

# BETHLEHEM MORAVIAN COLLEGE



## DISASTER MANAGEMENT AND RECOVERY PLANS

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## TABLE OF CONTENTS

Introduction	3
Purpose of Plan	4
<b>Disasters/Emergencies Plans</b>	
• Hurricanes	6
• Earthquakes	13
• Fires	17
• Bomb Threats	22
<b>Plan per Responsibility Area:</b>	
• Principal	28
• VP Administration	30
• Operations Manager & Security Team	32
• Safety Wardens	38
• Maintenance Department	42
• Bursary Department	46
• Budget Holders	48
• General Staff, Students & Visitors	50
• Lecturers	59
• Medical Centre	61
• IT Department	62
<b>BMC Emergency Procedures</b>	
• Hurricanes	64
• Earthquakes	66
• Fire	68
• Bomb Threat	70
<b>Proposed Safety Warden Photo Gallery</b>	
<b>And Contact Numbers</b>	73

## **INTRODUCTION**

Bethlehem Moravian College, situated in the parish of St. Elizabeth in the cool hills of Malvern at the Peak of the Santa Cruz Mountain, was established in 1861, under the auspices of the Moravian Church in Jamaica. Over the years, Bethlehem has been one of the foremost Tertiary Institutions, offering quality Teacher Education Programmes to young Jamaicans. Bethlehem started as a female institution and has since become co-educational with a rapidly growing population, contributing to the development of not just the Malvern Community through employment, and continuing education for adults but the entire nation.

Bethlehem Moravian College has a great reputation in Teacher Education. Graduates can be found at all levels of the Education System here in Jamaica, across the Caribbean Region and in the Diaspora. The College is playing a pivotal role in the development of Central and Western Jamaica, not only in its Teacher Education Programme, but also with its Computer, Business Education and Tourism and Hospitality Programmes. It is one of the best kinds in the Region and continues to maintain the high standards of excellence for which the institution is known.

## **PURPOSE OF PLAN**

The main purpose of the plan is to prepare the College community for all man-caused or natural disasters with the intention of protection life, limb and property. The plan is designed to serve as a guide as it provided step by step actions to be taken and the person responsible for taking said actions related to hurricanes, earthquakes, fires and bomb threats.

This plan is to complemented with the assistance and involvement of expertise and information from all relevant government agencies and emergency services

**Disaster/**

**Emergencies**

**Plans**

## Hurricane Plans

The Hurricane Season runs from June 1<sup>st</sup> – November 30<sup>th</sup>

PHASE	ACTION	RESPONSIBILITY	STATUS
<b>Before the season</b>	1. Run First Aid and CPR classes.	Maintenance Department	
	2. Run fire drills	Maintenance Department	
	3. Obtain supplies necessary to protect the College	Maintenance Department	
	4. Check buildings for leakiness and structural weaknesses.		
	5. Review insurance policies	Bursar	
	6. Make a complete inventory of all assets.	Maintenance Department	
	7. Trim and remove trees that can cause damage.	Maintenance Department	
	8. Stock all emergency supplies required to protect the campus such as nails, ply board, hammer, garbage bags, tarpaulin tape etc.	Maintenance Department	
	9. Meet with Safety Wardens to prompt their preparation for their respective Departments for the season	VP Admin	
	10. Check fuel for generator	Plant Manager	
	11. Finalize transportation arrangements for critical staff.	Operations Manager	
<b>At the start of the season</b>	1. Check emergency items: food, water and safety gear	Maintenance Department	
	2. Check that adequate material, tools and supplies necessary to protect the campus are in stock	Maintenance Department	
	3. Issue to Safety Wardens (upon request) plastic bags, tape and containers	Maintenance Department	
	4. Check fuel for generator and ensure adequate fuel is on hand	Plant Manager	
	5. Replenish first aid kits at sick bay	Medical Centre	

<b>When hurricane threatens</b>	<p>Recheck the following:</p> <p>1.1 Lighting source(s): Flashlight/Lamp/Lantern/Candle</p> <p>1.2 Extra batteries for radio and flashlight</p> <p>1.3 Fuel: Kerosene/LPG (Cooking Gas/Coal/Wood).</p> <p>1.4 Matches</p> <p>1.5 Non-electric can opener</p> <p>1.6 Plastic bag/plastic covering/tarpaulin.</p> <p>1.7 Battens/shutters (purpose built or makeshift).</p> <p>1.8 Rope/Hammer/Nails/Masking Tape</p>	Maintenance Department	
	<p>2.1 Food items which do not require refrigeration – Non-perishable food (enough to last 3 to 7 days)</p> <p>2.2 Paper plates / plastic utensils</p> <p>2.3 Drinking water (Water purification tablets and/or bleach will assist in producing clean water – at least 1 gallon daily per person for 3 to 7 days).</p> <p>2.4 Personal hygiene items (toiletries)</p> <p>2.5 Battery-operated radio.</p> <p>2.6 First Aid Kit (including any special medication).</p>	Maintenance Department	
	<p>3.1 Important documents safeguarded in waterproof container (zip lock bag)</p>	All Departments	
	4.1 Information on the nearest Police Station	Security Team	
	4.2 An evacuation plan for resident students who are unable to get home before the Hurricane	VP Admin	
	5.1 Contingency plans for shelter, if it becomes necessary.	VP Admin	
	6.1 Empower wardens to delegate preparedness activities for their Departments	VP Admin	
	6.2 Verify that all preparedness activities are complete before staff is dismissed.	Maintenance	

<b>Amber: Hurricane advisory is issued</b>	1.All members of staff are to be alerted to the possible hurricane threat. All departments are to remain alert either of a cancellation of the amber or an escalation of the Hurricane threat.	VP Admin	
	2. Disaster management and Recovery Committee should be activated and go through plans for during and after a hurricane.	Principal	
<b>Amber Phase 1 Hurricane watch is issued two working days before E.T.A.</b>	<p>All activities which will not require interruption should be started. These include procuring bags, nails, boards, identifying storage areas etc.</p> <p>1. Check first aid stores and replenish kits assigned to Maintenance Department.</p> <p>2.1 Institute the proper stacking procedures</p> <p>2.2 Place plastic bags near to the critical equipment and vital records for easy access.</p> <p>2.3 Delegate responsibility to various individuals</p> <p>2.4 Ensure that there are no areas that will encourage water to build up in storage or production areas.</p> <p>2.5 begin storage of files and other materials</p> <p>2.6 Check batteries, radios, flashlight and hurricane lamps</p>	<p>Medical Centre</p> <p>Safety Wardens</p>	
	<p>3.1 Secure out-door equipment and loose objects</p> <p>3.2 Prepare materials for the taping and boarding of windows</p> <p>3.3 ensure adequate supply of fuel for generator.</p> <p>3.4 Ensure roofs are not leaking</p> <p>3.5 Trim Trees that pose possible threat to buildings.</p>	Plant Manager	
	4 Hold meetings prior to and right after preparation at Amber 1 to ensure the implementation of disaster preparedness measures		
	5. Send local resident students home	Student Relations	



		manager	
<b>Amber Phase 2 Hurricane Warning is issued one working day to Expected Time</b>	At the 24 hour advisory there is a definite chance of at least floodwaters hitting the Island. At this stage, preparedness activities should be intensified with the sole purpose of completing all plans in time for the staff to be sent home and the facility secured for maximum hurricane damage.		
	<p>The steps to be followed:</p> <ol style="list-style-type: none"> <li>1. Verify that all preparedness activities are complete (before Staff is dismissed).</li> <li>2. Continue to listen to the advisory issued by the official media and update the tracking map.</li> <li>3. Issue final directives for completion of preparedness work, record keeping and photographs.</li> <li>4. Brief key personnel on the responsibilities once the hurricane has passed.</li> <li>5. Review communication systems.</li> <li>6. Brief the general staff on the activities to be undertaken for the remaining period and when to report back to work after the hurricane has passed.</li> <li>7. Carry out final reinforcement exercises such as boarding up windows, exits, storage of equipment and records, raising equipment, storage of drinking water and filling of empty vessels.</li> <li>8. Carry out final checks on the premises ensuring proper vehicle security, data collection and photographs of the facility.</li> <li>9. An updated staff register must be done to ensure the correct location of every member of staff.</li> <li>10. Dismiss all non-essential staff members.</li> <li>11. Turn off all water mains, gas and fuel mains and circuit breakers close to the supply source.</li> </ol>	<p>VP Admin</p> <p>All</p> <p>Maintenance Department</p> <p>Principal</p> <p>Maintenance Principal</p> <p>Plant manager</p> <p>Operations Manager</p> <p>Human Resource</p> <p>Principal</p> <p>Plant Manager</p>	
<b>Twelve Hours to</b>	1. All members of staff by now would	Security Team	

<b>E.T.A.</b>	<p>have been sent home</p> <p>2. The security personnel are to make final inspection of all areas, buildings and facilities on the campus.</p>		
<b>The Blow: At Home</b>	<p>1. Stay indoors. Do not go outside unless it is absolutely necessary. When the winds get very strong you are in danger of being hit by flying objects.</p> <p>2. Keep a hurricane lamp burning as it might make the night more tolerable.</p> <p>3. Do not open doors or windows facing the full force of the wind.</p> <p>4. If your glass window has not been boarded up or taped, attach a cloth or firm cardboard over the inside of the window to protect yourself and others from splintering glass.</p> <p>5. Be calm, your ability to act logically is important.</p> <p>6. Listen to the radio for information on what is happening.</p>	Staff and Students	
<b>The Blow: At Work</b>	<p>1. Monitor all cameras and other security systems as long as electricity is available.</p> <p>2. When there is total power loss:</p> <p>3. Cover equipment using garbage bags/tarpaulin</p> <p>4. Reinforce glass doors with tape.</p> <p>5. Ensure all equipment are turned off except portable radios</p> <p>6. Provide status updates requested from Senior Management</p>	Security Supervisor	
<b>After the Blow</b>	<p>1. Seek medical aid at first-aid stations, hospitals or clinics for persons injured during the hurricane.</p> <p>2. Do not touch loose or dangling wires. Report these to the local light and Power Company, the nearest police station or officer or the Parish Council.</p> <p>3. Report broken sewer or water mains directly to the Parish Council or the Water Authority or the Public Works Department.</p> <p>4. Report and STAY AWAY FROM downed power lines.</p>	<p>Staff and Students</p> <p>Maintenance Department</p> <p>Maintenance Department</p> <p>Security Team</p>	



<b>Resumption: Stage 1</b>	<ol style="list-style-type: none"> <li>1. Inform payables staff to resume work and organize transportation if necessary.</li> <li>2. Commission the generator/restart the computer system.</li> <li>3. Convene Disaster Management and Recovery Committee</li> <li>4. Approve funds to undergo emergency repairs</li> </ol>	<p>Bursar</p> <p>Plant Manager/IT Principal</p> <p>Bursary/Principal</p>	
<b>Resumption: Stage 2</b>	<ol style="list-style-type: none"> <li>1. Order full resumption of work</li> <li>2. Send out advisory regarding the resumption of work and classes via text system and radio/television broadcast.</li> <li>3. Continue Assessment and Monitoring of repair activities</li> </ol>	<p>Principal Human Resource</p> <p>Operations Manager</p>	

## Earthquake Plans

Earthquakes are not seasonal and can occur at any time

PHASE	ACTION	RESPONSIBILITY	STATUS
<p><b>Actions listed 4-12 should be done each semester</b></p>	<ol style="list-style-type: none"> <li>1. Run First Aid and CPR classes.</li> <li>2. Run Fire Response Training.</li> <li>3. Purchase and Maintain First Aid Supplies</li> <li>4. Conduct Earthquake drills</li> <li>5. Ensure that fire equipment (extinguishers, hose reels, fire alarms and smoke detectors) are serviced and strategically placed</li> <li>6. Check of buildings.</li> <li>7. Trim or remove trees that can cause damage.</li> <li>8. Make and maintain a complete inventory of all assets, facilities and buildings</li> <li>9. Anchor all heavy shelves and other equipment/furniture that can topple over</li> <li>10. Check alarm systems</li> <li>11. Check on the text messaging system</li> <li>12. Ensure all exits are free and clear from obstacles (equipment/furniture) which can impede smooth egress during evacuation.</li> <li>13. Ensure visitor log book systems are implemented and maintained in all offices/departments. This will enable response teams to determine if all persons are accounted for.</li> <li>14. Brief all visitors on general emergency procedures before the commencement of meetings/seminars or workshops on campus</li> <li>15. Inspect that all exits are clear and functional</li> <li>16. Identify and allocate funds for Disaster Preparedness and Recovery needs.</li> <li>17. Establish contract with food supplier for the provision of cooked</li> </ol>	<p style="text-align: center;">Maintenance Maintenance Medical Centre</p> <p style="text-align: center;">Maintenance Maintenance</p> <p style="text-align: center;">Plant Manager Plant Manager</p> <p style="text-align: center;">Inventory Clerk</p> <p style="text-align: center;">Plant Manager</p> <p style="text-align: center;">Operations Manager Operations Manager</p> <p style="text-align: center;">Plant Manager</p> <p style="text-align: center;">Human resource</p> <p style="text-align: center;">Staff and Students</p> <p style="text-align: center;">Plant Manager</p> <p style="text-align: center;">Bursary</p> <p style="text-align: center;">Procurement</p>	

	<p>meals for employees required to work during the recovery period.</p> <p>18. Ensure that additional cell phone batteries or solar charges are procured and functional for CUG phones</p> <p>19. Review insurance policies.</p> <p>20. Ensure the Department has a Safety Warden Representative. If not, nominate a member of staff to serve.</p>	<p>VP Admin</p> <p>Bursary VP Admin</p>	
<p><b>During the Earthquake</b></p>	<ol style="list-style-type: none"> <li>1. The most important thing to do is <b>STAY CALM.</b></li> <li>2. <b>IF INSIDE</b> the building, <b>STAY THERE.</b> Do not rush outside.</li> <li>3. Immediately take cover (and hold on) under your desks. This is particularly for persons near windows and/or glass partitions or dividers.</li> <li>4. Stay away from windows, mirrors and glass partitions.</li> <li>5. Do not remain near any unfixed cabinets or other unfixed heavy furniture.</li> <li>6. Do not rush for the stairs</li> <li>7. If you are outside the building, do not stay near the building, but go to the nearest open field, as far away from power/light poles, power cables and large objects eg. Vehicles. For quakes of great intensity, lay flat on your stomach and use your arms to cover your head.</li> <li>8. <b>DO NOT REMAIN ON OR RUN THROUGH THE STREETS.</b></li> <li>9. Remain wherever you are until the earthquake and any aftershocks that usually occur have subsided and it is clear and safe to move.</li> <li>10. Remember that aftershocks, though usually not as strong as the main tremor, can cause the collapse of already weakened buildings.</li> </ol>	<p>Staff, Students &amp; Visitors</p>	

<p><b>After the Earthquake</b></p>	<ol style="list-style-type: none"> <li>1. Once it has been determined that it is now safe, the Safety Wardens in a careful and systematic manner, should check their floors to first determine casualties.</li> <li>2. Seriously injured persons should not be moved unless they are in immediate danger of further injury.</li> <li>3. Once it has been determined that it is safe to leave the building, exit carefully and cautiously.</li> <li>4. Observe designated escape routes and Assembly/Gathering Points set out for your particular building</li> </ol> <p style="color: red;">The Emergency Gathering Point for persons who are within Admin Office and Macleavy Block is the Quadrangle parking area.</p> <p style="color: red;">The Emergency Gathering Point for persons who are within offices/classrooms found between Lit Centre and Chapel including Mavis Davis Dorm is Mavis Davis Lawn</p> <p style="color: red;">The Emergency Gathering Point for persons who are within Science Lab and Boston area including Library and Flemming Dorm is Science lab area.</p> <p style="color: red;">The Emergency Gathering Point for persons who are within Beacon and Hastings is Hasting Landing area.</p> <p style="color: red;">The Emergency Gathering Point for persons who are within Windsor and Teacher Flat is the Playfield.</p> <ol style="list-style-type: none"> <li>5. Provide medical attention for injured persons</li> <li>6. Oversee the head count activity.</li> <li>7. Conduct head count for students who were engaged in class</li> <li>8. Conduct head count for students who</li> </ol>	<p>Safety Wardens</p> <p>Staff, Student &amp; Visitors</p> <p>Staff, Student &amp; Visitors</p> <p>Staff, Student &amp; Visitors</p> <p>Medical Staff</p> <p>Security Lecturers</p> <p>Faculty/College</p>	
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	<p>were NOT engaged in class</p> <p>9. Conduct head count for staff</p> <p>10. Conduct head count for visitors</p> <p>11. All information relating to the head count such as persons unaccounted for must be communicated to Safety and Security personnel and /or members of the Fire Brigade or Constabulary Force.</p> <p>12. At all times cooperate with the Safety personnel, both internal and external (Public).</p> <p>13. Do not go into damaged areas unless authorized by appropriate personnel.</p>	<p>Adminstrators, HOD's Safety Wardens Whomever they were visiting</p> <p>Safety Wardens</p> <p>Staff, Students &amp; Visitors</p> <p>Staff, Students &amp; Visitors</p>	
<p><b>Recovery</b></p>	<p>1. Conduct damage assessment</p> <p>2. Recharge fire extinguisher(s) that were used to extinguish any fire that might occur after the quake.</p> <p>3. Approve funds to undergo repairs to damages</p> <p>4. Release funds to undergo emergency repairs to damages</p> <p>5. Begin repairs if the insurance company does not require a first- hand view of the overall damages.</p> <p>6. Evaluate PBX system and restore any damaged lines.</p> <p>7. Convene Disaster Management &amp; Recovery Committee</p> <p>8. Listen to news bulletins/advisories and look out for text messages regarding the resumption of work and/or classes.</p> <p>9. All earthquake related expenses are to be kept in a separate ledger so as to facilitate more efficient tracking of disaster preparedness and recovery expenditure which will enhance the preparation of more accurate budgets.</p> <p>10. Return to work as per news bulletins/advisories and text messages issued by the College.</p>	<p>Plant Manager Operations Manger and Security</p> <p>Principal/VP Administration Bursary</p> <p>Maintenance Department</p> <p>Operations and IT</p> <p>Principal</p> <p>Staff and Students</p> <p>Bursary</p> <p>Staff and Students</p>	



## Fire Plans

A fire can occur at any time. All it needs is oxygen, fuel and a point of ignition for it to start and sustain itself

PHASE	ACTIONS	RESPONSIBILITY	STATUS
<b>Preparation in case of a fire</b>	<ol style="list-style-type: none"> <li>1. Run Fire Response Training</li> <li>2. Run First Aid and CPR classes.</li> <li>3. Purchase and Maintain First Aid Supplies</li> <li>4. Conduct Fire drills</li> <li>5. Ensure that fire equipment (extinguishers, hose reels, fire alarms and smoke detectors) are serviced and strategically placed</li> <li>6. Document the location of all hydrants on campus</li> <li>7. Make and Maintain a complete inventory of all assets, facilities and buildings</li> <li>8. Check of buildings.</li> <li>9. Review insurance policies.</li> <li>10. Identify and allocate funds for Disaster Preparedness and Recovery needs.</li> <li>11. Ensure proper housekeeping is maintained minimizing the accumulation of disposable items which will serve as fuel for a potential fire</li> <li>12. Ensure visitor log book systems are implemented and maintained in all offices/departments. This will enable response teams to determine if all persons are accounted for.</li> </ol>	<p>Operations &amp; Security Medical Team Medical Team</p> <p>Operations &amp; Security Operations &amp; Security</p> <p>Operations &amp; Security</p> <p>Plant Manager/Inventory Clerk</p> <p>Plant Manager Bursary Bursary</p> <p>Maintenance Department</p> <p>Security</p>	

	<p>13. Brief all visitors on general emergency procedures before the commencement of meetings/seminars or workshops on campus</p> <p>14. Check alarms system (proposed)</p> <p>15. Check on the text messaging system</p> <p>16. Ensure all exits are free and clear from obstacles (equipment/furniture) which can impede smooth egress during an evacuation.</p> <p>17. Ensure all exits are clear and functional</p> <p>18. Conduct checks for fire hazards and implement immediate corrective actions</p> <p>19. Ensure each Department has a Safety Warden Representative. If not, nominate a member of staff to serve.</p> <p>20. Allow Safety Wardens the time off to attend CPR and Fire Response Training.</p>	<p>Staff &amp; Students</p> <p>Operations &amp; Security IT</p> <p>Plant Manager</p> <p>Plant Manager</p> <p>Plant Manager</p> <p>VP Admin</p> <p>VP Admin</p>	
<p><b>Fire Evacuation Procedures</b></p>	<p>1. Shout Fire, Fire, Fire (<b>3 TIMES</b>) giving the location/activate (proposed) Fire Alarm.</p> <p>2. Inform security of the fire providing the exact location. Tel: 806-6060 or 806-5973</p> <p>3. Contact the Fire Brigade, Maintenance Department and JPS co if necessary.</p> <p>4. Use fire equipment to fight the fire <b>ONLY</b> if the fire is at its INCEPTION stage.</p> <p>5. Assist or appoint someone to assist disabled persons in their area</p> <p>6.1 Evacuate building and proceed to the Emergency Gathering Point in a quick and orderly fashion. On route to Gathering point alert others to do the same.</p> <p>6.2 Observe designated escape routes and Assembly/Gathering Points set out</p>	<p>First person to discover the fire</p> <p>First person to discover the fire</p> <p>Security</p> <p>Anyone trained to use a fire extinguisher</p> <p>Safety Wardens and Security Officers. Staff, Students and Visitors</p> <p>Staff, Students and Visitors</p>	

	<p>for your particular building.</p> <p>The Emergency Gathering Point for persons who are within Admin Office and Macleavy Block is the Quadrangle parking area.</p> <p>The Emergency Gathering Point for persons who are within offices/classrooms found between Lit Centre and Chapel including Mavis Davis Dorm is Mavis Davis Lawn</p> <p>The Emergency Gathering Point for persons who are within Science Lab and Boston area including Library and Flemming Dorm is Science lab area.</p> <p>The Emergency Gathering Point for persons who are within Beacon and Hastings is Hasting Landing area.</p> <p>The Emergency Gathering Point for persons who are within Windsor and Teacher Flat is the Playfield.</p> <p>7. Provide directional guidance to the Fire Brigade and any other external response team.</p> <p>8. Form lines at the Emergency Gathering Point.</p>	<p>Security Team and Maintenance Department</p> <p>Staff, Students and Visitors</p>	
<p><b>Fire Evacuation Safety Tips</b></p>	<ol style="list-style-type: none"> <li>1. Do not jeopardize personal safety by spending time to gather your belongings.</li> <li>2. Heat and smoke rise leaving the cleaner air near the floor. If you must escape through smoke, crawl on your hands and knees</li> <li>3. Do Not break windows</li> <li>4. Designated personnel that are trained to use Fire Extinguishers will attempt to fight the fire ONLY at its inception.</li> <li>5. Descend stairways in single file staying to the left side. This leaves the right side free for emergency personnel who may need to get to the fire.</li> </ol>	<p>Staff, Students and Visitors</p>	

<p><b>At the Emergency Gathering Point</b></p>	<ol style="list-style-type: none"> <li>1. Remain in line at the Assembly/Gathering Point until Fire Brigade announces it is safe to return to your office or class.</li> <li>2. Oversee the head count activity</li> <li>3. Conduct head count for students who were engaged in class</li> <li>4. Conduct head count for students who were NOT engaged in class</li> <li>5. Conduct head count for staff</li> <li>6. Conduct head count for visitors.</li> <li>7. All information relating to the head count such as persons unaccounted for must be communicated to Safety and Security personnel and /or members of the Fire Brigade or Constabulary Force.</li> <li>8. Designate individuals to conduct a sweep of the building for trapped persons</li> <li>9. Give First Aid to injured persons.</li> <li>10. Launch an investigation. Collect evidence and photograph of the scene to determine the cause of the fire.</li> </ol>	<p>Staff, Students and Visitors</p> <p>Maintenance &amp; Security Lecturers</p> <p>Safety Wardens</p> <p>Safety Wardens Whomever they were visiting.</p> <p>Safety Wardens, Staff, Student and Visitors</p> <p>Fire Brigade</p> <p>Medical Staff and Safety Wardens</p> <p>Plant Manager and Security</p>	
<p><b>Recovery</b></p>	<ol style="list-style-type: none"> <li>1. Commence clean up activity provided that photos and all possible evidence for the investigation has been collected for insurance and other purposes.</li> <li>2. Recharge fire extinguisher(s) that were used to extinguish the blaze</li> <li>3. Prepare and submit claims where applicable to insurance company</li> <li>4. Approve funds to undergo emergency repairs</li> <li>5. Release funds to undergo repairs to damages</li> <li>6. Evaluate PBX system and restore any damaged lines.</li> <li>7. Listen to news bulletins/advisories and look out for text messages regarding the resumption of work and/or classes</li> </ol>	<p>Plant Manager</p> <p>Operation Manager</p> <p>Bursary</p> <p>Principal/Bursary</p> <p>Bursary</p> <p>IT/Operations</p> <p>Staff and Students</p>	

<b>Resumption</b>	Return to work as per news bulletins/advisories and messages issued by Bethlehem Moravian College	Staff and Students	
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### Bomb Threat Plans

PHASE	ACTION	RESPONSIBILITY	STATUS
<b>Preparation for a Bomb Threat</b>	<ol style="list-style-type: none"> <li>1. Run Fire Response Training</li> <li>2. Run First Aid and CPR classes.</li> <li>3. Purchase and Maintain First Aid Supplies</li> <li>4. Conduct Evacuation drills</li> <li>5. Ensure that fire equipment (extinguishers, hose reels, fire alarms and smoke detectors) are serviced and strategically placed.</li> <li>6. Document the location of all hydrants on campus</li> <li>7. Make and maintain a complete inventory of all assets, facilities and buildings.</li> <li>8. Check buildings.</li> <li>9. Review insurance policies.</li> <li>10. Identify and allocate funds for Disaster Preparedness and Recovery needs</li> <li>11. Ensure proper housekeeping</li> <li>12. Check communication system</li> <li>13. Ensure visitor log book system is implemented and maintained in all offices/departments.. This will enable response teams to determine if all persons are accounted for.</li> <li>14. Brief all visitors on general emergency procedures before the commencement of meetings/seminars or workshops on campus</li> <li>15. Conduct checks for fire hazards and implement immediate corrective actions.</li> <li>16. Ensure each department has a Safety Warden Representative. If not, nominate a member of staff to serve.</li> <li>17. Allow Safety Wardens the time off to attend CPR and Fire Response Training.</li> </ol>	<p style="text-align: center;">Maintenance Department Maintenance Department Medical Centre Maintenance Department Operation Manager</p> <p style="text-align: center;">Plant Manager/Inventory Clerk</p> <p style="text-align: center;">Plant Manager Bursary Bursary</p> <p style="text-align: center;">Maintenance Department IT Department All Personnel</p> <p style="text-align: center;">Staff and Students</p> <p style="text-align: center;">Plant Manager</p> <p style="text-align: center;">VP Admin</p> <p style="text-align: center;">VP Admin</p>	



	<p>Security Supervisor at Tel 806-6060. Do not touch the object! Do not open drawers, cabinets or turn lights or other electrical equipment on or off.</p> <p>4.1 Evacuate buildings and proceed to the Emergency Gathering point in a quick and orderly fashion. On route to gathering point, alert others to do the same.</p> <p>4.2 Observe designated escape routes and assembly/gathering points set out for your particular building</p> <p>The Emergency Gathering Point for persons who are within Admin Office and Macleavy Block is the Quadrangle parking area.</p> <p>The Emergency Gathering Point for persons who are within offices/classrooms found between Lit Centre and Chapel including Mavis Davis Dorm is Mavis Davis Lawn</p> <p>The Emergency Gathering Point for persons who are within Science Lab and Boston area including Library and Flemming Dorm is Science lab area.</p> <p>The Emergency Gathering Point for persons who are within Beacon and Hastings is Hasting Landing area.</p> <p>The Emergency Gathering Point for persons who are within Windsor and Teacher Flat is the Playfield.</p> <p>5. Provide directional guidance to external response personnel (Bomb Squad and Fire Brigade)</p> <p>6. Cordon off area suspected to contain the bomb and ensure that no one is allowed to return to this area after they have evacuated.</p> <p>7. Inform the Security Supervisor of all information received relating to the bomb threat. This will then be passed on to the Police Bomb Squad.</p> <p>8. Assist or appoint someone to assist</p>	<p>Staff and Students</p> <p>Staff and Students</p> <p>Staff and Students</p> <p>Plant Manager and Security</p> <p>Security</p> <p>Security</p> <p>Safety Wardens</p>	
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	<p>disabled persons in their area</p> <p>9. Shut-off Main breakers, gas cylinders, generators, etc if required</p> <p>10. Form lines at Gathering points</p> <p>11. Conduct head count for students who were engaged in class</p> <p>12. Conduct head count for students who were NOT engaged in class</p> <p>13. Conduct head count for staff</p> <p>14. Conduct head count for visitors</p> <p>15. All information relating to the head count such as persons unaccounted for must be communicated to Safety and Security personnel and/or members of the Fire Brigade or Constabulary Force.</p> <p>16. Conduct a sweep of the building. Locate, deactivate and remove any possible bomb threat</p>	<p>Plant Manager</p> <p>Staff, Students &amp; Visitors Lecturers</p> <p>Safety Wardens</p> <p>Safety Wardens Whomever they were visiting Staff, Students and Visitors</p> <p>Bomb Squad and Fire Brigade</p>	
<p><b>Evacuation Information and Tips for Bomb Threats</b></p>	<p>1. Do not jeopardize personal safety by spending time to gather your belongings.</p> <p>2. Descend stairways in single file staying to the left side. This leaves the right side free for emergency personnel who may need to access the building.</p> <p>3. Heat and smoke rise leaving the cleaner air near the floor. If you must escape through smoke, crawl on your hands and knees.</p> <p>4. Stay at least 300 feet away from the affected building. Keep streets, hydrants and walkways clear for emergency vehicles and crews.</p> <p>5. Do not return to an evacuated building unless told to do so by the Director, Safety and Security Department or his designee.</p> <p>6. Only attempt to extinguish a fire if you have been trained to use a fire extinguisher.</p> <p>7. A fire extinguisher should only be use to extinguish a fire that is at its inception stage.</p>	<p>Staff, Student and Visitors</p>	
<p><b>At the Emergency Gathering Point</b></p>	<p>1. Remain in line at the Assembly/Gathering point until Fire Brigade announces it is safe to return to your office or class.</p> <p>2. Give First Aid to injured persons.</p>	<p>Staff, Students and Visitors</p> <p>Medical Staff and</p>	

	3. Launch an investigation. Collect photographs and other evidence as necessary.	Safety Wardens Maintenance Department	
<b>Recovery</b>	<p>1. Commence clean up activity provided that photos and all possible evidence for the investigation has been collected for insurance and other purposes.</p> <p>2. Recharge fire extinguisher(s) that were used to extinguish the blaze</p> <p>3. Prepare and submit claim(s) (where applicable) to the insurance company.</p> <p>4. Approve funds to undergo emergency repairs</p> <p>5. Release funds to undergo repairs to damages</p> <p>6. Evaluate PBX system and restore any damaged lines.</p> <p>7. Listen to news bulletins/advisories and look out for text messages regarding the resumption of work and/or classes.</p>	<p>Plant Manager</p> <p>Operations Manager</p> <p>Bursary</p> <p>Principal/Bursary</p> <p>Bursary</p> <p>IT and Operations</p> <p>Staff and Students</p>	
<b>Resumption</b>	Return to work/classes as per news bulletins/advisories issued by Bethlehem Moravian College.		

# Responsibility

## Outline

## Principal

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>
Amber phase II: One day to E.T.A	Provide Corporate Communications with information regarding the closure of the College
Recovery	Approve funds to undergo emergency repairs to damages caused by the hurricane/storm
Resumption	Provide Corporate Communications with information regarding the re-opening of the College.

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>
Recovery	Approve funds to undergo emergency repairs to damages caused by the earthquake.
Resumption	Provide Corporate Communications with information regarding the re-opening of the College.

### Fires

<b>Phases</b>	<b>Action to be taken</b>
Recovery	Approve funds to undergo emergency repairs to damages caused by the fire.
	Provide Corporate Communications with information regarding the re-opening of the College i.e. if the fire resulted in the full/partial closure of the College.

## **Bomb Threats**

<b>Phases</b>	<b>Action to be taken</b>
Recovery: After there has been an explosion that warranted closure of the College	Approve funds to undergo emergency repairs to damages caused blast/explosions
	Provide Corporate Communications with information regarding the re-opening of the College.

## VP Administration

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>
Preparation	Establish contact with food supplier(s) on campus for the provision of meals for staff who will work during the recovery period.
When a hurricane threatens	Hold meetings prior to and right after preparation at Amber Phase 1 to ensure the implementation of disaster preparedness measures.
Recovery	Prompt the resumption of duties for critical maintenance and security staff
	Convene Disaster Management and Recovery Committee meeting to present damage assessment and plans going forward.

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>
At the beginning of each financial year	Establish contact with food supplier(s) on campus for the provision of meals for staff who will work during the recovery period
Recovery	Hold meetings after the earthquake to present damage assessment and plans going forward.
	Listen to advisories and return to work as outlined in news advisories.
	Convene Disaster Management and Recovery Committee meeting to present damage assessment and plans going forward.

### Fires

<b>Phases</b>	<b>Actions to be taken</b>
At the beginning of each financial year	Establish contact with food supplier(s) on campus for the provision of meals for staff who will work during the recovery period
Preparation	Ensure that adequate budget is provided to cover cost related to proposed maintenance contract for fire equipment.
	Ensure that adequate budget is provided for fire response training initiatives
Recovery	Convene Disaster Management and Recovery Committee meeting to present damage assessment and plans going forward.

## **Bomb Threats**

<b>Phases</b>	<b>Actions to be taken</b>
Preparation	Ensure that adequate budget is provided to cover cost related to proposed maintenance contract for fire equipment
	Ensure that adequate budget is provided for fire response training initiatives
Recovery	Convene Disaster Management and Recovery Committee meeting to present damage assessment and plans going forward.

## Operation Manager and Security Team

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>	<b>Person Responsible</b>	<b>Comments</b>
<b>Preparation</b>	Run First Aid and CPR Classes Run Fire Response Training Seek Purchase Order for Hurricane food supplies. Meet with safety wardens to prompt the preparation process across the College	Operation Manager	
<b>At the start of the season</b>	Check emergency items: flashlights, rain coats, water boots, extra batteries for flashlights and radio	Operation Manager	
<b>When a hurricane threatens</b>	Conduct a follow up check of all emergency items Collect non perishable food items using PO acquired for Security Operations Team who will be on duty during the hurricane / storm.	Operation Manager	
<b>Amber, (Advisory)</b>  <b>Amber Phase 1: (Watch 2 day to ETA)</b>	Issue Hurricane / storm advisories, watch and warnings as the storm progresses or weakens along with the necessary directives at each stage	Operations Manager	
<b>Amber Phase 2: Hurricane Warning- 1 day to ETA</b>	If the storm will affect Jamaica, issue final directives for the completion of preparedness work	Operations Manager	
<b>Amber Phase 3: 12 hrs to ETA</b>	Make final inspection of all areas, buildings and facilities on the campus	Security Team	
<b>The Blow</b>	Monitor all cameras and other security systems as long as electricity is available When there is total power loss: 1. Cover equipment using garbage bags/tarpaulin 2. Reinforce glass doors with tape. Ensure all equipment are turned off	Security Team	



	except portable radios Provide status updates requested from Senior Management.	Security Team	
<b>After the blow</b>	Report loose or dangling wires to Plant Manager Report broken sewer or water mains directly to the Plant Manager Report and stay away from downed power lines.	Security Team	
<b>Recovery</b>	Conduct damage assessment in conjunction with Plant Manager	Security Team	

## Operation Manager and Security Team

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>comments</b>
<b>Preparation</b>	Run First Aid and CPR classes Run Fire Response Training Conduct earthquake drills Ensure fire equipment are serviced and strategically placed Check alarm system Check to ensure emergency exits are clear and functional	Operations Manager	
<b>During a earthquake</b>	Inside Building: Drop and Cover under a sturdy desk Outside building: Find an area far away from objects that may fall such as trees, light post etc. Once this is done, drop and cover.		
<b>After an earthquake</b>	With proposed intercom system) Provide instructions for staff to evacuate to Gathering points For minor earthquakes evacuation may not be necessary. Provide directional guidance to the external response personnel Oversee the head count activity Report any persons unaccounted for to the relevant authorities Ensure persons do not leave the gathering point until the Relevant Authorities declare that it is safe to do so.	Security	
<b>Recovery</b>	Conduct damage assessment in conjunction with Operation/Plant management	Security	

## Fire

<b>Phases</b>	<b>Action to be taken</b>	<b>Person Responsible</b>	<b>Comments</b>
<b>Preparation</b>	Run First Aid and CPR classes Run Fire Response Training Conduct fire drills Ensure fire equipment are serviced and strategically placed Check that exits are clear and functional	Operation manager	
<b>When a fire occurs</b>	(With the proposed intercom system) provide instructions for staff to evacuate to Gathering points. Report fire and request assistance from the Fire Brigade and Police Attempt to extinguish blaze (if the fire is at the stage of inception) Assist with guiding the evacuation process Provide directional guidance to the Fire Brigade and other external response teams Oversee the head count activity Report any persons unaccounted for to the relevant authorities Ensure persons do not leave the gathering point until the Relevant Authorities declare that it is safe to do so.	Security Team	
<b>Recovery</b>	Launch an investigation in conjunction with Plant Manager to determine the root cause of the fire with the aim of putting systems in place (where necessary) to eliminate the chances of a reoccurrence.	Operation Manager and Security	
	Conduct damage assessment in conjunction with Plant Manager	Security	
	Recharge fire extinguisher(s) that were used to extinguish the blaze.	Operation Manager	

**Bomb Threats**

<b>Phases</b>	<b>Action to be taken</b>	<b>Person Responsible</b>	<b>Comments</b>
<b>Preparation</b>	Run First Aid and CPR classes Run Fire Response Training Conduct fire drills Ensure fire equipment are serviced and strategically placed Check that exits are clear and functional	Operation manager	
<b>After Receiving notice of a bomb threat</b>	With the proposed intercom system) issue an evacuation alert to the College Community Provided information relating to the proposed bomb is given by the caller, request via the intercom system, that all owners of motor vehicles parked in close proximity to the “affected” area(s) be removed. Assist with guiding the evacuation process	Security	Security officers will primarily assume this task and hence should be trained accordingly
	Advise Police Bomb Squad and Fire Brigade of all the information received relating to the potential bomb.	Principal or Security	
	Provide directional guidance to the Police Bomb Squad and Fire Brigade.	Security	
	Liaise with Fire Brigade and Bomb Squad re the status of the search for any potential bomb	Principal or Security	
	Cordon-off area suspected to contain the bomb and ensure that no one is allowed to return to this area after they have evacuated.	Security	
	Oversee the head count activity	Security	Prompt Lectures and Managers to conduct the head count for their students and staff

			respectively
	<p>Report any persons unaccounted for to the relevant authorities</p> <p>Ensure persons <b>do not</b> leave the gathering point until the relevant authorities declare that it is safe to do so.</p>	Security	
<b>Recovery</b>	<p>Launch an investigation and collect photos and evidence where necessary</p> <p>Conduct damage assessment in conjunction with Plant Management</p> <p>Recharge fire extinguisher(s) that may have been used to extinguish the blaze.</p>	<p>Operation manager</p> <p>Security</p> <p>Operations Manager</p>	

## Safety Wardens

### Hurricanes

Phases	Action to be taken	Comments
<b>Preparation</b>	Attend training sessions offered and extended to you Attend all Safety Warden Pre-Hurricane Season meetings Report areas that leak when it rains to the Maintenance Department	
<b>At the start of the season</b>	Request plastic bags, tarpaulin, containers and tape for securing equipment, furniture and other facilities	
<b>When a hurricane threatens</b>	Review emergency supplies for safeguarding the office/department and ensure all supplies are in hand. Be alert and track the progress of the storm by listening to advisories	
<b>Amber, (advisory)</b>  <b>Amber Phase 1.( Hurricane Watch 2 days to ETA)</b>  <b>Amber Phase 2 Hurricane Warning 1 day to ETA</b>	Remain alert; continue to listen to weather bulletins  Delegate responsibility to other members of staff for securing the office environment to include: <ul style="list-style-type: none"> <li>• Taping Xs on glass windows and doors (those that may be exposed externally).</li> <li>• Ensure all files are stored appropriately reducing the risk of water damage.</li> <li>• Stack paper and other supplies on top of something preventing them from getting wet if rain manages to blow in.</li> <li>• Cover furniture, equipment and filing cabinets with plastic garbage bags or tarpaulin</li> </ul>	
<b>Recovery</b>	Pay attention to announcements broadcasted via the radio or television and/or possible text messages indicating the resumption of work Commence clean-up activities and report damages to Management. Attend Post Safety Warden Meetings held	

## Earthquakes

<b>Phases</b>	<b>Action to be taken</b>	<b>Comments</b>
<b>Preparation</b>	Attend First Aid/CPR and Fire Response training Participate in earthquake drills	
<b>During an Earthquake</b>	Take response action and instruct staff/students of what to do based on your location at the time of the quake: <b>Inside Building: Drop and Cover under a sturdy desk</b> <b>Outside buildings: Drop and Cover clear of overhead wires, trees and steep slopes.</b> <b>Outdoors in open areas: Stay in open areas and away from falling objects</b>	
<b>After an earthquake</b>	Remain and urge others to stay in their response position until the aftershocks have subsided. Await directive from Security (via proposed intercom system) to evacuate the building and lead staff/students to the gathering point Prompt staff to evacuate with caution as the earthquake might have weakened the building structure. Conduct head count for staff Liaise with Heads of Department and report any persons unaccounted for to Safety and Security Ensure persons do not leave the gathering point until the Relevant Authorities declare that it is safe to do so.	For minor earthquakes evacuation may not be necessary
<b>Recovery</b>	Report damages to the office and building to Maintenance Department	

## Fire

<b>Phases</b>	<b>Action to be taken</b>	<b>Comments</b>
<b>Preparation</b>	Attend First Aid/CPR and Fire Response training	
	Participate and assist in administering fire drills	
<b>If there is a fire</b>	Report Fire to Security Team who will activate the Alarm	
	Use fire equipment to fight the fire ONLY if the fire is at its INCEPTION stage	Only persons trained in fire response should attempt extinguish a fire
	Guide the evacuation of staff and students Assist or appoint someone to assist disabled persons in their area Conduct head count for staff	
<b>At the gathering Point</b>	Report any unaccounted persons to Security	
	Ensure that persons do not leave the gathering point until the Relevant Authorities declare that it is safe to do so.  Report damages to the office and building to Security.	
	Render first aid to injured persons.	Only Wardens trained in First Aid should attempt to assist



## **Bomb Threat**

<b>Phases</b>	<b>Action to be Taken</b>	<b>Comments</b>
<b>Preparation</b>	<p>Attend First Aid/CPR and Fire Response training</p> <p>Participate and assist in administering fire drills</p> <p>Check and report to Security blocked and malfunctioning Emergency Exit doors.</p>	
<b>After receiving notice of a bomb threat</b>	<p>Assist with guiding the evacuation process</p> <p>Assist or appoint someone to assist disabled persons in their area</p> <p>Provide directional guidance to the Police Bomb Squad and Fire Brigade.</p> <p>Cordon-off area suspected to contain the bomb and ensure that no one is allowed to return to this area after they have evacuated</p>	
<b>At the gathering point</b>	<p>Conduct head count for staff</p> <p>Report any persons unaccounted for to the relevant authorities</p> <p>Ensure persons do not leave the gathering point until the Relevant Authorities declare that it is safe to do so.</p>	
	<p>Render first aid to injured persons</p>	<p>Only Wardens trained in First Aid should attempt to assist.</p>

## Maintenance Department

### Hurricane

<b>Phases</b>	<b>Action to be taken</b>	<b>Person Responsible</b>
<b>Preparation</b>	Make a complete inventory	Plant Manager
	Check all buildings for leaks and other possible weaknesses and make arrangements to implement repairs before the start of the season	Plant Manager
	Stock all emergency supplies required to protect the campus eg. nails, tools, garbage bags etc.	Plant Manager
	Establish or renegotiate contract for the closing of shutters (Proposed)	Plant Manager
	Trim and remove trees that pose a threat to buildings	Plant Manager
<b>At the start of the season</b>	Check and replenish fuel for generator	Plant Manager
	Conduct a follow-up check and ensure that all emergency supplies required to secure the campus are in place	Operations manager
<b>When hurricane threatens</b>	Make contingency plans for alternative shelter	Operations Manager
<b>Amber Phase 1 (watch 2 day to ETA)</b>	Secure out-door equipment and loose objects  Secure heavy mobile equipment Prepare materials for the taping and boarding of windows.  Ensure adequate supply of fuel is available for standby generator	Plant Manager
<b>Amber Phase 2 Hurricane</b>	Carry out final checks on the premises ensuring proper vehicle security, data	Operation Manager

<b>Warning (1 day to Eta)</b>	collection and photographs of facility Turn off all water mains, gas and fuel mains and circuit breaker close to the supply source	Plant Manager
<b>After the Blow</b>	Report all loose or dangling wires to the JPS Co. and the nearest Police Station  Report broken sewer or water mains directly to the Parish Council, the Water Authority or the Public Works Department  Conduct damage stock count  Conduct a general damage assessment of the buildings and facilities	Plant Manager
<b>Recovery</b>	Begin repairs if the insurance company does not require a first hand view of the overall damages Document all repairs in a systematic manner showing time, labour, materials, job number and location	Maintenance Officers  Maintenance Officers

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>	<b>Person Responsible</b>
<b>Preparation: to be done each semester</b>	Check of buildings  Trim or remove trees that can cause damage  Anchor all heavy shelves and other equipment /furniture that can topple over  Ensure that all exits are free and clear from obstacles (equipment/furniture) which can impede smooth egress during an evacuation.	Plant Manager
<b>During an Earthquake</b>	Inside Building: Drop and cover under a sturdy desk Outside building: Find an area far away from objects that may fall such as trees,	

	light post etc. Once this is done, drop and cover.	
<b>Recovery</b>	Conduct damage stock count	Plant Manager
	<p>Conduct a general damage assessment of the buildings and facilities</p> <p>Begin repairs if the insurance company does not require a firsthand view of the overall damages</p> <p>Document all repairs in a systematic manner showing time, labour, materials, job number and location.</p>	Maintenance Officers

## Fire

<b>Phases</b>	<b>Action to be taken</b>	<b>Person Responsible</b>
<b>Preparation</b>	Make and maintain a complete inventory of all buildings and facilities	Plant Manager
	Ensure proper housekeeping is maintained thus minimizing the accumulation of disposable items which can serve as fuel for a potential fire	Household matron
	Conduct checks for fire hazards and implement immediate corrective actions where necessary.	Operations manager
<b>When a fire occurs</b>	Use fire equipment to attempt to fight the fire only at its INCEPTION	Any Staff
	Provide directional guidance to the Fire Brigade and other external response teams	Security
<b>Recovery</b>	<p>Launch an investigation in conjunction with the security team to determine the root cause of the fire with the aim of putting systems in place (where necessary) to eliminate the chances of a reoccurrence.</p> <p>Conduct damage assessment in</p>	Maintenance Officers

	conjunction with Security team	
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**Bomb Threat**

<b>Phases</b>	<b>Action to be taken</b>	<b>Person Responsible</b>
<b>Preparation</b>	<p>Make and maintain a complete inventory of all buildings and facilities</p> <p>Ensure proper housekeeping is maintained thus minimizing the accumulation of disposable items which can serve as fuel for a potential fire</p> <p>Conduct checks for fire hazards and implement immediate corrective actions where necessary.</p>	<p>Plant Manager</p> <p>Household matron</p> <p>Operations manager</p>
<b>When a fire occurs</b>	<p>Use fire equipment to attempt to fight the fire only at its INCEPTION</p> <p>Provide directional guidance to the Fire Brigade and other external response teams</p>	<p>Any Staff</p> <p>Security</p>
<b>Recovery</b>	<p>Conduct damage assessment in conjunction with Security team</p> <p>Commence clean up activity provided that photos and all possible evidence for the investigation has been collected for insurance and other purposes.</p>	<p>Maintenance Officers</p>

## Bursary

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>
<b>Before the start of the Hurricane Season</b>	<p>Review insurance policies</p> <p>Identify and make available funds for Disaster Preparedness and Recovery needs.</p> <p>Establish contract with food supplier(s) on campus for the provision of meals for staff who will work during the recovery period.</p>
<b>When a Hurricane Threatens</b>	Attend the Disaster Management and Recovery Committee Meeting held at this phase
<b>Recovery</b>	All hurricane related expenses are to be kept in a separate ledger so as to facilitate more efficient tracking of disaster preparedness and recovery expenditure which can enhance the preparation of more accurate budgets.
<b>Resumption</b>	<p>Attend the Disaster Management and Recovery Committee Meeting held at this phase.</p> <p>Inform payables staff to resume work and organize transportation if necessary.</p>

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation: at the start of each financial year</b>	<p>Review insurance policies</p> <p>Identify and make available funds for Disaster Preparedness and Recovery needs.</p> <p>Establish contract with food supplier(s) on campus for the provision of meals for staff who will work during the recovery period.</p>
<b>Recovery</b>	All earthquake related expenses are to be kept in a separate ledger so as to facilitate more efficient tracking of disaster preparedness and recovery expenditure which can enhance the preparation of more accurate budgets
<b>Resumption</b>	<p>Attend the Disaster Management and Recovery Committee Meeting held at this phase.</p> <p>Inform payables staff to resume work and organize transportation if necessary</p>

## **Fire**

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation:at the start of each Financial Year</b>	Review insurance policies  Make and maintain a complete inventory of all assets and buildings  Identify and allocate funds for Disaster preparedness and recovery needs.  Establish contract with food supplier(s) on campus for the provision of meals for staff who will work during the recovery period
<b>Recovery</b>	Prepare and submit claim(s) (where applicable) to insurance company

## **Bomb Threats**

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation:at the start of each Financial Year</b>	Review insurance policies  Make and maintain a complete inventory of all assets and buildings  Identify and allocate funds for Disaster preparedness and recovery needs.  Establish contract with food supplier(s) on campus for the provision of meals for staff who will work during the recovery period
<b>Recovery</b>	Prepare and submit claim(s) (where applicable) to insurance company Release funds to undergo repairs to damages

## Budget Holders

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Ensure your department has a Safety Warden Representative. If not, nominate a member of staff to serve. Allow Safety Wardens the time off to attend CPR and Fire Response Training
<b>When a hurricane threatens</b>	Empower Department Safety Warden with authority to delegate preparedness activities for the Department
<b>Amber Phase 1: two days before ETA</b>	Schedule lower production levels
<b>Amber phase 2: one day before ETA</b>	Verify that all preparedness are complete before staff are dismissed

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation: Each Year</b>	Ensure your department has a Safety Warden Representative. If not, nominate a member of staff to serve.  Allow Safety Wardens the time off to attend CPR and Fire Response Training  Ensure visitor log book systems are implemented and maintained in all offices/departments. This will enable response teams to determine if all persons are accounted for.

### Fires

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Ensure your department has a Safety Warden Representative. If not, nominate a member of staff to serve.  Allow Safety Wardens the time off to attend CPR and Fire Response Training  Ensure visitor log book systems are implemented and maintained in all offices/departments. This will enable response teams to determine if all



	persons are accounted for.
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**Bomb Threats**

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	<p>Ensure your department has a Safety Warden Representative. If not, nominate a member of staff to serve.</p> <p>Allow Safety Wardens the time off to attend CPR and Fire Response Training</p> <p>Ensure visitor log book systems are implemented and maintained in all offices/departments. This will enable response teams to determine if all persons are accounted for.</p>

## General Staff, Students and Visitors

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>	<b>Comments</b>
<b>When a hurricane threatens</b>	<p><b>At Work:</b> Assist Safety Wardens in the safeguarding of the office/department and the contents thereof.</p> <p><b>At home:</b> Ensure you stack up on water, non-perishable food items, safety supplies and tools to include battery operated radio, extra batteries, flashlight, nails, hammer ply board and tarpaulin.</p>	
<b>The Blow</b>	<p><b>At home:</b> Stay indoors. Do not go outside unless it is absolutely necessary. When the winds get very strong you are in danger of being hit by flying objects.</p> <p>Keep a hurricane lamp burning as it might make the night more bearable.</p> <p>Do not open doors or windows facing the full force of the wind.</p> <p>If your glass window has not been boarded up or taped, attach a cloth or firm cardboard over the inside of the window to protect yourself and others from splintering glass.</p> <p>Be calm, your ability to act logically is important.</p> <p>Listen to the radio for hurricane updates</p>	
<b>After the Blow</b>	<p><b>After the Blow</b></p> <p><b>At home:</b> Seek medical aid at first-aid stations, hospitals or clinics for persons injured during the hurricane/storm.</p> <p>Do not touch loose or dangling wires. Report these immediately to the Jamaica Public Service, the nearest Police Station and/or Parish Council</p> <p>Report broken sewer or water mains to the Parish Council, Water Commission and/or</p>	

	<p>Public Works Department.</p> <p>Report and Stay Away From downed power lines.</p> <p>Do not empty water stored in bathtubs or other receptacles until safe drinking water is restored.</p> <p>Boil all drinking and water for cooking until you are advised that a safe water supply has been restored.</p> <p>Do not go outside barefooted. Avoid wearing shoes that expose parts of your feet. Watch out for broken glass and other sharp objects.</p> <p>Listen to new bulletins /advisories regarding the resumption of work and /or classes.</p>	
<b>Recovery</b>	Return to work and /or classes as requested by the College	

## Earthquakes

<b>Phases</b>	<b>Action to be taken</b>	<b>Comments</b>
<b>Preparation</b>	Brief all visitors on general emergency procedures before the commencement of meetings/seminars or workshops on campus	
<b>During an Earthquake</b>	<p>Stay Calm.</p> <p>If inside a building – STAY THERE. Drop and Cover under a sturdy desk</p> <p>Outside building: Find an area far away from objects that may fall such as trees, light post etc. Once this is done, drop and cover.</p> <p>Stay away from windows, mirrors and glass partitions.</p> <p>Do not remain near any unfixd cabinets or other unfixd heavy furniture.</p> <p>Avoid stairways during an earthquake.</p> <p>Remember that Aftershocks, though usually not as strong as the main tremor can cause the collapse of already weakened buildings.</p>	
<b>After an Earthquake</b>	<p>Seriously injured persons should not be moved unless they are in immediate danger of further injury.</p> <p>Once it has been determined that it is safe to leave the building exit carefully and cautiously.</p> <p>Observe designated escape routes and Assembly/Gathering Points set out for your particular Faculty, Building or area.</p> <p>Form lines at the Emergency Gathering Point: Students should line up according to the class and Faculty building they were in when the earthquake occurred.</p> <p>Students who are not engaged in classes should line up according to their respective School or Department.</p> <p>Staff should line up according to their Office or Department</p> <p>Visitors should line up according to the</p>	

	<p>offices/buildings they were visiting at the time of the earthquake.</p> <p>Inform internal and external response teams of persons unaccounted for.</p> <p>At all times cooperate with the Safety personnel, both internal and external.</p> <p>Do not go into damaged areas unless authorized by appropriate personnel.</p>	
<b>Recovery</b>	Follow directives issued by Security regarding the resumption of work and/or classes	

## **Fire**

<b>Phases</b>	<b>Action to be taken</b>	<b>Comments</b>
<b>Preparation</b>	Brief all visitors on general emergency procedures before the commencement of meetings/seminars or workshops on campus	
<b>When a fire occurs</b>	Inform security of the fire providing the exact location	Use fire equipment to fight the fire ONLY if the fire is at its INCEPTION stage.
	<p>Evacuate the building and proceed to the Emergency Gathering Point in a quick and orderly fashion. On route to the Gathering Point alert others to do the same.</p> <p>Observe designated escape routes and Gathering Points set out for your particular building or area. evacuation process</p> <p>Form lines at the Emergency Gathering Point</p>	
<b>Fire Evacuation Safety Tips</b>	<p>Do not jeopardize personal safety by spending time to gather your belongings.</p> <p>Heat and smoke rise leaving the cleaner air near the floor. If you must escape through smoke, crawl on your hands and knees.</p>	

	<p>Do not break windows</p> <p>Descend stairways in single file staying to the left side. This leaves the right side free for emergency personnel who may need to get to the fire.</p>	
<b>At the Emergency Gathering Point</b>	<p>Remain in line at the Emergency Gathering Point until Safety and Security or representatives of the Fire Brigade announce it is safe to return to your office or class.</p> <p>Staff should report any persons unaccounted for to their Supervisors while students should report said information to their Faculty Administrators and/or Programme Directors.</p> <p>Remind persons suspected of wanting to or planning to leave the EGP that they <b>SHOULD NOT</b> until the Relevant Authorities gives the all clear and declares that it is safe to do so.</p>	
<b>Recovery</b>	<p>Follow directives issued by Safety and Security regarding the resumption of work and /or classes.</p>	

**Bomb Threat**

Phases	Action to be taken	Comments
<p><b>Preparation</b></p>	<p>Brief all visitors on general emergency procedures before the commencement of meetings/seminars or workshops on campus</p>	
<p><b>Tips on how to handle a caller reporting a bomb threat and Bomb Threat Evacuation Procedure</b></p>	<p>In the event of a Bomb Threat:</p> <ol style="list-style-type: none"> <li>2. Any person receiving a phone call bomb threat should try to get the following information:               <ol style="list-style-type: none"> <li>a. When is the bomb going to explode?</li> <li>b. Where is the bomb located?</li> <li>c. What kind of bomb is it?</li> <li>d. What does it look like?</li> <li>e. Why did you place the bomb?</li> <li>f. What is your name?</li> </ol> </li> <li>3. Talk to the caller as long as possible and record the following:               <ol style="list-style-type: none"> <li>a. Time of call</li> <li>b. Perceived age and sex of caller</li> <li>c. Speech pattern, accent, possible nationality, etc.</li> <li>d. Emotional state of caller</li> <li>e. Background noise</li> </ol> </li> <li>4. Report to the Control Room all the information garnered from the telephone conversation with the caller.</li> <li>5. Make a cursory inspection of office / classroom area for suspicious objects just before evacuating. If a suspicious object or potential bomb is found, immediately clear the area and report the precise</li> </ol>	

	<p>location and description of the object seen to the Security Supervisor at Tel 806-6060. Do not touch the object! Do not open drawers, cabinets or turn lights or other electrical equipment on or off.</p> <p>6. Evacuate buildings and proceed to the Emergency Gathering point in a quick and orderly fashion. On route to gathering point alert others to do the same.</p> <p>7. Observe designated escape routes and assembly/gathering points set out for your particular area</p> <p>The Emergency Gathering Point for persons who are within Admin Office and Macleavy Block is the Quadrangle parking area.</p> <p>The Emergency Gathering Point for persons who are within offices/classrooms found between Lit Centre and Chapel including Mavis Davis Dorm is Mavis Davis Lawn</p> <p>The Emergency Gathering Point for persons who are within Science Lab and Boston area including Library and Flemming Dorm is Science lab area.</p> <p>The Emergency Gathering Point for persons who are within Beacon and Hastings is Hasting Landing area.</p> <p>The Emergency Gathering</p>	
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	<p>Point for persons who are within Windsor and Teacher Flat is the Playfield.</p> <p>8. Assist or appoint someone to assist disabled persons in their area</p> <p>9. Form lines at Gathering points</p> <p>10. Stand in line and listen for your name. Avoid making unnecessary noise as persons will not be able to hear their names being called and other important information regarding the bomb threat.</p>	
<p><b>Bomb Threat Evacuation Safety Tips</b></p>	<p>1. Do not jeopardize personal safety by spending time to gather your belongings.</p> <p>2. Do not use elevators</p> <p>3. Descend stairways in single file staying to the left side. This leaves the right side free for emergency personnel who may need to access the building.</p> <p>4. Heat and smoke rise leaving the cleaner air near the floor. If you must escape through smoke, crawl on your hands and knees</p> <p>5. Stay at least 300 feet away from the affected building. Keep streets, hydrants and walkways clear for emergency vehicles and crews.</p> <p>6. Do not return to an evacuated building unless told</p>	

	<p>to do so by Security Department or his designee.</p> <p>7. Only attempt to extinguish a fire if you have been trained to use a fire extinguisher.</p> <p>8. A fire extinguisher should only be use to extinguish a fire that is at its inception stage.</p>	
<b>At the Emergency gathering Point</b>	<p>Remain in line at the Emergency Gathering Point until Safety and Security or representatives of the Fire Brigade announce it is safe to return to your office or class.</p> <p>Staff should report any persons unaccounted for to their Supervisors while students should report said information to their Faculty Administrators and/or Programme Directors.</p> <p>Remind persons suspected of wanting to or planning to leave the EGP that they SHOULD NOT until the Relevant Authorities gives the all clear and declares that it is safe to do so.</p>	
<b>Recovery</b>	<p>Follow directives issued by Safety and Security regarding the resumption of work and/or classes.</p>	

## Lecturers

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Listen to bulletins
<b>When a Hurricane threatens</b>	Secure Course work, test and exam papers in your possession at the time of the threat of a hurricane/storm
<b>Recovery</b>	Listen to advisories and return to work as requested.

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Actively participate in all evacuation drills conducted on campus  Prompt the full participation of students being lectured / tutored at the time of the drill/earthquake.
<b>At the gathering point</b>	Conduct head count for students being lectured /tutored at the time of the drill/earthquake  Report any unaccounted personnel to internal and external response teams

### Fires

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Actively participate in all evacuation drills conducted on campus  Prompt the full participation of students being lectured/tutored at the time of the drill/fire
<b>At the gathering point</b>	Conduct head count for students being lectured /tutored at the time of the drill/fire  Report any unaccounted personnel to internal and external response teams

## **Bomb Threats**

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Actively participate in all evacuation drills conducted on campus  Prompt the full participation of students being lectured / tutored at the time of the drill/bomb threat
<b>At the gathering point</b>	Conduct head count for students being lectured /tutored at the time of the drill/ bomb threat  Report any unaccounted personnel to internal and external response teams

## Medical Centre/Sick Bay

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Check and replenish first aid kits across campus. In particular those belonging to Safety and Security personnel.

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>
<b>At the start of each financial year</b>	Check and replenish first aid kits across campus. In particular those belonging to Safety and Security personnel
<b>After an earthquake</b>	Give medical attention to injured persons

### Fire

<b>Phases</b>	<b>Action to be taken</b>
<b>At the start of each year financial year</b>	Check and replenish first aid kits across campus. In particular those belonging to Safety and Security personnel
<b>After a fire</b>	Give medical attention to injured persons

### Bomb Threats

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Check and replenish first aid kits across campus. In particular those belonging to Safety and Security personnel
<b>After a bomb threat</b>	Give medical attention to injured persons

## I.T. Department

### Hurricanes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Check PBX system  Ensure all important electronic files are backed up.

### Earthquakes

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Check PBX system  Ensure all important electronic files are backed up.

### Fires

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Check PBX system  Ensure all important electronic files are backed up.

### Bomb Threats

<b>Phases</b>	<b>Action to be taken</b>
<b>Preparation</b>	Check PBX system  Ensure all important electronic files are backed up.

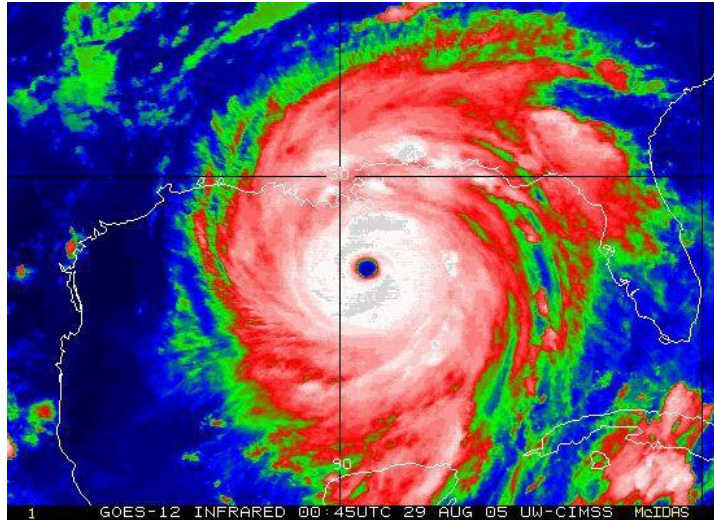
**BMC**

**EMERGENCY**

**PROCEDURES**

## Hurricanes

The Hurricane Season runs from June 1 to November 30<sup>th</sup> of each year.



### **Your Response is to:**

#### **Before the start of the Hurricane Season:**

1. Check on emergency items which include but are not limited to non-perishable food items, water, safety supplies/equipment such as battery operated radios, extra batteries, flashlights, matches, lanterns, kerosene oil, rain gear and so on;
2. Keep informed by listening to new weather advisories especially during the season;
3. Be sure you understand the hurricane terminology often issued in such advisories.

#### **When a hurricane threatens:**

1. Prepare the office by securing files and equipment from possible exposure to rain and displacement by wind;
2. Safety Wardens must notify Safety and Security by emailing [farquharsonsh@gmail.com](mailto:farquharsonsh@gmail.com) when all preparations for the storm are complete no later than 1 day before expected time of arrival (Amber Phase 2);



3. Resident students must go home to be with family during an impending threat and where this is not possible; all procedures outlined by the Accommodations Office must be adhered to;

4. When a storm or hurricane threatens re-check emergency items in stock.

**During the hurricane:**

1. Avoid going outside;

2. Stay away from glass windows;

3. Do not open doors or windows facing the full force of the wind;

4. If the house shows signs of breaking up, stay under a table;

5. Listen to the radio for information on what is happening;

**After the hurricane:**

1. Seek medical aid if necessary;

2. Do not touch loose or dangling wires and stay away from downed power lines. Report same to JPS;

3. Do not go outside barefooted;

4. Drive motor vehicles cautiously;

5. Continue to listen to the radio for information on what is happening and particularly about the resumption of work and classes at Bethlehem Moravian College.

## Earthquakes

Your Response is to:

**1. DUCK UNDER** a sturdy desk and **HOLD ON (as illustrated)**. If you do not hold on, your body could become exposed to falling objects as the desk/table may move during the quake.



**2. STANDING and HOLDING ON UNDER** a concrete **DOOR JAM** is another recommended response.

**3. In the absence of a sturdy desk or door jam, evacuation of the building is recommended. Evacuate the building to a clear open space where there are no trees, light poles or other overhead objects that could fall and hit you. Bear in mind that it will be difficult to move around when the earth is shaking. Persons attempting to evacuate will be susceptible to falling and colliding which can result in possible injury.**

**4. At the Emergency Gathering Point (EGP), QUIETLY LINE UP** according to the class or office you were in when the earthquake struck. Avoid making unnecessary noise, as this will prevent others from hearing the head count. Students not engaged in class at the time of the earthquake, should line up according to their respective Schools or Departments.

**5. Lecturers, Faculty/College Administrators and Administrative Managers should CONDUCT HEAD COUNTS** for students who were engaged in class, those who were not but belong to their School/Dept./College/Faculty and staff members respectively.

**6. LISTEN FOR ANNOUNCEMENTS** by the Safety and Security Department or Fire Brigade Representative(s);

**7. DO NOT LEAVE THE EGP** unless informed by a representative from the Safety and Security Department or Fire Brigade that it is safe to do so.



**Your Response is to:**

- 1. ACTIVATE FIRE ALARM OR SHOUT 'FIRE'** three times giving the location of the fire;
- 2. REPORT THE FIRE TO THE Security team** at Tel: 806-6060, 806-5973 and/or any security personnel seen in the vicinity of the affected area(s);
- 3. EVACUATE** the building or area and immediately proceed to the closest **Emergency Gathering Point (EGP)**.
- 4. At the EGP, QUIETLY LINE UP** according to the class or office you were in when the alarm was sounded or notice of the fire was received. Avoid making unnecessary noise, as this will prevent others from hearing the head count.  
  
Students not engaged in class at the time of the alarm, should line up according to their respective Schools or Faculty.
- 5. Lecturers, Faculty/College Administrators and Administrative Managers should CONDUCT HEAD COUNTS** for students who were engaged in class, those who were not but belong to their School/Dept./College/Faculty and staff members respectively.

**6. LISTEN FOR ANNOUNCEMENTS** by the Safety and Security Department or Fire Brigade Representatives;

**7. DO NOT LEAVE THE EGP** unless informed by a representative from the Safety and Security Department or Fire Bridge that it is safe to do so.

## Bomb Threats



### Your Response is to:

**1. REPORT THREAT TO THE SECURITY TEAM** providing all the information you received;

**2. EVACUATE** the building or area and immediately proceed to the closest Emergency Gathering Point (EGP).

**3. At the EGP, QUIETLY LINE UP** according to the class or office you were in when the alarm was sounded or notice of the bomb threat was received. Avoid making unnecessary noise, as this will prevent others from hearing the head count.

Students not engaged in class at the time of the alarm, should line up according to their respective Schools or Departments.

**4. Lecturers, Faculty/College Administrators and Administrative Managers should CONDUCT HEAD COUNTS** for students who were engaged in class, those who were not but belong to their School/Dept./College/Faculty and staff members respectively.

**5. LISTEN FOR ANNOUNCEMENTS** by the Safety and Security Department or Fire Brigade Representatives;

**6. DO NOT LEAVE THE EGP** unless informed by a representative from the Safety and Security Department or Fire Bridge that it is safe to do so.

**SAFETY**

**WARDEN**

**PHOTO**

**GALLERY**



THESE WILL BE MEMBERS OF THE MANAGEMENT TEAM: TO BE DISCUSSED