

Staff Emergency Preparedness Check List

- Review the emergency information located in the campus classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation. Share this information with your students.
- Program the GSU Police Department's phone numbers into your cell phone.
Non-Emergency: 708.534.4900 and GSU's campus status hotline, 708.534.4909.
- Keep up-to-date contact information on file with the Office of Human Resources so that you can be contacted during an on campus emergency. To change your contact information, email Stephanie Juarez in HR at sjuarez@govst.edu.
- Keep an entry in your cell phone labeled I.C.E. (In Case of Emergency) so that police, fire and EMS can contact your emergency contact if you cannot speak.
- Persons with disabilities—go to stairway landings and wait for emergency rescue personnel. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings for persons with disabilities upon their arrival.
- In the event of a lockdown—shelter in place, stay clear of windows and wait for updates via phone, text and email.
- During an evacuation, do NOT use the elevator. Take the stairs.
- Remain calm and walk—do not run.
- Do NOT use fire alarms for individual emergencies. Use fire alarms in the event of a fire or the evacuation of a building.
- Know more than one way to get out of every building where you have classes and meetings in the events one exit is blocked.
- To be prepared at home: Get a Kit, Make a Plan, Be informed (www.ready.gov/)

For more information, go to the GSU Emergency Preparedness Website: www.govst.edu/emergency