

## **HURRICANE AND TROPICAL STORM EMERGENCY PROCEDURES AND PREPAREDNESS**

**Please familiar yourself with the numerous ways William & Mary has to communicate to the campus community during an emergency. In addition to the emergency notifications received through RAVE – text, phone call, email, siren and Alertus (a notification to your computer screen) – you may also receive notifications by following W&M News on Facebook or Twitter, or by using the W&M mobile app. The following guidelines have been developed to ensure your safety should a hurricane or tropical storm hit the university. We ask that you read and comply with these guidelines.**

- Please take time to review your personal emergency evacuation plans so that in the event of an evacuation you will know where you plan to go. If evacuation is necessary you will be informed by university personnel when the residence halls will close and will not be permitted to re-enter the halls until officially informed by the university. Failure to comply may result in a student conduct violation. Ensure your emergency contact information in banner is updated for automatic alerts.
- If over the days before the storm you see debris (like branches) or loose items around the buildings (like screens), please pick them up and place them in an appropriate, secure place or alert staff to the problem. Loose objects can become dangerous in high winds. Please be sure to slide the dumpster doors closed after you have dumped your garbage or recycling to avoid trash blowing about the grounds. Be aware of objects left on porches, patios and balconies. Where possible, bring these items indoors or make arrangements to secure them. Bikes may be locked to bike racks. If evacuation is required bikes may be left in individual student rooms but not in common areas.
- Close and secure all windows and shades and remove items from your window sills.
- Those who live in basements or top floors of buildings may experience flooding and/or leaks. Remove personal items from the floor including computers, clothing, wires, carpets, books, electronic equipment, anything of personal value, etc. Cover items that remain in your room with plastic including computers, clothing, wires, carpets, books, electronic equipment, anything of personal value, etc.
- In preparation for evacuation, gather any necessary medication you may need. Place this in a waterproof container and keep it with you. Have a bag packed with clothing, toiletries, mobile phone and laptop chargers, and other essentials including a blanket and pillow if you anticipate being in a place where you will need these.
- Those with personal vehicles who plan to leave Williamsburg should have cash and should ensure their vehicle has a full tank of gas.
- Set refrigerators to the coldest setting and if we do not evacuate but do lose power avoid opening them except when it is an emergency. If you have perishables in the hall refrigerator please do not discard these perishables in the kitchen trash but remove them to the dumpsters.

- Custodial staff may not be able to get to the halls for a few days. Please do your best to keep common areas and bathrooms clean and free of debris.
- If we do not evacuate and we lose power, check the university website on your mobile phone, laptop or other battery operated internet accessible device for updates or check residence hall bulletin boards for postings. All Residence Life duty offices are equipped with hand held radios that connect to the William & Mary Police who can be accessed by staff in the event of an emergency.
- Collect flashlights, portable radios, and batteries. If there is a loss of power, **DO NOT USE CANDLES OR GAS POWERED APPLIANCES**. If the fire alarm sounds evacuate your building immediately and, if possible, contact WMPD.
- In the event of a power outage of a long duration the ID access system will not work. Residence Life staff will provide instructions regarding access.
- During and in the aftermath of the storm, report broken glass, water leaks, and power outages by either submitting an online service request or calling 757-221-2270, the 24-hour Facilities Management Work Control number. Please also inform a Residence Life staff member.
- If you or someone is injured or has a medical emergency call WMPD immediately at 757-221-4596.