



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 30, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-97

Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge, Senior Vice President for Business Affairs

RE: Planning Ahead For Evacuation

Disaster response and recovery starts and ends at the local level; therefore, it is very important that we all know the warning signs and the local alerting systems. Whether you live in flood zones or not, families and individuals should plan early before a storm threatens or hits their area.

If families are separated during floods or flashfloods, an emergency communication plan for getting family members back together, is important. This is a real possibility during the day when adults are at work and children are at school.

An out-of-state relative or friend can serve as the family contact. After a disaster, it is often easier to call long distance. Make sure everyone in the family knows the name, address and phone number of the contact person.

It is important to make sure that all family members know how to respond to hurricane watches and warnings:

- Check with utility companies before the storm on what to do if you are evacuating,
- Teach children how and when to call 9-1-1, the police department, the fire department and which radio station to tune into for emergency information,
- Be prepared to evacuate. Listen to instructions from local officials and be prepared to evacuate when an announcement is made.
- Keep children away from creeks, streams and drainage systems,
- Do not drive through standing or flowing water.

## **PREPARE YOUR HOME**

- To protect your home, put up shutters or plywood on all windows and openings
- Move patio furniture, hanging plants and gas grills inside,
- If your home is vulnerable to rising water, move valuables and furniture to a higher level,
- Turn off lights, household appliances, heating systems, or cooling and ventilation systems,
- Turn off electricity at the main circuit breaker or fuse box to protect appliances from power surges and reduce the risk of live dangling wires after the storm,
- If the house is supplied with natural or propane gas check, well in advance, with your gas company on what to do,

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- Fill boats with water to weigh them down and check mooring lines,
- Leave **BEFORE** a mandatory evacuation if you are towing a trailer or boat,
- Make a final walk-through inspection of the home before closing the door.

Keep your emergency supplies in easy-to-carry containers. Re-check and refill your hurricane supplies after every storm. Use the following checklist:

- First-aid kit, prescription medications, copies of prescriptions, other special medical items, hearing aids and batteries, eye glasses,
- Important documents and records, photo IDs, proof of residence, information to process insurance claims,
- Credit cards and cash (with power out, banks and ATMs may not be available),
- Battery-operated radio, NOAA Weather Radio and extra batteries,
- Phone numbers of family, friends and other important phone numbers,
- Road maps, a travel plan, hotel reservations, list of places between your town and your destination to stop if the highways are clogged,
- Three-day supply of non-perishable food, one gallon of bottled water per-person per-day, coolers for food and ice storage, paper plates, utensils,
- Manual can opener, knife, tools, booster cables, fire extinguisher, duct tape, tarp, rope, flashlight with extra batteries,
- Extra keys,
- Blankets, pillows, sleeping bags for each person, extra clothing, toys for children,
- Supplies for babies, the elderly and family members with special health care needs,
- Toilet paper, cleanup supplies, personal hygiene products,
- Leash, food, cleaning supplies and veterinary records for pets.

For more information on what you can do to be better prepared for this hurricane season go to FEMA's Hurricane Website at: <http://www.fema.gov/hazard/hurricane/index.shtm>.

"Be Ready, Be Prepared, Survive!"

For ideas and guidance see "Get A Game Plan" Web page: [www.GetAGamePlan.org](http://www.GetAGamePlan.org)

MLH/alv

xc: Dr. George C. Wright, President