

SHSU Department Emergency Preparedness Checklist

Preparedness Area	Daily	Weekly	Monthly	Semi-Annual
A brief description of action item	Recommended Frequency - tailor to meet department needs			
Identify facility hazards - structural damage, water, power, electrical cords, locks, lighting	X			
Identify conflict in workplace and report concerns	X			
Confirm key access up to date (departures)		X		
Review locations of personnel for the week (leaves, conferences, off-campus meetings)		X		
Practice various evacuation routes and limited visibility evacuations			X	
Visit the KatSafe Website and phone app			X	
Update cell phone contact roster			X	
Practice internal text messaging notification and accountability procedures				X
Discuss Seasonal Preparedness Topics as a department			X	
Complete All-Hazard online training available on KatSafe Website				X
Inventory Department Readiness Kit			X	
Inform of potential Inclement Weather		X		
Discuss essential personnel and availability during severe weather and access to campus		X		
Review Personal Readiness Kits				X
Update KatSafe Communication text messaging to include important family and friends (non-SHSU)				X
Post location information to reference during emergency calls				X
Share location of urgent medical prescriptions for those that may need				X
Review buddy system and identify functional needs in the event of an evacuation			X	
Watch Active Shooter video on KatSafe and discuss as a team				X
Review the securing of sensitive information and high-value equipment in an emergency			X	
Print out contact and work information you will need during power outage			X	
Consider forwarding office phones to cell phones during power loss	X			
Charge laptops, portable chargers, radios, cell phones for use during power outage	X			
Review current and upcoming road construction limiting work access			X	
Review after hours events and extended hour operations (night, weekends, early morning)		X		