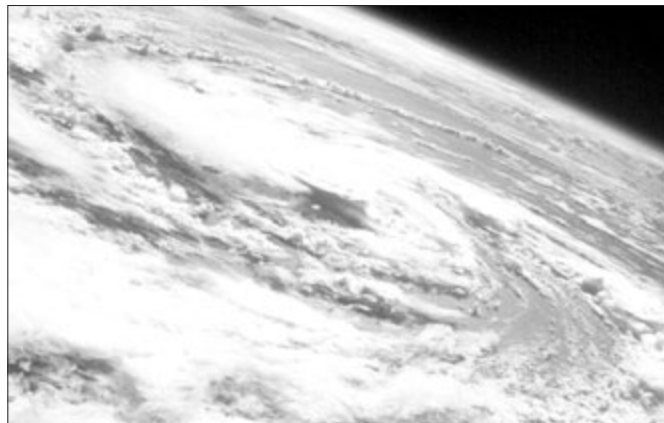


# PREPARING *for the* STORM

*“The safety of our personnel is equally important as the safety of our patients.”*

Dr. Joan Richardson  
Institutional Emergency  
Preparedness Officer



**D**estructive winds. Devastating rain and floods. These are the hazards associated with hurricanes, a fact of life for those living and working along the Gulf Coast.

As most major employers and local government entities do, UTMB leaders review the institution's hurricane plans annually. It is an important element of preparing for the hurricane season, which runs June 1 through Nov. 30.

The greater Houston area, and specifically the medical community, was reminded of the need to be prepared when last year's Allison struck with little warning.

It was a moderate tropical storm that stalled over Houston on June 9, 2001, dumping nearly 30 inches of water on the city and paralyzing the Texas Medical Center. UTMB stepped in last year and received patients the medical center could not take.

Allison also served as a “dry run” for the emergency preparedness plans of the university, demonstrating that it doesn't take a hurricane to pose a serious threat to hospital operations.

Each department at UTMB has its own emergency plan, and it is the responsibility of each department and employee to be familiar with the plan. But UTMB as an institution also has a plan that focuses on keeping the hospital open using essential personnel.

“UTMB stops for no storm,” said Dr. Joan Richardson, institutional emergency preparedness officer. “It is our No. 1 priority to ensure the safety and quality of care for our patients.”

When a storm enters or develops in the Gulf of Mexico, Richardson and Mike Megna, the campus emergency preparedness officers, begin consulting with local officials and President John Stobo.

At the first stage, UTMB will declare an alert—notifying employees that adverse weather conditions exist and preparations should begin.

After an alert, and as a storm approaches, UTMB will enter the warning stage, in which all departments should finalize their preparations as outlined in the emergency plans, and nonessential employees may be released.

Employees who feel it necessary to leave before UTMB releases them can use their best judgment and do so, granted they have the approval of their supervisors. However, the time away from the office will be counted as personal leave until the university officially releases non-essential staff. Any leave after that point is considered administrative leave.

Generally, the warning will be issued when the National Weather Service advises that high winds and/or water are likely in the Galveston area within the next 48 hours.

“The safety of our personnel is equally important as the safety of our patients,” Richardson said.

The final step of UTMB's hurricane preparations is to secure the facilities. All nonessential employees not previously released will be released at this time and all non-hospital facilities will be locked and secured.

While UTMB hospitals do remain open during a hurricane, the university and its hospitals and clinics are not a public shelter. Once facilities are secured, only those employees classified as essential (E1) will have access to the hospitals.

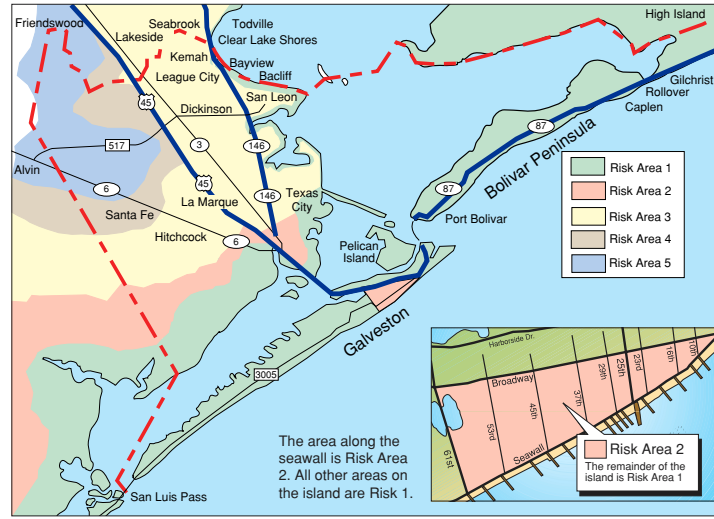
It is unlikely that what happened during Tropical Storm Allison will ever happen exactly the same way again. As a result, planning, while crucial, can never replace common sense and a shared understanding of basic principles that inform administration's decision-making process in times of crisis.

Become familiar with the information in this guide. Learn what you can do to prepare your home and office for a storm. Discuss your department's plan with your department manager. Doing this will help you prepare for a weather emergency.

Being prepared is the best response to an emergency situation and will help to ensure the safety of all UTMB employees and patients during a hurricane.

# GALVESTON COUNTY RISK AREAS

Galveston County emergency management officials monitor the situation as soon as a storm enters the Gulf of Mexico. While they monitor the storm, residents should begin making preparations for protecting their homes. This map outlines the effects different categories of hurricanes would have on the area. For example, Risk Area 1, shown in green, would experience flooding and storm damage by a Category 1. Risk Area 2 would experience damage in a Category 2 storm.



Map courtesy of The Galveston County Daily News

## TUNE IN FOR INFORMATION

As you evacuate to inland areas across the state, be sure to keep tuned to the radio for information about what is happening in Galveston.

It is the responsibility of each employee to return to work when the emergency situation has ended.

When it is deemed safe to return to Galveston, all UTMB employees are expected to resume their duties and do their part to ensure that the hospitals and clinics are available for patients after the storm.

- UTMB officials will send status updates to the following radio stations across the state:
- KOLE-1340 AM
- KTFA-92.5 FM

### Austin

- KVET-1300 AM
- KLBJ-590 AM
- KLBJ-93.7 FM
- KLNC-93.3 FM
- KROX-101.5 FM
- KGSR-107.1 FM

### Beaumont-Port Arthur

- KAYD-97 FM
- KQHN-1510 AM
- KIKR-1450 AM
- KQXY-94.1 FM
- KTCX-102.5 FM

### Bryan

- KORA-98.3 FM
- KTAM-1240 AM
- KZFM-95.5 FM
- KEYS-1440 AM
- KKBA-92.7 FM

### Dallas

- KRLD-1080 AM

### Galveston

- KLTP-104.9 FM
- KHYS-98.5 FM

### Houston

- KBXX-97.9 FM

- KIKK-96 FM
- KMJQ-102 FM
- KTRH-740 AM
- KQQK-106.5 FM
- KODR-99.1 FM
- KRBE-104.1 FM
- KLTN-102.9 FM
- KPRC-950 AM

### Pasadena

- KIKK-650 AM
- KQQA-106.5 FM
- KODR-99.1 FM
- KRBE-104.1 FM
- KLTN-102.9 FM
- KPRC-950 AM

### San Antonio

- KIKK-650 AM
- WQAI-1200 AM
- KAJA-97.3 FM

### Victoria

- KVLV-92.3 FM
- KAJI-94 FM

## ABOUT THIS GUIDE

This special section should serve as a guide for all UTMB employees as they prepare for hurricane season. It is not a substitute for departmental plans and, in all cases, common sense and department plans should be considered above all else.

Consult with your department manager and make sure you have an understanding of what is expected of you before, during and after a hurricane.

The information in this guide is geared toward preparing your office for a storm. However, much of the same information applies to preparing your home.

For information about creating a personal hurricane plan for you and your family, visit these web sites:

- NOAA Tropical Prediction Center [www.nhc.noaa.gov](http://www.nhc.noaa.gov)
- National Weather Service hurricane information [www.nws.noaa.gov/om/hurricane/index.shtml](http://www.nws.noaa.gov/om/hurricane/index.shtml)
- The American Red Cross [www.redcross.org](http://www.redcross.org)
- Galveston.com Hurricane center [www.galveston.com/weather](http://www.galveston.com/weather)

# HURRICANE PREPARATION GUIDE

## PERSONNEL

**Essential Personnel (E1)** remain at UTMB during a declared emergency. All essential employees must report to and/or remain at work until released by their supervisors. If you are classified as E1, discuss your specific responsibilities during an emergency with your supervisor.

**Reserve Essential (E2)** employees must report to designated facilities to help prepare for emergencies. Ask your supervisor where to report. E2 employees may be released during the emergency or they may be redesignated as essential.

**Re-Entry Essential (E3)** personnel must return to work to relieve E1 and E2 personnel as soon as possible after the emergency status is lifted. These employees provide relief to those employees who have worked during the duration of the storm or other event.\*

**Nonessential (N)** personnel are not required to remain at work during a declared emergency, but they cannot leave until released by their supervisor. They must return to work once routine operations are resumed.\*

\* **NOTE:** E3 and nonessential personnel should call the ALERT line, check the university web site or monitor media reports to determine when to return.

## UTMB INFORMATION

To get UTMB information in a crisis, try these sources. While back-ups and redundancy are built into the communication system, remember that under certain conditions some of these resources might be temporarily unavailable.

**Call the university ALERT line**  
(409) 77-ALERT (772-5378)  
(888) 772-5449

**Log on to the UTMB Web site**  
[www.utmb.edu/alert](http://www.utmb.edu/alert)

**Check the UT System back-up for our web site**  
[www.utsystem.edu/utmb/alert.htm](http://www.utsystem.edu/utmb/alert.htm)

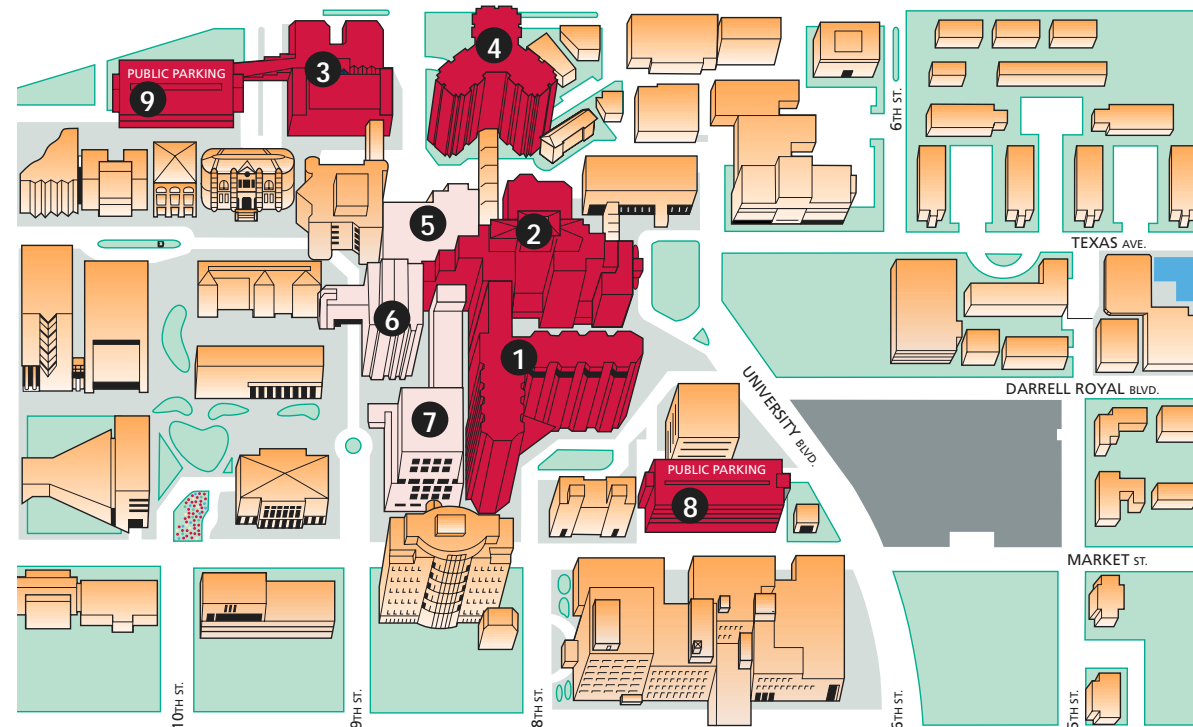
**For preparation information**  
[www.utmb.edu/storm](http://www.utmb.edu/storm)

**Monitor radio reports**  
KTRH 740 AM and other stations

**Other**  
Call your supervisor or watch for updates sent via broadcast email. To monitor weather conditions on the island, call the STORM line at (409) 74-STORM (747-8676).

## EMERGENCY PERSONNEL

UTMB hospitals never close. This fact is especially important during a natural disaster, such as a hurricane. Below are the key buildings that will remain in operation, using essential personnel, if a disaster is declared.



## LEGEND

- These would be the primary buildings if an emergency is declared.
- Many areas of these buildings would be closed during an emergency.
- These buildings would be closed if an emergency is declared.

- 1 John Sealy Hospital
- 2 John Sealy Annex
- 3 Emergency Room
- 4 TDCJ Hospital
- 5 McCollough
- 6 Clinical Sciences
- 7 Children's Hospital—Could close, depending on number of patients.
- 8 Parking garages for employees reporting to work. Avoid parking on first floor or top floor of either garage.
- 9

## EMERGENCY PERSONNEL

**When coming into the hospital areas for housing:**

- Bring your I.D. badge. You will not be able to get in without it.
- Be sure of the location of members of your family who are staying outside the hospital.
- Parking is available for one approved family car in the garage and might not be available if you are not here early.
- Facilities for child and adolescent care are available on request, but only for single parents, and for families in which both parents are classified E1.
- **Note:** UTMB Hospitals and Clinics are not public shelters during a hurricane. Only essential employees and approved dependents will be allowed sleeping quarters.

**What to bring and not to bring**  
(Supplies for seven days)

- FOOD**
- Money for family meals and incidentals.
  - Canned goods, including juice, vegetables and soups.
  - Nonperishable foods such as cereal, peanut butter and granola bars.
  - Drinking water in case of disrupted water supply.
  - Bread or crackers.
  - Coolers with ice.
  - Non-alcoholic beverages.
  - Infant formulas and baby food.

- MISCELLANEOUS**
- I.D. badge.
  - Bed linens, blankets, towels and pillows as required.
  - Clothing, such as shorts, sturdy sneakers and other loose, comfortable clothes.
  - Personal medications.
  - Soap and personal hygiene items.
  - Plates, cups and eating utensils.
  - Flashlight and extra batteries.
  - Battery-operated portable radio and extra batteries.
  - Recreational items such as cards, games, books and magazines.
  - Non-electric can opener.
  - Non-electric or battery-operated alarm clock.
  - Diapers and other essentials for an infant, if necessary.

- DO NOT BRING**
- Pets.
  - A large supply of clothing, food and other items. You should only need enough for seven days.
  - Expensive personal property that cannot be carried with you.
  - Kitchen appliances, charcoal stoves, lanterns, candles or other fire hazards.
  - Personal TV sets.

- IMPORTANT INFORMATION**
- Review the Emergency Preparedness Plan for detailed information.
  - Department heads can obtain "re-entry" stickers for their staff from Campus Police. The stickers allow employees to return to the island after a hurricane.

## PREPARING FOR THE STORM

### EQUIPMENT PREPARATION

- Assemble a team that will be responsible for disassembling, packing, unpacking and reassembling electronic equipment in the event of an evacuation. Team members should be based on individual department needs, and exit/re-entry status.
- Purchase supplies necessary for stowing equipment for an evacuation. Record all factory serial numbers and UTMB or Schlumberger-Omnes inventory numbers of all equipment in the event the equipment is damaged, lost or misplaced during the evacuation process.
- Designate a storage area for all equipment, ideally above the first floor level, in an interior room with few or no windows. Make sure it is large enough to accommodate all the components you need to stow.


### A STORM IS IN THE GULF

- If department data is maintained on a local area network (LAN) make sure to acquaint yourself with the backup procedures for your file server (i.e., whether this is done internally by your department or if it is managed by Information Services). Make certain your data files reside on a network drive, not on a local hard drive. (It won't do any good to be connected to a LAN if you keep your data files on a local drive.)
- If you do not maintain your data files on a LAN, each user should back up his or her own files, either with a tape backup unit or on diskettes.
- Store any back up media away from UTMB or in a waterproof vault to secure your data from wind and water damage. It also is a good idea to store your software securely too, for example any system software or other diskettes or CDs that might be necessary for reinstallation of systems.

### STOWING COMPUTER EQUIPMENT

- Turn off computer components, printers, scanners, external drives, etc. (any electronic equipment that can be damaged by water or wind), and disconnect from surge protectors. You will also want to bag and store any system documentation, user manuals, workbooks, etc.

- Before unplugging cables from the back of the components, color-code cables with self-adhesive color dots or tape.



### WATCHES & WARNINGS

- A hurricane watch is issued when there is a threat of hurricane conditions within 24–36 hours.
- A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater, or dangerously high water and rough seas) are expected in 24 hours or less.

- Unplug cords and cables from the computer and components.
- Disconnect keyboard, mouse and other peripherals.
- Label each disconnected component with a white label. The label should include the name and location (building/room) of the person who uses the equipment. This will make it easier to redistribute equipment.

- Place monitor and monitor cables in one large plastic bag. Fasten bag tightly to guard against humidity and water. Place another white label on the outside of the bag with the name and location of the person who uses that piece of equipment.
- Place the computer and cables in another large plastic bag. Fasten bag tightly to guard against humidity and water. Place another white label on the outside of the bag with the name and location of the person who uses that equipment.
- Place keyboard, mouse, cables and any other small, loose items in one large plastic bag. Fasten bag tightly to guard against humidity and water. Place another white label on the outside of the bag with the name and location of the person who uses that equipment.
- Printers, scanners and other electronic equipment prone to water and wind damage should be bagged in a like manner.
- Once all components are bagged and marked, these packages should be placed in the area you have predetermined for storage during a storm.

### HURRICANE SURVIVAL KIT

Your hurricane survival kit will be valuable whether you decide to evacuate or elect to stay and experience a loss of electricity, water or other utilities. Set aside the following items for when a hurricane threatens:

- **Drinking water:** During emergency conditions, stores quickly run out of bottled water. Store water ahead of time in clean, airtight containers such as empty milk jugs, or even in a bathtub. Use your emergency supply or boil water before drinking until official notification that tap water is safe. Report broken water or sewer mains to authorities.
- **Emergency lighting:** Use candles only when they are closely attended. The best bet is to purchase battery-operated lanterns. Keep enough batteries to last about two weeks.
- **Food:** Store food that does not require cooking or refrigeration. Try to use food that requires little additional water. Recommended foods include canned or dried provisions such as tuna, soups, beans, vegetables, fruits, nuts, bread, crackers, peanut butter, jelly and honey. Don't forget utensils such as a can opener and flatware.
- **A battery-operated radio:** One of the most important needs during a hurricane is accurate information. A battery-operated radio provides access to the latest information and bulletins from local civil authorities. A weather radio also is handy for the latest warnings, advisories and statements.
- **Important papers:** In case you are forced to evacuate or your home is damaged, take time in advance to collect documents such as your driver's license, passport and UTMB employee identification. Keep your insurance policies with a property inventory for easy access. Protect all these with maps to your destination in a waterproof bag.
- **Medications:** In addition to your family's prescription and over-the-counter medicines, include an antibiotic salve and mosquito repellent when preparing a first aid kit. Include spare eyeglasses and hearing aids and batteries if needed. Compile your family's medication needs in waterproof lists to be carried by each member. To conserve space, restrict toiletries to the bare essentials for a two-week trip.
- **Clothing:** Take warm, protective, comfortable clothing. Prepare blankets and sleeping bags in case of evacuation.

## 2002 Atlantic Hurricane Names

Arthur	Lili
Bertha	Marco
Cristobal	Nana
Dolly	Omar
Edouard	Paloma
Fay	Rene
Gustav	Sally
Hanna	Teddy
Isidore	Vicky
Josephine	Wilfred
Kyle	

Since 1953, Atlantic tropical storms have been named from lists originated by the National Hurricane Center and now maintained and updated by an international committee of the World Meteorological Organization. The lists featured only women's names until 1979, when men's and women's names were alternated. Six lists are used in rotation. Thus, the 2001 list will be used again in 2007.

The only time that there is a change in the list is if a storm is so deadly or costly that the future use of its name on a different storm would be inappropriate for reasons of sensitivity. If that occurs, then at an annual meeting by the World Meteorological Organization, called primarily to discuss many other issues, the offending name is stricken from the list and another name is selected to replace it.

Several names have been changed since the lists were last used. Four names from the 1995 list have been retired. Lorenzo has replaced Luis, Michelle has replaced Marilyn, Olga has replaced Opal, and Rebekah has replaced Roxanne.

Three names from the 1996 list have been retired. On the 2002 list, Cristobal has replaced Cesar, Fay has replaced Fran, and Hanna has replaced Hortense.

Two names from the 1998 list have been retired. On the 2004 list, Gaston has replaced Georges and Matthew has replaced Mitch. On the 2006 list, Kirk has replaced Keith.

—Source: National Hurricane Center  
web site, [www.nhc.noaa.gov/](http://www.nhc.noaa.gov/)