



# UNIVERSITY OF THE BAHAMAS **STORM GUIDE 2019**

The Atlantic Hurricane season which began June 1st lasts until November 30th, although some of the most devastating storms have formed after the hurricane season. This Storm Guide provides useful information on prevention, protection and mitigation for the University community.

## **TROPICAL STORM WATCH**

This is an announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified islands within 48 hours.

## **TROPICAL STORM WARNING**

This is an announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected within the specified islands within 36 hours.

## **HURRICANE ALERT**

A hurricane alert is issued when there is a threat of an approaching hurricane and residents are advised to take the necessary precautions to secure life and property.

## **HURRICANE WATCH**

A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds (sustained winds of 74 mph or higher). Hurricane preparedness activities become difficult once winds reach tropical storm force.

## **HURRICANE WARNING**

The hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds (sustained winds of 74 mph or higher).

When severe weather threatens, visit University of The Bahamas' Website and social media pages for current information on the impending storm, storm preparations, campus closures and resumption of operations.



## GENERAL PREPARATION TIPS

- Plan ahead - plan what you will need to do at work and at home to prepare for the storm.
- Stay calm - listen to weather and emergency radios.
- Back up computer hard drives and software, shut down computers and protect computer equipment.
- Store software and data disks in a dry place at shoulder level like the top drawer of a filing cabinet.
- Valuable items in your office should be moved and secured away from windows.
- Lock windows and close blinds.
- Make sure vehicles have adequate fuel. Fill up those with 3/4 tank or less.
- Park vehicles in a safe location away from trees and in areas not prone to flooding.
- Unplug electrical equipment such as computers, printers, clocks, radios, etc..
- Cover large valuables with plastic for protection.
- If caught in a building, stay inside, away from windows and near the centre of the building.
- Leave for your home or designated safety area well before the hurricane hits.
- Use battery operated flashlights and lanterns. DO NOT use any open flames for lighting.



## STUDENTS AND PARENTS

- Students who live in dorms or whose parents live on a different island should contact their parents prior to the storm to advise them of their location and then again shortly after the storm to inform them of their status. It would be easier for students to contact their parents than for parents to locate students.
- All furniture, including beds, should be moved away from windows.
- Since floors can get wet, all articles such as electronic equipment, shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- Papers, books, school supplies, etc. should be put inside desks or dressers.



- Valuables should be placed in lockable closets or drawers and secured throughout a severe storm.
- Students will receive the latest accurate information about storm preparations, the progression of the storm, University closures and the resumption of services via The University email, website and social media pages. In the case of a hurricane, information relative to University operations and classes will also be communicated via local television and radio broadcasts. Students in the University dorms and student-athlete residences will also receive information pertaining to storm

preparations from the Residence Life Director, who will advise of any evacuation plans.

- All doors should be locked when occupants are not in the room or apartment.
- All students should fill several small containers with water for drinking. Those students who live in facilities that have bathtubs should clean the tub and fill it halfway. If the hurricane is a major storm, water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing the toilets.
- All windows must be closed tightly.

## EMPLOYEES

*When advised that a severe storm threatens, all University employees should take these steps to protect IT resources and data:*



- Update your phone contact list.
  - Back up all computer data.
  - Clear desktops, and cover books, papers, and equipment with plastic sheeting and masking tape.
  - Make a list, with serial numbers if possible, of all valuable equipment in the office.
  - Move desks, file cabinets, and other furniture away from windows.
  - Make sure all windows are closed and latched.
  - Disconnect all electrical equipment.
- Remove all personal belongings and please take them home.

## TO PROTECT YOUR PROPERTY

*When a hurricane watch is issued for your area, the following measures can help prevent or minimize damage to your home or property:*

- Protect windows, sliding glass doors, and skylights with shutters or plywood.
- Put your car in a garage or other shelter. Secure boats and trailers. Secure outdoor furniture and any other loose material outside.
- If possible, trim back any dead wood from trees. This will reduce the amount of wind stress on trees and eliminate potential damage from falling limbs.
- Move valuables away from windows and, if possible, to an upper floor.
- Bring pets indoors or make other arrangements for their safety. If you must seek shelter in an approved hurricane shelter, understand that you might not be able to keep your pets with you. Contact your local Humane Society for information about animal shelters.
- If you are leaving your home, lock and secure the premises. Take small valuables and important documents with you. It's a good idea to take copies of your home inventory and insurance policies and cards.

## IT/DATA AND OFFICE PROTECTION

*During a severe storm, heavy rains and wind can cause flooding, electrical surges and power outages, damaging sensitive computer hardware and data. Follow these simple steps to reduce the loss of costly computer equipment and data when there is a storm:*

- **Backup Data Files** - Although backups should be part of regular procedures, a separate full backup of your critical data should be performed before the University is closed in response to a hurricane threat. For users who store data files on a network server, your network administrator should perform the backup. It is crucial at this time that a copy of this backup be moved to a secure location an appropriate distance away in order to avoid the possibility that a hurricane would affect both locations.



## IT/DATA RECOVERY

*These steps should be taken to resume normal computer operation after returning to work.*

### Initiate Damage Assessment Procedures:

- Take note of the condition of the computer equipment. If it is visibly damaged or appears to be wet, DO NOT plug the equipment in or turn it on. Call the Office of Information Technology [OIT] in order to initiate equipment recovery procedures.
- Verify Electrical Integrity- Computer equipment should not be turned on if electrical power is unstable. Confirm this with your system administrator or supervisor if you are unsure.
- Verify Network Service Availability - Central services such as network connectivity, network file servers, or email servers may not be available. Verify the availability of services with your network administrator before proceeding.
- Verify Proper Operation - Return the computer to its original location and reattach all peripherals. Plug in all power cords and turn the computer on. Take note of error messages and write them down.

### Do you have an Emergency Supplies Kit?

*A basic emergency supply kit could include the following items:*

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio
- Flashlight and extra batteries
- First-aid kit
- Moist towelettes, garbage bags and plastic ties for personal sanitation.
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Cell phone with chargers.
- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Paper cups, plates, paper towels and plastic utensils

