

V.I. Department of Education Property Division/Fixed Asset Management Natural Disaster Preparedness and Response Policy

APRIL 30, 2019

**Property Division/Fixed Asset Management
Policy and Procedures**



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

FAM 3.20 | Natural Disaster Preparedness and Response Policy

Purpose

The purpose of this policy is to provide pre and post-disaster preparation procedures and direction regarding Fixed Asset Management and Inventory Control. This policy is vital to help administrators effectively understand why and how Fixed Asset Management is involved in the pre-disaster planning and recovery process in the event a disaster occurs.

Schools and Activity Centers must understand that contingency preparation and procedures are necessary for the safety and well-being of the staff of VIDE and thereafter to ensure that the property of the GVI is safeguarded and ultimately restored after a disaster.

Planning, preparation, and training will help Schools and Activity Centers and stakeholders understand the proper course of action in the event of a disaster. This policy will provide step-by-step guidelines to handle fixed assets during such an event. Please note, this plan cannot foresee all possible circumstances in a disaster, however, administrators must be prepared to evaluate all the circumstances and make sound judgments based on the situation.

Definition

A **natural disaster** is a major adverse event resulting from natural processes of the Earth; examples are floods, fires, hurricanes, tornadoes, volcanic eruptions, earthquakes, tsunamis, and other geologic processes. A natural disaster can cause loss of life or damage property, and typically leaves some economic damage in its wake, the severity of which depends on the affected population's resilience, or ability to recover and also on the infrastructure available.

Abbreviations

GVI - Government of the Virgin Islands
 VIDE - Virgin Islands Department of Education
 FAMD - Fixed Asset Management Division
 FAA - Fixed Asset Analyst
 VIPD - Virgin Islands Police Department
 TPFA - Third Party Fiscal Agent
 USDE - US Department of Education
 NDP - Natural Disaster Plan

Policy

1. Safeguarding of Assets before and after a Natural Disaster

VIDE is committed to ensuring that all administrators/leaders practice the safeguarding of all assets purchased with federal funds. This Disaster policy is designed to provide preparedness of operations in the event of a natural disaster. *Preparedness Response* to natural hazards very often begins after the disaster is over and might last a few days; however, some rescue may be conducted during calm periods and without risking additional lives. *Recovery* follows immediately and can last for months and possibly years.

If VIDE property is vulnerable to illegal entry and the contents are at risk, it is the responsibility of the work site administrators and or division leaders to immediately notify the Virgin Islands Police Department (VIPD) that the building and contents are at risk. VIDE will coordinate with VIPD, and contracted security vendors to ensure that adequate patrols are assigned to such work sites.

VIDE administrators and staff are not to put themselves at risk by guarding a damaged work site, especially during a curfew. However, all employees are obligated to notify VIPD and VIDE's Chief Operations Officer if unsafe conditions are observed.

2. Administrators must ensure that VIDE's property is always protected and locked away and that areas that store federal equipment are properly secured.
3. FAMD must ensure that VIDE inventory records are securely stored and backed up and is accessible when needed, using alternate storage facility and cloud storage. This applies to all fixed asset records including Federal funded assets.
4. FAMD prepares a complete Fixed Asset listing from the MUNIS system of records for VIDE locations in PDF and hard copy format within 72 hours of disaster declaration.
5. All assets assigned for Home Use must be returned and signed back in to the Schools and Activity Centers main office 48 hours to imminent shut down.
6. All fixed assets such as equipment, electronics and other valuables must be elevated and covered with heavy duty plastic sheeting and taped or wrapped securely. Pictures should be taken of the secured assets.
7. VIDE work site administrators and or division leaders must make an assessment and account for all fixed assets within their location.

8. VIPD and FAMD should be immediately contacted in the event of theft or loss of fixed assets.
9. FAMD Training and awareness campaign should be carried out on the Disaster Preparedness policy and procedures annually, for example, before the beginning of the hurricane season (June 1– November 30).

Procedures

PRE-DISASTER

PHASE ONE (1): BULLETIN -- INITIAL ALERT

PRIORITY

72 hours

- FAMD must ensure that VIDE Federal inventory is accessible via a cloud base network or securely saved or backed up on a secondary storage facility.
- FAMD prepares a Fixed Asset listing for each VIDE location in PDF and hard copy format.
- Two copies of the reports must be securely stored and safeguarded for distribution during post disaster assessment.

48 hours

- All assets assigned for Home Use must be returned and signed back in to the main office of the respective locations.
- Copies of the Emergency call trees must be stored on a cloud base network, transmitted to cell phones of emergency team members, and also printed and distributed as weatherproof laminated cards for easy access in the event the network is compromised.

PHASE TWO (2): ADVISORY -- SECOND ALERT

PRIORITY

24 hours

- All fixed assets such as equipment, electronics and other valuables must be elevated and covered with heavy duty plastic sheeting and taped or wrapped securely. Pictures should be taken of the secured assets.
- Ensure to shut down non-essential electrical equipment;
- Administrators must confirm that all rooms and office doors are secured and locked;
- Administrators should ensure that all CCTV equipment have adequate memory space; sufficient battery supply and current recordings are being backed up to the cloud storage;
- GVI Vehicles must be parked and secured in the department's assigned parking area/lot;

- Pictures (4 sides – front, rear and both sides) must be taken of the parked vehicles and forwarded to the Director or Division leaders; and
- GVI Vehicle keys must be turned in to the Director or Division leaders.

After All-clear is declared by the Government authorities and the VIDE Commissioner, the following procedures must be followed:

POST DISASTER

PHASE ONE (1): RECOVERY

PRIORITY

48 hours

- FAMD to provide each VIDE location with a copy of the Fixed asset listing generated prior to the disaster;
- VIDE program directors and program managers must make an assessment and account for all fixed assets within their locations, and a copy of the assessment reports must be forwarded to fixedassetmgt@sttj.k12.vi or hand delivered to FAMD office;
- Administrators and division leaders should immediately contact VIPD in the event of theft or loss of fixed assets; and
- Home Use assets may be reassigned at resumption of school or center activities.

10 days

- FAMD to conduct a risk loss assessment after ten (10) days of issuance of the fixed asset listing.

Pre-Disaster Checklist

- Protect vital records. Clear desktops, tabletops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
- Shut down and unplug computers, printers and other electrical appliances. Assure that equipment that must remain energized is connected to surge protectors.
- All equipment, fixed assets, electronics and other valuables must be elevated and covered with heavy duty plastic sheeting, and tape or wrapped securely.
- Back up computer hard drives. Place flash drives and CDs in zip lock bags or other protective containers and take or send duplicates off site.

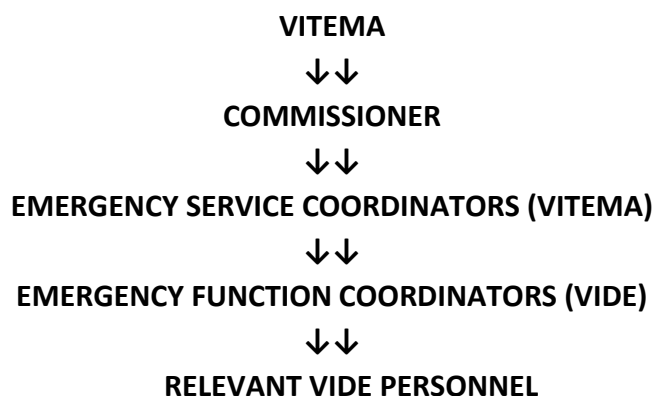
- Relocate equipment, and other items away from windows to interior areas of the building. (Assure that equipment and items that are relocated are tagged for easy identification and retrieval)
- Remove all personal electronics from VIDE premises.
- Check with your supervisor for tentative post occurrence work schedule.

Post Disaster Checklist

- Do not attempt to re-enter an evacuated area until authorized to do so by the governing authorities.
- Conduct a detailed inventory check of any property to account for all assets that has been damaged to help in preparation of claims reporting. (see FAM 3.13 Missing, Stolen or Damaged form)
- If you need to report a property loss, contact VIPD and the FAMD.

Organization and Assignment of Responsibilities

The activation procedure remains the same for all potential hazards, natural or manmade.



**THE DEPARTMENT OF EDUCATION
EMERGENCY SERVICE CORDINATORS FOR
FIXED ASSET MANAGEMENT DIVISION
April 2019**

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TPFA Oversight:

1. TPFA ensures compliance with Phase 1 of the Pre-Disaster procedures through oversight and guidance.
2. TPFA provides guidance and direction at the Recovery Phase by assisting with planning and execution of the risk loss assessments.
3. TPFA oversees any changes in the MUNIS system of records as a result of the findings from the assessment report.