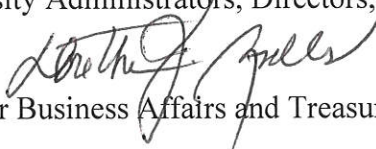


HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA 23668

OFFICE OF THE VICE PRESIDENT FOR  
BUSINESS AFFAIRS AND TREASURER  
(757) 727-5213  
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**MEMORANDUM**

TO: Hampton University Administrators, Directors, and Staff

FROM: Doretha J. Spells   
Vice President for Business Affairs and Treasurer

RE: Hurricane Florence

DATE: September 11, 2018

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As a result of Hurricane Florence, the National Weather Service predicts SEVERE weather for the Hampton Roads area and beyond. Heavy rainfalls of 6 to 10 inches and flooding are expected.

To ensure the safety and well-being of the staff, the University will close for business on Wednesday, September 12, 2018 at 3 p.m. through Friday, September 14, 2018 for all non-essential personnel. The University will resume normal operations on Monday, September 17, 2018 at 8 a.m.

Individuals designated as essential personnel are needed for the on-going operations of the University and should report as normal. The following areas are deemed essential:

- Extended Administrative Council and their secretaries
- Switchboard
- University Police
- Cafeteria Personnel
- Buildings and Grounds Personnel
- Dean of Residence Life and Dean of Judicial Affairs and Housing and their secretaries
- Residence Hall Directors
- Director of Student Activities and staff

- Student Health Center Nursing Staff
- Director of Counseling Center and secretary
- Director of University Relations
- Supervisor of Maintenance Storeroom
- Trucking Services Personnel
- Supervisor of the Mail Room
- Directors of Auxiliary Services, Business Office, and Purchasing and their secretaries
- Directors of Admission, Financial Aid, Registrar and their secretaries
- Directors of Computer Center and Academic Technology Mall and their staff
- Supervisors may call others as conditions may dictate

Thank you for your continued support.

DJS/mle