

Emergency Preparedness Recommendations for Employees

As part of continuing efforts of the Emergency Preparedness Task Force to improve the University's ability to respond to and recover from emergencies, the task force is urging all employees to take the following steps to help ensure you are prepared:

Review your departmental emergency action plan (for building evacuation)

All employees should review their building Emergency Action Plan

<<http://web.princeton.edu/sites/ehs/emergency/fire.htm#planning>> at least annually. A copy of the plan is available from your building emergency coordinator

<<http://web.princeton.edu/sites/ehs/emergency/EmegCoord.html>> .

All building occupants are required to evacuate during a fire emergency unless they are specifically assigned duties in the plan. Employees should know who their Building Emergency Coordinator is and the location of their designated assembly area outside the building. Employees who think they may need special assistance in recognizing an alarm, or help during an evacuation because of a medical condition or disability, should contact their emergency coordinator for an evaluation. Questions about building fire safety should be directed to the University Fire Marshal (rgg@princeton.edu or 258-6805). Questions about the Emergency Action Plan should be addressed to your building emergency coordinator or Kelly States (kstates@princeton.edu or 258-2648) in the Environmental Health and Safety Office.

Review the Emergency Preparedness information available through the "Emergency Info"

<<http://www.princeton.edu/main/administration/safety/emergency/>> quick link on the Princeton

University Home Page

<<http://www.princeton.edu/main/>>

The time to become familiar with this information is before an emergency. The site includes information about preparing

for and responding to emergencies, as well as the various means the University might use to communicate with the University community during a major emergency.

Ensure that your personal contact information maintained by the University is current and accurate.

This can be done through the "Self-Service"

<https://ps8web.princeton.edu/pu_pages/HRSERVE-index.htm> feature available through the Human Resources Web page. <<http://www.princeton.edu/hr/>> Please include your home telephone number, cell phone number and a personal (non-University) e-mail address to increase the likelihood you could be reached during an emergency.

Sign up for direct deposit of your University paycheck

The majority of University employees already participate in this program as a matter of convenience and many local banks provide incentives to people who enroll. Direct deposit <<http://www.electronicpayments.org/individuals/in.direct-deposit.php>> increases the likelihood that your paycheck would be deposited timely – even in the event of a disruption in mail delivery or travel restrictions that might be imposed during a major emergency. To arrange to have your paycheck deposited automatically, simply complete the form available on the Treasurer's Office Payroll Section web site

<<http://web.princeton.edu/sites/TreasurersOffice/CapitalFinance/Payroll/Files/Forms/DirectDepositAuthorizationForm.pdf#search=%22Direct%20Deposit%22>> , and return it to the Payroll Office on the 5th floor of New South.

Visit these links to learn more online about:

Emergency Action Plans for campus buildings,

<http://web.princeton.edu/sites/ehs/emergency/fire.htm#planning>

Building emergency coordinators,

<http://web.princeton.edu/sites/ehs/emergency/EmegCoord.html>

Emergency preparedness,

<http://www.princeton.edu/main/administration/safety/emergency/>

Updating personal contact information through HR's "Self-Service,"

https://ps8web.princeton.edu/pu_pages/HRSERVE-index.htm

An introduction to Direct Deposit

<http://www.electronicpayments.org/individuals/in.direct-deposit.php>

<<http://www.electronicpayments.org/individuals/in.direct-deposit.php>>

Signing up for direct deposit,

<http://web.princeton.edu/sites/TreasurersOffice/CapitalFinance/Payroll/Files/Forms/DirectDepositAuthorizationForm.pdf#search=%22Direct%20Deposit%22>

Taking these steps can help minimize the impact of emergencies that may affect our community. The Emergency Preparedness Task Force wants to ensure that everyone on campus has the tools they need to protect their health and safety.

Garth Walters

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