



EMERGENCY PREPAREDNESS

Checklist for Instructors

- To receive emergency alerts, make sure your current cell phone information has been entered into the UMass Boston Alert System. Visit getrave.com/login/umb to enter/change your number.
- Consider receiving alerts for severe weather, traffic disruptions, or local emergencies from other sources. (See list on umb.edu/preparedness.)
- Encourage your students to enter their cell phone numbers into UMass Boston Alert System. Note that this is typically the fastest, most efficient way to learn of a campus closure or emergency. (If cellphones are not permitted in your classroom, consider how students in your class might be notified of a campus emergency.)
- During your first class meeting, inform your students how you plan to reach them if classes are canceled. (If you plan to use an email list, be sure to test it in order to confirm email addresses.)
- For academic continuity, consider options available for creating an online presence for your classes. Contact the Information Technology Services Division (ITSD) for available tools.
- ITSD also provides guidance regarding secure electronic file storage for documents such as lecture or research notes, grant proposals or drafts of articles or papers, should be backed up electronically.
- The start of the semester is also a good time to note emergency exits and stress the importance of safety to your students during fire drills.
- Visit umb.edu/preparedness and familiarize yourself with policies such as:
 - UMass Boston Alert System Policy
 - Campus Closure Policy
 - Business Continuity Planning Policy
- Take care not to store irreplaceable items in your office. Secure your belongings.
- Familiarize yourself with the resources offered by the Dean of Students Office and University Health Services Counseling Office for students of concern.
- Make efforts to ensure that part-time faculty or those who teach evening classes are aware of the preparedness resources listed above.
- Consider developing a personal preparedness plan for yourself and your family. See Ready.gov and RedCross.org for ideas and materials.
- If you teach or conduct research in campus laboratories, consult the checklist for Science and Research Areas.