

**Chronology – Emergency Evacuation Plan**  
**Prepared by Trenton R. Vincent, Sr.**  
**Director of Safety and Transportation**

<b>96 Hours before storm impact.</b>	Safety Director	<ul style="list-style-type: none"> <li>• Deploy Advance Team</li> <li>• Contact moving company</li> <li>• Arrange chemical pickup</li> <li>• Assist Campus Police</li> <li>• Coordinate documents and records removal.</li> </ul>
	Advance Team/ Athletic Director	<ul style="list-style-type: none"> <li>• Contact SUBR</li> <li>• Help in preparation of accommodations</li> </ul>
	Administrators	<ul style="list-style-type: none"> <li>• Contact counterparts for acquiring temporary headquarters</li> <li>• Notify employees of evacuation</li> </ul>
	Campus Police	<ul style="list-style-type: none"> <li>• Begin lockdown procedures</li> </ul>
<b>72 Hours before storm impact.</b>	Safety Director	<ul style="list-style-type: none"> <li>• Coordinate school closure</li> </ul>
	Campus Police	<ul style="list-style-type: none"> <li>• Secure campus</li> </ul>
	Administrators	<ul style="list-style-type: none"> <li>• Notify media and employees of university closure.</li> </ul>
	Advance Team/ Athletic Director	<ul style="list-style-type: none"> <li>• Assist in securing campus</li> <li>• Relocate Student Athletes</li> </ul>
<b>60 Hours before storm impact.</b>	All SUNO Employees	<ul style="list-style-type: none"> <li>• Follow New Orleans City Evacuation Plan</li> </ul>