# **WashU EPC Program Guide**

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.

## PRIMARY RESPONSIBILITIES:

- Serve as the primary point of contact in matters related to emergency preparedness and workplace safety for a particular floor or work space
- Educate co-workers on matters related to disaster preparedness, emergency response and evacuation procedures

- Support building occupants during drills and real-world emergencies
- Quickly clear work spaces during an emergency evacuation
- Coordinate training and educational opportunities for faculty, staff and students on their floors or within their work space
- Notify emergency management of any renovations on their floor and/or the need to update building emergency maps
- Assist those with limited mobility and functional needs in planning their appropriate emergency procedures and response
- Complete an Office Emergency Plan or a similar emergency action plan for their work spaces

### **DESIGNATION PROCESS:**

- Department managers are encouraged to select at least one EPC for each of their work spaces (office suite, research lab or patient clinic) on campus.
- Managers are encouraged to select staff who will be working on campus at least 50% of the time and avoid choosing staff who primarily work from home.
- The department manager or payroll administrator should follow the steps below to submit a request in Workday Service Now to designate or remove, an EPC:
  - Go to Workday Service Now.
  - Search "Security".
  - Click on "Workday Security Request".
  - Select the type of request (new worker, existing worker or multiple workers).
  - Add the employee name and effective date.
  - Under 'Security group(s) to add', select 'Emergency Prep Coordinator'.
  - Click 'order now'.

### **EPC CHECKLIST:**

#### • Step #1: Conduct a workplace assessment

- Identify key locations (evacuation, shelter, equipment, etc.)
- Prepare your work space to reduce loss of life and property

#### Step #2: Create an office emergency plan

- Found on the Emergency Management Website
- Communicate to your staff and review the plan

#### Step #3: Educate your employees

- o Review emergency procedures with your staff
- Coordinate additional training for your staff

#### • Step #4: Practice emergency procedures

- Practice response procedures with staff
- Conduct practice drills for additional learning

#### Step #5: Gather emergency supplies

- Gather and maintain individual supplies
- o Check regularly and replace expired items



## Step #1: Conduct a workplace assessment

It's vital for EPCs, in coordination with department managers and employees, to assess and prepare their workplace and facility prior to an emergency to reduce risk and ensure safe practices. Take the following steps when conducting a workplace assessment:

- Identify the location of fire extinguishers and fire alarm pull stations.
  - o Discuss how to use each with all employees.
  - Do not block; always allow access to emergency devices.
- Identify all evacuation routes and emergency exits.
  - Ensure routes and exits are clear of obstacles, obstructions, and combustible materials.
  - Do not use evacuation routes or emergency exits for storage.
- Identify available areas of refuge where persons with limited mobility may wait during a building evacuation or fire alarm.
  - Options may include an enclosed stairwell, an adjoining building, a room with a closed door that is located a safe distance from the hazard, etc.
  - This will help isolate them from threats, such as fire or smoke, until emergency responders arrive to assist with their evacuation.
- Identify the best location to shelter during a tornado warning.
  - Choose an interior location, avoiding exterior walls and windows.
  - Ensure the location is accessible and will accommodate all occupants.
- Identify safe rooms where employees can hide during an active shooter incident.
  - Choose rooms with solid doors and simple locking mechanisms, if possible.
  - Avoid rooms with windows or choose rooms that have blinds for concealment.
  - Identify furniture to barricade entry into the room.
  - Choose a space that does not have automatic lights.
  - o Consider how to communicate with public safety officials.
- Identify a room where your employees can shelter-in-place in case of a hazardous materials incident.
  - The room should be near the interior of the building, if possible, and limit exposure to the air outside.
  - Position items such as plastic sheeting and duct tape to seal all vents and openings that may allow air into the room, as a last resort.
  - o Allow for access to communication and media for additional updates.
- Secure tall pieces of equipment and furniture to minimize injuries during an earthquake.

- Secure computers, equipment, and display cases.
- Store heavy items on the lowest level, near the floor.
- Move tall pieces of equipment away from exits.
- Anchor bookcases, cabinets and other tall furniture to the wall.
- o Do not stack furniture or other unstable, heavy, items.

## **Step #2: Create an Office Emergency Plan (OEP)**

Below are two categories of emergency plans everyone should consider completing prior to a large disaster: Office Emergency Plans and Business Continuity Plans.

- Office Emergency Plans (OEPs) help EPCs educate their employees on emergency procedures and guide the immediate actions of faculty, staff, students and visitors when an emergency first occurs. The link to complete and OEP can be found on the emergency management website.
- Business Continuity Plans (BCPs) typically activate after OEPs have been implemented and focus on the recovery aspects of the disaster. BCPs consist of two primary phases:
  - Quick and temporary resumption of critical, time-sensitive services and operations
  - Complete "restoration" of all business functions and returning to "normal" operations

In general an office emergency plan should be in writing, kept in the workplace and be available to employees for review.

EPCs should review the office emergency plan with each employee for whom they are responsible on a regular basis as well as with new employees.

BCPs are not generally the responsibility of the EPC, however, information regarding these plans should be shared with department managers. Additional information can be found on the emergency management <u>website</u>.

## Step #3: Attend training and educate your staff

An important part of preparedness is taking advantage of available training. WashU Emergency Management conducts many classes on emergency preparedness. Class descriptions, as well as registration information, are found the emergency management website. Faculty, staff and students may also register directly through Learn@Work. Below is a list of current classes:

• EMGT 2001: Initial EPC Training Class

• **EMGT 2003:** Fire Extinguisher Training

• EMGT 2004: General Emergency Preparedness

• EMGT 2005: Active Shooter Response Training

WashU Emergency Management also supports various other training classes that will aid in the education of university staff. Below are some suggested training classes that will teach basic life-saving skills regarding some of the hazards you may face:

- Stop the Bleed Training: WashU/BJH Bleeding Control Program
- CPR/AED Training: (<u>BLS-CPR-Class-Guidelines</u>)
- Storm Spotter Training: National Weather Service (https://www.weather.gov/SKYWARN)
- R.A.D. Self-Defense Training: Check with <u>WUPD</u> or <u>Protective Services</u> for class availability.

## Step #4: Practice your procedures and conduct drills

Once employees have attended training and are educated on what the emergency procedures are, EPCs should conduct practice drills so staff may apply what they have learned. This could be as simple as picking a time and walking through the procedures with your employees.

- Fire: Practice evacuating the building, clearing your area and accounting for employees at the emergency assembly point.
- **Tornado:** Have everyone practice walking to your severe weather refuge area and taking cover. Discuss scenarios involving building damage or power loss.
- Active Shooter: Have everyone get into their designated safe room, lock the door and stay quiet for five minutes. Consider your actions if the room is breached.
- Earthquake: Have everyone practice getting under a table or desk and taking cover. Discuss what items could fall and cause injuries, where the first aid kit is located, or how to treat injuries.

## **Step #5: Gather emergency supplies**

Emergency supplies are purchased by departments and are intended for use by EPCs or staff to support their departments during an incident. Suggested supplies may consist of basic first aid materials, as well as a flashlight, whistle, duct tape, a multi-tool, gloves, an all-hazards weather radio and any additional equipment that could be useful.

Emergency supplies should be checked on a regular basis for any expired components. Kits should be kept in a common, readily accessible, location and used during any incident requiring an evacuation or emergency response.

Departments may purchase their own emergency supplies or purchase a pre-made bag on the WUSTL Marketplace through Workday. Information about these pre-made kits can be found on the emergency management website.

To summarize, these steps are just a few suggested actions EPCs can take to help ensure all faculty, staff, and students are prepared for emergencies and ready to act in case of disaster. These steps are not necessarily all-encompassing and each EPC is encouraged to determine what works best for them and their colleagues. Always reach out to emergency management or public safety for any questions or concerns you may have along the way. Stay alert, stay alive!

























