Resources

We all hope that we never have to initiate an emergency plan of action. However, preparing for such circumstances not only gives us peace of mind but ultimately gives us the power to do as much as possible to ensure our safety. For additional information about emergency planning, visit the following Web sites.

The University of Chicago's Emergency Web site: http://emergency.uchicago.edu

Preparedness Training in the City of Chicago: http://webapps.cityofchicago.org/ChicagoAlertWeb/interior.jsp? content=preparednessTraining/

Illinois Emergency Preparedness Web site: http://www.ready.illinois.gov/preparedness/

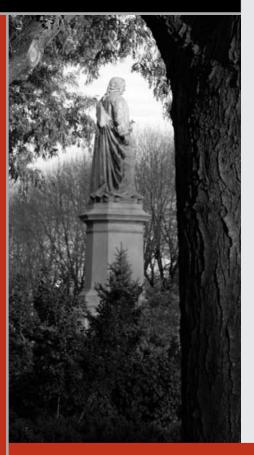
Department of Homeland Security's Emergency Planning Web site: http://www.ready.gov/america/index.html

Center for Disease Control's Emergency Web site: http://www.bt.cdc.gov

Federal Emergency Management Agency's "Are You Ready?" online video clips: http://www.fema.gov/areyouready/



PERSONAL EMERGENCY PLANNING A Guide for University Employees and Students



Whether natural or man-made, a disaster can strike at any time and in many ways. It can come in the form of a fire, flood, bomb, biological attack, epidemic, or other event. Due to the wide scope of possible catastrophes, the University of Chicago and the University of Chicago Medical Center (UCMC) each have created emergency response plans to ensure effective and efficient response systems for diverse scenarios. University employees working in the Medical Center should consult the UCMC emergency planning document for additional information.

In conjunction with these response systems, it is important that all members of the University community know the role they would play in the event of an emergency.

- University students must become familiar with the emergency plan for their residence hall or residential building, and academic unit.
- University employees must become familiar with their department's emergency plan.

During a disaster, it is possible you may not be able to return to your home or local residence right away. Some University employees will need to remain at work long after their normal work hours to assist with the University's emergency response. If you are expected to stay at work, it is important to anticipate the impact your extended work day may have on your personal life. Likewise, students must be prepared for a delay in returning to their local residence and must also anticipate the impact a campus or local emergency could have on family members concerned for their well-being.

All members of the University community are encouraged to create a personal emergency response plan to guide the communication and actions between them and their loved ones during a disaster. Having such a plan can lessen the feelings of anxiety that may accompany such situations.

This brochure provides useful guidelines for your own personal planning in the event of an emergency. Please read it carefully and keep it for future reference.



Whether it is a localized campus emergency or a disaster near your home or family, the following points should be reviewed by you and your family:

- Make a list of emergency phone numbers and give a copy to your friends, parents, partner/spouse, and children (see attached card).
- Make sure someone in your family knows how to access the University's Web site at http://emergency.uchicago.edu for current information about a campus emergency or other emergency in the Chicago area.
- An alternate e-mail address can be useful to access information if the University server goes off-line.
- Make an evacuation plan for leaving your home/residence, neighborhood, or city. You should also try to develop a phone tree so every member of your family can contact one person.
- Because prescriptions are often written for a short period
 of time, make sure you have a small emergency supply.
 Diabetics and others with chronic illnesses may find that
 they do not have enough medicine for a shelter experience.
- Think about care for your pet(s). Pets are not allowed in most disaster shelters. Make sure your pets wear tags that indicate your name and home address, and that you have a recent photo of them. Explore emergency foster care options with local animal shelters.
- Know the warning signals. In Chicago, warning sirens are tested on the first Tuesday of each month at 10 a.m. If you hear this siren at a different time, turn on the radio or television for information about an emergency.



If you live with family members, make note of the following guidelines:

- Emphasize that the safety of your family is primary. They should not move to another location until they know it is safe to do so. Be aware that falling trees and electric lines can make walking dangerous.
- Develop a backup plan for how your children will get home from school or day care if you are unable to leave work/school.
- Ask relatives or friends to care for your children or elderly family members, and remember to inform them about these arrangements (make arrangements with a few different individuals in case the other person has a conflict and cannot take care of your children or elderly family members in an emergency).
- Talk to your children so they're prepared, but not scared. Try to give them small tasks so they feel like they are contributing.
- Choose two meeting places for your family: (1) right outside your house or apartment and (2) outside the neighborhood. Everyone should know the locations and have a time frame for arrival. If communication is not possible, establish a protocol for waiting at a predetermined location.
- Develop an action plan for how you will evacuate family members who cannot walk.
- Go over your family's emergency plan once a year so everyone knows what to do and is up-to-date on any changes (are the meeting locations accessible throughout the year?).

Pack an Emergency Supply Kit

Keep an emergency supply kit in your home/residence hall and also at work or in your car. A backpack or duffle bag works well. Consider including the following in your kit:

- Three-day supply of water and non-perishable food (one gallon per person per day, canned goods, crackers, snack bars, etc.). Pack a can opener, fork, spoon, sharp knife, and cup.
- Special supplies (baby items, medications, extra eyeglasses, plastic bags for documents and sanitation, etc.)
- Sanitation supplies (toilet paper, toothbrush, soap, antibacterial wipes, etc.)
- Fully stocked first aid kit. Kit should include quality bandages (one large pad), triple antibiotic ointment, antifungal ointment, eye drops, packaged wipes, Tylenol/acetaminophen or other analgesic, saline solution, tape, burn ointment, tweezers, small magnifying glass, and needle and thread.
- Battery powered AM/FM radio
- Flashlight
- Extra batteries for radio and flashlight
- Copies of important documents (driver's license or ID, passport/visa, birth certificates, phone numbers, etc.) in a waterproof case or bag
- Cash, CTA/Metra card, and/or credit card. In addition, a phone card can be very useful for pay phones in the event you do not have access to a cell phone.
- Keys to your home and car
- Blanket
- Map (can be useful when explaining directions)
- Change of clothes and shoes (make sure they are weather appropriate)
- Permanent marker (in case you need to leave a message somewhere)

If an Emergency Occurs at Work or School

- The University Emergency Operating Center will command the University's operations, open the emergency Web site, and coordinate responses.
- The Web site at http://emergency.uchicago.edu will be used as the University's central information post and will be accessible from any active, Internet-connected terminal on or off campus.
- The University Police Department (UCPD) will immediately take physical charge of the campus. They will know where it is safe to travel. Do not move about until UCPD confirms that it is safe to do so.
- Search for announcements about the emergency on the radio, television, and WBBM news radio's Web site at http://www.wbbm780.com.
- Try to remain calm. Call your partner/spouse, relative, or child, if possible.
- Be flexible. In an emergency, everyone must work together as a team to maximize the care and treatment of as many people as possible.
- Follow instructions from your supervisor or Dean
 of Students. For University employees, your role
 in an emergency may differ from your typical job
 responsibilities. Even if you don't have clinical experience,
 you still may be needed to help in crucial ways.
- Do not take chances. If you can't confirm the status of your work surroundings and your safe path to a particular site, stay where you are.
- Use your Emergency Supply Kit as needed.
- Wear or carry your University ID badge so you can be easily identified.
- Know about the emergency response plan for your department and who you will report to during a disaster.

.	Physician Information	Name of Doctor	Address			Phone	Fax		Special Medical Requirements	Do you have a medical condition that requires special medication or therapies? □ Yes □ No If yes, please indicate allergies, medications, etc.							Other Special Instructions	
The University of Chicago What You Need to Know about Me: Personal Emergency Planner					Cell Phone	Alternate E-mail	Spouse/Partner Phone			Phone								
The University of Chicago What You Ne	My Name	Work/School Address	Work/School Phone	Permanent Address	Permanent Phone	University E-mail	Name of Spouse/Partner	Name(s) of Child(ren)	Other Emergency Contacts	Name	-	2	3	Alternate Family Meeting Places	_	2	3	Children's School Information

Please complete this card and distribute copies to your famity, roommate, and friend