# 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:** | 

## Healthcare Information

| **MY DOCTOR:** | 
| **DOCTOR’S PHONE:** | 
| **INSURANCE CO. NAME:** | 
| **POLICY #:** | 
| **GROUP #:** | 
| **PHONE:** | 

## 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

SUPERVISOR’S PHONE:

ALTERNATE SUPERVISOR:

ALTERNATE SUPERVISOR PHONE:

Healthcare Information

MY DOCTOR:

DOCTOR’S PHONE:

INSURANCE CO. NAME:

POLICY #:

GROUP # PHONE:

PHARMACY NAME:

PHARMACY PHONE:

CURRENT MEDICATIONS:

ALLERGIES:

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.

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

HELPFUL WEB SITES
AU Emergency Preparedness Website: www.prepared.american.edu
AU Portal: www.my.american.edu
Centers for Disease Control & Prevention: www.cdc.gov