GOVERNMENT OF THE VIRGIN ISLANDS

DEPARTMENT OF

EDUCATION

Hurricane and Emergency Preparedness Checklist

Point of Contact: Dionne Wells-Hedrington, Ed.D., Commissioner Nominee

Phase 1 – Awareness

(Initiate 72 - 120 hours prior to onset of emergency)

General Instructions to All Divisions, Schools and Activity Sites

- ✓ Continue to monitor weather throughout the period.
- ✓ Tune in to the news from Department of Education officials on next steps and major decisions via the VIDE website, VIDE Facebook page, and other media outlets.
- ✓ Update internal notification/call down rosters.
- ✓ Brief staff on office preparations, leave policy, mandatory/non-mandatory expectations
- ✓ Administrators, identify key personnel who will be expected to return to campus after the storm, both immediately and in (specified) stages, to begin campus clean up and reclamation.
- ✓ Encourage staff to make home preparations: child/elder care, pet care, communications plan, evacuation plan, and disaster supply kit, flood/wind insurance, etc.
- ✓ Stock supplies to secure equipment and important documents.
- ✓ Place all files inside closed file cabinets.
- ✓ Wrap all loose papers and other important documents in plastic bags and, if possible, place in filing cabinets. Label the bags accordingly, e.g., correspondence, policies, attachments, drawings, etc. Wrap manuals in plastic bags and move them to high and dry area.
- ✓ Cancel or postpone events, meetings and/or activities as advised by the Senior Leadership Team.
- ✓ Supervisors, have employees remove their personal items from the work place.
- ✓ Supervisors, confirm essential employees' contact information is accurate and up-to-date.
- ✓ Supervisors, confirm facilities' pictures/videos have been completed.
- ✓ Custodial personnel should assist with securing outer areas on campus.

Crisis Policy Team / Senior Leadership

- ✓ Maintain and update all personnel on the latest forecasts and storm tracking information.
- ✓ Schedule situation briefings.
- ✓ If enough information indicates; decide on school cancellation.
- ✓ Establish a liaison to attend emergency management meetings (VITEMA).
- ✓ Review mutual aid communications and agreements.
- ✓ Notify staff of shelter activation and those designated as on call to work in shelters.
- ✓ Information Technology personnel, back up all student information systems, human resources information systems, and financial information systems. Save redundantly and in a secure location, away from the storm.

Maintenance

- ✓ Ensure maximum fuel storage at all fueling sites/reserves for all vehicles (Fueling sites are privately owned, thus, this task cannot be done by the Division of Maintenance and Physical Plant)
- ✓ Verify and test all emergency generators for all buildings; critical buildings should be at top priority (Currently, SCEC is the only school w/ a generator as it serves as a primary shelter in the STX district; COMES is the secondary shelter w/o a functioning generator)
- ✓ Ensure that all campuses are free of debris.
- ✓ Maintain essential telephone list/addresses of all maintenance employees.
- ✓ Check inventory of damage control supplies and equipment and store these items in a secure area. This inventory may include items such as portable pumps, hoses, lumber, nails, tarpaulins, plywood, sandbags, shovels, axes, power tools, and hand tools.

Phase II – Preparation
(Initiate 12 - 48 hours prior to onset of emergency)

General Instructions to All Divisions, Schools and Activity Sites

- ✓ Continue to monitor the weather.
- ✓ Brief staff on weather and disaster information sources, departmental continuity.
- ✓ Fuel all vehicles. Park away from trees /low-lying areas, at designated staging areas.
- ✓ Secure computers/equipment and all critical data and records. Back up all electronic data and records. The Principal or Director shall take home a back-up copy.
- ✓ Crisis Team to take photographs of secured areas and send them to the Crisis Team Leader or designee. (IT should create a shared drive and a protocol.)

- ✓ Print duplicate copies of pictures (store one set in water proof container and submit a set to Superintendent's Office.
- ✓ Move books, computers, etc. away from windows.
- ✓ Secure computers/equipment:
    - Unplug all computers from electrical sources.
    - Unplug power strips from wall outlets.
    - Remove network cable from the back of each computer, but leave the network wire plugged into the wall for re-connection after the storm).
    - Unplug all telephone lines that connect to computers.
    - Lift all CPU towers up off the floor.
    - Cover everything with plastic once the computers and monitors have cooled.
- ✓ Unplug and wrap typewriters, adding machines, and other office equipment in plastic.
- ✓ Label all bags according to contents and to whom they belong.
- ✓ Remove everything from desks and counter tops and place items in drawers.
- ✓ Food Service Managers shall complete full inventory of supplies and items needed in the event of shelter activation at designated sites
- ✓ Empty refrigerators; dispose of debris on campus (potential missiles).
- ✓ Store and secure all loose objects outside the building. Place as many items as possible inside the permanent structure.
- ✓ Food Service Managers with assistance from staff shall complete a full inventory of supplies and items needed in the event of shelter activation at designated sites.
- ✓ Disconnect all electrical connections before leaving the campus/office
- ✓ All facilities shall be locked and secured
- ✓ Close shutters on windows.
- ✓ Plan for flash flooding on/around campus, as well as wind-driven rain into campus buildings
- ✓ Stay tuned to local media outlets for updates on next steps and major decisions
- ✓ Supervisors shall do a final check of all offices/classrooms and notify the Superintendent's Office of their readiness

Crisis Policy Team / Senior Leadership

- ✓ Decide on class/school cancellations.
- ✓ Decide if suspension of non-mandatory operation is necessitated.
- ✓ Maintain constant contact with National Weather Center/VITEMA for hurricane briefings and expected impacts.
- ✓ Prepare and fuel vehicles.
- ✓ Notify all faculty/staff/students to move their vehicles to higher ground
- ✓ Brief district employees through meetings/emails.
- ✓ Place essential employees on standby for response.

- ✓ Check-in with supervisors at all schools/activity centers to confirm readiness.
- ✓ Confirm that Principals/Directors have taken home a backup copy of critical data and records.
- ✓ Take photographs of secured areas. Print duplicate copies of the pictures (store one set in water proof container and submit the other set to the Superintendent if you are a district employee and to the Chief Operations Officer if you are a state employee.

Maintenance

- ✓ Secure facilities and construction areas.
- ✓ Secure recyclable materials and equipment.
- ✓ Clear storm drains and secure grounds.
- ✓ Secure modular units/securely collapse Sprung Shutters.
- ✓ Sandbag vulnerable facilities.
- ✓ Have forms readily available for compiling FEMA documentation.
- ✓ Fuel vehicles and emergency generators.
- ✓ Test emergency resources (e.g. generators, sump pumps, etc.).
- ✓ Place essential staff on standby.
- ✓ Prepare to set up the Command Center for the district.
- ✓ Empty out refrigerators and dispose of debris (potential missiles).

Pupil Transportation Division

- ✓ Remove school/department vehicles from low lying areas and close flood-prone lots.
- ✓ Place staff on standby.

Phase III – Post Storm
(Initiate when storm has passed and winds dissipate below 40 MPH)

General Instructions to All Divisions, Schools and Activity Sites

- ✓ If campuses suspend non-mandatory operations, mandatory personnel will still report to campus or telework to support mandatory operations
- ✓ If under curfew, only Emergency Support Personnel with appropriate identification will be allowed to access the campuses.
- ✓ When allowed to access the campus or building, identify repairs and safety concerns (# functional classrooms, offices, bathrooms, feeding sites, personnel, etc.).
- ✓ Document all issues cited using the core emergency teams for schools and deliver report to Command Center (St. Croix Curriculum Center).

- ✓ Contact Police, Fire Services, EMS if needed.
- ✓ Additional requests for cleanup should go through district maintenance division.
- ✓ Damage Assessments (timeline, etc.).

Crisis Policy Team / Senior Leadership

- ✓ Activate the Command Centers, Curriculum Center (STX) and Edith Williams Center (STT).
- ✓ Decide on employee leave status – All activity heads will report to activity centers and to prepare updates on the status of the school.
- ✓ Decide if suspension of non-mandatory operations is necessitated.
- ✓ Update the Department Head of damage assessment and recovery progress.
- ✓ Assess damage reports and assign priorities.
- ✓ Issue public statements through the media to update all employees, parents and students. A station will be selected by the Commissioner.
- ✓ EOC liaison report to the EOC to receive updates and share information.
- ✓ Schedule daily debriefing and after action meetings to discuss prep, response and recovery – Command Center at Edith Williams, STT.
- ✓ Assist satellite operations center with establishing/maintaining communications.
- ✓ Maintain appropriate contact with news media, print and web sites, Public Relations Director.
- ✓ Organize and contact interested groups or organizations to help in “light duty” clean-up efforts – Red Cross, Public Works, Salvation Army, National Guard and Army Corps of Engineers.
- ✓ Prepare to establish disaster assistance/information center (if needed).
- ✓ Provide a counseling center and student health services for counseling staff, students and faculty and family members. All counselors will be dispatched by school activity heads and District Director of Registration in charge of counselors.
- ✓ Establish a receiving area, provide storage for incoming supplies and materials (This is warehouse function).

Maintenance

- ✓ Remove debris from campus roads to allow access to campuses
- ✓ Complete damage assessment: grounds, facilities, construction areas (provide findings to crisis policy team and EOC)
- ✓ Secure unsafe areas: repair and/or restrict access
- ✓ Compile damage report and prioritize repairs
- ✓ Provide equipment, personnel and resources as needed
- ✓ Use the command center to maintain common operating updates of all campuses.