8" Ply Board	60	
15.	Rain Coats	30	
16.	Rain Coat Suits	30	
17.	Water Mops (domestic)	60	
18.	Industrial Mops	120	
19.	Fan Rakes Metal	30	
20.	Fan Rakes Plastic	30	
21.	2" Wire Nails	60	Kilogram
22.	2 ½" Wire Nails	80	Kilogram
23.	4" Wire Nails	80	Kilogram
24.	WPP Lumber 1x12x12	20	Length
25.	WPP Lumber 1x12x14	20	
26.	WPP Lumber 2x4x10	20	
27.	WPP Lumber 2x4x12	20	
28.	WPP Lumber 2x4x14	20	
29.	WPP Lumber 2x6x12	20	
30.	Short Water Boots	20	Pairs
31.	Long Water Boots	30	Pairs
32.	Gas Oil	250	Litres
33.	Gasoline	500	Litres
34.	Bass Brooms	60	
35.	Storm Lanterns	30	
36.	Buckets	120	
37.	First Aid Kits	30	
38.	Hammers	30	
39.	Pliers	20	
40.	Plastic Sheets	30	Rolls
41.	Portable Radios	6	
42.	Tarpaulin (Heavy)	10	
43.	Tarpaulin (Light)	4	
44.	Water Storage Containers (19 litres)	30	

SRL	ITEMS	MINIMUM QUANTITIES	REMARKS
45.	Water Storage Containers (4 litres)	60	
46.	Portable Electric Generators	6	
47.	Bottled Water (2 l)	4200	Litres
48.	Power Saws	10	
49.	Disposable Plates	525	Dozen
50.	Disposable Cups (Hot)	350	Dozen
51.	Disposable Cups (Cold)	1750	Dozen
52.	Disposable Forks	525	Dozen
53.	Disposable Spoons	350	Dozen
54.	Tinned Sardines	96	Dozen
55.	Tinned Corned Beef	96	Dozen
56.	Tinned Tuna	96	Dozen
57.	Tinned Mackerel	72	Dozen
58.	Water Crackers	96	Dozen
59.	Bottled Drinks	72	Dozen
60.	Chocolate Mix (Milo)	144	Tins
61.	Coffee	48	Bottles
62.	Sugar	240	lbs
63.	Condensed Milk	144	Tins
64.	Powdered Milk (Packs)	96	Dozen
65.	Corn Flakes (510g)	24	Dozen
66.	Cheese (2.2kg)	48	Tins
67.	Plastic/Cling Wrap	72	Packs
68.	Tinned Sausages	72	Dozen
69.	Tea	48	Packs
70.	Black Pepper	24	Bottles
71.	Onion Powder	24	Bottles
72.	Can Openers (Manual)	12	
73.	Cooking Spoons	24	
74.	Cooking Forks	24	
75.	Mixing Bowls (1 l)	48	
76.	Water Jugs (2 l)	48	
77.	Soap (Hand)	24	Dozen
78.	Toilet Paper	24	Dozen
79.	Dishwashing Liquid	72	Bottles
80.	Dish Towels	24	Packs
81.	Toilet Bowl Cleaner	12	Bottles
82.	Disinfectant	12	Bottles
83.	Cooking Pots (63.7 l)	10	
84.	Cooking Pots (36.4 l)	10	
85.	Gas Stoves (Two Burner)	10	
86.	Liquid Petroleum Gas (25lbs)	10	
87.	Water Purification Tablets	200	Packs
88.	Chlorine Bleach	10	Cases
89.	Flour	45	kgs
90.	Rice	45	kgs

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

MEDICAL SUPPLIES

SUNDRIES AND GENERAL SUPPLIES

➤ Large covered Plastic Storage Containers	-	20
➤ Jumbo Garbage Bags	-	2 Cases
➤ Wooden Pallets	-	10
➤ Linen – Sheets etc.	-	10
➤ Flashlights	-	24
➤ Chlorine Bleach	-	4 Cases
➤ Stand-by Generator	-	1
➤ Batteries	-	100

ANALGESICS

➤ Voltaren Injection	-	100 Doses
➤ Baralgin Injection	-	100 Doses
➤ Cetamol Tablets	-	2 Bottles
➤ Paracetamol Syrup	-	24
➤ Baralgin Tablets	-	4 Boxes

ANTACIDS

➤ Federgel Tablets 500)	-	2 Bottles (2 x
➤ Dica Suspension	-	36 Bottles

ANTI-BIOTICS

- Antibiotic Skin Ointment - 24 Tubes
- Antibiotic Eye Ointment - 24 Tubes
- Oral Antibiotic (Amoxil) - 2 Bottles
- Oral Antibiotic (Augmentin) - 10 Packs

ANTI-DIARRHEAL

- Oral Rehydration Salts - 20 Packs (standard)
- Imodium Tablets - 20 Packs

ANTI-EMETICS

- Dimendrinat 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

**CAMPUS
BATTENING PLANS**

SHUTTERING OF BUILDINGS

The shuttering of buildings will be conducted by the Estate Management Department (EMD).

Kindly note the following:-

- *The shuttering process starts in June of each year; all Panel Shutters are installed by the EMD.*
- *Accordion Shutters and Roll-down Shutters will be inspected and serviced by the EMD.*
- *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.*
- *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 chose 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.

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 1st, 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

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

SHUTTERING OF BUILDINGS

The shuttering of buildings will be conducted by the Estate Management Department (EMD).

Kindly note the following:-

- *The shuttering process starts in June of each year; all Panel Shutters are installed by the EMD.*
- *Accordion Shutters and Roll-down Shutters will be inspected and serviced by the EMD.*
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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. The University's radio station, Newstalk 93FM and Radio Jamaica (RJR 94FM) will be the preferred communication channels.

Persons who have been officially named Hurricane Response Custodians, Safety & Emergency Management Liaisons 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 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 for urgent updates needed during the period of closure if for any reason they are unable to reach the Campus.

STUDENTS' HURRICANE PLAN

HURRICANE INSTRUCTIONS FOR STUDENTS - GENERAL

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

CLOSURE OF THE CAMPUS DUE TO A HURRICANE/TROPICAL STORM

1. In the event of an impending impact by a Hurricane or Tropical Storm, The University of the West Indies, Mona Campus will be closed.
2. Students who live in Jamaica and reside on the Halls of Residence MUST vacate the Campus and return to their private homes in accordance with the "Hurricane Instructions for Students Residing in the Halls of Residence" which can be found at <http://myspot.mona.uwi.edu/registry/>.
3. Overseas students residing on the Halls of Residence MAY remain, and if they do:
 - WILL be accommodated in a designated Hurricane Shelter.
 - MUST remain in the designated Hurricane Shelter.

RE-OPENING OF THE CAMPUS

Students 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. The University's radio station, Newstalk 93FM and Radio Jamaica (RJR 94FM) will be the preferred communication channels.

EMERGENCY CONTACT

Students 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.

Students may also visit 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 for urgent updates needed during the period of closure if for any reason they are unable to reach the Campus.

HURRICANE INSTRUCTIONS FOR STUDENTS RESIDING IN THE HALLS OF RESIDENCE

As a part of the Mona Campus' ongoing preparatory activities for Atlantic Hurricane Season which officially starts on June 1st, ALL STUDENTS RESIDING ON OUR HALLS OF RESIDENCE are being urged to pay close attention to the hurricane instructions outlined below.

CLOSURE OF THE CAMPUS DUE TO A HURRICANE/TROPICAL STORM

4. In the event of an impending impact by a Hurricane or Tropical Storm, The University of the West Indies, Mona Campus will be declared closed.
5. Students who live in Jamaica and reside on the Halls of Residence MUST vacate the Campus and return to their private homes.
6. Overseas students residing on the Halls of Residence MAY remain, and if they do:
 - WILL be accommodated in a designated Hurricane Shelter.
 - MUST remain in the designated Hurricane Shelter.

DEPARTING STUDENTS

All students who are departing a Hall of Residence MUST sign out officially with their Students Services and Development Manager (SSDM), signaling their departure from the Hall. Prior to their departure, students MAY be permitted to place their personal belongings in a designated storage area. (The respective SSDM will advise on these areas.)

Students who leave personal items in their rooms or in a designated storage area do so AT THEIR OWN RISK and are advised to take measures to protect them before departing. These include:

- Unplugging electrical equipment;
- Wrapping valuables, documents, equipment and books in plastic; and
- Moving furniture and equipment from windows and doors.

DESIGNATED HURRICANE SHELTERS

Depending on the designated status of the Hall of Residence, overseas students will be required to move to a Hurricane Shelter, once the instruction is given by the SSDM or any other Officer assigned by the Institution. They will also be permitted to store personal belongings in a designated area under similar conditions as indicated above for departing students.

Each student MUST take the following items to the Shelter:

- Blankets
- Flashlight and batteries
- Change of clothing
- Food and water for at least 24-hours. (At least 2 litres of drinking water is required per person per day)
- Hygiene articles
- Medication (if required)
- Portable radio and batteries

Students who wish to leave the Hurricane Shelter MUST sign the register provided by the Shelter Manager PRIOR to departure.

Overseas students who will be sheltered on Campus MUST register with their SSDM and abide by the instructions of their SSDM or any other Officer assigned by the Institution.

RE-OPENING OF THE CAMPUS

Students **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. The University's radio station, Newstalk 93FM and Radio Jamaica (RJR 94FM) will be the preferred communication channels.

EMERGENCY CONTACT

Students 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. Students may also visit 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 for urgent updates needed during the period of closure if for any reason they are unable to reach the Campus.

International students whose Governments/Diplomatic Missions require regular updates from the Campus, are asked to contact our Marketing, Recruitment and Communications Office at marketing.communications@uwimona.edu.jm or 1 (876) 977-5941/935-8692 so that they can be added to the Campus' mailing list.