# TABLE OF CONTENTS

1. The Rationale for Planning ................................................................. 4
2. Overview of the Procedures Manual .................................................. 4
3. Emergency Management Response Team .......................................... 4-7
4. Watches, Warnings and Storm Categories ........................................ 7-8
5. Hurricane Preparedness & Emergency Supplies ............................... 8-9
6. Training ......................................................................................... 9-10
7. Department Inventory and Data Backup .......................................... 10
8. Campus Emergency Plan ................................................................. 10-13

Appendix A: Emergency Supplies Checklist ....................................... A1-2
Appendix B: Phone Numbers, Websites & Social Media ..................... A3
Appendix C: Communiques
   a) Students .................................................................................. A4
   b) Faculty & Staff ......................................................................... A5
   c) General Public .......................................................................... A6
Appendix D: TimeLine Chart ................................................................. A7
Appendix E: Building Plans ................................................................. A8
Appendix F: Inventory Forms
   a) Office of Information Technology Inventory Form ...................... A9
   b) General Inventory Form .......................................................... A10
Appendix G: Training Courses ............................................................. A11-12
Appendix H: Acknowledgement Form ................................................ A13
This manual was written by UB-North’s Emergency Management Response Team.

A special thanks to all who helped add to and edit the Hurricane & Severe Weather Procedures Manual.

Emergency Management Response Team.


Description: Freeport, BS: University of The Bahamas-North, 2021.

ISBN 13:

1. Emergency management -- Handbooks, manuals, etc. 2. Safety measures -- Handbooks, manuals, etc. 3. Universities and colleges -- Bahamas -- Safety measures.

HV553

Cataloguing in Publication Data

This manual was created based on the lessons learned from implementing the University of The Bahamas’ Disaster/Emergency Plan. Other institutional documents such as the Emergency Response Management Policy, 2008 and the University Libraries’ Safety Plan, 2018 were consulted. External materials from The Bahamas government, such as the Grand Bahama Disaster Preparedness Response Plan and the National Disaster Plan & Instructions for Emergency Situations 2018-2020, were also used to develop this manual.

Cover Photo: Hurricane Dorian Memorial Flyer, August 2020
Back Photo: UB-North East Campus Post Hurricane Dorian, September 2019
1. **THE RATIONALE FOR PLANNING**

Disaster planning can save lives, minimise injury and emotional trauma, protect property and operational capability, and prevent or reduce interruptions in services. National preparedness is the shared responsibility of our whole community. Every member contributes. Disaster readiness is not accomplished in an ad hoc manner or with key stakeholders working in isolation. It is done systematically and in coordination with all stakeholders. In line with the University of The Bahamas Emergency Response Management Policy, this document has been created as a guideline for hurricane and severe weather protocol of the University of The Bahamas-North campus in Grand Bahama.

2. **OVERVIEW**

The purpose of this procedure manual is to establish an understanding of the authority, responsibilities, emergency functions, and operations of the University of The Bahamas-North as it relates to hurricanes and or severe weather threats. This plan activates upon declaration by the Vice President, University of The Bahamas-North and has three phases:

- Phase 1: Pre-Hurricane – Alert and Monitoring
- Phase 2: During the Storm
- Phase 3: Post Storm – the restoration of University services and the well-being of stakeholders.

3. **EMERGENCY MANAGEMENT RESPONSE TEAM**

The Vice President, University of The Bahamas-North, is responsible for overseeing the formation of the Emergency Management Response Team (EMRT) and appointing its designated leader, the Emergency Management Response Coordinator (EMRC). The EMRT is responsible for overseeing the planning and recovery efforts before and after a hurricane or severe weather event. The EMRT can be activated in whole or in part, as the needs of the situation dictate.

The EMRT could range from 10 to 18 employees and include a representative from the Grand Bahama community. However, that does not limit the number of volunteers that could be a part of the overall team. As certain positions lend themselves to automatic team membership, the composition and corresponding responsibilities of the EMRT are as follows:

3.1. **COMPOSITION AND CORRESPONDING RESPONSIBILITIES**

- Vice President, University of The Bahamas-North
- Dean of Faculty
- Dean of Students
• Executive Assistant, VP Office
• Special Projects Personnel
• University Police Supervisor
• Buildings & Grounds Supervisor
• Office of Information Technology Personnel
• NEMA Liaison
• Advancement / Office of University Relations (OUR) Personnel
• Business Office Personnel
• Housing & Residential Life Personnel
• Assistant Registrar
• Campus Librarian
• Campus Counselor
• Campus Nurse
• Faculty Representative
• Community Representative

**Vice President:** The “Competent Authority” with responsibility and authority for activating UB-North’s Emergency Management Plan.

**Dean of Faculty:** Advise on academic implications of emergency measures and initiate relocation or cancellation of classes and examinations.

**Dean of Students:** Act as a liaison between the University and the relevant student groups to ensure timely and appropriate information flow.

**Executive Assistant, OVP:** Responsible for the timely production and dissemination of relevant information to EMRT members, advise the Vice President on all Human Resources matters, and maintain accurate records of all damages reported, claims submitted, and action taken by the insurer(s).

**Special Projects Personnel:** Oversee the acquisition and mobilisation of resources to support the response effort. Resources include but are not limited to supplies, equipment, transportation, food service, and volunteer coordination.

**University Police Supervisor:** Coordinate appropriate contact with police, fire services, ambulance, and related emergency response agencies as required. Responsible for evacuations, law enforcement, crowd control, site security, and mobile communications.

**Buildings & Grounds Supervisor:** Coordinate appropriate response related to securing and repairing the University’s physical property.
Office of Information Technology Personnel: Coordinate appropriate safety, recovery, and relevant technical measures related to The University’s information technology and as necessary.

NEMA Liaison: Liaise with NEMA to exchange information and facilitate the coordination of the policies relating to the preparedness for mitigation of response to and recovery from emergencies.

Advancement/OUR Personnel: Establish crisis communication procedures, advise on communication strategies, and ensure all approved communications are completed and disseminated to the media.

Business Office Personnel: Ensure funds are available as may be necessary, and maintain financial records with regard to the emergency incident.

Housing & Residential Life Personnel: Oversee coordination of appropriate response at the University’s dormitory facility, and ensure that residents are kept abreast of any relevant information.

Assistant Registrar: Initiate the preservation, replication, or replacement of student records and other relevant data and advise when necessary on the impact of storm damage on schedules and room assignments.

Campus Librarian: Oversee coordination of appropriate response in the library, including preserving research resources and equipment.

Campus Counselor: Coordinate counselling assistance as may be required in situations.

Campus Nurse: Coordinate emergency medical services as may be required in situations where emergency care is needed.

Faculty Representative: Act as a liaison between the EMRT and faculty to ensure timely and appropriate information flow.

Community Representative: Will provide support as necessary to assist with the response effort.
3.1. EMRT COMPOSITION CHART

EMERGENCY MANAGEMENT RESPONSE TEAM

4. WATCHES, WARNINGS, STORM CATEGORIES

4.1. CATEGORIES OF ORGANISATION

- **TROPICAL DEPRESSION**
  - A closed low-pressure system with maximum sustained winds of up to 39 mph.

- **TROPICAL STORM WATCH**
  - Conditions are possible, usually within 48 hours.

- **TROPICAL STORM WARNING**
  - Conditions are expected, usually within 36 hours.

- **HURRICANE WATCH**
  - Conditions are possible, usually within 48 hours.
• HURRICANE WARNING
  ▪ Conditions are expected, usually within 36 hours.

4.2. SAFFIR-SIMPSON HURRICANE WIND SCALE

<table>
<thead>
<tr>
<th>Category</th>
<th>Sustained Winds (mph)</th>
<th>Major Storm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>74 to 95 mph</td>
<td>No</td>
</tr>
<tr>
<td>Category 2</td>
<td>96 to 110 mph</td>
<td>No</td>
</tr>
<tr>
<td>Category 3</td>
<td>111 to 129 mph</td>
<td>Yes</td>
</tr>
<tr>
<td>Category 4</td>
<td>130 to 156 mph</td>
<td>Yes</td>
</tr>
<tr>
<td>Category 5</td>
<td>157 mph or higher</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. HURRICANE PREPAREDNESS & EMERGENCY SUPPLIES

5.1. PREPARATION

The plan should be reviewed preceding the official start of the hurricane season and prior to each possible hurricane. An initial planning meeting should be held two months before the season starts.

  5.1.1. Each school and department must obtain emergency supplies required to protect their respective areas of responsibility by May 31st of each year.

  5.1.2. Where a school or department does not have its own storage facilities, the Buildings and Grounds department would be responsible for storing the supplies.

  5.1.3. A proper inventory should be kept of all emergency supplies by the Buildings and Grounds department and all office equipment by the respective departments.

5.2. BEGINNING OF HURRICANE SEASON

A meeting should be held amongst departments and schools on the Monday of or immediately preceding the start of Hurricane Season. The agenda for this meeting should be inclusive of but not limited to:


  5.2.2. Check emergency supplies for (i.e., garbage bags, plastic sheeting, sandbags) condition and usability.

  5.2.3. The Department of Buildings and Grounds stocks these supplies on a limited basis. Contact the department’s supervisor to place a work order requesting the necessary items.
5.3. **EMERGENCY SUPPLIES**

Each department should acquire or have access to preparedness supplies to assist during emergency cases. Some of these supplies should be maintained in an Emergency Supply Kit, which can be taken in the event of an evacuation and other resources, materials and equipment placed in storage for emergency use only.

Special Projects personnel and the Buildings & Grounds supervisor will be responsible for ordering supplies and maintaining inventory.

5.3.1. A first aid guidebook and kit should be located in each department and centrally placed to ensure accessibility during emergencies. The kit, at a minimum, should include the following: acetaminophen or ibuprofen, tweezers, needles, alcohol wipes, antiseptic hand cleanser, medical adhesive tape, sterile gauze, elastic bandages, several sizes of adhesive band-aids, insect bite swabs and repellent, cotton wool/lint, triple-antibiotic ointment, hydrogen peroxide, scissors, triangular bandages, instant cold packs, exam gloves, safety pins, white petroleum jelly, and a barrier device for CPR.

5.3.2. Fire extinguishers shall be placed in each department, and a full maintenance check performed annually.

5.3.3. Smoke detectors should be tested monthly, the batteries replaced every six (6) months, and the device replaced every ten (10) years per the Royal Bahamas Fire Services’ recommendation.

5.3.4. University Police is responsible for the scheduling of fire safety inspections.

5.3.5. For a list of tools and other equipment that may be needed in case of an emergency, see *Appendix A - Emergency Supplies Checklist*.

6. **TRAINING**

To ensure the continuity of health and safety standards, all new employees will undergo an orientation to UB-North’s safety programme to familiarise them with all safety measures, policies, plans, and procedures. It is the responsibility of the Office of the Vice President to ensure that new employees are aware of all applicable safety measures and procedures.

All members of staff will receive a copy of the Hurricane & Severe Weather Procedures Manual. New staff members will be required to read and sign a copy of this manual after being oriented to all campus safety procedures. (*See Appendix H - Acknowledgement Form*)

Training in emergency management and refresher courses for the UB-North Emergency Management Response Team and other staff will be organised by the Vice President’s Office in collaboration with external groups. (*See Appendix G - Training Courses*)
In conjunction with the departments, the Office of the Vice President has the responsibility to develop and organise the campus safety programme. Still, its success is dependent on the involvement of each member of staff and the support of students and parents/guardians.

As operations may change and new equipment and material acquired, the Hurricane & Severe Weather Procedures Manual would be updated to reflect these changes.

7. DEPARTMENT INVENTORY AND DATA BACKUP

Each department must keep current records of its inventory, which includes digital and physical copies of files. The designated Business Office personnel will provide inventory training.

Department inventory should be completed by April 30th of each year. Inventory forms should be requested from the Business Office and the Office of Information Technology. (See Appendix F - Sample Inventory Forms)

8. CAMPUS EMERGENCY PLAN

8.1. EMERGENCY PROCEDURES

When the authorities announce a Tropical Storm / Hurricane Warning, approximately 24 to 36 hours prior, the following actions will take place:

1. The Vice President will convene a meeting with the Emergency Management Response Team.
2. The Vice President and the Senior team will decide to close and evacuate the campus at least three (3) days prior to the landfall date.
3. Middle managers are to notify their respective areas of responsibility of the decision to close the campus.
4. All University-related events are to be cancelled.
5. The Dean of Faculty will inform the faculty of the closure order, and instructions to dismiss classes will be given.
6. The Dean of Students will inform the Assistant Director of Housing & Residential Life, Student Government Association, and wider student body of the closure.
7. The Office of University Relations will inform the campus community and media of the closure. (See Appendix C - Communique Draft)
8. Buildings and Grounds and OIT personnel will initiate the University shutdown procedures.
9. The Business Office personnel will ensure that all funds are deposited to the bank, except for emergency funds that are turned over to the Vice President.
10. All employees will begin the shutdown process of their respective areas (8-hour limit).
   a) Begin implementation of the department-specific emergency plan.
b) Back up all computer data in the cloud at this time.

c) All employees are requested to share the GPS location of their homes or site where they will be riding out the storm. These coordinates should be shared with the Vice President, University Police, or Office of Information Technology.

d) All windows closed, and if possible, locked.

e) All personal items are to be removed from offices.

f) All University vehicles must be delivered to University Police and will be parked at the identified safe location based on storm paths and flooding patterns.

g) All computers, telephones, printers, and other electrical equipment are removed from the ground floor.

h) Secure the science lab and chemical supplies.

i) Remove all items from refrigerators.

j) All non-essential employees must leave the campus at the completion of a hurricane or severe weather preparations. Be sure to notify your immediate supervisors before leaving.

k) Rare library materials should be wrapped in waterproof plastic and relocated if it is impossible to elevate them above the ground floor level.

l) All generators should be checked for fuel.

m) University Police will perform a check of the campus to verify that all non-essential personnel have evacuated.

11. All Buildings and Grounds personnel are to report to the department’s supervisor for hurricane preparedness assignments. The department supervisor will keep records of all financial transactions until staff from the Business Office can return to the campus and reestablish operations.

12. All University Police personnel are to report to the department’s supervisor for hurricane preparedness assignments. The University Police’s responsibility is to make the final inspection of the premises to confirm the completion of the evacuation procedures.

8.2. EVACUATION PLAN

8.2.1. RESIDENCE HALL

Upon notification of campus closure, the Assistant Director of Residence Life will work with University Police to help students evacuate the residence hall.

8.2.2. EMPLOYEES

Once office protocols have been finalised, employees should not report to work until instructed to do so by the relevant authorities.
8.3. DURING THE STORM

8.3.1 ESSENTIAL STAFF

i. University Police personnel who remain on campus during a hurricane should be given 72 hours (3 days) worth of food and water and should have multiple portable backup power supply options.

ii. University Police personnel are to remain in constant contact with the Vice President and department supervisor.

iii. If water on the campus rises to two (2) and a half feet or 30 inches, University Police personnel should notify the Vice President and evacuate the campus site immediately.

8.4. FOLLOWING THE STORM

8.4.1. IMMEDIATELY AFTER THE STORM

i. The EMRT Coordinator, under the direction of the Vice President or a designee, will contact the Emergency Management Response Team to meet on campus or at a designated site to conduct an initial damage assessment and develop a response plan.

ii. Emergency Management Response Team assignments:
   - Ensure campus is secured from unauthorised access and looting.
   - Assess damage to the campus’ physical plant.
   - Complete immediate assessment of the campus to identify and isolate safety hazards (biological, electrical, structural, and gas leaks)
   - Develop and carry out plans to resume operations.
   - Establish communication networks, emergency communications, and emergency computing stations, handle immediate media inquiries, assess damage to telecommunications systems and computing services, and initiate repair procedures.

iii. Middle managers or their designee, through normal administrative channels, will initiate an initial assessment of their departments.

iv. Employees should call the Employee Hotline, immediate supervisor, and or University Police for information about the status of the campus and when to return work following the storm.

v. Employees are strongly encouraged to listen to the local media outlets (including UB social media page) for information regarding return-to-work plans. You are advised to stay where you are if it is safe until authorities give the “all-clear.”.

vi. If you are not assigned to the Emergency Response Management Team, do not return to the campus until advised to do so.
8.4.2. ONE MONTH FOLLOWING THE STORM

A report should be completed on all damages as a result of the storm.
## APPENDIX A: EMERGENCY SUPPLY LIST

<table>
<thead>
<tr>
<th>No.</th>
<th>Supply</th>
<th>Quantity</th>
<th>Vendor</th>
<th>Storage Area</th>
<th>Key Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alcohol/Isopropyl 70%</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Antibacterial Towelettes</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bandages (Assorted Sizes)</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Batteries D</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Blankets - Fleece</td>
<td>Local</td>
<td>ProPac - SC, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bleach</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Boots – Rubber (Steel Toe)</td>
<td>Local</td>
<td>Imperial Supplies, WI, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Buckets</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bull Horn</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cell phones - ALIV</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cell phones - BTC</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chargers – Cell phone (Android &amp; Apple)</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Chargers – Rapid Battery</td>
<td>Local</td>
<td>Imperial Supplies, WI, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Chargers - Solar</td>
<td>Local</td>
<td>Imperial Supplies, WI, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Cleaning Chemicals</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Clipboards with Writing Pads</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Combination Tool Set</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Cots – Bariatric Military Style (600lbs)</td>
<td>Local</td>
<td>ProPac - SC, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Cots – Disposable Covers</td>
<td>Local</td>
<td>ProPac - SC, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Cots - Pillow, Inflatable</td>
<td>Local</td>
<td>ProPac - SC, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Cotton Towel Rags</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Cotton Towels</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Electric Heater – Portable</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Electrical Power Distribution Strip</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Fans – Battery-powered</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Fans – Electric</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>First Aid Kits</td>
<td>Local</td>
<td>ProPac - SC, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Flares – Road Kit</td>
<td>Local</td>
<td>Imperial Supplies, WI, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Flashlights</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Gas/Fuel Containers</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Generators – Portable</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Hammers</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Hand Sanitisers</td>
<td>Local</td>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Number</td>
<td>Item Description</td>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------</td>
<td>----------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Hard Hats</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Jumper Cables</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Knives – Utility</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Ladder – Extension</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Ladder – Step</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Lamps – Battery operated</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Life Vests</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Personal Protective, Equipment Kit</td>
<td>Imperial Supplies, WI, USA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Pick Axe</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Power Pack</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Pry Bars – Gooseneck (24’ &amp; 36’)</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Pry Bars – Utility 14’</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Radio – Battery operated</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Radio – Hand-cranked/ Two-way</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Rain Coats – Heavy Duty 80’</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Road Flares</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Rope – Truckers 100’</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Sand Bags</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Saw - Chain</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Shovels</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Stove – Camp</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Stove – Fuel Canisters</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Tape - Duct</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Tape – Electrical</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Tape – Masking</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Tools – Cutting</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Vests – Life</td>
<td>Imperial Supplies, WI, USA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Water – 16oz</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Whistles</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Wireless Routers (MiFi)</td>
<td>ALIV</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B: EMERGENCY CONTACTS
(Phone Numbers, Emails, Websites & Social Media)

UB-North Hotline
Phone: 1 (242) 439-2029

Office of the Vice President, UB-North
vpubnorth@ub.edu.bs

Office of Academic Affairs
aaubnorth@ub.edu.bs

Office of Student Affairs
[Email]
Telephone: (242) 826-5055

Office of the Registrar
nbcrecords@ub.edu.bs

Office of Finance
receivablesnorth@ub.edu.bs

Office of Information Technology
Helpdesk – Telephone: (242) 302-4588 | Email: ithelpdesk@ub.edu.bs

Office of University Relations
universityrelations@ub.edu.bs

University Police
[Email]
Telephone: (242)

Buildings & Grounds
[Email]
Telephone: (242)

Websites
www.ub.edu.bs/ub-north/about-us/
www.ub.edu.bs

UB-North Facebook Page
https://www.facebook.com/UBNorthGB/
NOTICE

Dear Students,

Due to Hurricane [Insert Name], the University of The Bahamas-North campus will be closed until further notice.

At the appropriate time, a subsequent notice will be issued on the resumption of operations following the passage of the hurricane.

All dorm residents must reach out to the Director of Housing & Residential Life, who will help you evacuate within 24 hours.

You are urged to continue monitoring local news and UB official communication channels for further updates. Please remain safe and take the necessary precautions.

Office of University Relations
University of The Bahamas-North
[Campus Office Location]
PO. Box F-
Freeport, Grand Bahama
The Bahamas
Tel: (242) [000-0000]
NOTICE

Dear Employees,

Due to Hurricane [Insert Name], the University of The Bahamas-North campus will be closed until further notice.

At the appropriate time, a subsequent notice will be issued on the resumption of operations following the passage of the hurricane.

You are urged to continue monitoring local news and UB official communication channels for further updates. Please remain safe and take the necessary precautions.

Office of University Relations
University of The Bahamas-North
[Campus Office Location]
PO. Box F-
Freeport, Grand Bahama
The Bahamas
Tel: (242) [000-0000]

Chartered on November 10th, 2016, University of The Bahamas (UB) is a beacon for national transformation. Approximately 5,000 students are enrolled in the University of The Bahamas system which includes campuses and centres on New Providence, Grand Bahama, San Salvador and Abaco, as well as UB online education. UB’s diverse academic programmes, research engagements, athletics and leadership development experiences equip our students to become global citizens in a dynamic world. For more information, visit www.ub.edu.bs.
[Date]

NOTICE

Dear [Insert Name],

Due to Hurricane [Insert Name], the University of The Bahamas-North campus will be closed until further notice.

At the appropriate time, a subsequent notice will be issued on the resumption of operations following the passage of the hurricane.

You are urged to continue monitoring local news and UB official communication channels for further updates.

Office of University Relations
University of The Bahamas-North
[Campus Office Location]
PO. Box F-
Freeport, Grand Bahama
The Bahamas
Tel: (242) [000-0000]

Chartered on November 10th 2016, University of The Bahamas (UB) is a beacon for national transformation. Approximately 5,000 students are enrolled in the University of The Bahamas system which includes campuses and centres on New Providence, Grand Bahama, San Salvador and Abaco, as well as UB online education. UB’s diverse academic programmes, research engagements, athletics and leadership development experiences equip our students to become global citizens in a dynamic world. For more information, visit www.ub.edu.bs.
APPENDIX D: TIMELINE CHART

April 30th
Departments should complete inventory reports by this date.

April
Two (2) months before Hurricane season, the EMRT shall hold its initial meeting (preferably within the first week).

May 31st
Acquire emergency preparedness supplies.

Activating the EMRT
24 to 36 hours prior to Tropical Storm / Hurricane Warning announcement, the Vice President will convene the EMRT.

Post Hurricane/Storm
One (1) month following the passing of a hurricane/storm, the Damage Assessment report is due.

Closure of Campus
Three (3) days prior to the hurricane/storm’s landfall date.
APPENDIX E: BUILDING PLANS

TCUB

BMES

SIR CHARLES HAYWARD LIBRARY
## APPENDIX F: INVENTORY FORMS

### OFFICE OF INFORMATION TECHNOLOGY INVENTORY FORM

<table>
<thead>
<tr>
<th>Description</th>
<th>Brand / Manufacturer</th>
<th>Type</th>
<th>Quantity</th>
<th>Value / Replacement Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
GENERAL INVENTORY FORM

(Please note that Office of Information Technology logs all technology equipment belonging to the University in their inventory)

<table>
<thead>
<tr>
<th>DEPARTMENT NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA/OFFICE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Description (if applicable)</th>
<th>Quantity</th>
<th>Value / Replacement Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
# APPENDIX G: TRAINING COURSES

<table>
<thead>
<tr>
<th>Course name</th>
<th>Frequency</th>
<th>Contact/Registration</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid</td>
<td>Annual</td>
<td>Bahamas Red Cross</td>
<td>Provides an overview of first aid and “best practices” for many first aid situations encountered during a medical emergency until advanced medical personnel takes over.</td>
</tr>
<tr>
<td>CPR</td>
<td>Annual</td>
<td>Bahamas Red Cross/GBHS</td>
<td>Provides participants with the knowledge and skills necessary to maintain breathing and circulation in an adult, child, or infant following cardiac arrest.</td>
</tr>
<tr>
<td>Disaster Preparedness &amp; Response</td>
<td>Biannual</td>
<td>Bahamas Red Cross</td>
<td>To build staff’s knowledge capacity and improve preparedness and response before, during, and after disasters. It also aims to strengthen disaster response coordination and the quality and availability of disaster management tools.</td>
</tr>
<tr>
<td>Initial Damage Assessment</td>
<td>Biannual</td>
<td>NEMA/USAID/OFDA</td>
<td>To provide individuals who have been designated to conduct initial damage assessments with the process and techniques necessary to perform the tasks satisfactorily.</td>
</tr>
<tr>
<td>Damage Assessment And Needs Analysis</td>
<td>Biannual</td>
<td>USAID/OFDA/LAC</td>
<td>To provide participants with the knowledge and skills needed to make an initial on-site and perform a needs analysis and propose priority actions.</td>
</tr>
<tr>
<td>Incident Command System – Basic Course</td>
<td>Triennial</td>
<td>USAID/OFDA/LAC</td>
<td>To provide participants with the knowledge and skills necessary to initiate an Incident Command System as a first responder in an incident.</td>
</tr>
<tr>
<td>Incident Command System</td>
<td>Triennial</td>
<td>USAID/OFDA/LAC</td>
<td>To provide participants with the knowledge and skills necessary to apply the Incident Command System.</td>
</tr>
<tr>
<td>Shelters &amp; Shelter Management</td>
<td>Biannual</td>
<td>NEMA/USAID/OFDA</td>
<td>To provide the participants with the necessary knowledge and skills to perform the required duties for emergency shelters’ operational management.</td>
</tr>
<tr>
<td>School &amp; University Safety Program</td>
<td>Biannual</td>
<td>USAID/OFDA/LAC</td>
<td>To provide participants with the knowledge and techniques that will enable the promotion, design,</td>
</tr>
<tr>
<td>Course</td>
<td>Duration</td>
<td>Organization</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------</td>
<td>---------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Risk Program Management</td>
<td>Triennial</td>
<td>USAID/OFDA/LAC</td>
<td>To provide the knowledge and skills required to develop and manage programmes related to risk, emergencies, and disasters.</td>
</tr>
<tr>
<td>Disaster Risk Reduction</td>
<td>Triennial</td>
<td>USAID/OFDA/LAC</td>
<td>To provide concepts, information, tools, and instruments that will increase the overall understanding of Disaster Risk Management.</td>
</tr>
<tr>
<td>Hazardous Materials First</td>
<td>Triennial</td>
<td>USAID/OFDA/LAC</td>
<td>To provide participants with the guidelines, knowledge, and skills necessary to recognise and identify the presence of hazardous materials and able to undertake the initial actions to guarantee personal safety and the protection of third parties, goods, and the environment.</td>
</tr>
</tbody>
</table>

**ACRONYMS:**

GBHS – Grand Bahama Health Services  
LAC – Latin American and the Caribbean (USAID Regional Office)  
NEMA - The National Emergency Management Agency (Bahamas)  
OFDA - The Office of United States Foreign Disaster Assistance  
USAID - The United States Agency for International Development

**Content Source:** The course description as taken from the Bahamas Red Cross, American Red Cross, and USAID/OFDA/LAC Regional Disaster Assistance Program (RDAP).
APPENDIX H: ACKNOWLEDGEMENT FORM

UNIVERSITY OF THE BAHAMAS-NORTH

EMPLOYEE ACKNOWLEDGEMENT FORM

I ________________________________ (Full Name), hereby confirm that I have carefully read the Hurricane & Severe Weather Procedures Manual and understand its content.

I acknowledge that I have received a personal copy of the Manual and agree to abide by the guidelines contained therein.

I understand that should the content in this Manual be revised, the Vice President’s Office will notify me and make available a revised copy of the document.

________________________________  ________________________________
Employee’s Signature     Receipt By

________________________________  ________________________________
Date       Date