

# 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.