My Personal Information		™ NURSE LINE
NAME:	Healthcare	866-751-2723 (AU insurance)
DUONE.	Information	866-900-7162 (non-AU insurance)
PHONE:	MY DOCTOR:	
EMAIL:	DOCTORIO RIJONE	
	DOCTOR'S PHONE:	
Travel Information – Plane	INSURANCE CO. NAME:	
Tavel Information Time	POLICY #:	
AGENCY/AIRLINE #:	OPOUR #	DUONE.
WAY TO AIRPORT:	GROUP #:	PHONE:
Travel Information – Car	Personal Emergency Kit	
CONTACT INFO FOR RIDE:	☐ Contact information for family/friends	
CONTACT INFO FOR RIDE.	☐ Medications ☐ Health and hygiene items	
ALTERNATE ROUTE:		
	☐ Food and water	
Place to Stay if I Can't Get Home		
NAME:	A	
DUONE	AU Emergency Preparedness Website: www.prepared.american.edu	
PHONE:	AU Student Health Center: www.american.edu/ocl/healthcenter	
	AU Counseling Center: www.america	n.edu/ocl/counseling
Items I Need if Classes are Held Remotely/Online:	AU Portal: www.my.american.edu  Centers for Disease Control & Prevention: www.cdc.gov	
□ Books	Traffic Updates and Road Conditions: www.wtopnews.com	
☐ 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		



## Faculty and Staff Personal Preparedness Checklist

My Personal Information		Healthcare Information	
NAME:		MY DOCTOR:	
PHONE:		DOCTOR'S PHONE:	
EMAIL:		INSURANCE CO. NAME:	
		POLICY #:	
AU Contact Information	202-885-1100	GROUP #	PHONE:
SUPERVISOR'S PHONE:		PHARMACY NAME:	
ALTERNATE SUPERVISOR:		PHARMACY PHONE:	
ALTERNATE SUPERVISOR PHONE:		CURRENT MEDICATIONS:	
		ALLERGIES:	
Commuting Information			
CONTACT INFO FOR RIDE:		Personal Emergency Kit	
ALTERNATE ROUTE:		☐ Contact information for family/friends	
		☐ Medications	
Family Emergency Meeting Place		☐ Health and hygiene items	
NEAR HOME:		☐ Food and water	
AWAY FROM HOME:		El D 1 V.	
		Flu Preparedness Kit	
Items I need to stay Connected Remotely:		☐ Thermometer	
		☐ Fever reducing medicine	
☐ Phone		□ Soup	
☐ Computer with internet access		☐ Water/Gatorade	
☐ Email access		The Helpful web sites	
Department contact information and preparedness plans  **Make sure you have signed up for direct deposit so you will continue to be paid.		AU Emergency Preparedness Website: www.prepared.american.edu AU Portal: www.my.american.edu Centers for Disease Control & Prevention: www.cdc.gov	