

Appendix E

To UWI Mona Hurricane Instructions

(Revised January 2021)

**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
		<i>Bursar</i>	Food, stores and equipment.
	➤ Financial Matters	<i>Bursar</i>	Insurance Policy
	➤ Convene Preparedness Meetings	<i>Registrar</i>	
	➤ 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>	Coordinated by Chief Emergency Management Officer

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 ➤ Establish Work Parties ➤ Activate Private Contractors ➤ Commence securing and battening buildings	<i>Estate Manager</i>	
	➤ Establish Work Parties ➤ Start securing equipment ➤ Evacuate Buildings in keeping with these Instructions	<i>All</i>	
	➤ Establish the Emergency Operations Centre	<i>Chief Emergency Management Officer</i>	

TIME TO LANDFALL	ACTION	BY WHOM	REMARKS
	➤ Establish Emergency Shelters	<i>Director, Office of Student Service and Development</i>	
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>	