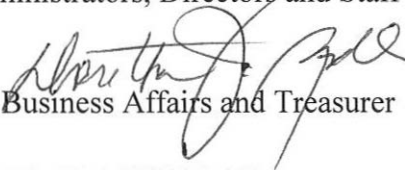


HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

OFFICE OF THE VICE PRESIDENT FOR
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(757) 727-5213
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September 10, 2018

TO: All University Administrators, Directors and Staff

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

RE: SEVERE WEATHER PROCEDURES

Hurricane Florence has been predicted to impact the Hampton Roads area. The National Weather Service predicts heavy rainfall and high winds across North Carolina and southeast Virginia. It is important to be prepared for any potential threats from hurricanes or tropic storms.

In the event of severe weather conditions, the Administrative Council will be responsible for the opening/closing of the University. Should the Council decide to close the University; the Director of University Relations, will be notified immediately in order to provide information to the media and University Staff via University webpage, telephone, emergency notification system, and department/unit offices. In such cases, individuals are to follow the steps outlined below:

1. Encourage everyone to remain calm.
2. Before leaving the campus, make sure that you secure materials in your area. For example, put floor items on top of desks, tables, and/or file cabinets. Unplug all equipment; move it and important documents away from windows. Lock your office.
3. Before leaving the campus, check local news stations for the best departure route.
4. Check local news stations for weather updates and the University's main number 727-5000 for information regarding University closings.
5. Individuals designated as essential personnel are needed for the on-going operations of the University, and are required to be present during emergencies or severe weather conditions.