



# **HURRICANE PREPAREDNESS PLAN**

**2015**

# Maritime College - Hurricane Preparedness and Response

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# Maritime College - Hurricane Preparedness and Response

## Introduction

No plan can provide complete directions for each specific circumstance that may develop, however the Emergency Response Team has developed this Hurricane Preparedness and Response Plan in order to:

- acquaint faculty, staff and students with hurricane hazards
- indicate the action required to overcome or minimize these hazards
- define responsibility in carrying out such action

Specific activities and advisories are subject to change by College Administration as appropriate to specific circumstances. This Plan shall not be construed in a manner that limits the use of prudent judgment and common sense.

## Definitions

Tropical Depression	An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 MPH (33 knots) or less. Sustained winds are defined as one-minute average wind measured at about 33 ft (10 meters) above the surface.
Tropical Storm	An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39–73 MPH (34–63 knots).
Hurricane	An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 MPH (64 knots) or higher.
Hurricane Season	June 1 through November 30
Hurricane Watch	The first notification by the National Weather Service that a hurricane is a definite threat to a geographic region of the United States. Landfall is uncertain and broad geographic areas are alerted. It is normally given 36 hours before the storm is expected to strike.
Hurricane Warning	Notification by the National Weather Service, normally 24 hours before the storm is expected to strike; more accurate landfall is predicted, with narrower geographic boundaries.
Hurricane Alert	Notification by the National Weather Service issued when Hurricane Force winds are imminent.
Hurricane Shelters	Areas of refuge to be used in the event of a hurricane. Should be a substantial <u>building with limited glass.</u>

## Hurricane Classifications

The Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. In general, damage rises by about a factor of four for every category increase.

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Hurricane Category	Wind Speeds	Summary Of Damages
Category 1	74-95 mph winds	Very dangerous winds will produce some damage
Category 2	96-110 mph winds	Extremely dangerous winds will cause extensive damage
Category 3	111-130 mph winds	Devastating damage will occur
Category 4	131-155 mph winds	Catastrophic damage will occur
Category 5	> 156 mph winds	Catastrophic damage will occur

## Staffing

Each department will ultimately need to determine their own staffing needs; however it expected that the following departments will identify essential staff to remain on hand while the hurricane is in progress:

- Residential Life and Housing
- University Police
- Physical Plant
- Dining Services

The department of Residential Life and Housing can assist in providing temporary housing for staff required to remain on campus.

## Evacuation/Shelter

In the event that buildings need to be evacuated for safety purposes, the following locations will be designated as emergency shelters:

- Riesenber Hall
- Fort

## Hurricane Preparedness

### Class cancellation

The decision whether or not to cancel classes rests with the President or his/her designee. When making a decision whether to cancel classes, student travel should also be taken into account.

It is the general preference that students be encouraged to return home when it is likely that a hurricane grade storm is forecasted to impact the Maritime College campus. This will allow students with families nearby to be with them during the hurricane. When determining if/when classes will be cancelled, travel time for students should be taken into account.

Students living in Maritime College housing should notify Residential Life and Housing if they plan to evacuate from campus. This notification will assist with the accountability and planning efforts.

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## Communications

All instructions such as canceling classes, closing of buildings, releasing of employees, special instructions and the relocation of students will be accomplished with the safety of lives and property, through effective use of College resources.

### 72 Hours before estimated hurricane arrival

Task	Primary Responsibility (if any)
Emergency Response Team may be activated to review current conditions and discuss general plans and readiness.	
Review Hurricane Preparedness Plan and Emergency Response Plan as needed.	Emergency Response Team
Begin frequent monitoring of weather related media sources including, but not limited to, the National Weather Service, NOAA, and FEMA.	University Police, Physical Plant, Vice President for Administration
Review available inventory of emergency supplies (plywood, sandbags/sand, plastic sheeting, fuel, flashlights, batteries, beds, etc.). Purchase additional supplies as necessary.	Physical Plant, University Police
Check grounds and remove dead limbs, clean up loose debris and begin moving all loose equipment and materials.	Physical Plant, Athletics
Make sure we have current telephone numbers for support responders such as water suppliers, emergency generator suppliers, fuel suppliers, food suppliers and others as needed.	University Police, Physical Plant, Dining Services
Identify students with disabilities who may require assistance.	Dean of Students Office
Ensure emergency generators and all vehicles are fueled and serviced.	Physical Plant, University Police
Review inventory and ensure it can provide food and water for all students and essential staff for at least a 72 hour duration.	Dining Services
Review any scheduled events or outside groups that have booked space at Maritime. Prepare to contact them in the event a decision is made to close the University.	Community Affairs
Research projects should be reviewed and steps taken are protected in the event of power-outage or damage to buildings.	Department Chairs
Make sure cellular telephones are fully charged. Install new batteries as needed.	
Make sure all storm drains are clear.	Physical Plant

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### 48 Hours before estimated hurricane arrival

Task	Primary Responsibility (if any)
Emergency Response Team reviews current conditions and recommends actions to the President.	Emergency Response Team
Begin preparation to protect priority library collections.	Library
Verify backups of critical data	IT
The College Information Line (718) 409-7200 and Webpage (www.sunymaritime.edu) should begin to provide Hurricane Plans and Instructions. Instructions should be emailed to faculty, staff and students (see appendixes) .	Chief of Staff, Communications, IT
Prepare response to press inquiries regarding the College's readiness and plans.	University Relations
Ensure that trash and recyclable receptacles, benches, furniture, athletic equipment and all other loose items that may become projectiles in high winds are appropriately secured.	Physical Plant, Athletics, University Police
Ensure that contractors working on campus secure all equipment and materials from their site which may become projectiles in high winds.	Physical Plant, University Police
Make sure all essential vehicles are fully fueled, stocked and inspected.	Physical Plant, University Police
Turn off unnecessary lighting and appliances, secure windows, doors and shutters, locking when appropriate.	
Make sure all storm response equipment is inspected and ready for operation. This includes but is not limited to chain-saws, blowers, water pumps, tractors and portable generators.	Physical Plant
Based on the category classification of the hurricane, a decision regarding cancellation of classes will be made and communicated.	President or his/her designee
Depending on predicted severity of the storm, make a determination regarding evacuating students/staff living in College-owned apartments.	Residential Life and Housing, Emergency Response Team
Validate that off-site DNS, mail, and web host is functioning properly; review web page content.	IT

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## 36 Hours before estimated hurricane arrival

Task	Primary Responsibility (if any)
If warranted based on current conditions, warnings and forecasts, all College related functions are to be cancelled including classes, sporting events, lectures, and other functions.	
College departments initiate any specific departmental shut down procedures	
Research staff shall begin preparations of laboratory facilities by completing experiments, backing up, computer data, storing materials and securing rooms and hazardous materials.	Provost, Department Chairs

## 24 Hours before estimated hurricane arrival

Task	Primary Responsibility (if any)
Refuel all vehicles and continue to securing equipment, assessing buildings and protecting properties from storm conditions.	University Police, Physical Plant
Close non-essential offices and departments at this time.	
Turn off unnecessary lighting and appliances, secure windows, doors and shutters, locking when appropriate.	
Verify that all non-essential personnel have evacuated the campus and unoccupied buildings have been secured.	University Police
Communicate with students that they should plan to stay on campus if they have not already left.	Residential Life and Housing
Remind faculty, staff and students to power down all electronic devices before they leave campus.	IT

## During hurricane

Task	Primary Responsibility (if any)
It is essential that all remaining residents stay indoors throughout the entire hurricane. During the storm, for maximum protection, residents should remain in the hallways. 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 through, the storm begins again, but from the opposite direction. STAY INDOORS.	
Except for staff responding to emergency situations, all staff remaining on campus should stay indoors during the storm. Some members of University Police will take up shelter in a location where they can visually monitor the main campus.	

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Residents should follow the instructions of College officials including University Police
In the event that damage occurs which renders a housing or shelter location unsafe, residents should be transported to a safe shelter location using University Police vehicles and/or safety escort vans.
Report all accidents, injuries, broken windows or excessive water to the University Police (718-409-7311)
Monitor status of campus power and internet connectivity. If an extended outage is expected, IT will activate offsite host to provide: a landing page for clarku.edu and you.clarku.edu; email routing for students; and email storage for staff and faculty.

### Resumption of Service

Following the lifting of the hurricane warning status, essential staff in Physical Plant and University Police will assess and advise the Emergency Response Team and senior management which buildings and facilities can be used safely for classes and other purposes. Recommendations for repair work or building closings will also be made.

The President, upon recommendations from the Emergency Response Team, will issue necessary directives and instructions concerning the resumption of classes and the use of College buildings and facilities. A determination regarding making up any lost classes will also need to be made.

Physical Plant and University Police will include the following as priorities following the storm:

- Ensure access to Health Services, Emergency Shelters, Housing, Dining Facilities.
- Physical Plant will clear College property as appropriate.
- Stage water pickups and prepare emergency supplies for rapid distribution if necessary.
- Clear storm drains and catch basins
- Inspect roofs, doors and exteriors of buildings for security and loose material.
- Secure campus buildings from unauthorized access and looting.
- Any potential insurance losses should be documented reported promptly to the VP for Administration.

Residential Life and Housing will assist with relocating any displaced students back to residence halls or other campus housing.



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In the event of an IT service interruption, IT will prioritize returning services in the following order:

- Restore the ability for all users to send and receive College email
- Provide dial tone to all College phones
- Fully restore services in the primary data center
- Provide network access to residence halls
- Provide network access to remaining buildings

Information related to re-opening the campus and resumption of classes will be communicated through the SUNY NY Alert emergency notification system (email/text/voice as appropriate), the Maritime College Website, and local radio and television stations.

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## Appendix 1 - Sample Student Communication

The most recent weather forecasts show a hurricane reaching the Throgs Neck area sometime during the day on Sunday. While some forecasts predict the storm to be downgraded to a tropical storm by the time it reaches New York City, it can still be capable of very strong winds and heavy rains which can create dangerous situations.

The safety of our students is our number one priority. If you are on campus when the storm arrives, please observe the following guidelines:

- Seek shelter inside your residence hall or house. All residential students will have card access to all residence halls during this storm, and we encourage you to seek shelter where you are most comfortable, be that with friends, or in a lounge, etc. Do not plan to move about during the storm, so bring whatever you will need with you before the storm intensifies.
- Close all windows and doors to the outside. Close blinds and/or curtains (where applicable).
- It is essential that all students stay indoors, and off the roads and sidewalks, throughout the entire hurricane.
- During the storm, for maximum protection, keep away from all windows.
- During a hurricane, there may be a lull in the storm if the eye of the storm passes through the area. Once the eye passes through, the storm begins again, but from the opposite direction. STAY INDOORS until the storm has completely passed.
- Do not attempt to open windows or doors to see what is happening outside.
- In the event of power failure during the height of a hurricane, there will be no elevator service. Do not attempt to travel between floors using elevators.
- Fully charge all battery operated devices (cell phones, etc.)
- Keep extra water for yourself if possible.
- In the event of a power outage do not use candles or other flame-type lighting under any circumstances. Use battery powered lighting only.
- Follow the instructions of College officials, including University Police and Residential Life and Housing staff. Report all accidents, injuries, broken windows, or excessive water to the University Police or Physical Plant. University Police phone number is 718-409-7311 - program that into your cellphone now.
- Stay tuned to major media outlets (TV, radio, web)
- The student escort service will not be running on Sunday.
- The Library and will be closed on Sunday. The Vanderclute Galley will be closed after brunch (11:00).
- Visit <http://sunymaritime.edu> for updated information.
- Be sure your SUNY NY Alert contact information is up to date by logging into <http://www.sunymaritime.edu/nyalert/> and providing the requested information.

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In the event a residential building is uninhabitable due to damage from the storm, you should alert University Police (718)-409-7311 who may evacuate you to the Fort or Riesenbergh Hall.

Please pay particular attention to any/all communications from either SUNY NY Alert or e-mail notifications from Maritime College during the next several days. As the storm gets closer, we will provide further information.

### Food Service

(communicate any changes to the food service schedule here)

### Information Technology

#### Power Interruption and Electronic Device

IT strongly recommends that all electronic devices (computers, printers, monitors, etc...) be shut down before you leave for the day to avoid damage that may result due to a power interruption. If your electronic devices are plugged directly into wall outlets, we suggest you also unplug those devices from the wall, if possible, after you turn them off.

#### Service Recovery Expectation for Information Technology

The IT staff is on standby this weekend to address any service outages we may experience. In the event of a power outage, please be advised that ITS will not bring the network and other IT systems back online until power to the campus is stable. Once ITS staff is able to get onsite and has determined that its power source is stable, it will take another 3-4 hours to bring all IT resources back on line. ITS does prioritize services so some services may be up sooner than the 3-4 hour estimate. If you have any IT/networking related questions or need to report a service issue, please contact the ITS Help Desk at 718-409-4062 or [helpdesk@sunymaritime.edu](mailto:helpdesk@sunymaritime.edu).

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## Appendix 2 - Sample Faculty/Staff Communication

(This must be modified to reflect the expected timeframe/severity for the advancing storm or hurricane)

To Maritime College Faculty and Staff,

The most recent weather forecasts show hurricane Irene reaching the Throgs Neck area sometime during the day on Sunday. While some forecasts predict the storm to be downgraded to a tropical storm by the time it reaches New York City, it can still be capable of very strong winds and heavy rains which can create dangerous situations.

Before leaving for the weekend, please:

- Clear desk tops, tables and other horizontal surfaces of all paper and other articles susceptible to water damage in case windows are broken.
- Move papers, equipment, books, etc. away from windows or open doorways.
- Shut and latch all windows.
- Drop all venetian blinds, close slats and draw curtains.
- Close and lock all doors.
- Turn off lights and unplug all electrical equipment.

IT strongly recommends that all electronic devices (computers, printers, monitors, etc...) be shut down before you leave today to avoid damage that may result due power interruption. If your electronic devices are plugged directly into wall outlets, we suggest you also unplug those devices from the wall after you turn them off, if possible.

While we hope and expect to be open a usual on Monday, attached is the HR SUNY Maritime inclement weather policy. We hope you all stay safe during the storm.