



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 23, 2006

OFFICE OF BUSINESS AFFAIRS MEMORADUM No. FY06-31

Distributed via Campus Email

To: President, Vice Presidents, Deans, Directors and Department Heads

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Emergency Contact Information for 2006 Hurricane Season

With hurricane season just beginning, now is the time to get prepared. Preparedness is a matter of planning ahead. Hurricane threats come in many forms, including storm surge, high winds, tornadoes and flooding. Develop a plan. Know your vulnerability to the threats above – surge, wind, and flooding. Check your supplies – water, batteries, food. Know where you can evacuate to – friends, relatives, or a hotel.

We (Prairie View) are preparing for this hurricane season by requesting that up-to-date emergency contact information for faculty and staff be submitted. It is very essential that we have in place the necessary contact information readily available in case a disastrous situation occurs. Please complete the attached spreadsheet for each faculty and staff member in your unit/department and submit the electronic document to Paula Sandles via email at pgsandles@pvamu.edu. This information is needed by July 7, 2006 and will only be utilized in emergency instances.

xc: Mr. Lloyd Iglehart

pgs/mlh