Parent Emergency Planning Guide

WESTERN CONNECTICUT STATE UNIVERSITY
OFFICE OF EMERGENCY MANAGEMENT
Plan-Prepare-Prevail

ACADEMIC TERM

Semester and Year:	

YOUR STUDENT'S RESIDENCE

Residence:	
Building Name/Apt. Number:	
Main Phone Number:	

YOUR STUDENT'S CLASS SCHEDULE

Class:					
Building:					
Class Schedule:					

YOUR STUDENT'S WORK SCHEDULE

Work Location:	
Work Schedule:	
Work Main Phone Number:	

PLAN WITH YOUR STUDENT

Communication Method:	
Off-site Reunification Points:	

HELP YOUR STUDENT PREPARE

First Aid Kit:	https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/First-Aid-Kit.pdf
GO Bag:	https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/GO-Bag.pdf
EveryDay Carry (EDC):	https://www.wcsu.edu/emergency-management/wp-content/uploads/sites/204/2022/08/Every-Day-Carry.pdf
Live Safe App:	Download from the app store
Everbridge Notification System:	https://member.everbridge.net/3091830992273673/login
Other Resources:	

USEFUL CONTACTS

WCSU PD:	203-837-9300
Student Affairs:	203-837-8600
Health Services:	203-837-8594
Counseling Services:	203-837-8690
Emergency Management:	203-837-9352
Other Important Numbers:	

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Instructions

For many parents, this is the first time their children are away from home. This planning guide may provide some useful resources and help you acquire some important information. Follow these instructions to customize your planning document. Completing this guide is voluntary and you do NOT have to submit it.

In the event of an emergency, WCSU will make every attempt to provide accurate and timely information, but we cannot guarantee the message will reach every intended receiver. Moreover, we may not necessarily know the whereabouts of your student. Therefore, it is important for every WCSU family to start planning NOW!

ACADEMIC TERM	
Semester and Year:	Enter current semester and year. Update every term.

YOUR STUDENT'S RESIDENCE	
Residence:	Enter their college address.
Building Name/Apt Number:	Add the name of their Residence Hall and apartment number, as applicable.
Main Phone Number:	Enter the facility's main phone number.

YOUR STUDENT'S CLASS SCHEDULE	
Class:	Enter the classes they are attending.
Building:	Enter the building associated with each class.
Class Schedule:	Enter each class' schedule.

YOUR STUDENT'S WORK SCHEDULE	
Work Location:	Enter the name and address of their work location.
Work Schedule:	Enter their work schedule.
Work Main Phone Number:	Enter the facility's main phone number.

PLAN WITH YOUR STUDENT	
Communication Method:	Identify how you will communicate in the event of an emergency: cell call, text, landline, etc. Build some contingency considering the possibility of the network going down.
Off-site Reunification Points:	Discuss with your student the possibility of meeting off campus in case of an emergency. Consider establishing a primary **and** secondary meeting place, in case a building or campus must be evacuated. In the event of communications outage and after the "all clear," both you and your student may start heading for that location, unless authorities direct you otherwise.

HELP YOUR STUDENT PREPARE	
First Aid Kit:	The linked PDF lists some ideas to help you and your student build a custom FAK. Consider personal needs and stuff it accordingly.
GO Bag:	A "Get Out" bag with some useful items is a "must" for everyone, especially for a college student. The linked PDF can serve as a starting point.
EveryDay Carry (EDC):	The EDC should contain a few essential items you carry on you, your pockets, bag or backpack all the time. The linked PDF can provide some ideas.
LiveSafe App:	Download the LiveSafe app and use its functionality.
Everbridge Notification System:	Sign up and stay informed and connected with WCSU weather alerts, closures and other important notifications.
Other Resources:	Add any other resources which may be useful in your family's emergency planning process.

Wolves are ready.
Are you?