November 13, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY15-16
Distributed via Campus Email

To: University Faculty, Staff and Students

From: Corey S. Bradford
Senior Vice President for Business Affairs

Re: Winter Freeze Tips

Cold weather will occur during the next several months, you are encouraged to monitor local media for updates and current forecast information.

The County office of Homeland Security & Emergency Management reminds area residents to take precautions to protect life and property during winter weather, including checking on elderly, taking care of pets and livestock, protecting plants and exposed plumbing.

Here are some tips for dealing with freezing temperatures (remember the four P’s):

**PROTECT PEOPLE**
- Keep warm, stay inside if possible.
- If you need to go out, dress in layers and wear hats, gloves and an appropriate coat.
- Avoid overexertion, as cold weather puts added strain on your body.
- Observe heater safety.

**PROTECT PETS**
- Bring pets inside, and move other animals or livestock to sheltered areas.
- Keep adequate food and water available.

**PROTECT PIPES**
- Disconnect outdoor hoses, drain and store in protected area.
- Wrap exposed faucets and pipes - including those outside the house or in unheated crawl spaces, attics, garages and other areas.
PROTECT PLANTS

- Bring potted plants inside or store in garage near interior wall to provide extra warmth and protection from wind.
- For cold-sensitive outdoor plants, put down extra mulch and consider covering with a cloth fabric of some kind to shield the plants from wind and frost.

Make sure your smoke and carbon monoxide detectors are working properly, and practice your home fire escape plan so every member of your family, including young children and elderly, can get out quickly and safely.

It is also recommended that you prepare your car for winter. Have your car serviced and add antifreeze as needed.

Finally, stay informed through your local news outlets and National Weather Service (www.nws.noaa.gov).

If you have any questions, please do not hesitate to contact Mr. Aaron Scheffler 936-261-1745 or via email at anscheffler@pvamu.edu.

xc: President Wright

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