
Hurricane and Tropical Storm Protocol

I. Protocol

The Bridgewater State University Division of Emergency Management works closely with the National Weather Service in Taunton, Massachusetts to monitor and react appropriately in the event a tropical system approaches our area.

II. Policy

In the event of a hurricane or tropical storm approaching Southeastern, Massachusetts University officials communicate with students via email, www.bridgew.edu, BSU social media outlets (Facebook and Twitter) and the BSU text messaging system.

Additional communication outlets include desktop/computer notifications and loud speakers/sirens and electronic displays on campus, when deemed necessary.

Hurricane and Tropical Storm Terms

Tropical Storm Warning

Tropical storm force winds are forecasted in the Massachusetts area by the National Hurricane Center within the next 24 hours along with possible heavy rains. The University will monitor the situation and heed advice from MEMA.

Hurricane Watch

This means that a hurricane has been reported or is forecasted to form and is considered a possible danger to this area within 36 hours. The campus remains open and will continue to function normally until further notice.

Hurricane Warning

When the storm has increased possibility of making landfall at or near Southeastern, Massachusetts within 24 hours.

Essential Personnel

Select departments and personnel are designated to remain on campus during and after the storm. Those include, but are not limited to, Facilities Maintenance, University Police, and Residence Life & Housing. These staff members are assigned specific duties and responsibilities to organize individuals unable to leave campus, provide security, repair minor damage to facilities, and re-open access to the campus and buildings.

Faculty and Staff Information

Hurricane preparation procedures for staff, personnel, and facilities.

Office Preparation

- All University departments and offices should prepare their equipment and essential files prior to leaving campus.
- All electronic equipment (computers, modems, monitors, copiers, UPS systems, etc.) should be turned off and unplugged.
- Electronic equipment should be moved away from windows (if feasible) and covered with plastic sheeting. Plastic sheeting and plastic bags are available and will be distributed by Physical Plant to all building coordinators.
- Building coordinators will be responsible for storing and distributing the materials within their respective areas.
- Essential files should be placed in file cabinets and secured. Do not leave valuable materials on desks or shelving.
- Personal belongings of value should be taken home. The University will not replace personal items which have been damaged or are missing or stolen.
- All office doors and building doors must be closed and locked.

Student Preparation Procedures

Notification to Residents

Weather updates will be provided on a regular basis during severe weather. Information regarding the cancellation of classes and /or university events will be broadcasted as decisions are made.

The Residence Life Staff will regularly notify students in the residence halls and apartments of the hurricane's movement. Information will be distributed via posted fliers, email, voicemail, and door-to-door announcements. All efforts will be made to inform residents of weather conditions as promptly as possible.

Leaving Campus?

In the event that a hurricane threatens Southeastern, MA area, the Area Coordinators will contact each resident to determine if the resident plans to leave campus or remain on campus for the duration of the storm.

It is vital that you let your AC know your plans. We need to know if and where you will be going if you leave campus. You should contact your parents and inform them of

your whereabouts as well. If you plan to remain on campus, your RA or other Housing officials will inform you when/if it is necessary to move to the shelter.

Students choosing to leave campus assume full responsibility for their safety. Do not attempt to leave campus during the height of the storm.

Once A Shelter is Opened:

In the event that conditions reach a point to warrant the evacuation of the residence halls/apartments, a on-campus shelter will be opened as a hurricane shelter for students remaining on campus. Once the shelter is opened, residents in Resident Halls and the Apartments will be required to move to the shelter.

In preparation for moving to the shelter, the following steps should be taken to secure your room and belongings:

- Close the windows and blinds.
- Pick up all items off the floor and take out the trash.
- Unplug everything except the refrigerator.
- Place valuables in your drawers and closet.
- Turn off the lights.
- Close and lock your door.

What To Bring To The Shelter

The shelter will be staffed by university officials from the Office of Residence Life & Housing, the Office of Student Affairs, the Police Department, the Wellness Center, and Food Services. All individuals must sign-in upon arrival. Free food service will be provided on a limited basis for individuals staying in the shelter. Meal times will be posted.

The following items should be brought to the shelter:

- Bedding (Pillow/Blankets)
- Several changes of clothing
- Medication that may be needed during your stay
- Personal hygiene items

- Books/Cards/Games
- Flashlights/Batteries
- Snacks
- Pets
- The following items are not permitted in the shelter:
 - *Alcohol*
 - *Candles/Oil lamps*

HURRICANE AND TROPICAL STORM PROTOCOL

BSU POLICE HAVE RESPONDED.

AFFECTED PERSONNEL HAVE BEEN CHECKED FOR INJURIES.

AFFECTED AREAS HAVE BEEN EVACUATED.

AREA HAS BEEN MADE SAFE BY EMERGENCY CREWS.

PERSONNEL HAVE BEEN ALLOWED BACK INTO THE AREA WHEN SAFE TO DO SO.

EMERGENCY MESSAGE HAS BEEN ACTIVATED.

COMMUNITY IS ADVISED TO PREPARE FOR ADDITIONAL DAYS IN SHELTER/SCHOO