

Keep Teaching- Emergency Toolkit Checklist

In order to be prepared for an emergency, this emergency "toolkit" should be considered and put in place ahead of an actual emergency. This is a list of suggested items to consider when building your toolkit:

- Emergency plan for digital delivery of course
- Computer with Internet access (off-campus)
- Webcam and microphone
- Up-to-date computer, operating system and software
- [Zoom](#)¹ installed on your computer (do a test session so you are familiar). Review [Zoom tutorials](#)² for functions like recording, exporting a recording, and screen sharing.
- CSUN Credentials (make sure you can access all systems necessary from home with your CSUN user ID and password)
- Access to campus systems using [VPN](#)³ (ex. Library resources, college storage)*
- Ensure that all necessary files are stored in [myCSUNBox](#)⁴ or [Canvas](#)⁵
- A contact list for students and College Administration
- Access to essential software or a back-up plan
- Communication plan for students

*If you have access to [level one](#)⁶ data you will need to activate [DUO](#)⁷ (multi-factor authentication) prior to accessing the system off-site.

¹ <https://www.csun.edu/it/zoom>

² <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

³ <https://www.csun.edu/it/vpn>

⁴ <https://www.csun.edu/it/mycsunbox>

⁵ <https://www.csun.edu/it/canvas>

⁶ <https://www.csun.edu/it/protected-data>

⁷ <https://www.csun.edu/it/duo>