



Angelo State University Faculty/Staff Emergency Preparedness Checklist

- My information in ASUAlert is accurate and I have denoted how I want to be notified in case of an emergency on campus. (<http://ramport.angelo.edu/cp/home/loginf>)
- I have programmed the ASU Police Department's phone numbers into my cell phone.
Non-Emergency: (325) 942-2071 Anonymous Tip Line: (325) 942-2288
- My colleagues and/or close friends know how to contact my family or my emergency contact person.
- My family or emergency contact knows how to contact my roommates and/or close friends in case of an emergency.
- I have an entry in my cell phone labeled I.C.E. (In Case of Emergency) so that police, fire, and EMS can contact my emergency contact if I cannot speak.
- I know more than one way to get out of every building where I live, have classes, activities, meetings.
-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 living space and in the buildings I am in the most frequently.
- I know where to shelter in case of severe weather or an active shooter on campus.
-For severe weather shelter areas, I should avoid: windows and areas where there might be flying glass, exterior walls, rooms with high ceilings, and I should try to get to one of the lowest levels in the building except during times of flooding.
- When I go out of town, I have planned the trip including stops for gas, hotel stays, etc.
-I have someone to call during my trip in case of an emergency. My friends and/or emergency contact know where I will be, the people I will be with, and the phone numbers to reach me.
- I know how to get to the ASU Health Clinic, local hospital, or primary care physician if I get sick.
- I know the building staff where my office and classes are located, including building managers, department heads, deans of the colleges, and other staff in case of an emergency.
- 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 complete listing of essential kit items can be found at: <http://www.ready.gov>

For additional information please visit the faculty and staff preparedness page of the Emergency Management Web site.

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