



**The Mico University College**  
DO IT WITH THY MIGHT

# LOCKDOWN PROCEDURES

EFFECTIVE: NOV. 2012

1a Marescaux Road  
Kingston 5, Jamaica  
[themico.edu.jm/policies](http://themico.edu.jm/policies)



The Mico University College

**LOCKDOWN PROCEDURES**

<b>Office of Accountability:</b>	Office of the Vice President – Administration
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<b>Position of Policy Preparer:</b>	
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### CHANGE HISTORY

DATE OF CHANGE	NATURE OF CHANGE	REVIEWER(S)
Nov 2012	Original version drafted.	Disaster Prep. Committee
Sept 2019	Critical revisions to procedures and appendices; updated document template.	R. Wright

*For more information about policy development, consult the Policy Formulation and Management Policy on The Mico website at [themico.edu.jm/policies](http://themico.edu.jm/policies).*



## 1. Lockdown Procedures

Lockdown Procedures shall be instituted whenever there is imminent danger, which cannot be remedied immediately and which may result in serious injury to persons or in serious property damage. Lockdown Procedures should take approximately **3-4 hours**.

### 1.1. During a Hurricane Watch

During a **Hurricane Watch**, several precautionary measures should take place.

- Ensure standby generators are in working order and that they have sufficient gasoline to supply the connected components for a sufficient period before, during and after the estimated passage of the system.
- Ensure communication systems are in working order. In the case of radios, they should be fully charged (with extra batteries where necessary). In the case of cellular phones, walk-talkies and other communication tools, they should also be adequately credited and registered to make and receive calls.

Action	Action By
1. Advise staff of Lockdown Procedures :	
i) Inform staff (including Subsidiaries & Branch Offices) of intention to lockdown	President / VP Academics
ii) Advise all stakeholders of the intention to lockdown, with direct notices sent to:	VP Academics / VP Administration
- The Deans	
- The Hall Managers	
- The Cafeteria	
- The HR Department	
iii) Follow Lockdown procedures.	
iv) Inform the head of security of the intention to lockdown and advise them to put their emergency plan into operation e.g. to arrange for relief etc.	VP Administration
v) Ensure that there are sufficient garbage bags, newspaper and plastic sheets (tarpaulin etc.) to cover office equipment and other critical systems.	VP Administration
Once the lockdown procedure begins:	
vi) Complete project being worked on, if the task/procedure to complete is not too long.	All Staff
	All Staff



<p>vii) Make backups of all important documents (to cloud or on external storage devices).</p> <p>viii) Secure office equipment:</p> <ul style="list-style-type: none"> <li>▪ <b>Unplug all electrical equipment</b> to protect them from power surges and low voltage.</li> <li>▪ <b>Cover computers, printers etc.</b> (using tape to secure the covering if necessary).</li> <li>▪ <b>Move all equipment and furniture away from windows/walls</b> which may leak <b>or from the floors</b> if there has been leaking in the past.</li> <li>▪ <b>Lock filing cabinets; remove heavy pictures</b> from walls.</li> <li>▪ <b>Store important physical records in a safe area</b> e.g. in garbage bags if necessary.</li> <li>▪ <b>Remove files, documents etc. from the floors</b> to protect against water damage from pooling in areas subject to leaks.</li> </ul>	<p>Supervisors / Secretaries to Supervisors</p>
<p>ix) <b>Ensure that all plans and important documents are secured.</b></p>	<p>Supervisors / Secretaries to Supervisors</p>
<p>x) Appoint someone from each office to collect garbage bags, tape and other supplies from the designated supply centre.</p>	<p>All Staff</p>
<p>xi) Determine areas of special need, which have to be secured and advise maintenance crew</p>	
<p>xii) Lockdown:</p>	
<ul style="list-style-type: none"> <li>- Ensure safety of IT equipment and that the system is properly locked down.</li> </ul>	<p>IT Personnel</p>
<ul style="list-style-type: none"> <li>- Ensure the safety and preservation of stored information and documents, and that all vital records be moved off site as necessary.</li> </ul>	<p>IT Personnel</p>
<ul style="list-style-type: none"> <li>- Lock windows starting always at the upper flows</li> </ul>	<p>All Staff</p>
<ul style="list-style-type: none"> <li>- Tape windows etc. where there might be water intrusion.</li> </ul>	<p>All Staff</p>
<ul style="list-style-type: none"> <li>- Secure all openings, and areas which have extractor fans.</li> </ul>	<p>Maintenance Staff</p>
<ul style="list-style-type: none"> <li>- Secure glass windows, door etc. e.g. Buxton Building.</li> </ul>	<p>Maintenance Staff</p>
<p>xiii) Secure the campus grounds</p>	



<ul style="list-style-type: none"> <li>- All ground maintenance tools (including, shovels, hoes, rakes etc) should be brought inside and securely stored.</li> <li>- Trim tall trees and limbs which are precarious, weak or excessively long.</li> <li>- Pick and discard heavy fruits from bearing trees (e.g. mangos).</li> <li>- Remove or otherwise secure garden, lawn or other decorative outdoor fixtures.</li> <li>- Clear drains and gutters to allow smooth and free flow of water.</li> <li>- Check campus grounds for all items which could become projectiles (i.e., stones, pieces of wood, zinc etc. which are loose or could be come loose during heavy wind and rain).</li> </ul>	<p>Maintenance Staff</p>
<p>xiv) Close all Halls of Residence</p> <p>The institution shall make every effort to dismiss as many students as possible from the campus.</p> <ul style="list-style-type: none"> <li>i. Dismiss all students from the campus (whether resident or not).</li> <li>ii. Students who declare they have no alternate housing arrangements shall either: <ul style="list-style-type: none"> <li>a. Be directed to the nearest emergency shelter (if the campus is not declared as one by ODPEM).</li> <li>b. Be permitted to remain on campus provided they agree to accept all risks associated with this decision.</li> </ul> </li> <li>iii. Secure all room amenities in the same way that office equipment and records are.</li> </ul>	<p>Hall Managers, Resident Advisors</p>



1.2. During a Hurricane Warning

Lockdown procedures shall commence whenever a **Hurricane Warning** has been issued **or** a Hurricane is **approximately 150 miles** from Jamaica on a direct trajectory to the island **or** if a hurricane is expected to hit or significantly affect the island **within the next 24 hours**.

Lockdown Procedures in the case of a Hurricane shall be instituted automatically to ensure that students and staff have sufficient time to go home make the necessary preparations for the storm; and to secure The Mico's property.

<p>1. Persons required for duty during lockdown procedures</p>	<ul style="list-style-type: none"> <li>a) All Staff</li> <li>b) Administrative Staff to field telephone calls and advise clients.</li> <li>c) IT and Document Centre personnel to secure information.</li> <li>d) Accounts personnel to secure cash and important documents in vault.</li> <li>e) Administration and Examinations staff to secure information.</li> <li>f) Cafeteria Staff to secure inventory.</li> <li>g) Supervisors to direct and monitor lockdown efforts.</li> <li>h) Secretaries to ensure the security and safety of valuables including documentation.</li> </ul>
<p>2. Advise security and customers of Lockdown</p>	<ul style="list-style-type: none"> <li>a) Inform customers of intention to lockdown and give specific times.</li> <li>b) Inform security of intention to lockdown.</li> </ul>
<p>3. Lockdown procedures</p>	<ul style="list-style-type: none"> <li>a) Supervisors / Secretaries to Supervisors determine plans, documents etc. which have to be secured and secure them.</li> <li>b) IT Dept and the Documentation Centre take the necessary steps as per the policy to secure document and other information.</li> <li>c) IT Dept and the Documentation Centre ensure that vital records are moved off site as necessary.</li> <li>d) All Staff start locking the windows, always starting at the upper floors and tape windows if water intrusion is expected.</li> <li>e) Secure office equipment (cover computers, printers etc.; lock filing cabinets; remove heavy pictures from walls; remove furniture and equipment from in front of windows/walls which may leak; remove files, equipment etc. from the floors where they may be subject to flooding).</li> <li>f) Ensure that all openings are covered and secured especially areas where there are extractor fans to the exterior.</li> <li>g) Secure glass windows and doors.</li> <li>h) Provide information that may assist in the security of life and/or property.</li> </ul>



## 2. Emergency Supplies

Description		Quantity
1.	First-aid Kits (25-persons)	4
2.	Heavy-duty flashlight	6
3.	Portable battery-powered radio	2
4.	Batteries of appropriate sizes for flashlight, radio etc.	1 doz
5.	Rain coats - X Large	6
6.	Water-boots (appropriate sizes)	6 pairs
7.	Heavy Duty Plastic Bags/Rolls of clear plastic	1 roll
8.	Rope / Cord ( $\frac{5}{8}$ " )	300' at least
9.	Heavy duty masking tape (at least 2" wide)	2 rolls
10.	Duct tape	2 roll
11.	Claw Hammer	1
12.	Box of nails (mixture of concrete & wood)	1 lb each
13.	Ply board $\frac{5}{8}$ " and $\frac{1}{4}$ "	1 sheet each
14.	Tarpaulins (10' x 18')	3
15.	Claw bar	1
16.	Hacksaw	1
17.	Dust mask (K-A mask)	1 box
18.	Bottled drinking water (500 ml)*	≥ 6 cases
19.	Compact ready-to-eat meals*	≥ 2 doz.
20.	Cellphone (with sufficient call credit) and charger*	≥ 2
21.	Blankets*	≥ 3

\* Items marked with an asterisks are specifically for the relevant personnel (security etc.) who will remain on the premises during the storm and should be made available in sufficient number to meet their needs for the estimated duration of the storm and for at least a 72 hour after its passage.

## 3. Additional Supplies

Additional items which may be needed depending on the specific circumstances.

- Bull horns
- Stretchers
- Wheel chairs



## APPENDIX I - EMERGENCY CONTACTS

### Internal Emergency Contacts

Organization	Telephone	Notes
Campus Security	876-879-2531	Supervisor CUG Number
Marketing and PR	876-857-5004	Ms. Jonacee Graham
Telephone Operator (Mobile)	876-443-3782	Ms. Venetta Donaldson
Facilities Supervisor	876-443-3495	Mr. Roy Hemmings (Furniture, fixtures, room access, water mgmt.)
Maintenance Supervisor	876-355-1035	Mr. Curtis Hall (Electrical, plumbing, carpentry etc.)
Housekeeping Supervisor	876-402-8932	Ms. Andrea Reid (Cleaning and sanitization)
Grounds Supervisor		Mr. Steve Stewart (Grounds, plants, landscaping)
VP Administration	876-504-3033 876-598-6443	Mr. Rudolph Sewell

### External Emergency Contacts

Organization	Telephone	Notes
Directory Assistance	114	Charges in excess of \$150 JMD
<b>Fire Brigade</b>	876-967-4891 876-967-4607 (HQ) 876-926-8165 (HWT)	<b>DIAL 911 / 110</b>
<b>Hospital</b> – Kingston Public	876-922-0210	
<b>Hospital</b> – Nuttall Memorial	876-926-2139	
ODPEM	876-906-9674	
<b>Police</b> – Allman Town	876-922-2842	<b>DIAL 911 / 119</b>
<b>Police</b> – Cross Roads	876-926-6657	<b>DIAL 911 / 119</b>
Weather Updates	116	Toll free on landline (approx. \$5 on cell)

## Other Useful Contacts

Organization	Telephone	Notes
Ministry of Education	876-922-1400	
Television Jamaica	876-926-1100 (-9)	
CVM Television	876-931-9400	
Gleaner Company	876-922-3400 876-932-6151	POC: Ms. Nicolette McLeary
Observer Company	876-795-1545 876-795-3632	POC: Ms. Karen Burrell
NSWMA	876-960-4511	