

Emergency Preparedness Coordinator - Remote EPC Guidelines

The COVID-19 pandemic has changed the typical work environment and led to an increased number of staff working from home. With this change comes questions regarding campus preparedness, including how departments should manage their Emergency Preparedness Coordinators (EPCs). If you are an EPC, and are working from home greater than 50% of the time, you may consider transferring these responsibilities to those who are working on campus. If you are an EPC working off campus greater than 50% of the time and continue in this role, please consider the guidance below to make sure that employees on campus are prepared for an emergency.

- Review <u>campus emergency procedures</u> with on-campus staff so they know what actions to take.
- Ensure staff can receive <u>WashU Alerts</u> by having them update their contact information in Workday.
- Have your staff download the <u>WashU Safe App</u> as an additional way to receive alerts and to review emergency procedures.
- Continue coordinating with your staff and reach out to Emergency Management to schedule <u>training presentations</u>.
- Plan a time when your work group can meet on campus to review information such as where your <u>emergency assembly point</u> is located or where to go during a tornado warning.
- Complete an <u>Office Emergency Plan</u>, or similar emergency action plan, for your work space and distribute the plan to all staff remaining on campus.

As always, reach out to Emergency Management at <u>WashUReady@wustl.edu</u> with any questions or concerns.