

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



THE UNIVERSITY OF
CHICAGO



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.

Create a Plan of Action at Home

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.

