This guide is intended to familiarize you with Washington University’s Emergency Preparedness Program and the important role you play as a member of the faculty. We rely on our faculty members, as well as staff, to be informed and to help us promote a safe and secure environment. Just as students look to the faculty as leaders in the classroom or laboratory, we count on you to exercise leadership in the event of an emergency.

**EMERGENCY PHONE NUMBERS**

Danforth Campus  
(314) 935-5555

Medical Campus  
(314) 362-4357

Off-Campus or Other Facilities  
9-1-1

Look for this symbol on emergency information postings near each building’s main entrance.

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**FACULTY GUIDE TO EMERGENCY PREPAREDNESS AT WASHINGTON UNIVERSITY**

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Washington University in St. Louis
When a building’s fire alarm is activated, all occupants are required to evacuate to the Emergency Assembly Point outside that building and remain there for further instructions. The location of the outdoor Emergency Assembly Point for each building is noted on emergency information postings near each building’s main entrance. Building evacuations may also occur during exams, so please determine what procedures you would follow in the event the alarm is sounded during an exam.

St. Louis City and County activate outdoor warning sirens when tornado warnings are issued. In the event that the National Weather Service issues a tornado warning for St. Louis City or County, the university will use several methods — including outdoor warning sirens, email, desktop computer pop-ups, and activation of emergency beacons in large gathering areas — to communicate this threat to members of our community. When you receive notification of a tornado warning via any of these means, direct your students and colleagues to the lowest, internal level of your building and remain there until the threat of severe weather has passed. Check local news media or the National Weather Service for updates.

In the event of an earthquake, you and your students/colleagues should remain where you are until the shaking has stopped. If possible, seek shelter under desks or tables. After the shaking has stopped, if you have reason to believe that the building may be unsafe, exit by the nearest safe route and proceed to the Emergency Assembly Point for your building to await further instructions.

In the event of a medical emergency, remain calm and do not move the person unless there is danger at the current location. Call the emergency number for your location, and stay on the phone with the dispatcher if possible. Arrange to have someone meet the emergency personnel and guide them to your location.

When the university becomes aware of any type of violence on campus that could threaten the safety of others, we will use several methods to communicate this information. If you receive notification of a shooter or other violence on campus, follow the directions provided in the emergency communication. If you become aware of a possible shooter or violence in your building, assist your students and others in fleeing if you think you can safely do so. If you believe you cannot flee safely, lock or barricade yourself and your students in your classroom, lab, or office and turn off the lights. If possible, call the emergency number to report information about the armed intruder and your location.

The university’s Office of Emergency Management is available to provide further information or assistance.

You can reach us by calling (314) 935-9261.

Emergency information is also posted and updated regularly at http://emergency.wustl.edu.