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

[Blank space for information]

Helpful Web Sites

- AU Emergency Preparedness Website: www.prepared.american.edu
- AU Student Health Center: www.american.edu/ocl/healthcenter
- AU Counseling Center: www.american.edu/ocl/counseling
- AU Portal: www.my.american.edu
- Centers for Disease Control & Prevention: www.cdc.gov
- Traffic Updates and Road Conditions: www.wtopnews.com

Personal Emergency Kit

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

Nurse Line
866-751-2723 (AU insurance)
866-900-7162 (non-AU insurance)
Faculty and Staff
Personal Preparedness Checklist

My Personal Information

NAME:  
PHONE:  
EMAIL:  

AU Contact Information

SUPERVISOR'S PHONE:  
ALTERNATE SUPERVISOR:  
ALTERNATE SUPERVISOR PHONE:  

INFORMATION LINE
202-885-1100

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 #:  
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

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