Office of Student Affairs
Departmental Hurricane Evacuation Procedures

Emergency Contact List:
An office-wide emergency contact list has been established and will be updated and distributed annually. The list includes primary and back-up email addresses and phone numbers (land and cell) in the event of an emergency. All Student Affairs staff will have access to the emergency contact list and a campus directory via the internet.

Computer Back-Up:
Beginning in spring 2011, all Student Affairs departmental computers are backed up via Crash Plan Pro, a software program managed by Loyola’s Information Technology department. In the event of an evacuation, if individual departments need to back up other computer hardware (e.g., servers), then the departments will utilize flash drives.

Procedures for all Student Affairs departments/offices:
- Turn off and unplug all computers and other electrical equipment (e.g., fax machine, phone, lamps, printer, copier, water cooler, coffee pot, etc.)
- Cover all computer equipment and phones with a plastic bag. Bags will be available in the Office of Co-Curricular Programs
- Move all files, papers, and computer equipment away from windows
- Close all blinds and curtains, if applicable
- Change all outgoing voicemail messages to direct callers to Loyola’s internet homepage and emergency phone number for updates on the status of the university
- Lock all internal and external office doors and windows
- Lock all desks, credenzas, and filing cabinets
- Turn off all lights
- Secure and document contents of departmental safes, if applicable; monies should not be left in departmental safes
- Empty refrigerators and freezers, discard perishable food at an alternate location

Procedures specific to Student Affairs departments/offices:
Athletics and Wellness
- Clean vans prior to returning to University Police
- Super chlorinate whirlpool and swimming pool

Dining Services
- Take perishable food to an alternate location or discard; if discarded, then a detailed inventory will be noted for insurance purposes
- Notify Physical Plant to turn off the gas to the Danna Student Center
Residential Life
- Empty all refrigerators and discard all food items.
- Coordinate with Physical Plant to have food removed from all residential buildings.
- Unplug all student electrical equipment will be unplugged.
- The Director for Residential Life and the Residential Life staff will accompany the evacuation of students.

Student Health Services
- Store vaccines in a cooler connected to the university’s emergency generator; document inventory and lot numbers for insurance purposes in case of spoilage.