

# EMERGENCY MANAGEMENT

[EMERGENCY.WUSTL.EDU](https://www.emergency.wustl.edu)

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@WashUReady

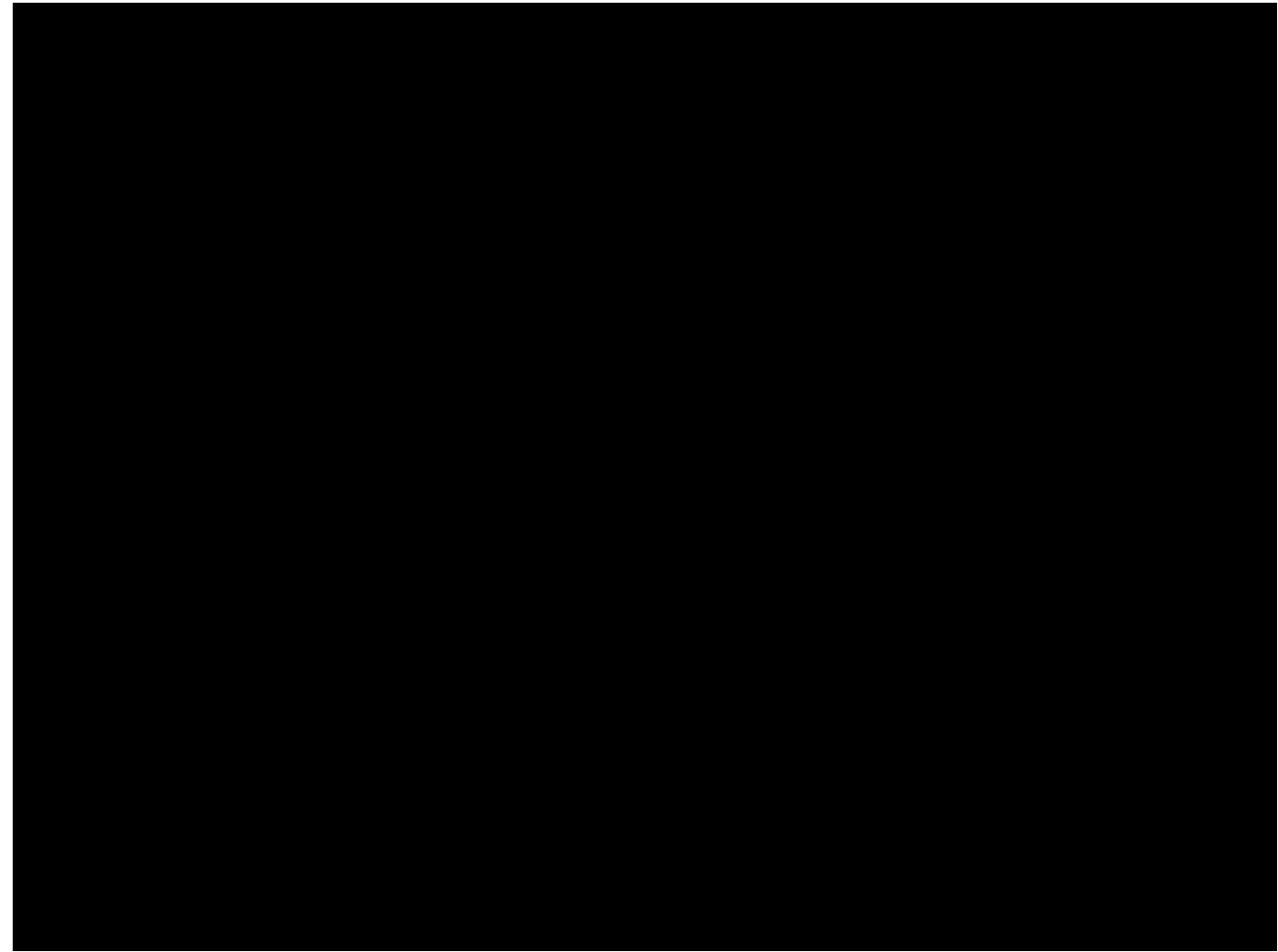
**PREPARE  
YOURSELF  
BE READY**  
EMERGENCY.WUSTL.EDU

# Emergency Preparedness Coordinator

Eric Wilkinson,  
Emergency Management



**Are You  
Ready?**



**Emergencies can happen Anywhere, Anytime.**



# Objectives

- Explain the EPC program, discuss your role in the university and define your responsibilities.
- Review the four steps to preparedness and introduce tools & resources to help you prepare.
- Understand the steps you can take before an emergency to better prepare yourself and your staff.
- Discuss the procedures and actions you would take to safely respond during an emergency.



# Emergency Management



The Washington University Emergency Management Department leads mitigation, preparedness, response and recovery efforts in collaboration with campus and community partners in order to cultivate a disaster resilient university.

## Core Services:

- Planning
- Training & Exercise
- Life Safety
- Business Continuity
- Emergency Alerts
- EOC Management



# WashU *Continuity*

## **Lottery Pool**

The staff finally hit that lottery pool they've been playing all these years. Too bad leadership was never involved. 60% of your staff will be unavailable indefinitely (though they promise to send you a postcard on their next vacation).



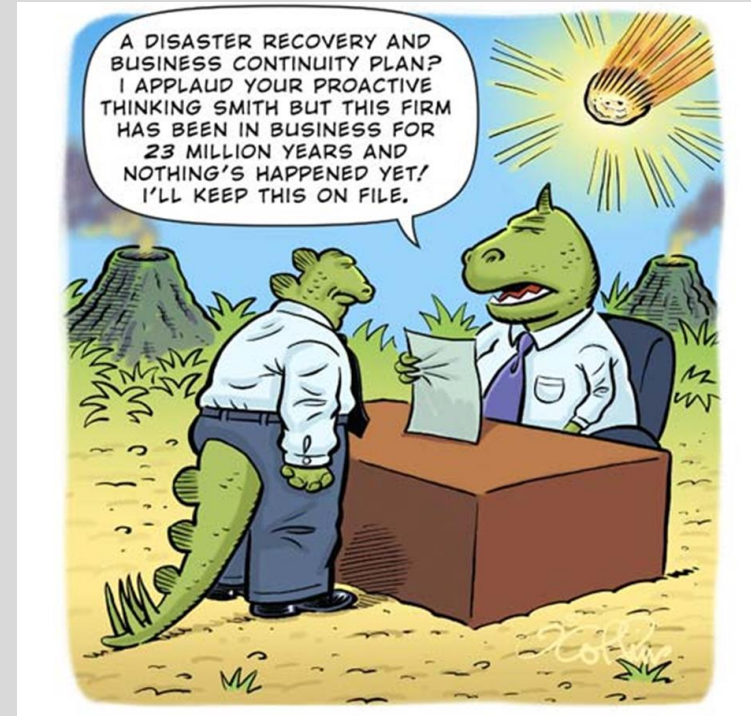
# What is Continuity Planning?

- Planning and preparation to ensure the capability to continue essential functions.
- Identifies and plans for:
  - Communications
  - Essential functions
  - Technology, resources, and locations
  - Workarounds
  - Staffing levels and competencies
  - Procedures



# WashU *Continuity*

- Workshops
- Discussion based scenarios
- Tabletop exercise
- Plan development
- Seminars and education
- Provide resources







# Emergency Roles

## Key Management Contact

Top decision makers or business representatives for the organization (could be at the department, division, or office/lab-level) that need to be notified of emergencies impacting business in specific buildings or campus locations

## Business Lab Liaison

Individuals at the department, division or office/lab-level that need to be notified of issues or emergencies impacting business in specific buildings or lab spaces

## Emergency Prep Coordinator

Team leader(s) who organize, train and facilitate physical evacuations of work space for a pre-selected group of employees in a location/ building

Ensures accountability of team members and reports back through chain of command to WUPD or Protective Services.

# Role & Responsibilities

- Serve as the primary point of contact in matters related to emergency preparedness, response, and safety.
- Facilitate training and educational opportunities for faculty, staff, and students.
- Coordinate emergency response and floor evacuation during drills and actual emergencies.



# Four steps to preparedness

## Step One: Tune in!

- We can't warn you if we can't reach you. Update contact information and download the WUSTL App.

## Step Two: Learn more!

- In an emergency, information can save lives. Visit our website for emergency procedures and additional training.

## Step Three: Look around!

- Protecting yourself means paying attention. Know your surroundings and be aware. Avoid distractions!

## Step Four: Take action!

- Your safety depends on you. Be prepared to act if you receive an alert or witness a hazard.

Quick Reference Guide for Emergencies		
<p><b>TO REPORT AN EMERGENCY:</b>                      On the Danforth Campus:                      WUPD: (314) 935-5555</p> <p>On the Medical Campus:                      Protective Services:                      (314) 362-4357</p> <p>North/West/South and Off Campus:                      911 then (314) 935-5555</p>	<p><b>Active Shooter / Person with a Weapon</b></p> <ul style="list-style-type: none"> <li><b>RUN</b> - Get out of the area, if possible. Notify those you pass along the way.</li> <li><b>HIDE</b> - If you cannot escape, lock or barricade yourself in a room. Turn off the lights, silence any devices and remain quiet.</li> <li><b>FIGHT</b> - As a last resort, take down the shooter. Act aggressively and use anything that could be used as a weapon.</li> <li><b>REPORT</b> - Call the emergency number for your location.</li> </ul>	<p><b>Medical Emergency</b></p> <ul style="list-style-type: none"> <li>Do not move the injured/ill person unless there is a danger in the current location. Stay with them.</li> <li>Call the emergency number for your location.</li> <li>Perform first aid if you are trained and feel comfortable doing so.</li> <li>If possible, send someone to meet emergency responders and guide them to your location.</li> </ul>
<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>Pull the nearest fire alarm, if it has not already been activated.</li> <li>Immediately evacuate the building, following the exit signs or your evacuation route. Do not use the elevators.</li> <li>Proceed to your designated Emergency Assembly Point (EAP).</li> <li>Remain at your EAP until given the "All Clear" by emergency responders.</li> </ul>	<p><b>Tornado</b></p> <ul style="list-style-type: none"> <li>Proceed to the lowest, most interior space that is accessible within the building.</li> <li>Stay away from exterior walls and windows.</li> <li>Put as many walls between you and the outside as possible.</li> <li>Monitor the weather through WashUAlerts or a weather radio.</li> </ul>	<p><b>Flood</b></p> <ul style="list-style-type: none"> <li>Call the emergency number for your location.</li> <li>Protect sensitive documents and/or equipment.</li> <li>If safe and possible, stop the source of the water leak or flood.</li> <li>Be aware of any electrical equipment or outlets.</li> </ul>
<p><b>Hazardous Material Spill</b></p> <ul style="list-style-type: none"> <li>Notify affected personnel and evacuate the spill area.</li> <li>Do not attempt to clean up the spill unless you have been trained to do so.</li> <li>Close the door behind you to contain the spill.</li> <li>Call the emergency number for your location.</li> </ul>	<p><b>Earthquake</b></p> <ul style="list-style-type: none"> <li><b>Drop</b> - Get down on the floor.</li> <li><b>Cover</b> - Get under a desk, table or other sturdy object.</li> <li><b>Hold</b> on until the shaking stops.</li> <li>Remain in the building unless it is unsafe.</li> <li>If you must evacuate, go to your Emergency Assembly Point (EAP).</li> </ul>	<p>For additional information, including EAP locations and updates in the event of an emergency, visit <a href="http://emergency.wustl.edu">emergency.wustl.edu</a> or follow Washington University in St. Louis on Facebook and Twitter.</p> <p><b>PREPARE YOURSELF BE READY</b>                      EMERGENCY.WUSTL.EDU</p>

## EMERGENCY PREPAREDNESS

YOUR SAFETY DEPENDS ON YOU.

FOUR SIMPLE STEPS



TUNE IN.



LEARN MORE.



LOOK AROUND.



TAKE ACTION.

Emergency Contact Numbers

Danforth Campus: WUPD (314) 935-5555  
 Medical Campus: Protective Services (314) 362-4357 or (314) 362-0911  
 North, South, West Campus & Tyson Research: 911 then (314) 935-5555  
 Off campus: 911 then (314) 935-5555

**PREPARE YOURSELF BE READY**  
 EMERGENCY.WUSTL.EDU

# Tune in



- WashUAlerts is the university's mass notification system for alerting faculty, staff, students and visitors of an imminent, or on-going, emergency situation.
- Alerts are sent through multiple modes, including:
  - WUSTL app, text message, phone call, desktop notification, Alertus beacon, etc. Update your contact information in HRMS.
- When you receive an alert, you should take action based on the information provided. Detailed information or instructions may not be available.
- Be sure your information is coming from reliable and credible sources.



# NOAA Weather Radios



Learn  
more




Washington University in St. Louis

# Emergency Management

HOME BE PREPARED PROGRAMS TRAINING TOOLS & RESOURCES ABOUT

**NO EMERGENCY**



Emergency preparedness is a group effort that involves all members of the WashU community. To do your part:

**NATIONAL WEATHER SERVICE**

Heat Advisory issued July 10 at 4:04AM CDT until July 12 at 9:00PM CDT by NWS

**EMERGENCY INFO HOTLINE**  
314-935-9000  
Out of Area: 888-234-2863

**TO REPORT AN EMERGENCY**

**Danforth Campus**  
314-935-5555

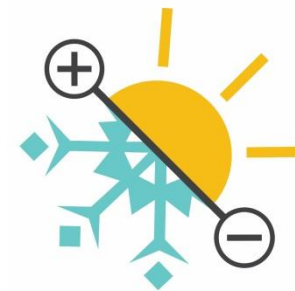
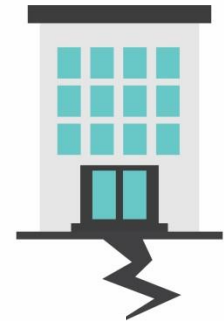
**School of Medicine Campus**  
314-362-4357

**North/West/South Campus**  
9-911 then 314-935-5555

**Off Campus**  
911 then 314-935-5555

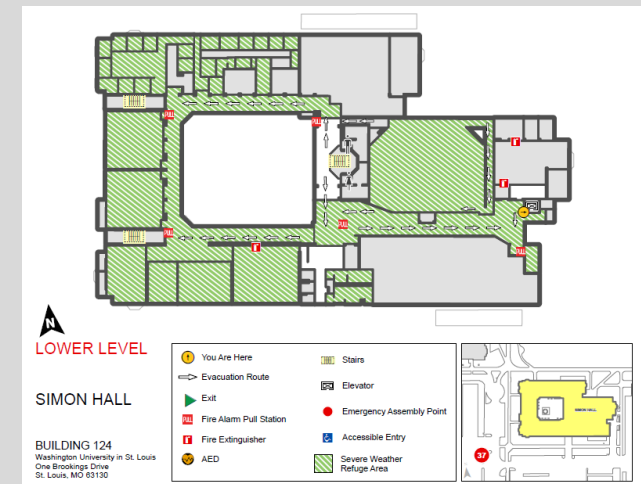
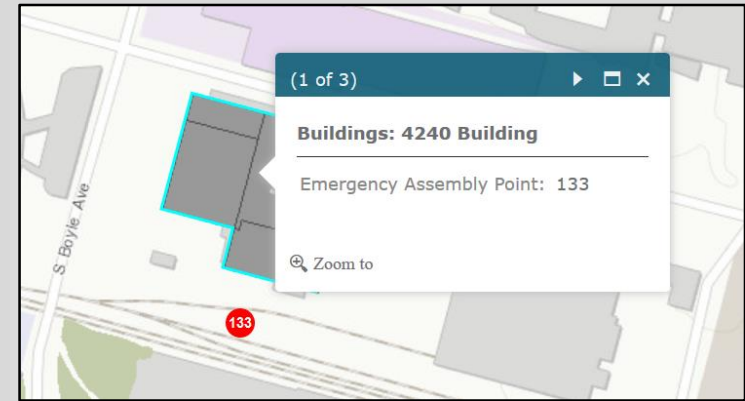
Visit [www.emergency.wustl.edu](http://www.emergency.wustl.edu) for additional information

# Know your hazards



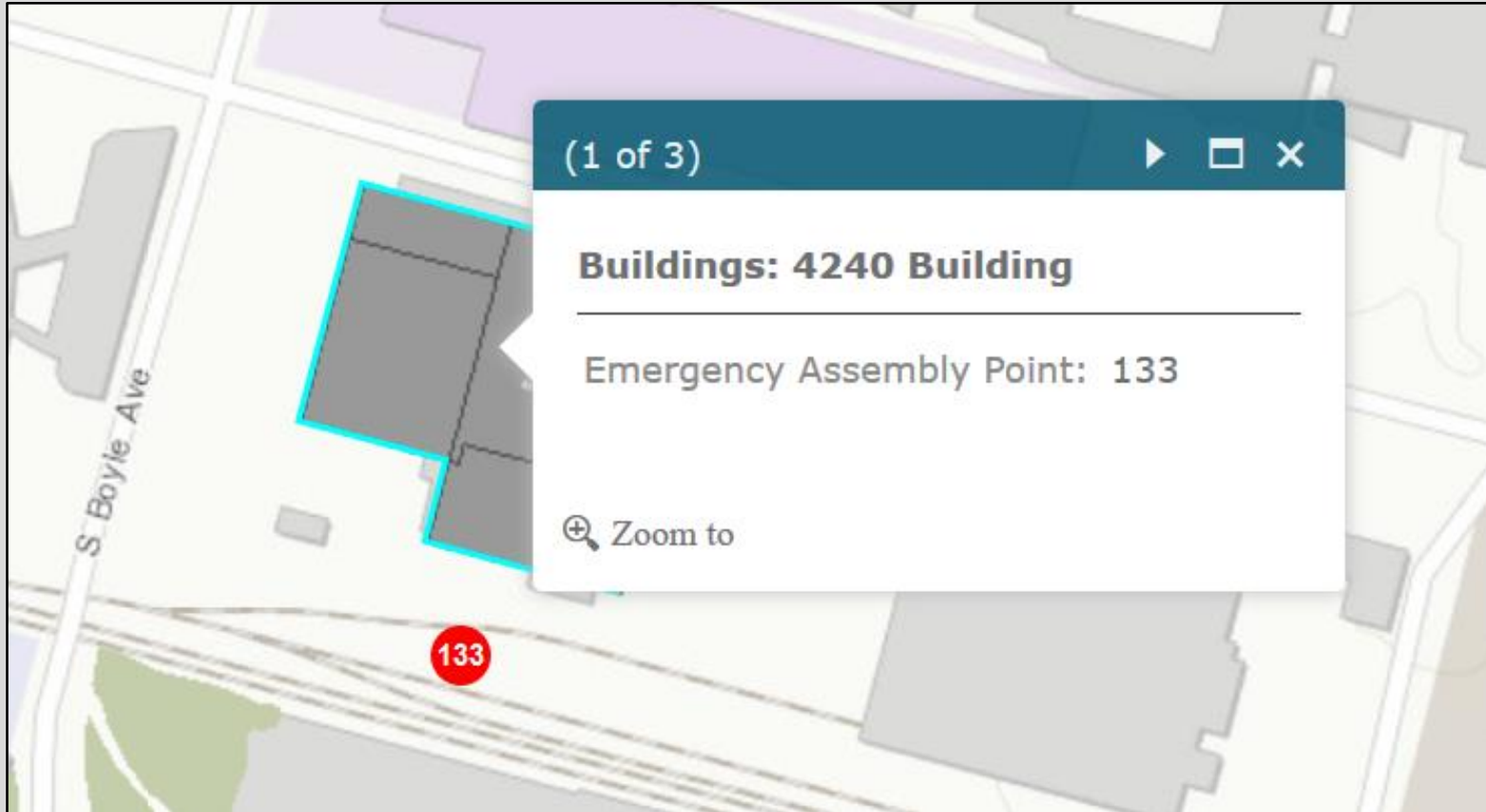
# Tools & Resources

- Interactive Emergency Maps
- Building Emergency Plans
- Office Emergency Plan
- EM Quarterly Newsletter
- EM Social Media





# Interactive Emergency Maps



# Building Emergency Plan



## Emergency Response Procedures

### TO REPORT AN EMERGENCY

On the Danforth campus:

WUPD: (314) 935-5555

On the Medical campus:

Protective Services: (314) 362-4357

North/West/South and Off campus:

911 then (314) 935-5555



### Emergency Assembly Point

Every building has an assigned Emergency Assembly Point (EAP). EAPs are designated locations for building occupants to gather during evacuations and fire alarms. Use the map below to identify your building's EAP, which is marked with an exclamation point.

During an evacuation, exit the building, proceed to the EAP and remain there until given the 'all clear' or additional instructions.

### Medical Emergency

- Do not move the injured/ill person unless there is a danger in the current location. Stay with them.
- Call the emergency number for your location.
- Perform first aid if you are trained and feel comfortable doing so.
- If possible, send someone to meet emergency responders and guide them to your location.

### Tornado/Severe Weather

- Seek shelter in the Severe Weather Refuge Area indicated on the map below. If the map does not show a refuge area on your floor, proceed to the lowest, most interior space that is accessible within the building.
- If possible, bring a flashlight and radio.
- Protect your head and neck by covering them with your arms.

### Fire

- Pull the nearest fire alarm.
- Evacuate the building, following the exit signs or your evacuation route. Do NOT use the elevators.
- Go to your Emergency Assembly Point (EAP) and remain there until given the "All Clear" by emergency responders.

### Active Shooter/ Person with a Weapon

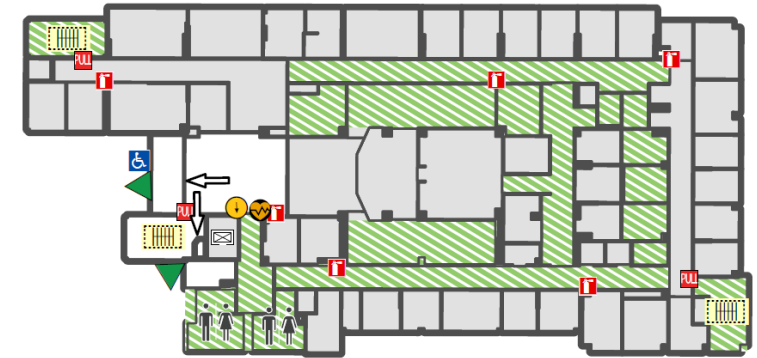
- RUN - Get out of the area, if possible. Notify those you pass along the way.
- HIDE - If you cannot escape, lock or barricade yourself in a room. Turn off the lights, silence devices and remain quiet.
- FIGHT - As a last resort, take down the shooter. Act aggressively and use anything that could be used as a weapon.
- REPORT - Call the emergency number for your location when it is safe to do so.

### Hazardous Material Spill

- Notify affected personnel and evacuate the spill area. Close the door behind you.
- Do not attempt to clean up the spill unless you have been trained to do so.
- Call the emergency number for your location.

### Earthquake

- DROP - Get down on the floor.
- COVER - Get under a desk, table or other sturdy object.
- HOLD ON - Grab on to your shelter object until the shaking stops.
- Remain in the building unless it is unsafe. If you must evacuate, go to your Emergency Assembly Point (EAP).

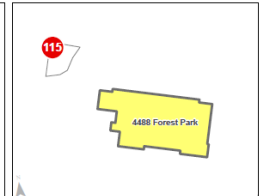
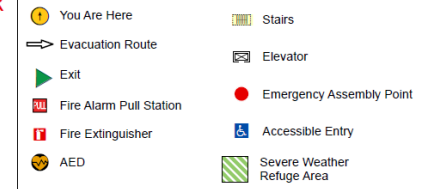


## SECOND FLOOR

4488 FOREST PARK

### BUILDING ADDRESS

4488 Forest Park  
St. Louis, MO 63110



# Office Emergency Plan



Date created: 31-Aug-2018 11:39 CDT For Internal Use Only Date updated: 31-Aug-2018 11:39 CDT

## Emergency Management OFFICE EMERGENCY PLAN

Mid Campus Center
4590 Children's Place
First Floor

### DEPARTMENT EMERGENCY CONTACTS

Key Management Contact			
Building/Lab Liaison			
Emergency Preparedness Coordinator	Eric Wilkinson	+1 314-555-5555	wilkinsone@wustl.edu

### BUILDING EMERGENCY DATA

Emergency Assembly Point:	EAP #116
Emergency Supply Kit location:	Room 1315
AED Location:	East elevator lobby
Nearest fire extinguisher locations:	North corridor
Nearest fire alarm pull station location:	East loading dock exit

### EMERGENCY RESPONSE

Primary Evacuation Route:	North hallway to the main lobby.
Alternate Evacuation Route:	South hallway to the loading dock.
Area of Refuge (Fire):	East stairwell.
Severe Weather Refuge Area (Tornado):	East stairwell.
Lockdown Room (Active Shooter):	Room 1315.
Shelter-in-Place (HazMat Release):	Emergency Operation's Center.

### TUNE IN

In the event of a serious university-wide emergency, faculty, staff and students will receive an emergency notification, or a WashUAlert, providing basic information about the type of emergency, safety instructions and how/where to get additional information.

- Take the following steps to ensure you receive these alerts:**
- Most university computers have desktop pop-ups already installed. If you're unsure whether or not your computer has this feature, contact the IT department.
  - Update your emergency/personal contact information via HRMS for employees, or SIS, if you are a student.
  - Download the WUSTL App on your Apple or Android device and allow push notifications.

### LEARN MORE

Each employee and student should become familiar with the emergency numbers for their location, as well as each campus on which they may conduct business. Visit [emergency.wustl.edu](http://emergency.wustl.edu) for more information.

- In the event of an emergency, contact the public safety department for your location:**
- Danforth Campus** WashU Police Department (314-935-5555)
  - WashU School of Medicine** Protective Services (314-362-4357)
  - Barnes Jewish Hospital (BJH) Facility** BJH Public Safety (314-362-0750/0911)
  - St. Louis Children's Hospital (SLCH)** Public Safety (314-362-0750/0911)
  - North, West, South Campuses, Tyson Research, or Off Campus** Local Police Department (911)

### LOOK AROUND

In addition to hazard-specific responses, maintaining situational awareness can greatly increase your ability to react in a timely manner. Know your surroundings and be aware.

- To establish situational awareness:**
- Always scan your environment. Keep your head on a swivel.
  - Avoid distractions, such as cell phones, while walking around campus.
  - Monitor local media when there is a risk of severe weather.
  - Familiarize yourself with locations you visit frequently. Learn multiple evacuation routes and know where your emergency assembly point is located.
  - If you see something, say something. Call Protective Services at 314-362-4357 if you witness suspicious activity.

## TAKE ACTION

Call Protective Services at 314-362-4357, press the button on a campus "blue light phone", or dial 911 to initiate an emergency response.

### FIRE

All occupants should take the following actions during the presence of a fire condition or immediately upon activation of the fire alarm in your area:

- Immediately begin evacuating the building, using the nearest stairwell, if safe to do so. Do not use elevators.
- Stabilize lab procedures, turn off gas valves, and close doors as you exit the building.
- Assist those with limited mobility to the nearest enclosed stairwell, or other available refuge area.
- Go to your assembly point. Account for all staff, students, and visitors to ensure everyone is safe.
- If trapped in a room, isolate yourself from fire and smoke. Call for help.

### TORNADO

If you receive an emergency alert, or are otherwise notified, of a tornado warning take the following actions:

- Immediately go to a designated severe weather refuge area and encourage patients, visitors, and students to do the same. This should be an interior space within the building, put as many walls between you and the exterior as possible and avoid exterior windows which could allow debris to enter the building.
- Bring a flashlight and radio, if accessible and possible.
- Protect your head and neck by covering them with your arms.
- Remain in this location through the duration of the warning, or until the threat has passed.

### EARTHQUAKE

Because there is little, if any, warning prior to an earthquake you will need to take immediate action when the shaking begins. If you are inside at the time of an earthquake:

- DROP** - Stay where you are and get down on the ground before the shaking does it for you.
- COVER** - Take cover under a sturdy desk or table. Protect your head and neck from falling debris.
- HOLD ON** - Be ready to move with the object until the shaking stops.
- Remain in the building unless unsafe to do so. If you must evacuate, go to your emergency assembly point and account for all occupants. Check for injuries and expect aftershocks.

### ACTIVE SHOOTER

If someone is shooting a firearm, displaying a weapon, or is threatening to shoot consider the following options:

- RUN** - If the shooter is nearby, and if there is an accessible escape path, evacuate the area. Put as much distance between you and the shooter as possible. Exit the building and warn anyone you see along the way.
- HIDE** - If evacuation is not possible, or you're unsure of the shooter's location, find a place to hide. Lock the door. Block it with heavy furniture. Turn off the lights, silence devices, and stay quiet.
- FIGHT** - If running and hiding are no longer options, attempt to disrupt and/or incapacitate the shooter. Fight for your life. Be aggressive.

If you have information about the shooter, call Protective Services at 314-362-4357 and report the incident. Provide as much information as possible and stay on the line until the dispatcher is finished or if you are in danger.

### MEDICAL EMERGENCY

If someone in your area has a medical emergency or sustains an injury take the following actions:

- Alert others - Notify others nearby and call Protective Services at 314-362-4357.
- Remain calm - Do not move the injured person unless they are in danger. Reassure them that help is on the way.
- Signal for help - Stay with the injured person until help arrives. Send someone to meet with emergency responders.
- Render aid - Provide aid, if needed but do not exceed your training or knowledge. If the person is not conscious and not breathing get the nearest AED and begin CPR.

### SHELTER-IN-PLACE

"Shelter-in-place" means going to an interior room inside a building and closing, locking, and sealing all doors, windows, and vents.

**If you are indoors during a hazardous materials emergency:**

- Seek shelter in an interior room, if possible. Close and lock all doors and windows.
- Put as much distance and dense shielding as possible between you and the outdoors, if the hazard is radioactive material.
- Seal all windows, doors and air vents with thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.

# Quarterly newsletter

- Preparedness tips and information.
- Training & educational opportunities.
- EM Readyweek updates!
- Staff highlights.



**PREPARE  
YOURSELF  
BE READY**  
EMERGENCY.WUSTL.EDU

# WASHU READY

A QUARTERLY NEWSLETTER FROM THE EMERGENCY MANAGEMENT DEPARTMENT



*Friday, November 2, 2018*

## WashUReady Newsletter

Washington University in St. Louis - Emergency Management Department



TUNE IN.



LEARN MORE.



LOOK AROUND.



TAKE ACTION.

# EM Social Media



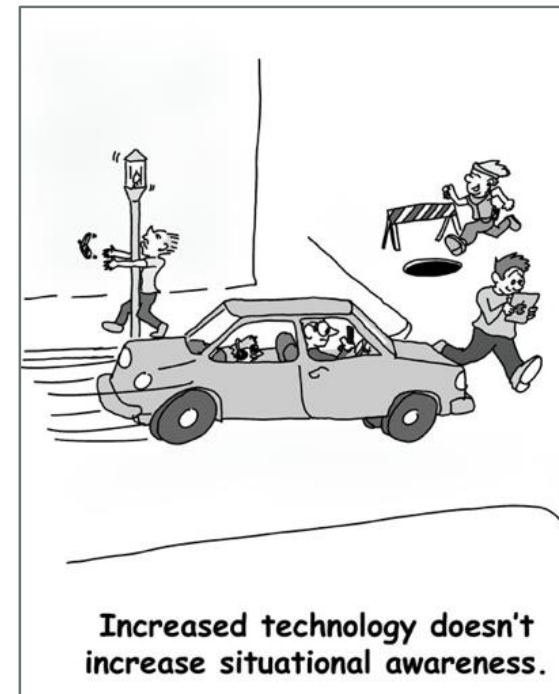
@washuready



# Look around



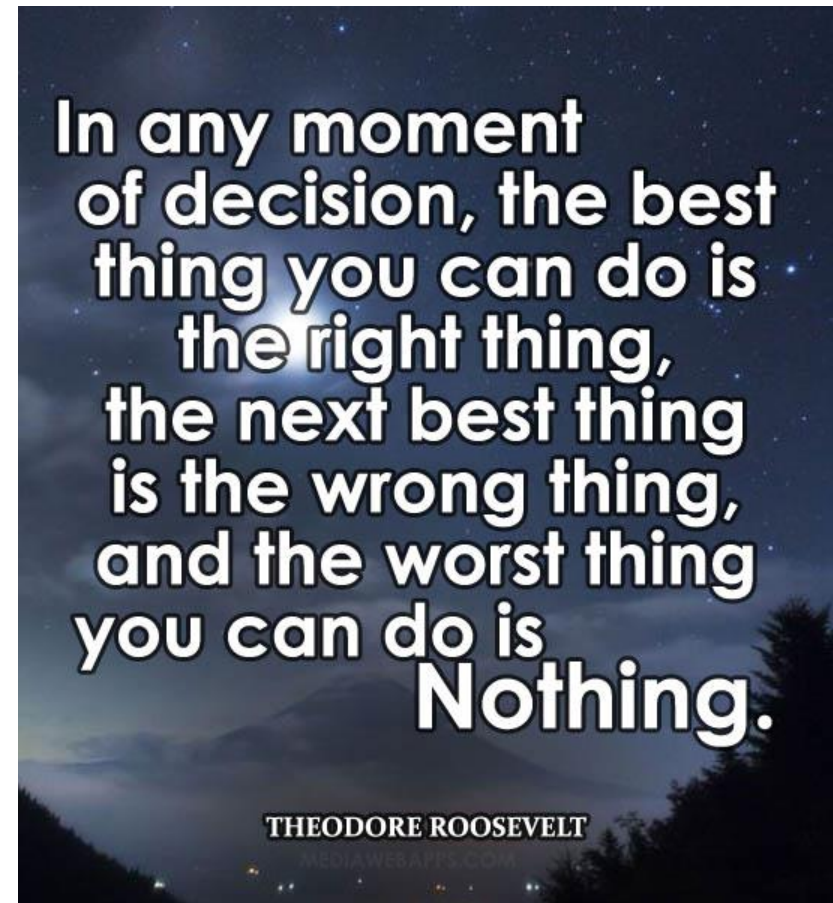
- Know your surroundings and identify all evacuation routes and emergency exits in the area.
- Locate the emergency assembly point, fire extinguishers, pull stations, AEDs and emergency kits for your building.
- Constantly scan your environment and avoid distractions while walking around. Keep your head on a swivel.
- Look for safety hazards. Keep your evacuation routes and exits clear.
- Know where you can shelter during severe weather or hide from an active shooter.



# Be aware of your surroundings



# Take Action

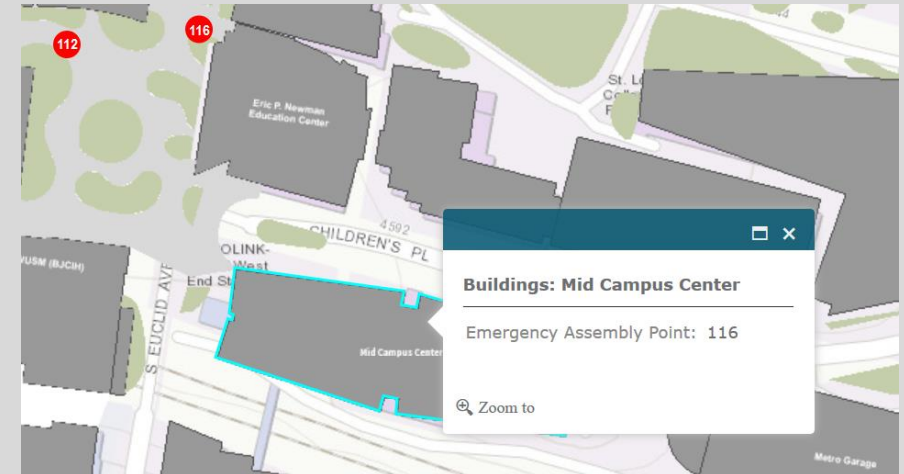


Your safety depends on you. Avoid hesitation and don't second guess yourself.



# Fire alarm activation

- Immediately begin evacuating the building, using the nearest stairwell, if safe to do so. Do Not use elevators.
- Assist those with limited mobility to the nearest enclosed stairwell, or other available refuge area.
- Go to your assembly point and account for all staff, students, and visitors to ensure everyone is out safely.
- If trapped in a room, isolate yourself from fire and smoke.



# Center for Advanced Medicine

## Step One: Stay Put

- Reassure patients.
- Look for signs of a fire.

## Step Two: Horizontal Evacuation

- If evidence of a fire, move beyond fire barrier.

## Step Three: Vertical Evacuation

- Use stairwells.
- Assist patients.
- Go to the Emergency Assembly Point .





# BJH or SLCH

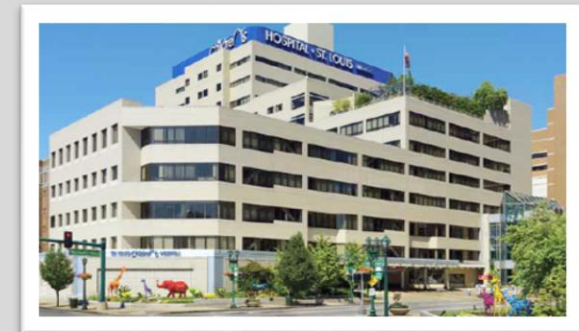
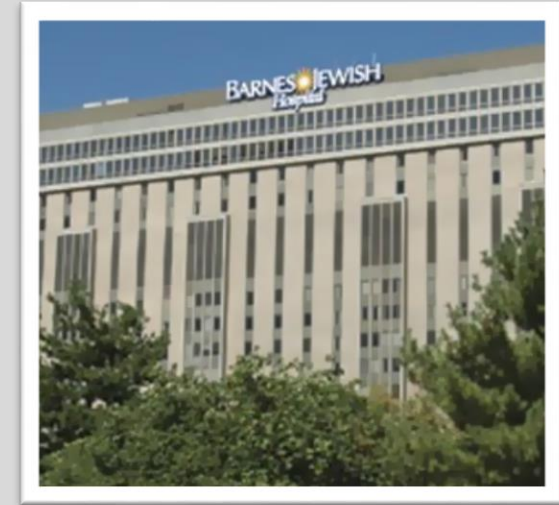
**Step One:** Defend in place

**Step Two:** Horizontal evacuation

**Step Three:** Vertical evacuation

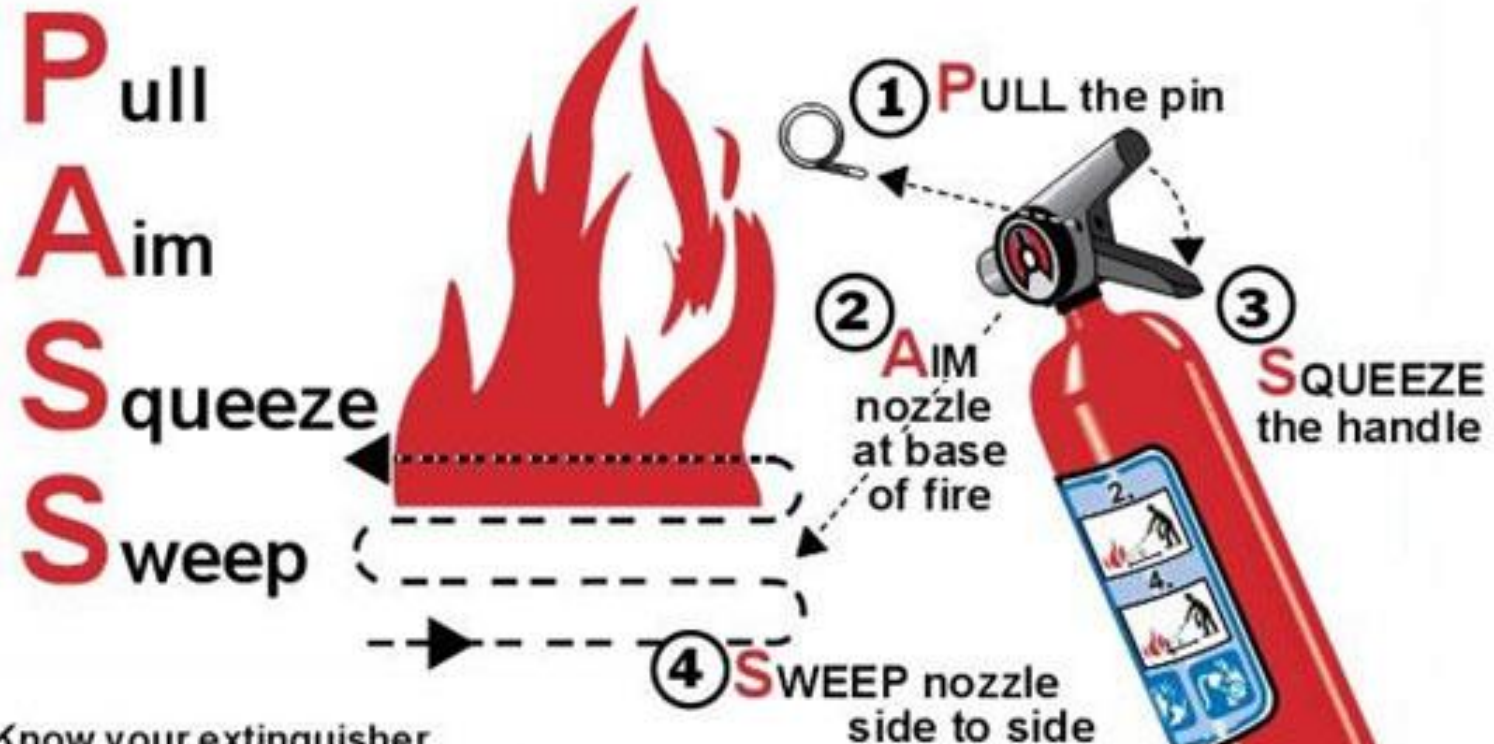
**Step Four:** Evacuate the building

- Only if ordered by STLFD or Public Safety officials



# If you witness a fire

To operate an extinguisher:



Know your extinguisher

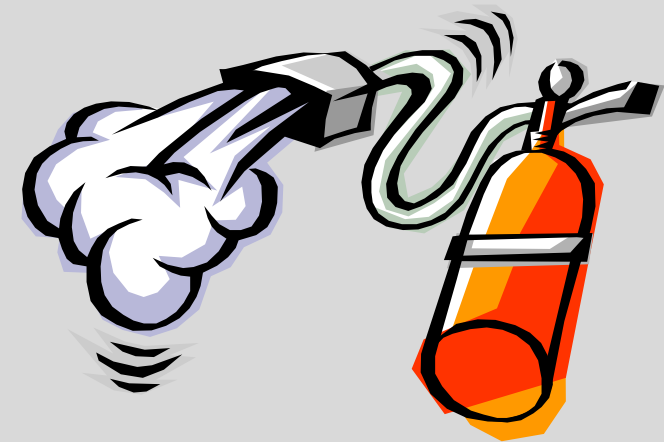
Use the correct extinguisher

*(Check your own extinguisher's label for detailed instructions.)*

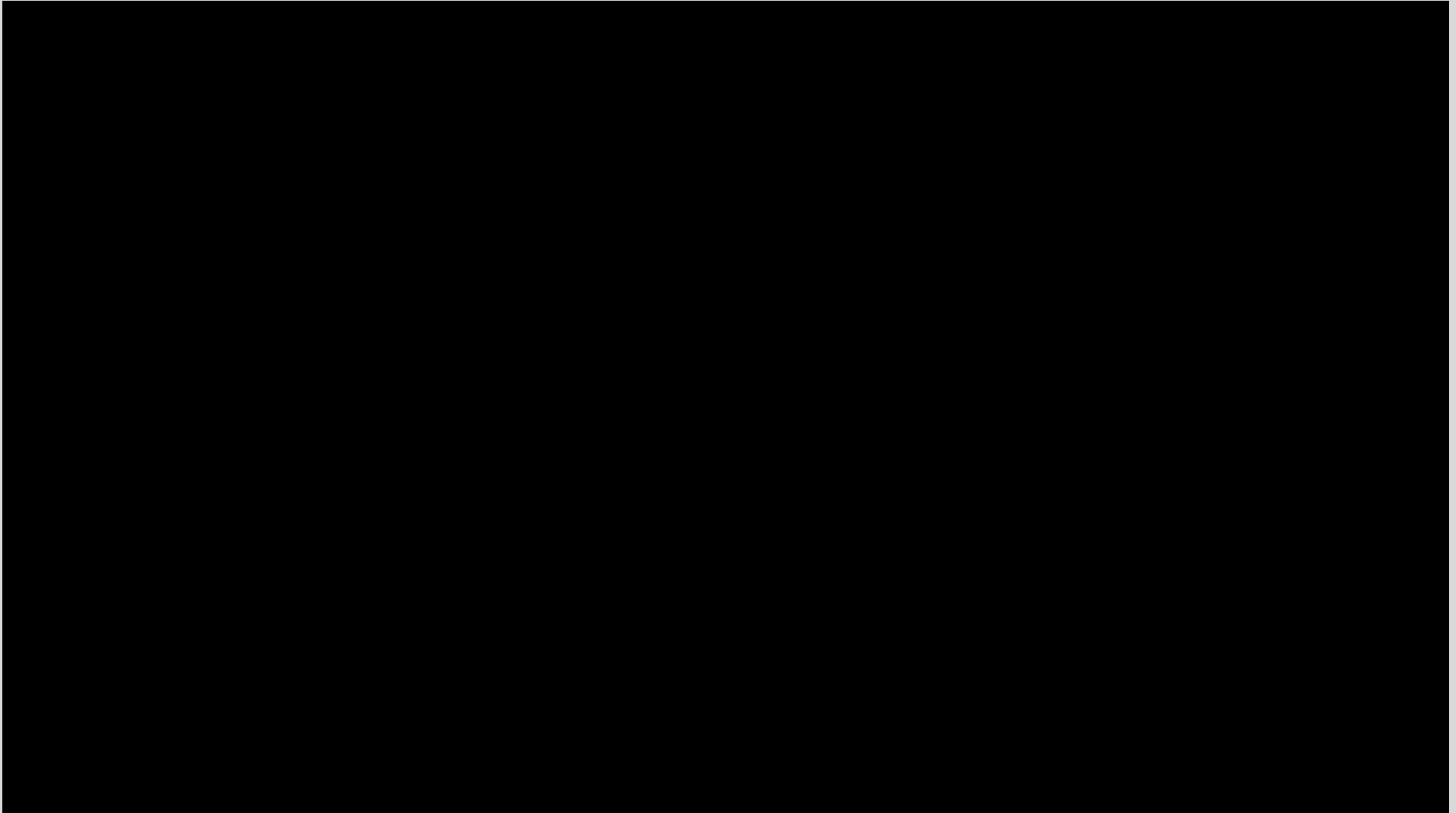


# Before fighting a fire...

- Alert others that there is a fire and be prepared to call emergency responders.
- Confirm that the fire is small and is not spreading.
- Confirm you have a safe path to an exit, not threatened by the fire.
- You know what kind of extinguisher is required and the correct extinguisher is immediately at hand.



# Active Shooter Response



# Keys to Survival

- **Know your surroundings**
  - Pay attention; identify all evacuation routes, emergency exits, and places to hide.
- **Know your options**
  - Your decision to run, hide, or fight must be based on your analysis of the situation and of your capabilities.
- **Trust your instincts**
  - With the information that you have, and in your current location, choose the best option for you.
- **Take action**
  - “A good plan executed violently now is better than a perfect plan executed next week.” – George Patton



# What not to do...

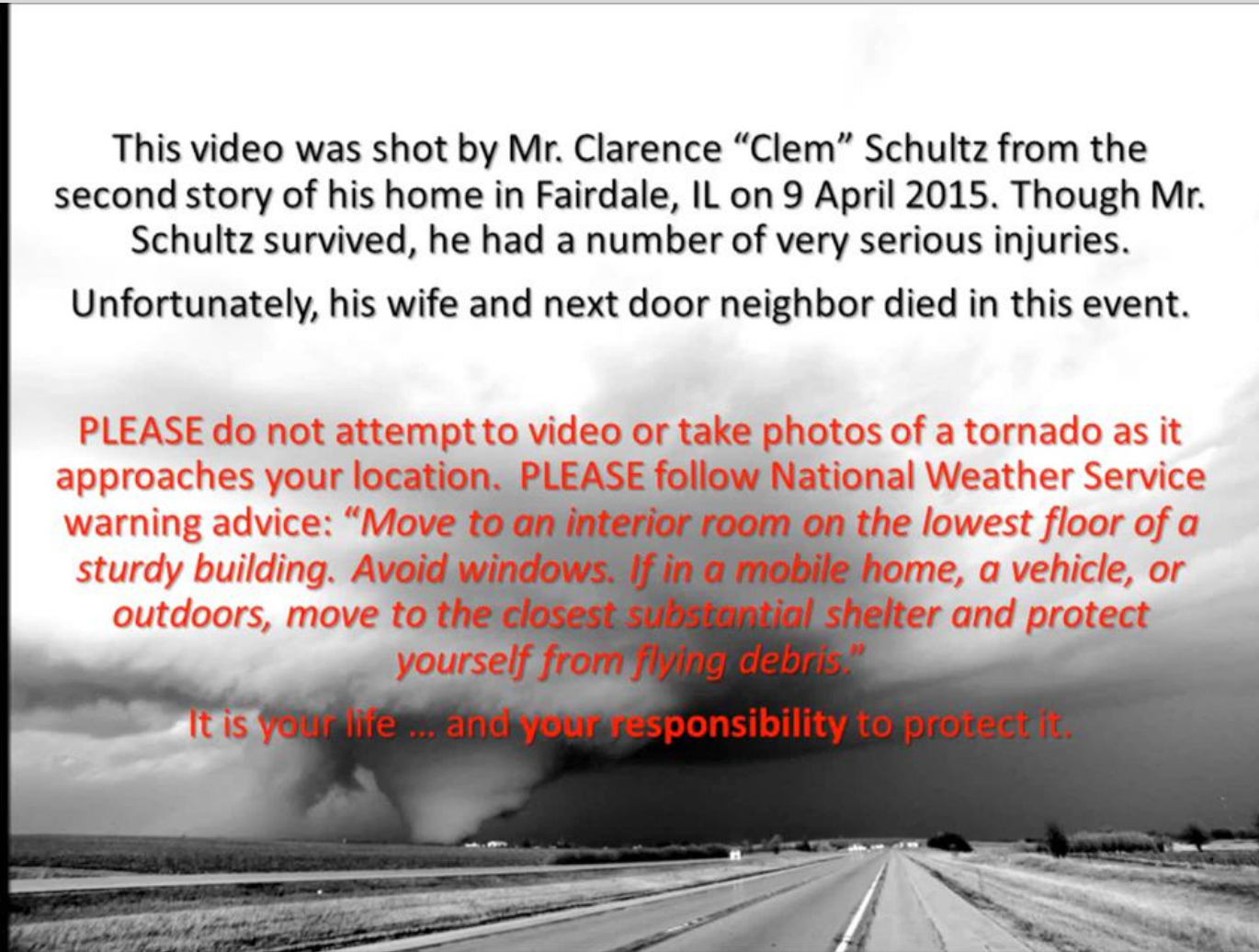


This video was shot by Mr. Clarence “Clem” Schultz from the second story of his home in Fairdale, IL on 9 April 2015. Though Mr. Schultz survived, he had a number of very serious injuries.

Unfortunately, his wife and next door neighbor died in this event.

**PLEASE** do not attempt to video or take photos of a tornado as it approaches your location. **PLEASE** follow National Weather Service warning advice: *“Move to an interior room on the lowest floor of a sturdy building. Avoid windows. If in a mobile home, a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris.”*

**It is your life ... and your responsibility to protect it.**





# Tornado warning



## Step One: Shelter

- Go to your severe weather refuge area or the lowest, most interior space. Take your phone, flashlight, and radio.

## Step Two: Listen

- Use any means available for the most accurate information.

## Step Three: Protect

- Protect your head and neck from flying or falling debris.

## Step Four: Evacuate

- If your building sustains damage, get out and go to the assembly point.



# Earthquakes



## Step One: Drop

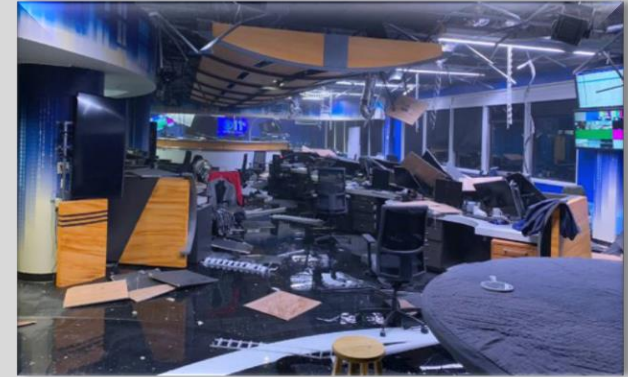
- Stay where you are and get down on the ground before the shaking does it for you.

## Step Two: Cover

- Take cover under a sturdy desk or table. Protect your head and neck from falling debris.

## Step Three: Hold on

- Be ready to move with the object until the shaking stops.



# Medical emergencies

## Step One: Alert others

- Notify others nearby and call the emergency number for your location.

## Step Two: Remain calm

- Do not move the injured person unless they are in danger. Reassure them help is on the way.

## Step Three: Signal for help

- Stay with the injured person until help arrives. Send someone to meet with responders.

## Step Four: Render aid

- Render first aid, if applicable, but do not exceed your training or knowledge.



# Now what do I do?

- Obtain a list of assigned employees and identify individuals with mobility issues.
- Conduct a workplace assessment and complete an Office Emergency Plan.
- Gather emergency supplies and create a group sign for the assembly point.
- Discuss your role and familiarize employees with their surroundings.
- Discuss emergency procedures with employees and conduct practice drills.






# Emergency Supplies

- Build/buy an emergency kit for your department coordinators.
- Supplies should be kept in a common, accessible location and checked on a regular basis.
- Grab your kit any time there is an emergency response.

**DEFENSIVE INDUSTRIAL BASE EMERGENCY PREPAREDNESS KIT**  
Item GRK2010-DIB ISAC 



*Have a Plan...  
Get a Kit...  
Stay Prepared!*

**Contents**

- RED BACKPACK (1)
- EMERGENCY MYLAR BLANKET (1)
- DUCT TAPE 10yd (1)
- 52 PIECE FIRST AID KIT (1)
- WORK GLOVES (1pair)
- DROP CLOTH PLASTIC SHEETING (1)
- PONCHO (1)
- AM/FM RADIO W/ SPEAKER (1)
- SAFETY GOGGLES (1)
- LIGHTSTICK WRAPPED (3)
- FLASHLIGHT (1)
- D BATTERIES (2)
- ROPE 3/8 x 50 (1)
- EMT SCISSORS (1)
- MULTIFUNCTION KNIFE (1)
- 15" PRY BAR (1)
- 1 WATT ADJUSTABLE HEADLIGHT (1)
- DUST MASK (1)
- PEA WHISTLE W/ LANYARD (1)
- AAA RAYOVAC ALKALINE BATTERIES (3)

Manufacturer items subject to change.

**This Disaster Preparedness Backpack Kit provides essential supplies and peace of mind.**

If a disaster strikes your community or organization, you might not have access to food, water, or electricity for some time. Be prepared and plan ahead with supplies on hand until response agencies can respond (generally 3 days). This easy to store and carry kit provides crucial survival, first aid, and hygiene supplies for use at home or to take with you in case you must evacuate.

The backpack provides room to add personal items and features padded compartments and straps, mesh side pockets (ideal for water bottles) and an adjustable waist strap for added comfort and safety.

For more information contact your Grainger Representative or visit [Grainger.com](http://Grainger.com)  
**Please call for quote.**  
**1-800-472-4643**  
GR-221 5/3/19

**Grainger SKU # 117EL1**

AVAILABLE THROUGH  
**GRAINGER**  
FOR THE ONES WHO GET IT DONE

# Are you ready?



# Contact Information

Emergency Management  
washuready@wustl.edu  
314-747-5092

 Washington University in St. Louis  
EMERGENCY MANAGEMENT

