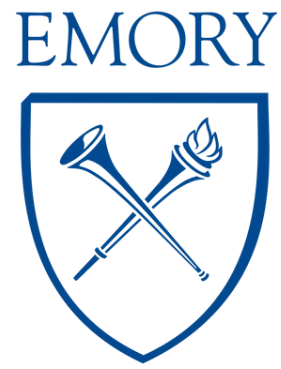



Emory University STAFF/FACULTY PREPAREDNESS CHECKLIST



Office of Critical Event Preparedness & Response (CEPAR)

- I have updated my emergency contact information in **Emory's Emergency Notification Program** by logging into PeopleSoft and navigating to the Emergency Alert Information Page.
- I have programmed the **Emory Police Department** emergency number **404-727-6115** into my cell phone.
- I have downloaded the  app onto my cell phone by searching for "Emory Safe" in either the Apple/Google Play stores
- I have saved an **"In Case of Emergency"** number in my cell phone.
- I have an **Emergency Communication Plan**.



keep in mind...

Cellular phone reception may be limited during emergencies. Use text messaging or social media to contact friends and family.

- I have received my **flu shot** this year.
- I know where to seek **shelter** in my building during **severe weather** or a tornado.
- I know **more than one way to exit** my building if the primary pathway/door is blocked.
- I know how to locate an **Automated External Defibrillator (AED)** and a **Bleeding Control Kit** on campus (locations listed on the Emory Safe app & on CEPAR's website).
- I have reviewed the **emergency procedures** on...
 - Emory Safe
 - Emory's Emergency Information webpage at www.emory.edu/home/emergency/index.html
 - CEPAR's Website



Important Numbers

EMORY WEATHER
INFORMATION LINE
404-727-1234

EMORY WORKLIFE
RESOURCE CENTER
404-727-7613

EMORY POLICE
404-727-6115 or
911 for Emergencies

FACULTY STAFF ASSISTANCE
PROGRAM (FSAP)
404-727-WELL
Press "2" after-hours

EMORY EMPLOYEE
APPOINTMENT LINE
8-EVIP
(404-778-3847)

CEPAR
404-712-1300

Connect with
CEPAR



www.emergency.emory.edu



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