Duke Severe Weather Manager's Checklist

- Reviewed policy, and developed/revised Departmental Preparedness Plan and staffing contingency plan.

- Reviewed and assigned severe weather/emergency conditions job/work category assignments to staff members.
  
  - **Essential Service:** In Severe Weather/Emergency Conditions/State of Emergency,
    - report to or remain at work; and
    - transportation services provided as necessary
  
  - **Reserve Service:** In Severe Weather/Emergency Conditions/State of Emergency,
    - category assigned at time of each event.

  - **Delayed Service:** In Severe Weather/Emergency Conditions/State of Emergency,
    - do not report to or remain at work; and
    - no transportation services provided

- Provided an updated list of department staff members' telephone numbers, pagers and cellular telephone numbers to all staff members.

- Reviewed where to obtain information about weather-related/emergency conditions information, including website and telephone numbers.

  - **Duke University and Medical Center**
    - 684-INFO (4636)
    - [www.duke.edu/today](http://www.duke.edu/today)
  
  - **Duke University Hospital**
    - 681-SNOW (7669)
  
  - **Durham Regional Hospital**
    - 470-SNOW (7669)

  - **Duke Raleigh Hospital**
    - 954-3003

**Essential Service Category Only**

- Reviewed specific needs of all categories with my supervisor. Staff members assigned to the Essential Service category may need to plan to potentially spend several days on-site.

Preparation kit needs include:

- Lightweight clothing for three days
- Toiletries
- Extra shoes
- Flashlight
- Prescribed medications
- Battery Alarm Clock
- Entertainment (books, games)
- Coins, calling card
- Back-up glasses
- Small radio and batteries

☐ Arranged for staff's transportation from and to home.

☐ Registered and arranged for childcare at work.

☐ Obtained meal tickets and made sleeping accommodations with my supervisor.

☐ Identified special needs for equipment or supplies with my supervisor.