



# Student Personal Preparedness Checklist

## My Personal Information

NAME:

PHONE:

EMAIL:

## Travel Information – Plane

AGENCY/AIRLINE #:

WAY TO AIRPORT:

## Travel Information – Car

CONTACT INFO FOR RIDE:

ALTERNATE ROUTE:

## Place to Stay if I Can't Get Home

NAME:

PHONE:

## Items I Need if Classes are Held Remotely/Online:

- Books
- Research materials
- Laptop with internet access
- Syllabi for each class (faculty contact info)
- Contact info for students in classes
- Individual course plans (if campus is evacuated)
- Email access

## Healthcare Information

NURSE LINE  
**866-751-2723**  
 (AU insurance)  
**866-900-7162**  
 (non-AU insurance)

## Personal Emergency Kit

- Contact information for family/friends
- Medications
- Health and hygiene items
- Food and water

## HELPFUL WEB SITES

AU Emergency Preparedness Website: [www.prepared.american.edu](http://www.prepared.american.edu)

AU Student Health Center: [www.american.edu/ocl/healthcenter](http://www.american.edu/ocl/healthcenter)

AU Counseling Center: [www.american.edu/ocl/counseling](http://www.american.edu/ocl/counseling)

AU Portal: [www.my.american.edu](http://www.my.american.edu)

Centers for Disease Control & Prevention: [www.cdc.gov](http://www.cdc.gov)

Traffic Updates and Road Conditions: [www.wtopnews.com](http://www.wtopnews.com)



# Faculty and Staff Personal Preparedness Checklist

## My Personal Information

NAME:

PHONE:

EMAIL:

## AU Contact Information

INFORMATION LINE  
202-885-1100

SUPERVISOR'S PHONE:

ALTERNATE SUPERVISOR:

ALTERNATE SUPERVISOR PHONE:

## Commuting Information

CONTACT INFO FOR RIDE:

ALTERNATE ROUTE:

## Family Emergency Meeting Place

NEAR HOME:

AWAY FROM HOME:

## Items I need to stay Connected Remotely:

- Phone
- Computer with internet access
- Email access
- Department contact information and preparedness plans

*\*\*Make sure you have signed up for direct deposit so you will continue to be paid.*

## Healthcare Information

MY DOCTOR:

DOCTOR'S PHONE:

INSURANCE CO. NAME:

POLICY #:

GROUP #

PHONE:

PHARMACY NAME:

PHARMACY PHONE:

CURRENT MEDICATIONS:

ALLERGIES:

## Personal Emergency Kit

- Contact information for family/friends
- Medications
- Health and hygiene items
- Food and water

## Flu Preparedness Kit

- Thermometer
- Fever reducing medicine
- Soup
- Water/Gatorade

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Centers for Disease Control & Prevention: [www.cdc.gov](http://www.cdc.gov)