

Western Carolina University Office of Emergency Management



Faculty and Staff Preparedness Checklist

- Information in *Cat Tracker* is accurate and how I want to be notified in case of an emergency**
(<http://www.wcu-campus.info>).
- I have programmed the WCU Police Department's phone numbers into my phone**
828-227-7301 (non-emergency) 828-227-8911 (emergency)
- My colleagues and/or close friends know how to contact my family or other emergency contact.**
My contact knows how to contact my colleagues and/or close friends in case of emergencies.
- I have an entry in my cell phone labeled ICE (In Case of Emergency) so that police/fire/EMS can contact my emergency contact if I cannot speak.**
- I know more than one way to get out of every building where I have classes, activities, etc...**
If one exit is blocked, I can get out of the building using a different exit. I am familiar with the fire exits in my home and in the buildings in which I have classes.
- I know where to shelter in place in case of severe weather such as a tornado.**
For a severe weather shelter area, I should avoid: windows and areas where there might be flying glass, exterior walls, rooms with high ceilings such as auditoriums, and I should try to get to one of the lowest levels in the building.
- When I go out of town, I have a planned the trip including stops for gas, hotel, etc...**
I have someone that I can call during my trip in case of an emergency. My contact/friends know where I am going and the people I am with.
- I know how to get to the WCU Health Center or my primary care doctor if I get sick.**
- I know the building staff for my college, including my Department Head, Assistant Dean, Dean, and other staff in case there is an emergency or other problem.**
- I have an emergency kit that includes a flashlight, a weather radio, fresh batteries, non-perishable food, a first aid kit, and other items. A listing of essential kit items is available at:**
<http://www.ready.gov>

For additional information, see the "Faculty/Staff Preparedness Information" link on Emergency Preparedness web site.