In order to prepare for and respond to an evacuation order from the local government, all international students are reminded to do the following things:

1. **Make evacuation plans with friends or family.** The university will take students to a shelter if an evacuation is ordered, but students should first try to make their own arrangements. You will be more comfortable staying with friends or family than at a group shelter. You may also want to evacuate on your own even if the government does not order an evacuation, and you will need to make your own arrangements for a voluntary evacuation.

2. **Respond** to any email **Hurricane Evacuation Surveys** that are conducted by the OISS (these email surveys are usually conducted in August).

3. **Sign-up for emergency notifications from the university by going to “Regent Alert” once you log into the “MyRegent Portal”**.

4. **Check your Regent email address**—**several times a day**—and note that the Regent-coordinated evacuation bus(es) will leave PROMPTLY at the established time and from the established location noted in the email messages. Remember that it is CRITICAL for all students and their family members to arrive on time. (The Regent Commons will likely be one of the departure locations.) You can also check for any possible voicemail messages/instructions on the OISS Director’s phone (352-4130).

5. **Notify the OISS**—as soon as possible—of the address and phone number where you will be staying if you and your family will NOT be taking the Regent-coordinated evacuation buses to a shelter.

6. **Let your family members and friends in your home country know**—**ahead of time**—that you may not be able to connect with them for several days (in the event of possible power outages and downed phone lines.)

7. **Hand-carry** your immigration documents & other important items/records with you in a waterproof folder/container. Such items/records would include, but are not limited to, the following: passport, I-20, I-94 card, immunization/medical records, insurance card, medications, and emergency contact information (including the phone number and email address of the OISS Director (757-352-4130/ ljohnson@regent.edu)

8. **After the storm**, please do not attempt to return to campus until you receive an official update from Regent that indicates the campus is open.

**Here are some important websites for you and your families to review for emergency preparedness:**

http://www.virginiadot.org/travel/hurricane_default.asp

(6/19/12)