

# **Staff and Faculty Preparedness Checklist**

Attend Campus Safety Training (consult Human Resources for next scheduled class)

Download WCU's Livesafe app from Google Play or the App Store and sign up.

Ensure all contact information for yourself and your emergency contact(s) is correct in My WCU (mywcu.wcu.edu).

Become familiar with the WCU Emergency Notification Systems (Rave, Alertus, Livesafe, Outdoor Warning System)

Program the Emergency and Non-Emergency numbers for WCU Police/WCU EMS into your cell phone.

828-227-7301 (Non-Emergency) 828-227-8911 (Emergency)

Inform your colleagues and/or close friends how to contact your family or other emergency contact if needed.

Ensure that your emergency contacts are clearly labeled in your cell phone and that the information is accurate.

Ensure that you know more than one way to get out of where you work, hold classes, conduct activities, or live.

Ensure that you are familiar with your Building's Emergency Action Plan, including shelter in place locations and Emergency Assembly Areas for the buildings where you instruct or conduct business.

If an instructor, ensure that you cover emergency preparedness and safety information with your students during the first week of class.

Know how to get in touch with WCU Health Services or your primary care physician if you get sick.

Create 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>.