



STUDENT PERSONAL EVACUATION PLANNING GUIDE

BE READY – BE PREPARED

Develop a plan in case campus is evacuated.

Although unlikely, in certain disaster situations it could become necessary to evacuate campus. Preparing for an emergency evacuation before there is imminent danger will lessen stress and increase the effectiveness of the evacuation. In preparation, UNW relies on the cooperation and proactive planning of every member of the UNW community.

During a campus evacuation, students will not be allowed to remain on

campus under any circumstances and UNW will cease operations completely. Students are responsible for vacating the campus via their own transportation and lodging arrangements.

UNW is prepared to assist students who cannot make alternate arrangements. However, capacity will be limited, **so it is**

imperative that students who are able to leave on their own commit to their personal evacuation plan.

Discuss today your plans for leaving campus in the event of an evacuation in the future.

During a campus evacuation, students are responsible for vacating the College via their own transportation and making lodging arrangements.

DEPARTURE CHECKLIST

Make a list of the very important things you need to remember to take if required to evacuate campus:

1. Driver's license, passport and UNW ID
2. Medication & prescriptions
3. Money, checks, bank card and credit card
4. Contact lenses & eyeglasses
5. Cellphone, charger, and phone card (in case cell coverage is down)
6. Personal toiletries and hygiene products
7. Keys, including keys for home
8. Laptop, iPad, and other portable electronics of value
9. Valuable jewelry or heirlooms
10. Other important documents: social security card, insurance information, property inventory, special medical information

DEVELOPING YOUR PLAN

Planning for the possibility of evacuation

1. Determine the most practical means by which you could leave campus in the event of an evacuation:

- a. Personal car
- b. Ride with a friend or sibling
- c. Parent or relative pick up

This needs to be confirmed and agreed upon in advance, including where to meet.

It is important to establish now where you will meet your ride in the event of an evacuation in case communication options are limited. Plan for at least two different meeting places. One place should be directly outside of your residence hall. The other should be a site away from the main campus.

We recognize that first-year students may not have cars on campus; however, many families develop plans that include leaving campus with an upperclass student who has a car.

2. Discuss in advance where you will go in case of a campus-wide evacuation.

Most students plan to travel home or to a designated relative or friend's home within a 100-mile radius of UNW. It is important to specifically identify the following information:

- a. Where will you go in the event of a campus evacuation if going home is not possible?
- b. What is the contact information for the host of your evacuation site (if not going home)?
- c. What are the directions for more than one route to the evacuation site from campus?
- d. Will you bring friends along with you?

It is important to confirm now that the evacuation destination is a viable option.

3. Establish a communication plan.

Who should you call or text and who would be a good backup to call or text in the event you are unable to reach the first contact?

4. Develop a list of contacts, including at least one out-of-state contact person.

It is often easier to call long distance than locally during an emergency. Determine the designated person(s) you will notify if your plan changes, as well as once you are safely evacuated.

5. Determine how you will secure valuable personal belongings (preferably by taking them along) before evacuating the campus.

For insurance purposes, develop an itemized list of personal property including room furnishings, clothing, and valuables. Photographs of your possessions are helpful.

6. Review insurance needs.

UNW strongly encourages students obtain insurance coverage protecting personal property. If a student does not have adequate insurance coverage, the entire amount of any loss or damage to personal property is the sole responsibility of the student.

In the event of a campus evacuation, UNW will not be able to track the movement of each individual student. It is very important that each student and his/her family have an individual evacuation and emergency communication plan in place.