



## Environmental Health and Safety

### Preparing for an Evacuation

All members of the WUSTL campus community need to prepare to respond to any emergency that involves evacuating a building. At the sound of an appropriate fire alarm, or if you are instructed to evacuate, leave your work area, proceed to the nearest exit, and **leave the building immediately**. There are five key steps to take to prepare for evacuations:

1. **Learn the location of emergency exits** and the shortest route to the exit (check your building's evacuation map) and a secondary evacuation route. When evacuating **DO NOT USE ELEVATORS**. In emergency situations, elevators may stop on floors with hazards such as fire or smoke. **USE THE STAIRS**.
2. **Learn the location of emergency alarm activation stations**. They are red, box-like devices located on the wall near emergency exits.
3. Learn the procedure for reporting emergencies. If you witness an emergency situation, to get help and report the emergency please call:

Danforth Campus: Washington University Police Dept., (314) 935-5555

Medical Campus: Protective Services, (314) 362-4357 (314-362-HELP)

North Campus, South Campus, West Campus, or Tyson Research: call 911, then WUPD, (314) 935-5555

Off Campus: 911, then

Washington University Police Dept., (314) 935-5555

If the telephones in the building or your own cellular phone are not working, use any Blue Light Phone on campus. They are connected to the emergency communications center.

4. Learn the sound of emergency alarm systems. Emergency alarms vary from building to building, but are designed to sound distinctly different from all other bells, buzzers, or signaling devices in the building. If you hear a constant ringing or buzzing you are unable to identify, report the situation to the appropriate emergency number for your location.
5. Learn the location of fire extinguishers in the buildings in which you work, live, or visit.

#### **Evacuating Individuals with Functional needs:**

Special arrangements should be made for individuals who have a functional need that would hinder their evacuation from the building. The head of a unit in which a functional need person is employed is responsible for making necessary arrangements to provide assistance during an emergency.

The functional need person's designated "assistant" should find the person when the alarm sounds. Washington University Police Dept or Med School Protective Services should be informed of people for whom special arrangements have been made. For more information contact Campus Operations/Emergency Management.

#### **About Building Emergency Preparedness Coordinators**

Each building on campus should have one or more designated Emergency Preparedness Coordinators. This person(s), named by the administrator whose units occupy the majority of space in a building, serves as the point of contact between the occupants of the building and Campus Operations/Emergency



# Washington University in St. Louis

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Management. Among other functions, Emergency Preparedness Coordinators are responsible for communicating with building occupants in the event of an emergency that will cause the shutdown of some or all of the building, and they can provide information about evacuation plans from their building.