













Emergency Preparedness Coordinator Program

The Emergency Preparedness Coordinator (EPC) Program is a university-wide initiative designed to ensure that buildings on campus have knowledgeable staff available who will promote safety and preparedness, educate co-workers and provide support to faculty, staff, students and visitors during an emergency. This guide was developed to assist EPCs in their responsibilities and to outline suggested actions to take in order to improve preparedness in university-owned and occupied work spaces.

PROGRAM OBJECTIVES:

- To ensure there are designated employees who know what actions to take during an emergency and who can lead emergency planning efforts
- To ensure there are designated employees who will teach fellow faculty, staff and students how to prepare for and respond to disasters
- To ensure there are designated employees who will help coordinate emergency response actions and who can assist those around them during an emergency
- To encourage communication, establish relationships, share information and promote best practices related to campus preparedness

PROGRAM OVERVIEW:

- EPCs are team leaders or university staff who serve a preparedness role for their department or school.
- EPCs are typically chosen by department managers and are designated in Workday for the building in which they work.
- Assigning EPCs to educate staff and coordinate responses will help facilitate more orderly conduct during an emergency.
- EPCs serve as a force-multiplier and exist to support faculty, staff and students prior to and during emergency situations.













