

Duke Severe Weather Staff Member Checklist

- Reviewed policy and departmental Preparedness Plan with my supervisor.
- Reviewed and understand severe weather/emergency conditions job category assignment. (check one)
 - **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
- Received an updated list of department staff members' telephone numbers, pagers and cellular telephone numbers from my supervisor.
- Know 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
 - **Duke University Hospital**
 - 681-SNOW (7669)
 - **Durham Regional Hospital**
 - 470-SNOW (7669)
 - **Duke Raleigh Hospital**
 - 954-3003

My Department's Contact Numbers:

My Supervisor's Contact Numbers:

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
- Registered and arranged for transportation from and to home.
 - Self:
 - Child/Children:
- 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.