Update your emergency contact information prior to June 1, the beginning of Hurricane/Tropical Storm season.

What to do if we evacuate the campus:

1. Back-up your computer files.
2. Unplug your computer/electronics, move them to higher ground, and cover with plastic bag.
3. Contact your custodial staff for plastic/trash bags.
4. Unplug and empty your refrigerator.
5. If your department has a University Vehicle and/or Boats, park them in the Bayside Parking Garage and give UPD the keys.
6. Take any personal items home/they are not cover by the University's insurance.
7. Before you leave, check out with your supervisor.
8. Close and lock office/classroom/building doors.