

THE OFFICE OF RESIDENCE LIFE

Hurricane Evacuation Plan

If evacuating immediately:

Before leaving, please inform us of (1) where you are going (exact address if known), (2) names of other students who will be accompanying you, (3) phone number where you can be reached, and (4) date of departure. You can report this information in one of three ways:

- Check-in with your assigned RA (please speak to them in person – no messages), OR
- Send an e-mail to residencelife@stthom.edu, OR
- Call 713.208.0244 or 713.208.0063, and leave a message

Below are suggestions regarding how to secure your property/room and what to take with you as you evacuate:

More detailed information:

Residents must have an evacuation plan, including a place to go, in the event of a category II (or above) hurricane warning. When conditions permit and time allows, residents with family or friends within safe driving distance of the University should promptly vacate campus housing. Non-local residents should consider vacating with a local resident or relocating to a hotel outside of the city at this time. Residents who have exhausted all possibilities and have no place to go should immediately contact a Residence Life staff member so that the University can coordinate transportation and accommodations. **No resident will be permitted to remain in campus housing upon notice of a category II (or above) hurricane warning.**

I. In the event of a hurricane warning or watch:

A. Upon notification of a hurricane warning, residents should act as follows:

- Close and lock all doors and windows
- Remove all items from balconies/patios
- Unplug all electrical appliances
- Turn off air/heat and lights.
- Fill bathtub and sinks with water
- Get provisional bag.

B. Upon notice of a hurricane watch residents prepare for possible evacuation by doing the following:

- Secure personal belongings and place valuables in safe location.
- Clean all kitchen and bathroom sinks and bathtub(s). Make certain drain plugs are properly working and will maintain water.

- Remove all objects from floor.
- Fill vehicle with gasoline.
- Remove all objects from porch, balcony, walkway, and yard.
- Order needed prescription refills.
- Charge cellular phone
- Make certain you have a working supply of batteries for flashlight/radio, etc.
- Conduct inventory of non-perishable foods.
- Confirm personal evacuation plan (determine where you will go and confirm with individual or hotel).
- Check on roommates and neighbors to see if they need your help (a ride to the store or to an off-campus place to stay)
- Check-in with your assigned RA
- Check the University website for pertinent information.

II. Suggested Supplies

A. You will need the following supplies when you leave; put them all together in a duffle bag or other large container in advance:

- Flashlight with plenty of extra batteries
- Battery-powered radio with extra batteries
- First aid kit
- Prescription medication in their original bottle, plus copies of the prescriptions
- Eyeglasses or contact lenses (with a copy of the prescription)
- Water (at least one gallon per person is recommended; more is better)
- Foods that do not require refrigeration or cooking
- Can opener
- Medical equipment and devices, such as dentures, crutches, prostheses, etc.
- Change of clothes for each household member
- Sleeping bag or bedroll and pillow for each household member
- Checkbook, cash, and credit cards
- Map of the area
- Rain gear
- Toiletries
- Shoes

B. Important papers to take with you:

- Driver's license or personal identification
- Social Security card
- Insurance policies
- Birth and marriage certificates
- Stocks, bonds, and other negotiable certificates
- Wills, deeds, and copies of recent tax returns

For more information, visit:

<http://www.nhc.noaa.gov>

<http://www.ohsep.louisiana.gov/factsheets/YourEvacuationPlan.htm>

<http://www.ohsep.louisiana.gov/factsheet/disasterkit.htm>

<http://www.stthom.edu>