

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 know 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>.



DEPARTMENT OF EMERGENCY SERVICES

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