

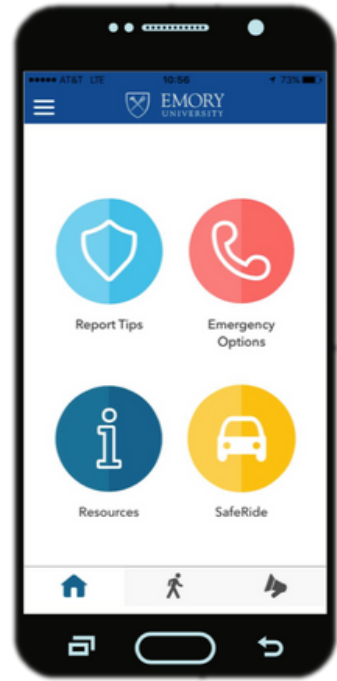
# STAFF/FACULTY PREPAREDNESS



## OFFICE OF CRITICAL EVENT PREPAREDNESS & RESPONSE (CEPAR)

### Personal Checklist

- I have enrolled or 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** number **404-727-6111** into my cell phone.
- I have download the **Emory LiveSafe App** onto my cell phone by going to <http://links.livesafemobile.com/Emory>
- I have entered an **"In Case of Emergency" (ICE)** number in my cell phone.
- I have an **Emergency Communication Plan**.



My family knows how to contact me or my friends/department in an emergency.

My friends/department are able to contact my family in an emergency, if I am unable.

*keep in mind*

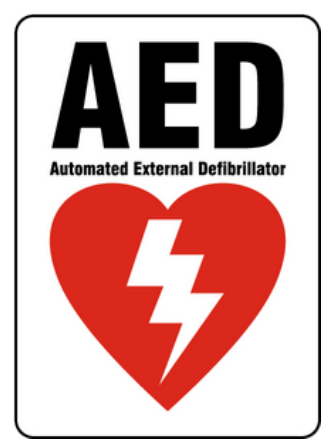
Cellular phone reception may be limited during emergencies, Use text messaging or social media to contact friends and family.



This symbol designates each buildings safety refuge.

- I know where to seek **shelter** in my building during **severe weather** or tornado.
- I know more than one way to **exit** my building if the primary pathway/door is blocked.
- I have received my **flu shot** this year.
- I know how to locate an **Automated External Defibrillator (AED)** on campus by visiting [www.emergency.emory.edu/aed/locations/index.html](http://www.emergency.emory.edu/aed/locations/index.html)
- I know **my building's Safety Captain** and they know how to contact me in an emergency. (E.g. email, text message, phone numbers)
- I have reviewed the **emergency procedures** in...
  - Emory LifeSafe
  - Emory's Emergency Information webpage at [www.emory.edu/home/emergency/index.html](http://www.emory.edu/home/emergency/index.html)
  - CEPAR Website

An annual flu shot helps prevents illness & protects others from getting the flu from you.



### Important Numbers

CEPAR  
404-712-1300

EMORY WEATHER INFORMATION LINE  
404-727-1234

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

EPD  
404-727-6111  
911 for Emergencies

EMORY WORKLIFE RESOURCE CENTER  
404-727-8000

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

Connect with CEPAR

- [www.emergency.emory.edu](http://www.emergency.emory.edu)
- [/EmoryCEPAR](https://www.facebook.com/EmoryCEPAR)
- [@EMORY\\_CEPAR](https://twitter.com/EMORY_CEPAR)

