

# 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](http://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:

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My Supervisor's Contact Numbers:

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## 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.