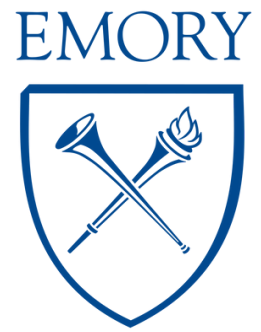





# Emory University STAFF/FACULTY PREPAREDNESS CHECKLIST



## 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 **Emory LiveSafe App** onto my cell phone by going to [emory.edu/livesafe](http://emory.edu/livesafe)
-  I have saved an **"In Case of Emergency" (ICE)** number in my cell phone.
-  I have an **Emergency Communication Plan**.








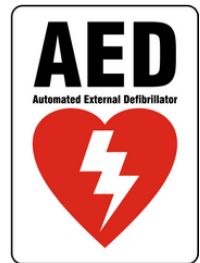
*keep in mind...*

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



This symbol designates each buildings safety refuge.

-  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 LiveSafe app & on CEPAR's website).
-  I have reviewed the **emergency procedures** on...
  - Emory LiveSafe
  - Emory's Emergency Information webpage at [www.emory.edu/home/emergency/index.html](http://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](http://www.emergency.emory.edu)



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