



....., June 30,
Date: 2008
Revision:

Hurricane Preparedness Plan

For

**Ross University
School of Veterinary Medicine
West Farm, St. Kitts**

Dr. David DeYoung
Dean

Lynell Nolan
Dir. of Safety & Security

1.	PURPOSE	
1.1	Purpose	5
1.2	Scope.....	6
1.3	Applicability	6
2.	SYNOPSIS.....	5
3.	RESPONSIBILITIES	8
3.1	Organizational Responsibilities	9
3.2	Hurricane Committee.....	9
3.3	Hurricane Coordinator	10
3.4	Alternate Hurricane Coordinator	12
3.5	Facilities & Supplies Coordinator.....	11
3.6	Information Coordinator	13
3.7	Nurses.....	13
4.	IMPLEMENTATION	13
4.1	General.....	13
4.2	Preparations	<u>132</u>
4.3	Area Inspections.....	14
4.4	Facility Protection.....	14
4.5	Equipment Protection.....	15
4.6	Material Protection.....	15
4.7	Hurricane Condition IV (-72 Hours).....	15
4.8	HURRICANE CONDITION III (48 Hours)	16
4.9	HURRICANE CONDITION II (-24 Hours).....	19



4.10 Hurricane Condition I (-12 Hours)21

4.11 Post Storm.....21

4.12 All Clear22

5. DEFINITIONS22

5.1 Hurricane season:.....22

5.2 Tropical Cyclone:22

5.3 Tropical Wave:.....23

5.4 Tropical Depression:23

5.5 Tropical Storm;.....23

5.6 Tropical Storm Watch;.....23

5.7 Tropical Storm Warning:23

5.8 Hurricane:.....23

5.9 Hurricane Eye:.....24

5.10 Hurricane Conditions (HURCON):24

5.11 Condition IV - (Alert):24

5.12 Condition III - (Alert):24

5.13 Condition II - (Alert):.....24

5.14 Condition I - (Emergency):.....24[3](#)

5.15 Hurricane categories:.....25

Appendix A.....26

Appendix B.....[27](#)[7](#)

Appendix C.....29

Appendix D.....	31
Appendix E	32
Accounting.....	32
1. Pre Hurricane.....	32
2. Post Hurricane	32
Appendix F.....	33
1. Pre Hurricane.....	33
2. Post Hurricane	34
Appendix G.....	35
1. Pre Hurricane.....	35
1.1. Hurricane Warning Evacuation of Library.	35
1.2 Announce that the library will be closing.	35
1.3 Notify employees to evacuate	35
2. Closing Library Procedures.....	36
3. Post Hurricane	38
Appendix H.....	41
1. Hurricane Plan for the Pasture	41
2 Hurricane Plan for Small Animals	Error! Bookmark not defined.
3. Avian Care.....	45
4 Post Hurricane	45
5 Other Avian:.....	46

[Appendix I](#)

[6 Campus Living Residence-----46](#)

[Appendix J](#)

[Nursing.....54](#)

[Appendix K](#)

[Off Campus Living Residence.....56](#)



1. PURPOSE

1.1 The purpose of this *Hurricane Preparedness Plan (HPP)* is to describe the overall process to assist in the safety and security of personnel and property of the *Ross University School of Veterinary Medicine (RUSVM)* against damage from a hurricane or tropical storm.

1.2 Scope

The *RUSVM Hurricane Preparedness Plan* provides criteria to be used in determining appropriate actions. It lists the areas of responsibility of various university functions and key personnel directly responsible for executing this plan. Further, it delineates those advance preparations that are necessary to maintain a state of readiness.

This plan is based on increasing degrees of readiness to be assumed as a hurricane approaches the island of St. Kitts.

1.3 Applicability

This standard applies to all *RUSVM Departments and Directorates* and to all personnel developing, reviewing, approving, or releasing the HPP.

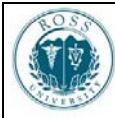
2. SYNOPSIS

The Hurricane Preparation Plan is designed to give personnel a quick overview of who is responsible for the various functions before, during and after a hurricane. The plan gives the roles and responsibilities of each person designated with a major function, under whose guidance other personnel are expected to function. For easy accessibility to departmental responsibilities, Appendixes are created outlining the roles and responsibilities that are to be performed. A list of the following appendixes is listed for quick reference:

Appendix A Hurricane Key Personnel and Contact Information

Appendix B Hurricane Material List For Emergency Officers

Appendix C Checklist for Faculty Officers as it relates to Flood & Hurricane Threats



- Appendix D Check List for Food Concession Vendors
- Appendix E Hurricane Preparedness Plan of Action For the Accounting Department
- Appendix F Hurricane Preparedness Plan of Action for the Learning Resource Center (LRC)
- Appendix G Hurricane Preparedness Plan of Action for the Library
- Appendix H Hurricane Preparedness Plan of Action for Pasture & Animals
- Appendix I Hurricane Preparedness Plan of Action for Campus Living Residence
- Appendix J Hurricane Preparedness Plan of Action for Nursing

The Plan of Actions are prepared by the Head of the various departments and are expected to be updated by those Heads of Departments, as they see a need to justify any changes. It is the responsibility of each Head of Department to make sure that their employees are familiar with the department's Plan of Action. It is also the responsibility of the Key Personnel, to advise the RUSVM Administrator and the Hurricane Coordinator of the person that will fill in for him/her in their absence.

COMMITTEES

The Hurricane Disaster Preparedness Committee is comprised of the Heads of the various departments. These members are expected to attend meetings once during the month of May each year, and summoned during an impending tropical storm or hurricane. However, there shall be a smaller advisory committee that would meet and make the decisions that will be communicated to the larger committee.

The Advisory Committee is comprised of the following:

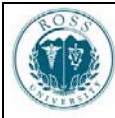
NAME	Cellular Phone	Office Extension	Home Phone
Hazarie Ramoutar	662-5620	Ext. 101	
Lynell Nolan	662-2812	Ext. 191	466-1094

Keithly Hicks	662-6552	Ext. 215	466-7181
Paula Randall	662-8633	Ext. 180	465-6578
Seamus Kelly	665-3159	Ext. 219	
James Robinson	662-2389	Ext. 233	
Keith Kramer	665-3033	Ext. 300	465-4161 Ext. 6401
Gilbert Burns	662-6071	Ext. 131	
Heather Hotchin	662-8643	Ext. 195	466-3238

3. RESPONSIBILITIES

HURRICANE KEY PERSONNEL AND CONTACT INFORMATION

Position	Name	Cell	EXT	Home
RUSVM Administrator	Hazarie Ramoutar	662-5620	Ext. 101	
Hurricane Coordinator	Lynell Nolan	662-2812	Ext. 191	466-1094
Alternate Hurricane Coordinator	Keithly Hicks	662-6552	Ext. 215	466-7181
Information Coordinator	Dr. Gilbert Burns	662-6071	Ext. 131	
Hurricane Medical Coordinator(s)	Nurse Ruth Varner-Smith	662-6234	Ext. 135	465-8581
	Nurse Maureen Dickenson	662-3267		466-1889
Facilities & Supplies Coordinator	Seamus Kelly	665-3159	Ext.219	
Campus Residence coordinator	Keith Kramer	665-3003	Ext. 300	465-4161 Ext 6401
IT Coordinator	Paula Randall	662-2997	Ext. 180	466-2764
Animals & Pasture Coordinator	James Robinson	662-2389	Ext.233	
Community Practice and Clinic Dogs	Heather Hotchin	662-8643	Ext. 195	466-3238
Day School Coordinator	Ria Ramoutar	663-4729	Ext. 148	732-204-6858

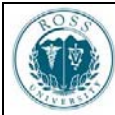


3.1 Organizational Responsibilities

- 3.1.1 *RUSVM* is responsible for the safety of personnel, real property, structures, infrastructure, components, parts, tools, equipment, machinery and material in custody of the university.
- 3.1.2 *RUSVM Departments and Directorates* are responsible for hurricane precautions to be taken in their work areas and ensuring their areas are properly prepared before evacuating them. Work areas include completed and/or partially completed structures as well as loose gear or equipment.
- 3.1.3 *RUSVM Hurricane Advisory Committee* is responsible for the proper oversight of the Hurricane Preparedness Plan.
- 3.1.4 *RUSVM Safety & Security Director* is responsible for the annual update of the Hurricane Preparedness Plan, as well as assistance to other *RUSVM Departments and Students* in complying with the Hurricane Preparedness Plan.
- 3.1.5 *RUSVM Subcontractors* are responsible to support inspection by *RUSVM* personnel of assigned work areas.
- 3.1.6 See Appendix A, "Hurricane Key Personnel and Contact Information", for names and contact numbers of key *RUSVM* Hurricane Personnel.

3.2 Hurricane Committee

- 3.2.1 The Hurricane Committee will meet annually prior to 01 June to review the Hurricane Plan in preparation for the upcoming season, confirm supplies are in order, assign/train new personnel for positions which may have become vacant over the winter and spring semesters, and conduct training/simulation drills to assess the faculty, staff and student's level of preparedness in the event of a major storm.
- 3.2.2 The Hurricane Advisory Committee will meet briefly each time a tropical depression forms in the Atlantic Ocean or Caribbean Sea, and has the probability to strike the island of St. Kitts, to



assess the potential impacts to the campus, faculty, staff or students which could be posed by the new depression in the event that it develops into a stronger storm. Any storm whose potential track area passes within the 250 miles of St. Kitts will be discussed (at least verbally or by email) after the 5am, 11am and 5pm National Hurricane Center updates. Decisions made by the Advisory Committee will be disseminated to the General Hurricane Committee to be acted upon.

- 3.2.3 After experiencing a storm of significant effect to the campus, the General Hurricane Committee will complete an after action report to assess the level of preparation and performance of all assigned faculty, staff and students. Any critical recommendations will be implemented immediately via formal notification to all concerned staff.

3.3 Hurricane Coordinator (Lynell Nolan)

- 3.3.1 The *RUSVM Hurricane Coordinator* is responsible for updating the Hurricane Preparedness Plan to meet any threats during the season, which runs from 1 June until 30 November.
- 3.3.2 The *RUSVM Hurricane Coordinator* is responsible for coordinating the plan with all *RUSVM Departments and students* and all associate contractors on campus.
- 3.3.3 Prior to the start of the hurricane season, the *RUSVM Hurricane Coordinator* will conduct a briefing, detailing the requirements of this Plan and further informing *all RUSVM Coordinators* to initiate assignments.
- 3.3.4 Prior to the start of the hurricane season, the *RUSVM Hurricane Coordinator*, *RUSVM Administrator Hazarie Ramoutar*) and the *RUSVM Facilities & Supplies Coordinator (Seamus Kelly)* will inspect the campus and the facilities in order to establish a baseline condition. Emergency supplies will be checked for adequacy and will be replenished as required. A status of this inspection tour will be provided to the *RUSVM Dean*.
- 3.3.5 Beginning on 01 June of each calendar year, the *RUSVM Hurricane Information Coordinator (Dr. Gilbert Burns)* shall



begin daily monitoring of storm activity in the Atlantic Ocean and Caribbean Sea. Tracking and updates of storm activities shall be posted on the *RUSVM* web site.

- 3.3.6 In the event of a hurricane alert or upon determination that a storm system could make landfall on any portion of the island of St. Kitts within 96 hours, the *RUSVM Hurricane Information Coordinator (Dr. Burns)* shall brief the *RUSVM Hurricane Committee* to recommend the initiation of further measures of the Hurricane Preparedness Plan.
- 3.3.7 The *RUSVM Hurricane Coordinator (Lynell Nolan)* will coordinate all work efforts between *RUSVM Facilities & Supplies Coordinator (Seamus Kelly)*, and will provide and coordinate manpower/equipment, as required, to secure each area. The *RUSVM Facilities & Supplies Coordinator* will regularly notify the *RUSVM Administrator and the Hurricane Coordinator* of securing progress, problem areas, additional support, material, equipment, and/or manpower requirements.
- 3.3.8 In the event of a campus closure, the *RUSVM Hurricane Coordinator (Lynell Nolan)*, the *RUSVM Information Coordinator (Dr. Burns)* and *RUSVM Administrator (Hazarie Ramoutar)* will ensure that university students and personnel are directed to take shelters at their safe residence or *RUSVM Hurricane Shelter*, the Campus Living Residence.
- 3.3.9 In the event of a campus closure, the *RUSVM Information Coordinator (Gilbert Burns)* will ensure that the campus closing/opening announcements are recorded on the *RUSVM* phone messaging system.
- 3.3.10 After the passage of a hurricane, and after the initial area safety walk-around by the *RUSVM Hurricane Recovery Team*, the *RUSVM Hurricane Coordinator (Lynell Nolan)*, the *RUSVM Facilities & Supplies Coordinator (Seamus Kelly)* and the *RUSVM Administrator (Hazarie Ramoutar)* will direct an inspection of all facilities by specific knowledgeable personnel prior to opening facilities for normal work. Any problem or unsafe conditions will be identified and reported to the *RUSVM Dean*.

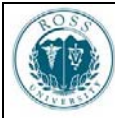


3.4 Alternate Hurricane Coordinator (Keithly Hicks)

3.4.1 The *RUSVM Alternate Hurricane Officer (Keithly Hicks)* will assume functions and responsibilities of the *RUSVM Hurricane Coordinator* in the event the *RUSVM Hurricane Coordinator* is absent or unavailable to perform those duties. Assumption of such responsibilities must be documented with an email copied to the *RUSVM Dean*, the *RUSVM Administrator (Hazarie Ramoutar)*, and members of the *RUSVM Hurricane Advisory Committee*.

3.5 Facilities & Supplies Coordinator (Seamus Kelly)

- 3.5.1 The *Facilities & Supplies Coordinator* is responsible for assuring that supplies are purchased and stored prior to the hurricane season, and designated supplies are distributed to the appropriate departments.
- 3.5.2 Assess materials that must be replenished from previous storm, and restock them immediately.
- 3.5.3 The *Facilities & Supplies Coordinator* is responsible for formulation of facility crews to implement requirements of the *Hurricane Preparedness Plan* if a hurricane alert is announced.
- 3.5.4 The *Facilities & Supplies Coordinator* must have an intimate knowledge of the plan and a good knowledge of the resources at his/her disposal.
- 3.5.5 The *Facilities & Supplies Coordinator* shall participate in drills or preparation scenarios called for by the *RUSVM Hurricane Committee*.
- 3.5.6 The *Facilities & Supplies Coordinator* shall direct the specific effort that must be performed and will notify the *RUSVM Hurricane Coordinator (Lynell Nolan)* and the *RUSVM Administrator (Hazarie Ramoutar)* of any existing problem, which could hamper the completion of the assigned task.
- 3.5.7 The *Facilities & Supplies Coordinator* will notify the *RUSVM Administrator (Hazarie Ramoutar)* of any additional



requirements (i.e., manpower, material, equipment needs, etc.). As each condition requirement is completed, the *Facilities & Supplies Coordinator* will notify the *RUSVM Administrator (Hazarie Ramoutar)*.

3.6 Information Coordinator (Dr. Gilbert Burns)

3.6.1. Beginning on 01 June of each calendar year, the *RUSVM Hurricane Information Coordinator* shall begin daily monitoring of storm activity in the Atlantic Ocean and Caribbean Sea. This monitoring will take place each day until the conclusion of the Hurricane Season (November 30). Tracking and updates of storm activities shall be posted on the *RUSVM* web site.

3.6.2. In the event of a campus closure, the *RUSVM Information Coordinator (Gilbert Burns)* will ensure that the campus closing/opening announcements are recorded on the *RUSVM* phone messaging system.

3.7 Nurses (Ruth Varner-Smith & Maureen Dickenson)

Nursing staff will be available by landline for EMERGENCY ONLY during the hurricane if phone services are available. They will be on campus or available by phone as soon as it is safe to travel to campus. For the Nursing Plan See Appendix J.

4. IMPLEMENTATION

4.1 General

The *RUSVM Hurricane Coordinator (Lynell Nolan)* will, in coordination with the *RUSVM Department Heads*, implement this plan. Normally, implementation occurs when Hurricane Condition IV is announced. If a tropical storm condition is announced, activities delineated under Condition IV only will be implemented. (See 4.7)

4.2 Preparations

4.2.1 *The Facilities & Supplies Coordinator (Seamus Kelly)* will increase stock levels of necessary hurricane prep items (rope, tape, plastic sheets, etc.) to support hurricane season.



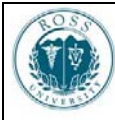
- 4.2.1. Upon notification that a Hurricane/Tropical Storm alert exists, the *Safety & Supplies Coordinator (Seamus Kelly)* shall ensure that gas tanks for all motor vehicles are filled.
- 4.2.2. *The Facilities & Supplies Coordinator (Seamus Kelly)* shall have the appropriate Department Heads clear all rain gutters and downspouts, and shall keep trees and shrubbery trimmed.
- 4.2.3. The *RUSVM Hurricane Coordinator (Lynell Nolan)* shall be in possession of a two-way radio during the period of the alert.

4.3. Area Inspections

- 4.3.1. The *RUSVM Hurricane Coordinator (Lynell Nolan)* or designee, in conjunction with the *Facilities & Supplies Coordinator (Seamus Kelly)*, will periodically make area/facility inspections to ensure readiness. These inspections will occur prior to and during the hurricane season.

4.4. Facility Protection

- 4.4.1. In general, protective action should be taken with respect to each building to prevent damage from water, wind and flying debris.
- 4.4.2. Plywood or Masonite may be used to cover glass windows and doors for protection against wind and flying debris. The *RUSVM Facility Maintenance Department* will perform this activity.
- 4.4.3. All loose gear surrounding the buildings shall be carried inside or lashed down to prevent its being blown away to do damage elsewhere.
- 4.4.4. Light wooden or sheet metal buildings and office trailers that are not moved from time to time shall be lashed down prior to the hurricane season. Plans should be made to lash down or remove from the site, all remaining portable buildings at the earliest opportunity after notification of an approaching hurricane.



4.5. Equipment Protection

- 4.5.1. Equipment is subject to the same hazards as buildings. Fortunately, most equipment is mobile, and can be carried or moved into a place of safety. Most equipment should be brought inside a building and, if sensitive to water damage, raised off the floor to a height sufficient to protect it from rising water.
- 4.5.2. Equipment that is left outside should be protected as much as possible. To prevent damage from the wind and wind-driven rain, tarpaulins or other suitable covers should be used to cover permanent machinery installations.
- 4.5.3. Items that might be carried away by strong winds should be firmly lashed down and in some instances, be ballasted or weighted down. Trailer vans should be moved inside or lashed down.

4.6. Material Protection

- 4.6.1. Use the "Checklist for Flood & Hurricane Threat", Appendix C, for protection of records, books, computers, printers, diskettes, CDs, electrical appliance, and other valuable items.

4.7. Hurricane Condition IV (-72 Hours)

Destructive force winds are expected within 72 hours. A general "state of readiness" will begin.

- 4.7.1. **A general state of readiness will be assumed.** Normal work will proceed. All personnel will be available for duties in connection with hurricane preparations, if required. *RUSVM Management, RUSVM Hurricane Coordinator, RUSVM Hurricane Information Coordinator, and Facilities & Supplies Coordinator* will ensure that the following functions will be performed:
 - 4.7.1.1. Inform all *RUSVM Personnel* of hurricane condition and action to be taken.
 - 4.7.1.2. Ensure adequate material to support hurricane preparations is available.
 - 4.7.1.3 Check all equipment required for the anticipated operation.

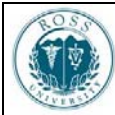


- 4.7.1.4 Ensure all windows and doors are readily secured.
- 4.7.1.5 Survey the area for loose objects and plan for their security or removal.
- 4.7.1.6 Requisition emergency supplies not previously obtained in pre-hurricane preparation.
- 4.7.1.7 Determine which personnel, if any must remain as a hurricane crew support and inform them of their status and duties.
- 4.7.1.8 Notify the *RUSVM Hurricane Officer (Lynell Nolan)* of any condition that may prevent completion of preparations for protection of personnel and property.
- 4.7.1.9 Check security of trailer tie downs.
- 4.7.1.10 Fuel all vehicles (including forklifts).
- 4.7.1.11 If Condition IV occurs on Friday, consideration will be given to completing Condition III requirements (or others) prior to securing for the weekend.
- 4.7.1.12 Fuel backup generator tank, and test all emergency generators.

4.8 HURRICANE CONDITION III (48 Hours)

Destructive force winds are expected within 48 hours. The majority of the preparations for the storm should be accomplished within 24 hours.

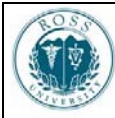
- 4.8.1 **Hurricane preparations will take precedence over all other work.** Most of the securing work will be performed during this period. All designated hurricane personnel will report to assigned areas for hurricane duty. Final hurricane preparations will be completed as directed by the *RUSVM Administrator (Hazarie Ramoutar)*. The following functions will be performed:
 - 4.8.1.1 Inform all personnel of the hurricane condition (*Dr. Gilbert Burns*).



- 4.8.1.2 Remove or secure all loose objects in the area. (*Seamus Kelly*)
- 4.8.1.3 Ensure any special material required is available and ready for immediate use. (*Seamus Kelly*)
- 4.8.1.4 Continue Condition IV items that are not completed.
- 4.8.1.5 Move all material or equipment off the floor that might be damaged by water. (*Department Heads*)
- 4.8.1.6 Cover and secure all office equipment, files and cabinets with polyethylene. Relocate away from doors and windows. (*Department Heads*)
- 4.8.1.7 Store records and papers inside cabinets and desk. (*Department Heads*)
- 4.8.1.8 Move all desks and filing cabinets, including parts bins, away from windows and doors. If there is danger of the floor being flooded, all documents should be stored in upper drawers. Secure all classified material in the top drawers of safe files. (*Department Heads*)
- 4.8.1.9 Close all windows and doors and install storm shutters or other protection, if available. (*Seamus Kelly*)
- 4.8.1.10 Properly shelter and lash equipment safely secured in the open. (*Seamus Kelly*)
- 4.8.1.11 Store all machinery in assigned buildings. Fuel automotive vehicles and store with keys in the vehicle. Store stake bodied trucks nearest the doors in case they may be required for emergency use. (*Seamus Kelly*)
- 4.8.1.12 When appropriate, the *RUSVM Dean* will dismiss employees for hurricane evacuation, other than those assigned to remain on duty, through their established organizational channels.
- 4.8.1.13 Reevaluate requirement for antennas to be removed or remain in place. Max wind for dishes is 125 mph.



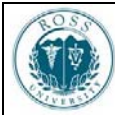
- 4.8.1.14 Advise the *RUSVM Administrator (Hazarie Ramoutar)* of any condition that prevents completion of preparations for the protection of people and property.
- 4.8.1.15 Inventory Hazardous Materials and its safe storage.
- 4.8.1.16 Transfer critical documents and materials to a secure area.
- 4.8.1.17 Cover equipment, (e.g., compressors, welding machines, saws, etc.) with polyethylene, if space is available. (Seamus Kelly)
- 4.8.1.18 Sandbag or tie down any objects that can become airborne.
- 4.8.1.19 Secure all unnecessary power.
- 4.8.1.20 Secure all unnecessary gases, compressed air, etc. (Seamus Kelly)
- 4.8.1.21 Secure all hazardous materials and waste.
- 4.8.1.22 If Condition III occurs on Friday, consideration will be given to completing Condition II requirements (or others) prior to securing for the weekend.
- 4.8.1.23 All computers will be powered down; UPS units turned off and unplugged, moved away from windows, and off of the floor. (Department Heads)
- 4.8.1.24 All computer equipment will be covered with antistatic polyethylene (after units are powered off) or wrapped in plastic bags. (Faculty Directorates)
- 4.8.1.25 *RUSVM IT Department* shall perform Back-up of all data. (Paula Randall)
- 4.8.1.26 *The Facilities & Supplies Coordinator (Seamus Kelly)* shall organize to have one of the back-up generators ready to supply power to the Multidisciplinary Lab. II and ensure that a three-day supply of fuel is available.



4.9 HURRICANE CONDITION II (-24 Hours)

Destructive force winds are expected within 24 hours. Final emergency preparations shall be completed and “state of readiness” reported to the *RUSVM Dean*. Conditions will be assessed, and decisions about personnel dismissal and university closure will be made.

- 4.9.1. The decision to close the campus will be based upon the projection of a threatening situation. For the purpose of this plan a threatening situation is defined as the presence of winds in excess of 60 mph over the island of St. Kitts. Bulletins issued by the National Hurricane Center and the St. Kitts National Emergency Preparedness Office will be considered in determining the implementation of the procedures described in this plan. The *RUSVM Dean* may close the University in advance of a tropical storm warning or hurricane warning depending on local conditions. However, classes will be cancelled once a hurricane warning has been issued by the National Hurricane Center. Once classes have been cancelled, only essential, assigned university personnel will be allowed to remain in the main area of campus. The University will not accept any liability or responsibility for the health and safety of students, faculty, staff, or family members who refuse to depart the main area of campus, or take shelter in the Campus Living Residence.
- 4.9.2. The *RUSVM Dean* or a Designee will notify the President of Ross University, *RUSVM Administrator*, Assistant Dean of Academic Administration, Associate Dean of Student Life, *RUSVM Hurricane Advisory Committee*, *RUSVM Hurricane Coordinator*, and *RUSVM Facilities & Supplies Coordinator* relative to the main campus closing.
- 4.9.3. Should the *RUSVM Dean* be unavailable, the *Acting Dean* will be utilized for this purpose.
- 4.9.4. The *RUSVM Emergency Response Wardens and Sector Wardens* will contact faculty, staff members, and employees.
- 4.9.5. The *RUSVM Associate Dean of Student Life (Dr. Sean Fox)* will have students who are still in class contacted regarding suspension of academic activities, security of classrooms and student evacuation. Students in housing not designed to withstand



hurricane winds shall be advised and directed to take shelter in *safer locations*.

- 4.9.6 **Necessary steps to evacuate all personnel will begin.** All personnel will be dismissed no later than -12 hours in order that proper security and evacuation measures may be accomplished at their residences.
- 4.9.7 During Condition II, the *RUSVM Hurricane Officer (Lynell Nolan)* and/or his alternate will remain at *the Campus Living Residence*.
- 4.9.8 All **vehicles will be secured** in the parking lots and away from trees no later than -12 hours. They will be **fueled, locked and the parking brakes on.**
- 4.9.10 Students sent home are not to return to the university until they receive instruction through an official *RUSVM* or "University Open" announcement over local radio or TV stations or the Emergency Notification Tree System.
- 4.9.11 Employees sent home are not to return to work until they receive instruction through an official *RUSVM* or "Report to Work" announcement over local radio or TV stations or receive a call from their supervisor advising them to report to work.
- 4.9.12 Information Systems will power down all computer equipment.
- 4.9.13 All power supplies will be turned off and unplugged, and removed from the floor.
- 4.9.14 All computer equipment will be covered with antistatic polyethylene and taped tight.
- 4.9.15 All routers will be taken down, and power removed.
- 4.9.16 All back-up tapes will be removed and stored in tape back-up safes.
- 4.9.17 Continue items not completed in Condition III.
- 4.9.18 Ensure backup generator is running, and secure doors.



4.10 Hurricane Condition I (-12 Hours)

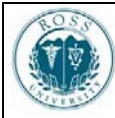
Destructive force winds are expected within 12 hours. Campus will be closed at the *RUSM Dean's* discretion.

- 4.10.1 *RUSVM* main campus will be closed, and security will admit only "essential" personnel. All other personnel shall evacuate the main campus areas.
- 4.10.2 Once closed, *RUSVM* will remain closed as long as the campus is located within a National Weather Service Tropical Storm Warning or Hurricane Warning Area.
- 4.10.3 *RUSVM* students and employees shall monitor the following stations for information about reopening of campus, or call the *RUSVM* emergency number at 869-465-6161.

ZIZ Radio – 555 on the AM Band, VON Radio – 895 on the AM Band, and WINN Radio – 98.9 on the FM Band.

4.11 Post Storm

- 4.11.1 Upon notification that St. Kitts is in an "All Clear" condition, the *RUSVM Hurricane Coordinator* (Lynell Nolan) or alternate and members of the *RUSVM Damage Assessment & Recovery Team*, will make a walk-through inspection of all areas to survey any damages sustained.
- 4.11.2 A survey of damage sustained, together with its anticipated effect on future operations will be furnished to the *RUSVM Dean* and the *RUSVM Administrator* (*Hazarie Ramoutar*), as soon as possible.
- 4.11.3 The *RUSVM Damage Assessment & Recovery Team (DART)* members shall be required to report to work in advance of the remainder of the work force.



4.12 All Clear

- 4.12.1 Upon advice of the *RUSVM Damage Assessment & Recovery Team*, the "All Clear" will be given. The *RUSVM Dean* will issue a directive to reopen the campus.
- 4.12.2 "All Clear" and "Report to School/Work" instructions will be broadcast and announced on the local radio and TV stations by the *RUSVM Information Coordinator (Gilbert Burns) ZIZ* Radio – 555 on the AM Band, VON Radio – 895 on the AM Band, and WINN Radio – 98.9 on the FM Band.
- 4.12.3 It is the individual's responsibility to maintain the capability to receive radio or television announcements.
- 4.12.4 Personnel will return to a pre-designated area and will resume their normal duty as soon as authorized.
- 4.12.5 Upon returning to the university, employees are to reverse preparations completed during the campus closing operation.
- 4.12.6 Information Technology will restore all systems. This will take approximately 2-4 hours if no system damage has occurred.

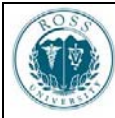
5. DEFINITIONS

5.1 Hurricane season:

Extends from June 1 through November 30. That is the period when climatic conditions are optimum for the formation and sustained movement of hurricane winds.

5.2 Tropical Cyclone:

A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper



troposphere. In this they differ from extra tropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere.

5.3 *Tropical Wave:*

A trough or cyclonic curvature maximum in the trade-wind easterlies.

5.4 *Tropical Depression:*

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 knots (38 mph or 62 km/hr) or less.

5.5 *Tropical Storm;*

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 knots (39 mph or 63 km/hr) to 63 knots (73 mph or 118 km/hr).

5.6 *Tropical Storm Watch;*

An announcement for specific coastal areas that tropical storm conditions are possible within 36 hours.

5.7 *Tropical Storm Warning;*

A warning that sustained winds within the range of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) associated with a tropical cyclone are expected in a specified coastal area within 24 hours or less.

5.8 *Hurricane:*

Identical to a tropical storm except winds exceed 63 knots (73 MPH) at the surface. These winds, in the Northern Hemisphere, blow in a counterclockwise manner about the center of the storm. The storms are usually formed in the Atlantic Ocean north of the equator or in the Caribbean. They move northward up through the West Indies or through the Gulf of Mexico to the United States. The storms vary in physical characteristics ranging from 100 to 500 miles in diameter, with wind velocities of 64 to 132 knots, decreasing in intensity from the center outward. They move along their paths at a rate of 6 to 18 knots.



5.9 *Hurricane Eye:*

In the center of the storm is the "eye" of the hurricane, usually with little or no winds. Immediately surrounding the eye is a circular belt of high-velocity winds. Seen from above, a hurricane looks like a doughnut; the doughnut representing the circular winds and the hole, the eye. If the eye of a hurricane just misses an area that area will have continuous winds in one direction until the storm passes. On the other hand, if the eye passes over an area, the winds will blow from one direction; then as the eye passes over, there will be a period of calm, lasting anywhere from a few minutes to several hours. When the calm passes, the area will suddenly be hit by extremely strong winds blowing from the opposite direction.

5.10 *Hurricane Conditions (HURCON):*

The HURCON System is established by 45th SW to maintain continuity of "Hurricane Condition." This system is based on the forecast arrival of 50 knots (58 MPH) or higher winds associated with a tropical cyclone.

5.11 *Condition IV - (Alert):*

Destructive force winds are expected within 72 hours. A general "state of readiness" will begin.

5.12 *Condition III - (Alert):*

Destructive force winds are expected within 48 hours. The majority of the preparations for the storm should be accomplished within 24 hours.

5.13 *Condition II - (Alert):*

Destructive force winds are expected within 24 hours. Final emergency preparations shall be completed and "state of readiness" reported to the *RUSM Dean*. Conditions will be assessed, and decisions about personnel dismissal and university closure will be made.

5.14 *Condition I - (Emergency):*

Destructive force winds are expected within 12 hours. Shelter will be closed at the *RUSM Dean's* discretion.

5.15 *Hurricane categories:*

Categories are established for each hurricane based upon the severity of the forecasted maximum sustained winds and storm surge above Mean Sea Level (MSL). The following are the Saffir/Simpson's Scale of Hurricane Categories:

Hurricane Category	Maximum Sustained Winds		Storm Surge Ft Above MSL
	MPH	KNOTS	
1	74-95	64-82	4-5
2	96-110	83-95	6-8
3	111-130	96-112	9-12
4	131-155	113-134	13-18
5	Over 155	Over 134	Over 18

*Add 2-3 feet for high tide



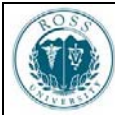
APPENDIX A

Hurricane Key Personnel and Contact Information

HURRICANE KEY PERSONNEL AND CONTACT INFORMATION				
RESPONSIBILITY	NAME	Cellular Phone	Office Phone	Home Phone
Hurricane Advisory Committee Members-	Hazarie Ramoutar	662-5620	Ext. 101	
	Lynell Nolan	662-2812	Ext. 191	466-1094
	Keithly Hicks	662-6552	Ext. 215	466-7181
	Paula Randall	662-8633	Ext. 180	465-6578
	Seamus Kelly	662-3501	Ext. 219	
	James Robinson	662-2389	Ext. 233	
	Sean Fox	662-6551	Ext. 198	466-6234
	Keith Kramer	665-3033	Ext 300	465-4161 Ext 6401
	Gilbert Burns	662-6071	Ext. 131	
RUSVM Administrator	Hazarie Ramoutar	662-5620	Ext. 101	
Hurricane Coordinator	Lynell Nolan	662-2812	Ext. 191	466-1094
Alternate Hurricane Coordinator	Keithly Hicks	662-6552	Ext. 215	466-7181
Hurricane Medical Cordinator(s)	Nurse Ruth Varner-Smith	662-6234	Ext. 135	465-8581
	Nurse Maureen Dickenson	662-3267		466-1889
Campus Housing Coordinator	Keith Kramer	665-3033	Ext. 300	465-4161 Ext 6401
Facilities & Supplies Coordinator	Seamus Kelly	665-3159	Ext. 219	
Library Coordinator	Cheryl Cumberbatch	466-1529	Ext. 126	466-1529
Anatomy Lab Coordinator	Clement Gilbert	667-4632	152	465-1443
IT Coordinator	Paula Randall	662-8633	Ext. 180	465-6578
Animals & Equipment Coordinator	James Robinson	662-2389	Ext.	
Day school Coordinator	Ria Ramoutar	663-4729	Ext. 148	732-204-6858
Community Practice and clinic dogs	Heather Hotchin	662-8643	Ext. 195	466-3238



Damage Assessment & Recovery Team (DART)	Hazarie Ramoutar	662-5620	Ext. 101	
	Lynell Nolan	662-2812	Ext. 191	466-1094
	Keithly Hicks	662-6552	Ext. 215	466-7181
	Seamus Kelly	662-3501	Ext. 219	
	James Robinson	662-2389	Ext. 233	466-2764
	Paula Randall	662-8633	Ext. 180	465-6578
	Patefield James	662-2816		
	Keith Kramer	665-3033	Ext. 300	Ext. 6401
	Heather Hotchin	662-8643	Ext. 195	466-3238
Security Officers Storm Volunteers list: The following are the names of the security officers, who have volunteered to man the campus immediately before, during and after a hurricane emergency.	Lynell Nolan	662-2812	Ext. 191	466-1094
	Michael Williams	664-4711		465-5551
	Devon Warner	667-3186		465-9781
	Leroy Pitt	663-8410		
	Cecil Richardson	665-9890		466-3482



APPENDIX B

Hurricane Material List for Emergency Officers

HURRICANE MATERIAL LIST		
<i>RUSVM Building Coordinator shall inspect the items for the Emergency Security Officers to ensure that the following material is available:</i>		
<i>Quantities may vary by building.</i>		
Qty	Description	
1	Plastic Sheet (poly film) roll	
5	Duct Tape roll	
2	Lanterns, battery powered	
2*	Batteries, flashlight (* appropriate battery size with one backup set)	
6	Cartoon of drinking water (1.5 liter)	
2	Can openers	
1	Small gas stove	
1	Small cylinder of gas	
2	Battery-operated portable radio	
	Three-day supply of non-perishable food (Ready-to-eat canned meats, fruits, and vegetables; canned juice, milk, and soup; high-energy foods such as peanut butter, jelly, crackers, granola bars, and trail mix; instant coffee and tea bags; compressed food bars, dried food and instant meals)	
	Three-day supply of drinking water (1 gallons per person per day)	
1	Wet/dry vacuum	
10	Toilet paper rolls	
300	Wet wipes	
50	Plastic bags with ties	
10	Large plastic bags	
10	Soap bars	
1	33 gal water drums for Multidisciplinary Lab. II	
	Officers shall bring one change of clothing, footwear, prescription medications, blankets or sleeping bags, games, books.	



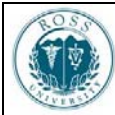
APPENDIX C

Checklist for Faculty Offices as it relates to Flood & Hurricane Threat

CHECKLIST FOR FLOOD & HURRICANE THREAT	
<i>In the event that RUSVM suspends normal operations in response to the threat of a tropical storm or hurricane, it is important that each RUSVM Building Coordinator, all Faculty and managers complete the following activities</i>	
	Each member departments will be responsible for basic preparation of their own office area in the event of impending tropical weather. They will be notified by their department head when and if they are to make such preparations. The university will provide plastic sheeting at that time.
	Protect vital records. Clear desktops, tabletops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
	Back-up computer hard drives. Place diskettes and CD's in zip-lock bags or other protective containers and take/send duplicate copies off site.
	Shut down and unplug computers, printers, and other electrical appliances. Assure that equipment that must remain energized is connected to 'surge protector'.
	Relocate equipment, books, papers and other items away from windows to interior areas of the building. <i>(Assure that equipment and items that are relocated are tagged for easy identification and retrieval)</i>
	Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water. <i>(Assure that equipment and items that are relocated are tagged for easy identification and retrieval)</i>
	In labs, as appropriate, de-energize and protect sensitive apparatus and properly store glassware.
	Assure back-up availability for critical utility-dependent processes.
	Assure all hazardous materials are properly stored and protected.



Check contents of refrigerators and set to coldest temperature settings.
Cover equipment, furniture and other valuables with plastic, and tape or wrap in thick garbage bags.
Assure that view panels allow clear view into labs and corridors.
Close and latch all filing cabinets.
<u>To the extent possible</u> , turn bookcases and shelving units in exterior offices to face the wall.
Empty trash receptacles of items likely to decompose.
Remove all personal items of value from University premises.
Update office/department voice mail.
Close and latch all windows. Close and lock all doors behind you as you leave.
Check with Hurricane Officer for tentative post occurrence work schedules.
Note: Use the following resources to periodically check for additional information and updates: <u>RUSVM Emergency Phone Number: 465-6161 or 465-4161</u> <u>Local Radio & Television Stations Phone numbers please:</u> <u>ZIZ Radio: 465-2621/2622/2555</u> <u>VON Radio: 469-1700/1616</u> <u>WINN-FM Radio: 466-0989/9686</u>

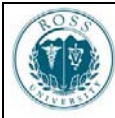


APPENDIX D

Check List for Food Outlets

The Managers of the Food Outlets are responsible to ensure that the following actions are taken:

- ✓ **Computers and printers should be unplugged, placed on desks and covered with plastic.**
- ✓ **All computer data should be backed up and disks taken off campus for safe storage.**
- ✓ **All records and documents should be stored in cabinets with the cabinets covered with plastic and taped securely.**
- ✓ **All perishable items should be placed in refrigerators or the chill.**
- ✓ **Refrigerators and freezers should be turned to their maximum coldness prior to the electricity being turned off.**
- ✓ **All door and windows should be properly closed and locked.**
- ✓ **All cash should be removed from the property prior to the closure of the cafeteria.**
- ✓ **All gas tanks should be shut off and the cylinders strapped together.**
- ✓ **All garbage bins in the cafeteria shall be emptied before the closure of the cafeteria.**



APPENDIX E

HURRICANE PREPAREDNESS PLAN OF ACTION ACCOUNTING

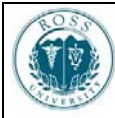
Accounting

1. Pre Hurricane

- ✓ The Director of Finance will run a printout of the accounting system for comparison after the hurricane and secure it in the safe.
- ✓ Accounting staff will clear all desks of paper. They will be placed in filing cabinets or boxes for secure storage. They will assist in covering all work surfaces with plastic.
- ✓ All checks will be placed in the safe.
- ✓ Accounting staff will ensure that all cash boxes and cash are collected from other departments on campus. Amounts must be verified and all cash secured in the safe.
- ✓ The Director of Finance will ensure that there is adequate petty cash on campus.
- ✓ All items in the safe will be secured in plastic bags.

2. Post Hurricane

- Accounting
- Accounting staff will remove plastic and assess damage.
- The Director of Finance will run a printout of the accounting system and compare it to the previous copy to ensure correctness of the data.
- When appropriate cash pans will be returned to departments.
- The Director of Finance will prepare a damage report for the Administrator.



APPENDIX F
HURRICANE PREPAREDNESS PLAN OF ACTION
LEARNING RESOURCE CENTER (LRC)

1. Pre Hurricane

Hurricane Watch – 2 Days

- Change I.T. Dept. staff schedule to prepare for equipment relocations.
- Inform Security and Facilities staff of impending IT. Dept. need for access to ALL rooms and offices.
- Pair I.T. Dept. staff into teams of two, make building assignments to each team for labeling and wrapping of PC equipment or, in the case of identified “critical systems”, labeling and collection of PC CPU cases and wrapping of attached peripherals.
- Run a FULL backup of all servers. Investigate potential off island storage of backup media. If offline storage is not possible, secure this backup set in secure room on campus. The secure area on campus is the Accountant’s safe located in the Administration Office.

Hurricane Watch – 1 Days (8 Hours With Full Staff or 16 Hours (Half Staff)

- Perform a second FULL backup of all servers, time permitting.
- Relocate equipment currently stored next to windows in LRC building.
- Instruct teams to begin labeling and collection of identified critical systems PC CPU cases for storage in the back storage room of the Multipurpose Lab. Relocate all other PC’s and peripherals off of floor, unplug all PC accessories, and tightly wrap all associated PC equipment in plastic secured with duct tape.
- Remove two out of the 4 screws from all CISCO switches in remote closets in preparation for move.



- Write all CISCO running configurations to Flash Ram.
- TFTP ALL switch configurations to TFTP server and create cd-rom image.

Hurricane Warning – 8 Hours With Full Staff or 16 Hours (Half Staff)

- Power down and unplug all servers and core network gear in the Server room.
- Relocate servers and other server room network equipment located within 24 inches of floor to a location >36 inches from floor. This location is the prep room in the rear of the Multipurpose lab.
- Remove all CISCO network equipment in building equipment closets and store in the back storage room of the Multipurpose Lab.
- Secure backup tapes in the safe of Accountant's office in Administration Bldg.
- Notify Facilities Department and request electrical shutdown via breaker box.
- Leave the campus.

2. Post Hurricane

Post Storm Recovery – 4 Hours With Full Staff Assuming No Major Damage

- Follow public broadcast instructions regarding passing of storm.
- Reverse preparations completed during Hurricane Watch.
- Report damage to Facilities Department.



APPENDIX G
HURRICANE PREPAREDNESS PLAN OF ACTION
LIBRARY

1. Pre Hurricane

If a hurricane watch is announced when the library is not open, the Director will phone staff to inform them that the building needs to be readied for a storm. The university phone tree of which the library is a part should be used. Staff is requested to report to the library if possible.

The Library Director or the most senior person on duty will arrange to move portable equipment and cover stationary equipment with weighted and/or taped plastic

One/two flashlight will be kept at the Circulation Desk. Batteries should be tested each month during the hurricane season (June 1 – November 30) and at the time of hurricane watch.

A battery-operated radio and flashlight will be kept in the Library Director's office.

- 1.1. Hurricane Warning Evacuation of Library.
- 1.2. Announce that the library will be closing.
- 1.3. Notify employees to evacuate the building for home or other safe shelter as soon as possible.
- 1.4. If notification to close occurs on a weekend or at night, the staff on duty will attempt to contact the Library Director, the school Administrator or Mr. Patefield James.
- 1.5. If the Library Director is not available or are unable to come on campus, the staff on duty will carry out evacuation and closing producers in place of the Director.



2. Closing Library Procedures

- 2.1 An initial closing announcement is made and repeated once. If a deviation in the proposed announcement is necessary, it is determined at this time. Otherwise, the prescribed announcement is:

“YOUR ATTENTION, PLEASE. A HURRICANE WARNING HAS BEEN DECLARED FOR THIS AREA. AT THIS TIME ALL PERSONS EXCEPT LIBRARY STAFF SHOULD LEAVE THE LIBRARY AND CAMPUS.”

The above announcement is made again in five minutes (10 minutes before closing) and repeated once.

“THE LIBRARY IS NOW CLOSED. ALL UNAUTHORIZED PERSONS MUST LEAVE THE BUILDING AT THIS TIME. A HURRICANE WARNING HAS BEN DECLARED FOR THIS AREA. ALL PERSONS EXCEPT LIBRARY STAFF SHOULD LEAVE THE LIBRARY AND CAMPUS. THE LIBRARY IS NOT A PUBLIC SHELTER AND MUST BE CLOSED.”

The doors to the Library are locked.

The staff on duty should check the library including the 3 group study rooms in the 24 hr Reading Room, to ascertain that all persons have left the building. Lights are turned off.

If only one person is on duty a security guard should be called down to assist. It is necessary that someone remain by the Circulation Desk to answer the telephone while the final check is made.

Upon completion of the final check, the lights are turned off and the doors are re-checked for proper locking.

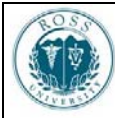


2.2 Equipment To Be Protected

The following is a checklist of equipment to be protected. Unless otherwise Group study rooms 1 and 2 should be used for protection of computers and printers (6 OPAC, Reference, Circulation Desk computers and printer). These rooms should be locked after the equipment has been placed in them. All office doors should be closed and locked. Equipment should be tagged or labeled with location or person's name for later identification. If there is not enough time or staff available to move items needing protection, all electronic and electrical equipment left in place should be unplugged, moved away from windows, if possible, and cover with plastic.

- ✓ **Records, files, etc. – should be moved to Technical Services.**
- ✓ **Photocopy machines – should be unplugged and covered with plastic**
- ✓ **PC's/ printers – should be moved, if feasible, unplug, and cover with plastic.**
- ✓ **Library security system – should be unplugged and covered with plastic**
- ✓ **Shelves and display racks (Periodicals, New Books) – should be covered with plastic and taped down.**
- ✓ **Stationary (photocopy paper, etc.) will be covered and taped down.**
- ✓ **Cover tables near windows with plastic**
- ✓ **Cover computers, printer, camera, server and shelves in Technical Services with plastic**
- ✓ **Cover file cabinets behind Circulation Desk with plastic**
- ✓ **Secure Staff Lunch Room at the back of the library – unplug microwave, refrigerator**
- ✓ **Building – General**
- ✓ **Check all electrical equipment (assure that all units are unplugged from electrical**
- ✓ **Outlets)**
- ✓ **Exterior windows – protect with shutter if available**
- ✓ **Shelves to be covered with plastic**

2.3 Library Emergency Supplies



Location: Work room at the back of library

Access: Key is located on key rack behind Circulation Desk

Supplies: plastic, paper towels, wax paper, duck tape, extension cords, fan, book cartoons, wet/dry vacuum

3. Post Hurricane

3.1 Collection Assessment

Salvage Guidelines for General, Reference, Reserve and Journal Collections

Discard: books/journals which are moldy, smelly, fuzzy or have colored stains
books/journals, which are swollen with water
books/journals, whose spines or covers are off
books/journals, which fall apart when picked up
books/journals, which are wrinkled or stained
paperbacks, which are, damp or damaged

Salvage: books/journals which feel moist
books/journals which are wet but not swollen
books/journals that appear dry

In deciding what to salvage determine:

- ✓ Can the material be replaced and at what cost? Weigh the cost of replacement against the cost of salvage
- ✓ How important is the material to the collection?



- ✓ **Top priority should be give the reserve collection**
 - ✓ **High priority should be given to the reference collection**
 - ✓ **All damaged materials to be discarded should be processed as withdrawn, remove barcode and book pocket and save.**
- 3.2 Procedures For Recovering Print Materials and Air Drying Books that are Thoroughly Wet:**
- 3.2.1 Place absorbent paper on table or floor where books will be dried (unprinted newspaper works well). Change paper on the table/floor as it becomes wet.**
 - 3.2.1 Lay books at edge of table with fore-edge pointing off edge and gently, but firmly apply pressure from spine to fore-edge, pushing out excess water. Gently open book and insert paper towel every 20-25pp. Change when the paper towels are wet.**
 - 3.2.2 If cover is bleeding or coming off, remove and put aside to a place where it can be found again. In many cases book will need to be rebound.**
 - 3.2.3 Use fans to generate air circulation in room. Books should be dry enough for the next step: books that are partially wet.**
- 3.3 Books that are partially wet**
- 3.3.1 Open book partially (at a fairly shallow angle) and interleave with absorbent paper (paper towels work well).**
 - 3.3.2 Begin at the back of the book and interleave every 20 or so pages.**
 - 3.3.3 Leave book flat until paper towels have absorbed some of the water (i.e. in about one hour). Change paper towels periodically until book is only very slightly damp, then go to the next step: books that are damp.**
- 3.4 Books that are damp.**
- 3.4.1 Stand damp books on edge, lightly fanned, and dry in front of fans. If the cover is damper than the text, place absorbent paper between the boards and the book, changing them as needed. When almost dry, go to the next step: books that are almost dry.**
- 3.5 Books that are almost dry.**

- 3.5.1 Lay the book flat, push the back and boards gently into position, and place under a lightweight. Leave in this position until book is thoroughly dry.**
- 3.5.2 When books are dry to the touch at the gutter, stack from largest to smallest and fore-edge to spine with a board on top and underneath. Place weights on board to help flatten.**

NOTE: The drying time for a book can range from 1 to 7 days

NOTE: Coated Paper (shiny paper)

If this paper is allowed to dry with pages stuck to each other, it will NOT be possible to separate them. For this reason it is important that they be interleaved between every page with paper towel. Change as often as necessary and then follow steps from “Books that are almost dry.”

Pages should be carefully separated.



APPENDIX H

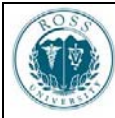
HURRICANE PREPAREDNESS PLAN OF ACTION FOR PASTURE & ANIMALS

1. Hurricane Plan for the Pasture

- The Pasture Manager to inform faculty, staff and students of this plan and of who is responsible for it in advance
- Secure tractor, implements, other equipment and tools against damage and theft and will tear down the tent in the pasture.
 - Tarp and strap tractor engine and console
 - Cover or remove tractor stack
 - Remove and store chopper motor
- Cattle, horses and donkeys to remain loose in their respective paddocks near campus, +/- access to the low paddock, no access to the new land
 - Keep barn closed, increased shelter does not necessarily increase safety
- Sheep and goats to remain in their chain-link enclosures
- Plan for emergency feeding and watering
 - Water storage tanks, plastic, 3000 gal capacity for 3-4 days supply
 - roof run-off filling
 - hoses for tank to trough transfer
 - Emergency feed supply
 - Tractor and truck required



- Campus grass supplies in tower and hill paddocks
 - Dependent on maturity/harvest schedule
- Silage bunk, extra stocks of pellets and grain
 - ~110 A.U. max. Consuming ~10 ton silage/week, supplemented with alfalfa pellets and grain, depending on species
- Assure labor for recovery, cleanup, repairs, feeding and watering
 - Pasture Manager
 - Animal Caretakers
 - Pasture Workers
 - Tractor Driver
 - Outdoor Staff
- Assure that clinicians are available for triage and treatment of injured animals
- Priority order
 - Human safety
 - Animal welfare, safety and health
 - Animal water and food
 - Resource conservation and recovery
 - Repairs
 - Clean up



2 Hurricane Plan for Small Animals

- The Hospital Administrator to inform clinicians, staff and students of this plan and of who is responsible for it in advance.

Kennels

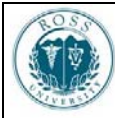
- Animal Caretakers will carry out the following:
 - Place dogs in their respective kennels
 - Remove toys and any potentially dangerous object from runs.
 - Secure kennel doors and check locks.
 - Secure implements and any other equipment against damage.
 - Ensure the 1000 gallon water tank is filled to capacity.
 - Stock sufficient dog food for 3 to 4 days in waterproof containers in SOAP room

RU-Veterinary Hospital

- The AHT Supervisor under guidance of the Hospital Director and/or Hospital Administrator will instruct the designated personnel to do the following:
 - Checks hospitalized patients, and prepare them to be sent home with the most suitable treatment support.
 - No patient(s) will remain in the hospital unsupervised.
 - Close and check all oxygen tanks valves. All oxygen tanks should be moved to a more protected area (e.g. washing room) or arranged flat on the floor nearby a sheltered area.
 - Secure and protect RUSVM equipment following protocols already established, e.g.:
 - Unplug and cover with plastic all computers, printers, ultrasound machines, anesthesia and radiology equipment. All transportable equipment should be moved to a safer place, if possible.
 - Check all electrical equipment, ensuring that all units are unplugged from electrical outlets.
 - Make backup copies of all-important data (e.g. computer, pharmacy) and protect clinical records with plastic bags. File cabinets should be covered with plastic and taped securely.
 - The Security personnel will check all hospital doors, after the hospital staff has left the premises.



- **Emergency feeding and watering after hurricane**
 - The 1000-gallon capacity water storage tank located in the back of the kennels will provide a 3-4 day supply. **The tank content is for animal use only.**
 - **Emergency food supply.** A 3-4 day supply of food will be stored in waterproof containers in the SOAP room.
 - Hill's storage room can also be considered as a potential emergency food source.
- **Assure labor for animals' assessment, recovery, cleanup, feeding and watering, and repairs.**
 - Animal Caretaker(s)
 - Community Practice clinicians and AHT's
 - Student and auxiliary volunteers / organizations
 - **Check for Community Practice clinicians' and AHT's availability for triage and treatment of injured animals. Follow emergency communication roster.** Also check with Student chapters of the different organizations and/or clubs (e.g. AOCC, SVECCS) for additional assistance.
- **Priority order**
 - Human safety.
 - Animal welfare, safety and health.
 - Animal water and food.
 - Resource conservation and recovery.
 - Clean up.
 - Repairs



3. Avian Care

Pre Hurricane

- 3.1 RUSVM. staff will place the T111 side inserts on the North and South side of the aviary building (these slide-ins are kept in storage by the staff).
- 3.2 Under the direction of the responsible professor the Avian Club and assigned fourth semester students will:
 - 3.2.1. Be responsible for moving the caged breeding birds into the middle enclosure area for better protection.
 - 3.2.2. Unplug the storeroom freezer and material that could be damaged covered and placed on top of the freezer by the Avian Club.
 - 3.2.3. Place extra locks on the inside enclosure doors.
 - 3.2.4. Place enough extra food and water in the enclosures and breeding cages to maintain the birds for a three-day period.

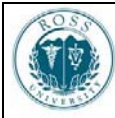
4 Post Hurricane

- 4.1 As soon as it is safe to travel, the responsible professor, members of the Avian Club and fourth semester students assigned to the aviary for that period will check on the animals and administer any treatments needed.
- 4.2 Any damage will be assessed and reported to Administration.
- 4.3 Clean up will be performed as needed.
- 4.4 Avian club members and assigned fourth semester students will move the breeding cages back to their original positions.
- 4.5 RUSVM. staff will remove and store the T111 siding once it is dry.

5 Other Avian:

Fruit Loops in the Student Union will either be secured in the same building by the Avian Club or will be fostered out during the storm period.

Chickens: at times chickens are maintained in the clinic run area for labs; in the event of a storm, the staff assigned to their care should be instructed to secure the gate, place in extra feed and water that cannot be tipped. As per other clinic animals, they will be assessed after the storm via the animal care staff, with any problems reported to the responsible Professor.



APPENDIX I

Campus Living Residences Hurricane Preparedness

The following information is intended to prepare Campus Living residents to react quickly and effectively in the event of a severe storm or hurricanes. University reactions to these seasonal storms will be based on

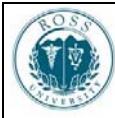
- Strength of Winds & Gusts: Miles per hour based on Saphir Simpson Scale
- Size and Direction: Diameter, established and potential path, potential shifts
- Proximity: Position relative to St. Kitts
- Potential for Flooding: Inches of rain per hour and interaction with tides
- Prior Impact: Damage caused before making landfall and resulting anticipated strengthening or weakening.

Pre Preparation Preparations

Frequently, storms are unpredictable. Flexibility and common sense are the keys to dealing with any type of disaster.

- Campus Living Residences will have limited supplies, residents and temporary guests should assemble their OWN Personal Emergency Kits including
 1. First aid kit and essential medications, especially prescription medications.
 2. Extra set of car keys.
 3. Canned food (three to five day supply), can opener and at least three to five gallons of water per person.
 4. Protective clothing, rainwear, and bedding or sleeping bags.
 5. Flashlight and extra batteries.
 6. Copies of important documents, insurance policies, etc.

Perform regular back-ups of your computer data to portable jump drives. Purchase renter's insurance and create photographic and/or video documentation of valuables. Remember, the University does not reimburse residents for the loss or damage of personal property.



Other items that you will want:

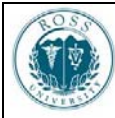
- Cleaning cloth, such as baby wipes to use in case bathing facilities are not available.
- Personal hygiene supplies – soap, toothpaste, sanitary pads or tampons, etc.
- Plastic trash bags and ties.
- Extra cash.
- Insect repellent.
- Rubber boots/rubber gloves.

All students will be alerted by the Campus Living Department to make preparations for a hurricane. Depending on each resident's personal circumstances, some may decide to evacuate the island and go home. This may not be possible. The following procedures are recommended in order to provide the maximum amount of safety and protection for those students and temporary guests residing in the Campus Living Residences.

Preparations before the Hurricane strikes

News services will issue a hurricane watch when there is a threat of hurricane conditions within 24-36 hours. When a hurricane watch is issued, please observe the following:

1. All furniture including beds should be pulled away from the windows. Electronic equipment (TV, stereo, computer, etc.) should be unplugged and placed off the floors, preferably in a closet.
2. Since the floors can get wet, all articles such as shoes, rugs, clothes bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
3. All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.
4. Valuables should be placed in safekeeping. Closets and drawers should be closed throughout the hurricane. All doors should be locked when the occupants are not in the room.
5. Fill the sinks and extra containers (trash receptacles, coolers, pitchers, large bowls and kettles) with water. If the hurricane is a major storm, our water supply may be cut off. If this is the case, this water will be needed for washing and flushing toilets. Fill other small containers with water for drinking purposes in addition to the water that you purchase.
6. All windows must be closed tightly. All blinds/curtains should be closed.
7. Any resident who owns a vehicle should fill it with gas and see that the emergency brake is set and placed in park or reverse gear. All windows should be



- closed and the car locked. All cars must remain in assigned parking areas according to directions from the Safety and Security Department.
8. Each student should provide his or her own flashlight in case of power failure. Do not use candles or other flame-type lighting under any circumstances, fire is uncontrollable during a hurricane. Use battery powered lighting only.
 9. Adjust the thermostat on refrigerators and freezers to the coolest possible temperatures.
 10. Off-Campus students who are unable to evacuate the island and who have requested emergency housing will be assigned to temporary housing in the Campus Living Residences in available units and with emergency hosts who have agreed to house an off-campus student.
 11. Residents should provide their own food. Grills and any other use of flammable items are forbidden.
 12. Secure any items which may damage property in a storm, such as bicycles.
 13. Residents who do not stay in the Campus Living Residences during the storm will be required to check out with the Campus Living Department prior to leaving campus. If you vacate your residence prior to the storm, please make sure all windows and doors are secure.
 14. Eat a hot meal before the hurricane strikes as it may be several days before you have another one.

Other items that you will want:

- Cleaning cloths, such as baby wipes to use in case bathing facilities are not available.
- Personal hygiene supplies - soap, toothpaste, sanitary pads or tampons, etc.
- Plastic trash bags and ties.
- Extra cash.
- Insect repellent.
- Rubber boots/rubber gloves.

Procedures during the Hurricane

1. It is essential that all remaining residents stay indoors throughout the entire hurricane. Residents must not leave their apartment building until it is known to be safe. During the storm, for maximum protection, residents are to close room doors. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes though, the storm begins again, but from the opposite direction. **STAY INDOORS.**



2. Residents should stay away as much as possible from danger areas, such as glass windows and outside corridor areas. Seek shelter in a bathroom, if necessary.
3. First aid from the Nurses Office may be available whenever the storm passes or power is restored.
4. Do not attempt to open windows or doors to see what is happening outside.
5. Report all accidents, injuries, broken windows, or excessive water to a staff member.
6. Telephone calls should be made only in case of emergency. The lines, if still working, will be overloaded.
7. "Hurricane Parties" are only for the movies. Do not drink excessive amounts of alcohol. Everyone must think clearly during a hurricane. If everyone will remain calm, stay inside and observe all instructions and precautions, there is reduced danger.
8. Do not drive around the island.
9. Stay tuned to your radio and listen to the bulletins issued by Radio ZIZ (AM 555) and VON Radio (AM 895).
10. The weather channel (37 and 13) gives updates at 10 minutes of the hour. You may also visit their website at www.weather.com.
11. Expect the loss of electricity and water. If the generator is operating and giving power to the Campus Living Residence, do not run air conditioners. We must conserve all extra power until further notice.
12. If you should lose electrical power, eat perishable food first.
13. Stay away from ghauts and beaches. A hurricane causes the sea level to rise to above normal tidal heights, with giant wind driven waves and strong, unpredictable currents.

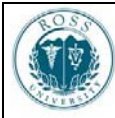
After the Storm

Personal Injury

Injuries during a hurricane are cuts caused by flying glass or other debris. It is also possible for puncture wounds resulting from exposed nails, metal, glass, or bone.

Water Quality

Tidal surges or flooding can contaminate the public water supply. Do not assume that the water is safe to drink. Water treatment plants may not be operating or may have damage and flooding which contaminate the water lines. Listen for public announcements about the safety of the water supply.



Here are some general rules concerning water for drinking and cooking:

- Don't use contaminated water to wash dishes, brush your teeth, wash and prepare food, or to make ice.
- Drink only bottled, boiled, or treated water until your supply is tested and found safe.
- Boil water for 10 minutes to kill harmful bacteria and parasites.
- Treat water with chlorine or iodine tablets, or mix six drops (1/8 teaspoon) of unscented, ordinary household chlorine bleach (5.25 percent sodium hypochlorite) per gallon of water. Mix and let stand for about 30 minutes. However, this treatment will not kill parasitic organisms.
- Containers for water should be rinsed with a bleach solution before reusing them.

Food Safety

- Do not eat any food that may have come into contact with contaminated water.
- Discard any food not in a water proof container if there is a chance that it has come into contact with contaminated water.
- Undamaged, commercially canned foods can be saved if you remove the can labels, thoroughly wash the cans, and then disinfect them with a solution consisting of one cup of bleach in five gallons of water. Re-label your cans, including expiration date with a marker.
- Food containers with screw-caps, snap-lids, crimped caps (soda bottles), twist caps, flip tops, snap-open, and home canned foods should be discarded if they have come into contact with floodwater because they cannot be disinfected.
- For infants, use only pre-prepared canned baby formula. Do not use powdered formula prepared with treated water.
- Your refrigerator will keep foods cool about four hours without power if it is unopened.
- Add block ice to your refrigerator if the electricity will be off longer than four hours.
- Thawed food can usually be eaten if it is still "refrigerator cold", or re-frozen if it still contains ice crystals.
- "When in doubt, throw it out."

Sanitation and Hygiene

- Practice basic hygiene by washing your hands with soap and water that has been boiled or disinfected.



- Don't expose open cuts or sores to floodwater and keep infection down with antibiotic ointments.
- Don't allow children to play in floodwater areas.
- Wash children's hands frequently (always before meals), and do not allow them to play with toys that have been in contaminated water. Toys can be disinfected by using a solution of bleach in five gallons of water.

Mosquitoes

To control mosquito populations, drain all standing water left in open containers outside your home. Mosquitoes are most active at sunrise and sunset. To protect yourself from mosquitoes, use insect repellants that contain DEET. Be sure to read all instructions before using DEET. Care must be taken when using DEET on small children.

Mental Health

Remember to take some time to consider your mental health as the days following a hurricane can be rough. Some sleeplessness, anxiety, anger, hyperactivity, mild depression, or lethargy are normal, and may go away with time. If you feel any of these symptoms acutely, seek counseling.

Children need extra care and attention before, during, and after the storm. Be sure to locate a favorite toy or game for your child before the storm arrives to help maintain his/her sense of security.

Moving Ahead

- When cleaning up take proper precautions to avoid injury - wear proper clothing, including long sleeves and pants, and boots.
- When entering a damaged structure make sure the main electrical switch is off. If you see frayed wiring or sparks when you restore power or, if there is an odor of something burning but no visible fire, you should immediately shut off the electrical system at the main circuit breaker.
- Dry and disinfect all materials inside the house to prevent the growth of mold and mildew. Continue to monitor your radio or television for up-to-date emergency information.
- Do not touch or drive through power lines that are lying on or dangling near the ground. If a power line falls across your car while driving, continue to drive away from the line. If the engine stalls, do not turn off the ignition. Stay in your car and wait for emergency personnel. Do not allow anyone other than emergency personnel to approach your vehicle.



- If possible, use battery-powered lanterns rather than candles to light your home and prevent fires. Make sure candles are in a safe holder and away from curtains, paper, wood, or other flammable items. Never leave a candle burning when you are out of the room.



APPENDIX J

Plan of Action

Nursing

Recommendations for Preparedness:

Nurses:

On hand in the Nurses office are the following:

- Large first aid kit
- Portable oxygen Cylinder
- Full stock of office medical supplies

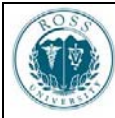
Personal Effects Required:

The nursing staff recommends that all individuals keep a supply of the following in a waterproof container:

- At least one week's supply of prescription medication
- Pain relievers
- Benadryl cream/ointment
- Benadryl tablets
- Antibiotic cream/ointment
- Anti-fungal cream/ointment
- Anti-diarrhea medication
- Antiseptic cleaning lotion
- Bandages
- Assorted band aids
- Eye-wash lotion

A food supply should include:

- Bottled drinking water and juices for at least two days.
- Non-perishable food to include dry crackers or biscuits, canned meats and fish, puddings etc.



Other items that should be available:

- A dry change of clothing
- A flashlight and batteries
- A radio that operates with batteries
- A pair of scissors
- Basic personal effects such as soap, toothpaste, tissues etc

All supplies should be kept within easy reach in plastic bags for protection and easy transfer.

During the Storm:

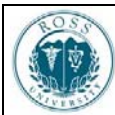
The nurses will be on call on the emergency cell phone at 662-6235 as long as the telephone system is operable.

After the hurricane, the nurses will report to campus as soon as it is possible to get to the campus, and be available in case of any emergencies or need for assistance.

In the absence of the Ross University nurses, all personnel are asked to seek medical attention at the JNF General Hospital in Basseterre.

A word of Caution:

It is important to make all necessary preparations at the beginning of the hurricane season, June 1st, as items required when a hurricane warning is issued, may be difficult to purchase. It is also important that when a hurricane warning is issued, persons get to the location where they will stay during the hurricane, and stay indoors until after the storm and the authorities advise that it is safe to go outside. Sight-seeing and adventure-seeking during the storm can lead to serious injury or death.



APPENDIX K

Off Campus Living Residence

Off Campus Housing Hurricane Preparedness

The guidelines and procedures below are recommended for students, faculty, and staff living off campus to ensure that relevant and critical preparations are conducted in order to maximize safety and protection before, during, and after a severe storm or hurricane.

Students, faculty, and staff living in low lying areas are more prone to floods during such weather conditions. Upon notification of an imminent severe storm or a hurricane that will hit the island, persons living in low laying areas must be prepared to ultimately evacuate their residences. On or around June 1st, all students living in the low lying area of Frigate Bay (designated at the 3rd round-about to the Marriott Hotel) will be sent an e-mail with the option of being temporarily housed in the Residence Hall on campus based on the availability of students who have volunteered to be hosts during the adverse weather conditions. The other option would be to make plans to move in with friends who live on higher ground. We will ask for a decision at that time so we may allocate rooms.

All students, faculty, and staff who have opted to remain on the island during a severe storm or hurricane should adhere to all of the procedures and advice below along with the information that will be provided by their sector wardens.



Pre- Season Preparations April & May

The following purchases and preparations are geared at preparing all Off Campus Housing residents Students/Faculty/Staff for a hurricane season:

- Battery-powered radio along with the appropriate batteries
- Adequate number of candles along with matches
- Hurricane lamp along with propane/kerosene refills(not allowed on Campus Living residence premises)
- Flash light along with the appropriate batteries
- Non-perishable food to last 14 days
- Drinking water (3 to 5 day supply)
- Pet food
- First aid kit



- Extra toiletries
- Insect repellent
- Sleeping bag & pillows
- Rubber boots and gloves
- Storage containers
- Zip lock and plastic trash bags
- Extra baby food, disposables, and supplies
- Keep an extra supply of disinfectant on hand

All of the above should be stored in safe keeping - separate and apart from the items used for daily living.

Other

- Check your car batteries and car tires including spare for road readiness. Buy can air for temporary tire repair
- Speak with landlord to discuss their preparatory steps to secure the property in the event of a hurricane



Pre-Hurricane Preparations – 72 Hours

After hearing broadcasted news of an approaching hurricane:

- Stay tuned to your local radio ZIZ 555am & VON 895am /television station for hurricane updates. RUSVM monitors storm activities and is committed to notifying the Ross community of an approaching storm
- Ensure that all of the Pre Season Preparations are in place and have been carried out
- Inform family members of intended location before the storm. Find a friend to partner with for the storm
- Discuss with landlord/agent to have appliances elevated in the event of a flood
- Have the landlord/agent cut down branches or trees that may be a threat to the apartment/house
- Gather prescription and over-the-counter medication & place in Zip lock sealed plastic bags and keep close at hand
- Fill containers or buckets, sinks, tubs, & washing machines with water
- Keep basic cooking & eating utensils close to food supply
- Pack a supply of basic clothing (including long sleeve shirts and pants) in a plastic bag to keep dry
- Ensure that the cellular phone is fully charged at all times
- Place passport and valuable documents in a Zip Lock sealed plastic bags and store in a drawer or safe place



- Visit the bank to have extra money on hand and keep secured
- Secure valuables and electronic equipment off the floors, away from windows/doors
- Protect valuables & electronic equipment by covering with tarpaulin/plastic and/or place in large trash/sealable bags
- Full tank of gas in vehicle
- DO NOT GO SURFING
- Check car battery and tires to ensure that they are in good condition
- Take all loose furniture and odd items that are outside to the inside of your premises
- Dispose of all trash
- Keep a list of important telephone numbers close to you in the event of an emergency
- Take pets indoors
- Ensure that pets have collars with up-to-date identification information – owner's name and contact information
- Disconnect ALL appliances including the main electrical switch
- Close storm shutters & ensure that windows & doors are covered/protected with landlords assistance

Other

- **Residents** who will be moving in with friends during a hurricane, should ensure that all of the above are taken care of prior to leaving. The landlord/agent and Off Campus Housing should be informed of where the student will be moving to along with providing a contact number.
- **Ensure** that a walk-through is done of the apartment and an inventory listing is signed by both parties (student and landlord/agent). This should be enclosed and kept in a safe place in the event that a hurricane strikes and items go missing
- **If** the landlord/agent lives in an upstairs apartment the case may present itself for the landlord or agent to seek shelter in the student's apartment below



During The Hurricane

- Stay tuned to your local radio station ZIZ 555am & VON 895am for hurricane updates. RUSVM is committed to notifying the Ross community of any storm updates
- Do not open any exterior windows or doors during a hurricane, unless it has been broadcasted that the hurricane will no longer be a threat to the island
- DO NOT VENTURE OUTSIDE during a hurricane or when the eye of the hurricane is passing over



- Keep matches, a cellular phone, candles in a Zip lock sealable bag and handy
- If the roof of the house/apartment is blown away, do not panic. Seek shelter in a safer part of the apartment
- Try to remain calm and alert
- Keep pets on a loose leash in the event of the need to make unplanned moves
- Stay away from windows, doors, and glass
- HURRICANE PARTIES are not encouraged
- Expect complete electrical, cable, and internet outage
- Expect poor water quality. DO NOT DRINK THE WATER IN YOUR PIPE. Boil the water or use bottled water.
- DO NOT WASTE ANYTHING since there will be a delay in the restoration of services
- Consume refrigerated food first

After The Hurricane

- Stay tuned to your local radio station for updates before venturing outside ZIZ 555am & VON 895am**
- Make initial contact with family, landlord/agent, zone warden & sector warden to inform them of your status**
- Look out for hanging and fallen debris when exiting and entering buildings**
- Stay clear of hanging or fallen electrical wires wherever one ventures**
- DO NOT GO SURFING after a hurricane**
- Stay away from ghauts, rivers, and beaches where the water levels may still be high, contaminated, &/or dangerous to cross**
- Drink boiled or bottled water**
- Boil water for 10 minutes**
- Use disinfectants to clean and sanitize areas**
- Wear the necessary apparel when cleaning up – gloves, boots, etc.**
- Keep lit candles in a safe place**
- Use your telephone sparingly to keep the lines open & save on battery power**
- Drain all standing water to control mosquito breeding**
- Dispose of trash appropriately (in bags).**
- Keep pets on a leash or crated and take them outside only when necessary**
- Report any injuries to the campus nurses**

KEEP SAFE and ALERT