

[Click here to download the 2012-2013 Emergency Plan Summary](#)

STUDENTS

Non-Residential

- Check with local media regarding closure and evacuation.
- You will be informed of makeup days if necessary.

Residential

- Determine where you will go upon evacuation.
- If you require evacuation assistance, contact Student Affairs for information.
- Pack medicines, valuables, toiletry items, and a pillow and blanket or throw cover.
- Unplug all electronic devices. Move items away from windows and off the floor.
- Notify residential life staff of your destination and contact number.
- If instructed, you must evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
- Check in with residential staff upon your return to receive further instructions.
- Take photos if possible before you leave.
- Take important papers and research documents.
- Take CDs, DVDs and other electronic storage devices.
- Check local media for further instructions.
- Persons with disabilities: use the “buddy system” for assistance to the most appropriate exit route or nearest area of rescue.

FACULTY

Emergency Evacuation Preparation Checklist

- Once notified of closure, dismiss classes if necessary.
- Move items from floor of your office.
- Turn off/unplug all electronic devices.
- Secure valuables and lock all doors.
- Check local media for further instructions.

STAFF

- Once notified of closure, turn off and unplug all electrical equipment.
- Remove items from floor of your office.
- Dispose of trash and food items.
- Clear items from desk and near windows.
- Secure valuables and lock all doors.
- Check local media for further instructions.

EMERGENCY RESPONSE TEAM

Members: President, Executive Vice President, Senior Cabinet, Public Safety Director, Director of Communications, Facilities Management. Others as designated by supervisor/vice president depending on situation.

- Report to president's conference room when instructed for briefing and assignment prior to emergency and as instructed once implementation of plan begins.
- Secure personal work space.
- Direct employees as instructed.
- Implement tasks as determined by Crisis Decision Team.
- Evacuate as instructed. Be sure to inform the President's Office of your destinations and contact information.
- You will be notified regarding further instructions to return to campus

[Click here to download a financial disaster checklist](#)

