



## BE READY—BE PREPARED

### Develop a plan in case campus is evacuated

Although unlikely, in certain disaster situations it could become necessary to evacuate campus. Preparing for an emergency evacuation before there is an imminent danger will lessen stress and increase the effectiveness of the evacuation. In preparation, the College relies on the cooperation and pro-active planning of every member of the College community.

During a campus evacuation, students will not be allowed to remain

on campus under any circumstances and the College will cease operations completely. *Students are responsible for vacating the College via their own transportation and lodging arrangements.*

The College is prepared to assist students who cannot make alternate arrangements. However, capacity will be limited, *so it's imperative that students who are able to leave on their own commit to their own personal evacuation plan.*

## DEAR PARENT,

We are excited and looking forward to welcoming students back to campus in just a few short weeks!

Messiah College is committed to providing a safe community, and as part of that we want to share with you our emergency preparedness and evacuation plans as required by the Higher Education Opportunity Act. As with any effective emergency plan, the cooperation and proactive attention of every member of the College community is needed, and therefore, the College encourages thoughtful planning for emergency conditions.

We want our students and their families to be as prepared as possible in the unlikely event that an emergency or disaster would require us to evacuate campus. We have designed a planning resource to facilitate the development of your student's personal evacuation plan. Enclosed are guidelines that explain how you and your student can plan for an evacuation. This information has also been included in both the student and parent electronic MCSquare Guides. Please take the time to review this material with your student and work together to shape a plan that your family can implement should such an occasion arise.

Thanks in advance for having this important conversation. We are hopeful that we will never have the opportunity to implement these plans, but are glad for your partnership in being prepared.

Sincerely,



**Kris Hansen-Kieffer**  
Vice Provost, Dean of Students

DISCUSS TODAY YOUR PLANS FOR LEAVING CAMPUS  
IN THE EVENT OF AN EVACUATION IN THE FUTURE.

## DEPARTURE CHECKLIST

Make a list of the very important things you need to remember to take if required to evacuate campus:

- ☐ Driver's license, passport and College ID
- ☐ Medication and prescriptions
- ☐ Money, checks, bank card and credit card
- ☐ Contact lenses and eyeglasses
- ☐ Cellphone, charger and phone card (in case cell coverage is down)
- ☐ Personal toiletries and hygiene products
- ☐ Keys, including keys for home
- ☐ Laptop, iPad and other portable electronics of value
- ☐ Valuable jewelry or heirlooms
- ☐ Other important documents: social security card, insurance information, property inventory, special medical information

**EMERGENCY WEBSITE**  
Messiah911.wordpress.com

# DEVELOPING YOUR PLAN

## Planning for the possibility of evacuation

### I. Determine the most practical means by which you could leave campus in the event of an evacuation:

- a. Personal car
- b. Ride with a friend or sibling
- c. Parent or relative pick up

This needs to be confirmed and agreed upon in advance, including where to meet. The College has designated the following locations as possible places for students to meet rides in the event the student cannot wait on campus:

1. Grantham Church
2. Bowmansdale Facility (Lisburn Road and Bumblebee Hollow Road)

This will be determined and communicated by the College depending on the situation.

It's important to establish now where you will meet your ride in the event of an evacuation in case communication options are limited. Plan for at least two different meeting places. One place should be directly outside of your residence hall. The other should be a site away from the main campus.

### 2. Discuss in advance where you will go in case of a College-wide campus evacuation.

WE RECOGNIZE THAT  
FIRST-YEAR STUDENTS  
MAY NOT HAVE CARS  
ON CAMPUS; HOWEVER,  
MANY FAMILIES DEVELOP  
PLANS THAT INCLUDE  
LEAVING CAMPUS WITH  
AN UPPERCLASS STUDENT  
WHO HAS A CAR.



IN THE EVENT OF A CAMPUS EVACUATION,  
THE COLLEGE WILL NOT BE ABLE TO TRACK THE  
MOVEMENT OF EACH INDIVIDUAL STUDENT.  
IT IS VERY IMPORTANT THAT EACH STUDENT AND HIS/  
HER FAMILY HAVE AN INDIVIDUAL EVACUATION AND  
EMERGENCY COMMUNICATION PLAN IN PLACE.

Most students plan to travel home or to a designated relative's or friend's home within a 100-mile radius of the College. It's important to specifically identify the following information:

- a. Where will you go in the event of a campus evacuation if going home is not possible?
- b. What is the contact information for the host of your evacuation site (if not going home)?
- c. What are the directions for more than one route to the evacuation site from campus?
- d. Will you bring friends along with you?

It's important to confirm now that the evacuation destination is a viable option.

### 3. Establish a communication plan.

Who should you call or text and who would be a good back up to call or text in the event you are unable to reach the first contact?

Keep in mind that cell phone service may be interrupted. It is a good idea to have a phone card to use for land line charges.

### 4. Develop a list of contacts, including at least one out-of-state contact person.

It is often easier to call long distance than locally during an emergency situation. Discuss a plan by which you contact a designated person to notify if your plan changes as well as once you are safely evacuated.

### 5. Determine how you will secure valuable personal belongings (preferably by taking them along) before evacuating the campus.

For insurance purposes, develop an itemized list of personal property including room furnishings, clothing and valuables. Photographs of your possessions are helpful.

### 6. Review insurance needs.

The College strongly encourages students to obtain insurance coverage protecting personal property. If a student does not have adequate insurance coverage, the entire amount of any loss or damage to personal property is the sole responsibility of the student.



## BE READY— BE PREPARED

Pack an emergency kit  
in advance

Fill an easy-to-carry emergency preparedness kit that you take with you immediately in case of evacuation.

### ☐ **Water**

### ☐ **First aid kit with:**

- ☐ Bandages and gauze
- ☐ Antibiotic ointment
- ☐ Aspirin and non-aspirin pain reliever
- ☐ Antacid and anti-diarrhea medication
- ☐ Rubbing alcohol and moist towelettes

### ☐ **Sunscreen**

### ☐ **Battery-operated or wind-up radio and flashlight (extra batteries)**

### ☐ **Towel**

### ☐ **Paper towels**

### ☐ **Plastic trash bag**

### ☐ **Map of the area**

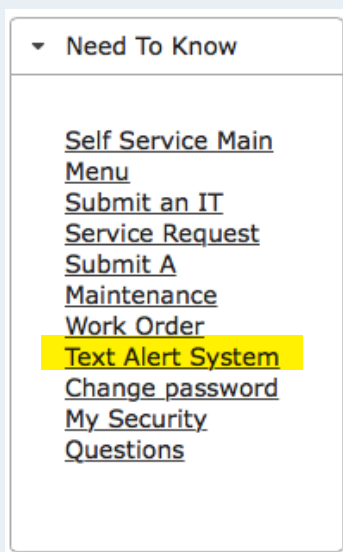
### ☐ **Personal hygiene products**

### ☐ **Extra copy of emergency contact info**



## QUESTIONS?

Questions may be directed to the  
Office of the Vice Provost/Dean of Students  
Kris Hansen-Kieffer at 717-796-5234  
or via email at [deanofstudents@messiah.edu](mailto:deanofstudents@messiah.edu).



## TEXT MESSAGE ALERT SYSTEM

While the College would utilize multiple communication outlets in an emergency, text messaging offers a quick, broad-reaching means of communication to campus. By enrolling in our student text message alert system, you can help ensure that you're "in the know" if there is an emergency on campus.

To enroll in the text message alert system, log onto MC Square today and look for the "Text Alert System" link.





IMPORTANT MATERIALS FOR EMERGENCY PREPAREDNESS ENCLOSED.  
PLEASE REVIEW!



Messiah College  
One College Avenue Suite 4513  
Mechanicsburg PA 17055

OFFICE OF STUDENT AFFAIRS

