



Hurricane Preparedness and Emergency Operations Plan



This plan shall supersede all other previous Hurricane Preparedness and Emergency Operations Plans for McNeese State University . Some elements of this plan are security sensitive and are not included in this public document.

July 2010

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Forward

The *McNeese State University Hurricane Preparedness and Emergency Operations Plan* was developed to educate the campus community in both protective and precautionary measures to be taken in the event a hurricane or other disaster is projected to impact the Southwest Louisiana area. Potentially hazardous conditions and situations exist in all communities and Southwest Louisiana, home to McNeese State University, is especially vulnerable to hurricanes and severe weather-related events. Considering the capricious nature of weather, our close proximity to numerous industrial complexes, ports, critical infrastructure, and waterways, this plan has been developed to provide flexibility while maximizing safety in an environment where conditions may change rapidly.

This plan shall provide a framework for the University to protect lives and property, endure, and recover from such an event. Authority and responsibility for direction and control of personnel, resources, and recovery efforts of the University are an integral part of this basic plan. In order to function effectively during a crisis and coordinate with local and state responders, this plan and McNeese State University shall abide by the National Incident Management System (NIMS) structure and recommendations.

To ensure one's personal safety and the safety of his or her possessions, all members of the McNeese State University community should be thoroughly familiar with the components of this plan.

Members of the University's Emergency Preparation Team (EPT) and Emergency Response Team (ERT) shall review and make changes to this plan on an annual basis.

Purpose and Priorities

To protect the lives of faculty, staff, and students before, during, and after a hurricane; to protect and preserve all property of the University before, during, and after a hurricane; to provide continued instruction, business operations, and communication from an off-site location until the University is able to resume normal operations; to designate essential employees and responsibilities in order accomplish our mission during such a crisis.

This plan details the overall responsibilities, guidelines, and organizational priorities necessary to ensure safe, coordinated service efforts. It sets forth a detailed program for preparation against, operations during, and recovery following a hurricane.

This plan also provides the core doctrine for individual departmental operating procedures developed for emergency planning, operations, response, etc., to preserve the overall functionality of the University.

Priorities (listed in decreasing level of importance):

- a. Protect the welfare of the population of the University and community.
- b. Protect physical and intellectual property.
- c. Mitigate damages and provide recovery efforts to resume normal functioning of the University.

General Information and Assumptions

McNeese State University is located in the city of Lake Charles, a community of approximately 175,000 residents, in Southwest Louisiana. The Gulf of Mexico lies approximately 34 miles south of the southern boundary of the Parish. The University encompasses 121-acre main campus, 503-acre MSU Farm, a 65-acre athletic plant, Louisiana Environmental Research Center, Burton Coliseum, and nearly 1,600 acres of donated farm property used for research, farming, and ranching. It has a population of approximately 9,500 students (of which approximately 900 reside in on-campus housing), faculty, staff, and community members accessing its facilities on any given day.

Because of its close proximity to the Gulf of Mexico, Calcasieu Parish has historically been vulnerable to a wide range of possible adverse conditions as a result of hurricanes and other weather-related phenomena such as tornadoes, wind driven water, storm surge, flood resulting from rapidly rising streams or precipitation over a very short period of time, or any combination thereof. Additionally, these types of natural disasters could “trigger” other events such as wide range sustained power outage or communications disruptions.

In 2005, our region was hit with hurricanes Katrina and Rita causing major devastation along Louisiana’s entire Gulf Coast halting academic instruction on the McNeese Campus for almost two months. Subsequent conditions and circumstances endured during this period resulted in the preparations and operations hereafter described.

Since 2005, University officials have refined plans and contingencies to best deal with the expected conditions a large scale storm may bring. In the event a major hurricane directly impacts our area, expect a mandatory Parish closure and evacuation order, total loss of electricity for at least 2 weeks, total loss of local emergency services such as hospital care, denial of all campus re-entry until buildings have been deemed environmentally and structurally safe by state officials, and use of alternative methods of instructional delivery for completion of course work. The need for personal pre-event planning by each member of the campus community is extremely important to not only ensure safety but to also prepare for completion of academic requirements through alternative means.

Organization and Communication

EPT and ERT Teams

In the event of an impending tropical storm the University's **Emergency Preparation Team (EPT)** will monitor the situation in order to provide leadership and guidance for the protection of the campus community. The EPT is chaired by the University President. The University Provost shall serve as chair in the President's absence and the Vice President for Business Affairs and University Services shall chair in the absence of both the President and Provost. The EPT is comprised of all University Vice Presidents, Associate Vice President for Enrollment Management, Associate Vice President for University Services, Director of Public Relations, University Police Chief, Director of Facilities and Plant Operations, and Chief Information Technology Officer. They shall make decisions critical to the continued operation of the University before, during, and after a crisis.

The University's **Emergency Response Team (ERT)**, chaired by the University Police Chief unless otherwise specified by the EPT chair, is comprised of the Associate Vice President for University Services, Counseling Center Director, Director of Student Health Services, Director of Facilities and Plant Operations, Director of Public Relations, Chief Information and Technology Officer, Coordinator of Technical Support and Networking Services, Director of University Computing Services, Athletics Director, Registrar, Director of Institutional Research, Superintendent of Custodial Services, Superintendent of Grounds, Director of Human Resources, University Police Chief, Director of Services for Students with Disabilities, Police Lieutenant, and Environmental Health, Safety, and Hazardous Waste Officer. The Associate Vice President for University Services shall serve as chairman in the absence of the University Police Chief or EPT designee. The Director of Facilities and Plant Operations shall serve as chair in the absence of both the University Police Chief/EPT designee and Associate Vice President for University Services. Its purpose is to provide the campus **EPT** situational awareness and critical information and to direct preparation, response, and recovery efforts before, during, and after a crisis.

When necessary, the EPT or ERT chairpersons may temporarily appoint additional University personnel to serve on their respective teams for the duration of a particular incident. Temporary appointments shall terminate upon conclusion of the particular incident and deactivation is declared.

Once activated, students, faculty, and staff shall be notified of pertinent decisions of the EPT and ERT via the University website, e-mail, local media, campus rapid notification system, and any other appropriate means at the University's disposal. Periodic updates will be provided via the University website and local media on a continuing basis until the threat is resolved and deactivation is declared.

Phases of Operation

Activation begins when a declared tropical storm system enters or forms in the Gulf of Mexico. This plan is implemented at the appropriate stage based on its anticipated effects.

On Alert – Enacted when a declared tropical storm enters the Gulf of Mexico.

Action(s): Members of the University's EPT and ERT are notified by the President or his designee and placed **on alert** in order to monitor the threat level (projected path, size, and speed) posed by the system.

Preparation – Enacted when a declared tropical storm has entered the Gulf of Mexico and South Louisiana or Southeast Texas is within the predicted landfall zone.

Action(s): The University community shall be notified and all departments shall implement the **preparation phase** of their plan. The University shall remain in this stage until upgraded to levels one or two by the EPT or the system is deemed no longer a threat to the area at which time the plan will be deactivated.

Phase One – Enacted when the University community may experience some of the effects of the system but the system IS NOT expected to cause major, long term, or sustained damage.

Action(s): University closure is possible but Parish/campus evacuation is not expected. All departments must enact their **phase one** procedures.

Phase Two – Enacted when the system is likely to make direct landfall near Southwest Louisiana and is expected to cause major, long term, or sustained damage.

Action(s): Classes will be canceled, all University buildings will be closed and secured, and a Parish evacuation will ensue. All departments must enact their **phase two** procedures.

Students - are advised to evacuate to an area out of the storm's path. The University police department (as previously designated by the Parish) serves as an evacuation point for students without means to evacuate on their own. Those who assemble at the University police department at the designated time will be evacuated, sheltered, and returned to campus when safe to do so by Parish authorities and in accordance with the Parish plan*.

*Transportation and sheltering are provided as per the Calcasieu Parish GOHSEP Emergency Plan and not by the University. (Refer to the section of this plan titled "Calcasieu OEP/GOHSEP Assisted Evacuation" for further information.)

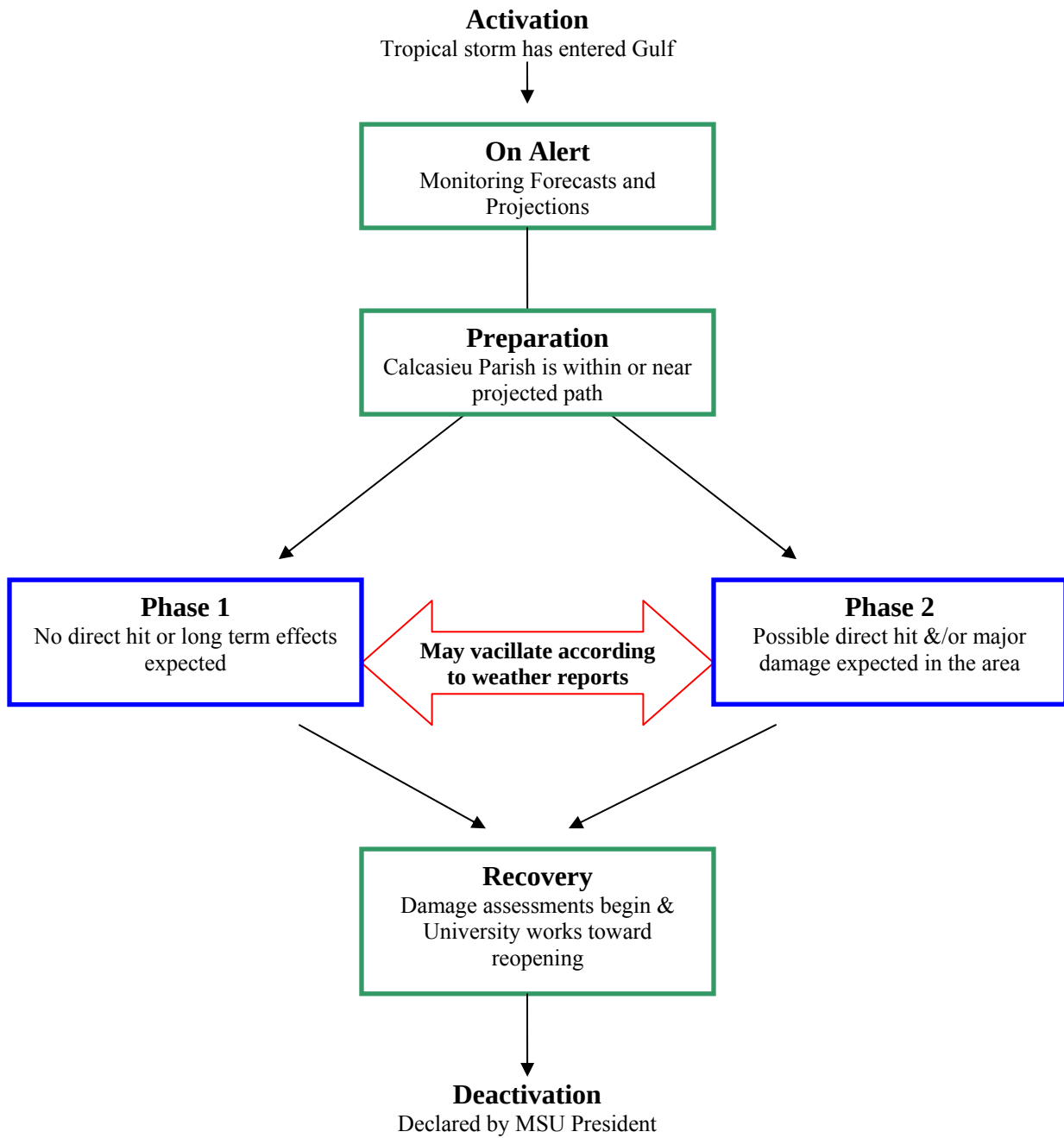
Faculty and Staff - are expected to remain in contact with their supervisors via telephone or e-mail (according to their departmental plan) every 48 hours to secure

directives and/or plan for action. If possible, faculty and staff should monitor the University's website and local media outlets operating via the Internet for information.

Recovery – Enacted after landfall when sustained wind speeds are less than 30 miles per hour.
Action(s): Employees designated to remain on campus shall begin damage assessment, clean up efforts, and take action as needed to protect University assets. Evacuated employees are to contact their supervisors and monitor the University website for return information.

Deactivation is declared by the University President or his designee upon resumption of normal operation.

Progression of Phases



Essential Personnel and On-Site Management

All employees are essential and necessary to the functioning of the University and may be asked to work before, during, and/or after any emergency. The duties required during these periods may differ from normal responsibilities. Employees expected to remain on campus during a hurricane and those designated to perform essential tasks from an off-campus location shall be listed by position in the individual department plan or an employee may be designated by his supervisor in the event of an impending emergency. All employees are subject to being recalled at any time after the event. Employees failing to return to work when requested will be considered absent and required to utilize accrued annual leave. Their unauthorized absence may also result in disciplinary action up to and including termination.

During a hurricane-related campus evacuation, adequate personnel from University Police and the physical plant as well as other employees may be requested as needed to remain on campus in order to manage facilities, mitigate damage, and quickly proceed to recovery operations as soon as conditions permit.

ONLY PERSONNEL AUTHORIZED BY THE UNIVERSITY TO REMAIN WILL BE PERMITTED ON CAMPUS DURING AN EVACUATION.

Expedited return of evacuated EPT and ERT members as well as other employees essential to campus recovery will be permitted as allowed by state and local officials.

Communication

Experience has proven effective communication between and among essential personnel who have remained on campus, members of the campus Emergency Preparation Team (EPT) and Emergency Response Team (ERT) is crucial to the recovery of the University. To that end, the *Daily Status Review* expedites the transfer of important information between essential personnel remaining in the affected area and members of the EPT and ERT working from remote sites.

Beginning no more than 24 hours after landfall and continuing until the plan is deactivated, all available members of the EPT and ERT will convene for a **daily status review**. Because members of these teams may be located in various areas across the country, this convocation may occur in person, by phone, or other electronic means as needed.

Daily Status Review (DSR) Meetings will be essential to an efficient recovery process and will allow all involved departments a clear understanding of the state of the University's needs and progress. These daily meetings will be kept to a minimal length (ideally 1 hour or less) and appropriate personnel will be expected to report on actions taken in the following areas in the last 24 hours and those actions expected to be taken in the upcoming 24 hours:

- a. Grounds
- b. Buildings
- c. Personnel
- d. Students
- e. Instructional Delivery
- f. Fiscal Operations
- g. Police Operations
- h. Requests for Use of Facilities
- i. Other Problems or Issues Needing Attention
- j. Pertinent Parish and state information

DSR meetings are intended to bring all necessary personnel together daily to remove potential roadblocks to recovery.

Departmental Plan Template

On Alert – Monitor the threat level (projected path, size, and speed) posed by the system.

Preparation –

(Specify preparation measures for your particular department along with personnel, by title, responsible for performing each duty.)

Suggested preparations may include:

- 1.) Confirm and disseminate emergency contact information (cell phone numbers of several family members and their possible evacuation locations) of all employees in the department.
- 2.) If anyone within your department has been confirmed by University officials as “essential personnel”* to remain on campus during an evacuation or to perform essential tasks from an off-campus location, affirm this with the employee to allow them ample time to make off-campus accommodations for their family and prepare their home.
- 3.) Gather materials and supplies to secure or “evacuate” critical departmental equipment, research projects, intellectual property, etc., in the event of an evacuation.
- 4.) Remind all departmental employees they are required to remain in contact with their supervisor at least every 48 hours during an evacuation in order to receive information and directives.

Phase One – University closure is possible but Parish/campus evacuation is not expected. All departments must enact their **phase one** procedures as follows:

(Specify actions your particular department will make along with personnel, by title, responsible for performing each duty.)

Suggested actions may include:

- 1.) Considering possible power outages and ensuing conditions and begin securing or relocating sensitive research projects, animals, etc.
- 2.) Preparing workspaces and offices for temporary closure and ensuring that vital records and sensitive equipment are properly stowed.

Phase Two – Classes will be canceled, all University buildings will be closed and secured, and a Parish evacuation will ensue. All departments must enact their **phase two** procedures as follows:

(Specify actions your particular department will make along with personnel, by title, responsible for performing each duty.)

Suggested actions may include:

- 1.) Provide a list of any/all essential personnel from your department who will remain on campus to University Police. Include their contact information (home phone, cell phones, e-mail address, etc.).

- 2.) Remove items needed to perform administrative and/or teaching duties remotely or alternatively (Blackboard, Banner, off-campus locations) until the campus is reopened.
- 3.) Remove important personal valuables and documents (passports, brief cases, purses, financial records, personal electronic devices, etc.) to prevent loss due to damage.
- 4.) Secure and protect essential equipment, technology appliances, and related gear.
- 5.) Evacuate personnel from your area and prepare your building for closure and final lockdown by University Police and Facilities Personnel.
- 6.) Final notification of all employees under your supervision of expectations for contacting you every 48 hours to secure directions and receive information.

Faculty and Staff - are expected to remain in contact with their supervisors via telephone or e-mail every 48 hours to secure directions for action. If possible, faculty and staff should monitor the University's website for information.

Recovery – Begins after landfall when sustained wind speeds are less than 30 miles per hour. **(Specify recovery measures likely for your particular department along with personnel, by title, responsible for performing each duty.)**

- 1.) Make contact with employees in the department to ensure they have information regarding return to work.
- 2.) If removed, return all equipment to its original location within the department and inventory.
- 3.) Report any damages in your area or missing/damaged equipment immediately.

Deactivation – declared by the University President or his designee upon resumption of normal operation.

Department Head, Dean, Director or Other Appropriate Supervisor will:

- 1.) Conduct after-action/lessons learned reviews of response and recovery activities.
- 2.) Update departmental operational plans to reflect lessons learned.

****Essential Personnel***

List specific job titles (not names) of any and all departmental personnel who will be required to remain on campus during an evacuation or to perform essential tasks from an off-campus location during an emergency. Also include the duties for which he/she will be responsible.

Site Logistics and EOC

This information is not part of the public version of the Emergency Operations Plan.

On-Campus Shelters

In the event of a hurricane-related mandatory evacuation, no state-run shelters will be established south of Interstate 10. It is possible Parish- or city-run shelters may be established south of I-10 but no agreements exist for the use of McNeese State University facilities for this purpose.

Special Needs Shelter:

The Louisiana Departments of Social Services and Health and Hospitals have entered into a Memorandum of Understanding (MOU) with McNeese State University and may establish a Special Needs Shelter in the recreation complex arena and immediate surrounding area in certain circumstances. DSS is responsible for the supervision of its evacuees and for contracting all services necessary to the operation of the shelter.

McNeese Student Shelter:

If it becomes necessary for MSU to open a temporary student shelter simultaneous to DSS occupation of the recreation complex, the student shelter location will be dictated according to expected and/or existing conditions. Supervision of student the student shelter will be coordinated by the Associate Vice President for University Services.

Evacuees will be housed until the crisis is over and the “all clear” notice is given.

Shelter Support Services:

Medical (Student Health Services) and law enforcement personnel (McNeese Police) will provide support services to evacuees and those staff members on duty.

To ensure adequate service and support, very limited medical staff will be on duty at all times. A number of police officers (as many as are available) will also be on duty to assist shelter personnel and evacuees.

Food and Water:

All parties will be fed as well as possible under prevailing conditions.

At the appropriate time, all necessary purchases will be made and stored. If the University remains open, personnel will continue with their work; if the University closes, personnel will be “on call” for a possible return to work.

Supplies:

Facilities and Plant Operations and the Office of Environmental Health, Safety and Hazardous Waste will purchase and maintain the following: Lanterns, flashlights, batteries, generators, transportation equipment, tools, and other equipment as needed in the event of a disaster. They will also have an adequate supply of chains and/or “zipties” in order to secure all physical plant buildings in the event of an evacuation.

McNeese Police will be responsible for providing and maintaining communication equipment and assisting Facilities and Plant Operations and Maintenance personnel with securing buildings, equipment, and supplies.

Hurricane Evacuation Plan for Students

NON-RESIDENTIAL STUDENTS

Storm Entry/Development

Student Services, Housing and Public Information and Communications personnel will begin monitoring weather conditions once a tropical depression or stronger system enters or forms in the Gulf of Mexico. Information notices will be posted on Student Union bulletin boards, the University website, student e-mail and other communication media urging students to:

- begin making preparations for a possible significant weather event
- monitor local AM/FM radio, television, and weather radio reports
- monitor information bulletins delivered through campus media outlets

Voluntary Evacuation Assistance (expected low-impact weather event)

Students who reside in off-campus dwellings are urged to participate in the general public evacuation (voluntary) when announced by Parish officials. The University does not provide voluntary evacuation services for students who do not reside on the campus. Students who participate in voluntary evacuations are solely responsible for their personal safety, possessions, funds and expenses, shelter, and return transportation once the University announces reopening.

Mandatory Evacuation Assistance (expected high-impact weather event)

Students residing in off-campus dwellings are urged to participate in general public evacuation when announced by Parish officials. The University does not provide evacuation services for non-residential students.* Students who participate in mandatory evacuations are solely responsible for their personal safety, possessions, funds and expenses, shelter, and return transportation once the University announces reopening.

*Exception: Non-residential students living in close proximity to campus (walking distance) and without personal vehicles or access to a vehicle may participate in the campus assisted evacuation. (See “Calcasieu Parish OEP/GOHSEP Assisted Evacuation” section of this plan) **Non-residential students are expected to make every effort to arrange their own evacuation and should rely on University-supplied shuttle service only as a last resort.**

Return

Non-residential students are not permitted to return to or enter the campus until the University President has ordered the campus reopened.

RESIDENTIAL STUDENTS

Residents and guests in campus housing are required to comply with all reasonable requests of University officials. Hurricane and related weather threats constitute a serious situation for all members of the University community, and students are expected to approach such conditions with calm, order, and full compliance with instructions. Failure to comply with the directives of University officials, including third-party contractors such as housing, dining, and related functions, is a violation

of the University's Code of Conduct, Section 3.33, Interference. Persons who fail to comply with such directives are subject to immediate removal and barred from University property pending disciplinary proceedings before University officials or the Student Discipline and Academic Integrity Committee.

Storm Entry/Development

Housing and Student Services personnel will begin monitoring weather conditions once a tropical depression or stronger system enters or forms in the Gulf of Mexico. Notices will be distributed to residential students, posted on residence hall doors and bulletin boards, and circulated through the University website and student email urging students to:

- begin preparations for possible evacuation
- monitor local AM/FM radio, television, and weather radio reports
- monitor information bulletins in residence halls and around campus

Voluntary Evacuation (expected low-impact weather event)

Housing and Student Services personnel will make door-to-door contacts urging residential students to comply with the voluntary evacuation order once announced by Parish officials. Students who decline voluntary evacuation may be required to vacate residence halls and temporarily relocate to a designated central student shelter within four to eight hours upon notification. Only essential services such as dining, lodging, restroom facilities and very limited medical care will be provided under these conditions. Students will be required to remain in the shelter until conditions are safe to return to regular campus housing.

Mandatory Evacuation (expected high-impact weather event)

Housing and Student Services personnel will make door-to-door contacts urging residential students to comply with the mandatory evacuation order once announced by Parish officials. Students will be required to evacuate residence halls and the campus within four hours to eight hours depending on weather conditions. Residence halls will be secured and reentry prohibited until ordered by appropriate University officials.

Return

Residential students are not permitted to return to or enter residence halls until the University has declared them reopened. "Look and leave periods" declared by other officials are not permitted in student housing due to Louisiana regulations pertaining to entry/occupancy of publicly owned or controlled facilities following power failures and disaster damages.

Calcasieu Parish OEP/GOHSEP Assisted Evacuation

The University Police Department is designated by the Parish as the boarding point for students requiring assistance to evacuate. Students without means, personal transportation, or requiring special accommodation in order to evacuate will be notified approximately 48-72 hours prior to projected storm landfall to assemble at the University Police Department where they will be picked up by bus and transported to a shelter located outside the impact area per the Parish plan. Students will be returned in the same manner when the situation permits. Students who evacuate in this manner are solely responsible for their personal safety, possessions, funds, and expenses.

Students with physical disabilities requiring assistance getting to the assembly point must call University Police at the time of the notification to evacuate. Transportation provisions and equipment will be made through Calcasieu GOHSEP in order to facilitate their safe evacuation.

This service is provided by the Calcasieu Parish Office of Homeland Security and Emergency Preparedness in accordance with the Parish disaster response plan on a first-come/first-served basis. It may be discontinued at any time deemed necessary and appropriate by University officials.

Students needing to utilize this service should:

1. Assemble with your belongings in the parking lot on the north side of the University Police Department at the designated time.
2. Complete an *ESF-6 Evacuation Registration Tracking Form* provided by staff members.
3. Return the *ESF-6 Evacuation Registration Tracking Form* to staff members as you board the bus.
4. Students will then be evacuated to a safe area of the state and housed in a state emergency shelter until it is safe for them to return.

Students are expected to make every effort to arrange their own evacuation and should rely on this service only as a last resort.

Appendices

(Not all appendices are included in the public copy of the EOP.)

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Appendix C

National Weather Service and Advisory Guide

On occasion, advisories are issued by the National Weather Service in order to alert citizens of the possibility of inclement weather conditions.

What is the National Weather Service?

The National Weather Service provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, adjacent waters, and ocean areas. The NWS provides warnings and forecasts of hazardous weather, including thunderstorms, flooding, hurricanes, tornadoes, winter weather, etc., during life-threatening weather situations.

What do hurricane advisories mean?

Hurricane/Tropical Storm “Watch” - Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours.

Hurricane/Tropical Storm “Warning” - Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.

What conditions are expected during each hurricane category?

Hurricane Category 1

- Winds 74-95 mph (64-82 kt or 119-153 km/hr) with storm surge generally 4-5 ft above normal.
- Damage primarily to unanchored mobile homes, shrubbery, trees, poorly constructed signs. No real damage to most building structures.
- Some coastal road flooding and minor pier damage.

Hurricane Category 2

- Winds 96-110 mph (83-95 kt or 154-177 km/hr) with storm surge generally 6-8 ft above normal.
- Some roofing material, door, and window damage of buildings. Considerable damage to shrubbery and trees with some trees blown down causing power outages.
- Considerable damage to mobile homes, poorly constructed signs, and piers.
- Flooding on coastal and low-lying escape routes 2-4 hours before arrival of the hurricane center.

Hurricane Category 3

- Winds 111-130 mph (96-113 kt or 178-209 km/hr) with storm surge generally 9-12 ft above normal.
- Structural damage to residences and utility buildings.
- Damage to shrubbery and trees
- Mobile homes and poorly constructed signs are destroyed.
- Low-lying escape routes are cut by rising water 3-5 hours before arrival of the center of the hurricane.
- Flooding near the coast destroys smaller structures with larger structures damaged by battering from floating debris.
- Terrain continuously lower than 5 ft above mean sea level may be flooded inland 8 miles (13 km) or more.
- Extensive power outages for several days possible.

Hurricane Category 4 and 5

- Winds greater than 131 mph.
- Storm surge greater than 13 ft above normal.
- Extensive structural damage to most buildings.
- Shrubs, trees, and all signs are blown down.
- Complete destruction of mobile homes.
- Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the center of the hurricane.
- Major damage to lower floors of structures near the shore.
- Terrain lower than 10 ft above sea level may be flooded requiring massive evacuation of residential areas as far inland as 6 miles (10 km).
- Extensive power outages for extended period of time.

Appendix D

Hurricane Safety Tips

Before Hurricane Season Begins

- Be aware of the risks in your particular area (i.e. low-lying areas, etc.).
- Develop a hurricane action plan.
- Review the condition of emergency equipment (i.e. flashlights, radios, generators, etc.).
- Store an ample supply of non-perishable food and water to sustain your family for at least 1 week.

Before the Storm

- Closely monitor the storm through local media outlets.
- Closely monitor information pertaining to the University via the website.
- Ensure your vehicle is fueled and serviced.
- Have extra cash on hand.
- Bring in lightweight objects from around your home that could become deadly projectiles during high winds (lawn furniture, grills, garden tools, potted plants).

During the Storm

- Closely monitor local media outlets and the University website.
- Follow instructions of local and state officials.
- **Evacuate immediately if told to do so.**

If evacuating:

- Try to leave during daytime hours.
- Notify your family of your evacuation plans.
- Take your pets with you. (Shelters may not accept pets.)

If staying at home:

- Only stay home if you have not been ordered to leave.
- Only stay inside a well-constructed building.
- Unplug small appliances.
- Fill bathtubs, sinks, or large containers, with water for sanitary purposes.
- Stay away from windows and doors.

After the storm:

- Check local media outlets and the University website for information.
- Never drive across standing or flowing water.
- Never approach or handle downed power lines.
- Do not drink tap water until declared safe by local officials.

- After the storm, intersections with non-functioning traffic signals should be treated as 4-way stop signs.

Pre-Disaster Preparation and Packing Suggestions

Pack emergency suitcase (waterproof):

- _____ Flashlight
- _____ Battery-powered radio
- _____ Fresh batteries for flashlight/radio
- _____ Manual can opener
- _____ Candles/matches in plastic bag
- _____ Area map
- _____ Plastic bag with water purification tablets bath
- _____ Bug repellent
- _____ Extra pair of eye glasses clothing
- _____ Copy of all prescriptions
- _____ List of important telephone numbers—personal and business
- _____ Prescriptions & over-the-counter drugs

Personal Hygiene Items:

- _____ Toothpaste and toothbrush
- _____ Soap
- _____ Personal deodorant
- _____ Shaving kit w/supplies
- _____ Particular hygiene Items

Other Personal Care Items:

- _____ Wash cloth, hand towel, towel
- _____ Tissue
- _____ Complete change of including shoes

Other Important Information:

- _____ List of all bank account numbers, insurance policies, mortgages, etc.

Store 2 weeks nonperishable food and liquids (suggestions):

- | | |
|-------------------------------------|---|
| _____ Canned meats/fish | _____ Crackers, dry cereal, granola bars |
| _____ Canned fruit | _____ Peanut butter, assorted nuts |
| _____ Bottled water/juices/dry milk | _____ Paper plates, cups, napkins, utensils |

