

Emergency Preparedness Checklist for Departments

- Encourage staff to enter cell phone numbers into the WSU Alert System by visiting wsu.edu/myWSU. Also consider other types of emergency alerts issued by the National Weather Service and others.
- Encourage personal preparedness planning for department members. See Ready.gov and Redcross.org for ideas.
- Bookmark or keep on file copies of emergency related policies, including:
 - WSUAlert
 - Campus Closure Policy
 - Business Continuity Planning Policy
- Become familiar with building evacuation plans, as well as campus-wide evacuation plans and evacuation policy. Find more information at oem.wsu.edu
- Maintain a list of important emergency contact numbers both physically and electronically in multiple secure locations.
- Maintain a current department phone list physically and electronically in multiple secure locations.
- Consider how to continue critical department functions remotely if possible.
- Develop a strategy for communicating regarding cancellations, schedule alterations, alternative work methods and/or locations.
- Keep copies of critical documents in a secure location.
- Encourage all faculty and instructors to have a plan for
 - How they will contact students if class meetings are cancelled
 - How emergency alerts will be received if cell phones are silenced during class.
- Discuss emergency preparedness at staff meetings periodically.
- Contact Environmental Health and Safety for assistance developing a continuity plan.
- Attend safety-related trainings as they are offered.
- Include a review of this checklist with new employees as they join the department.