



Emergency Contact Numbers

Danforth Campus
(314) 935-5555

Medical Campus
(314) 362-4357

Off-Campus and Other Facilities
911 and then (314) 935-5555



Faculty Guide to Emergency Preparedness



This guide is intended to familiarize you with how to respond in a variety of emergencies. We rely on faculty members, as well as staff, to be informed and to help 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.

Download the WUSTL Mobile app from your app store and enable notifications to stay informed! All emergency alerts are sent through the app, in addition to other communication methods.

Emergency Information is also posted, and regularly updated, at emergency.wustl.edu.

General Preparedness

- Familiarize yourself with the building(s) where you teach. Know the layout of the building, including exit locations, stairwells, and the Emergency Assembly Point (EAP) location.
- Always bring a copy of your roster to class.
- If possible, carry a cell phone to report any emergencies.
- Consider including emergency information in your syllabus to inform students.
- Review the “Quick Guide for Emergencies” that is found near the door in many classrooms, as well as on emergency.wustl.edu.

Students may look to social media or information from friends during an emergency. Encourage them to wait for official, verified reports from WashUAlerts, the WUSTL app or emergency.wustl.edu.

WashUAlerts

In the event of a university-wide emergency, WashU students, faculty and staff will receive an emergency message, or WashUAlert, providing basic information about the type of emergency, safety instructions and how to get additional information. The university has determined WashUAlerts will only be used for emergencies that pose an “immediate threat” to the campus community, in life-threatening situations, and when the safety of the members of our community could be in serious danger.

When you receive an alert, you should be prepared to take action based on the information provided.

Emergency Management offers periodic trainings and workshops to help faculty, students, and staff prepare for emergencies. To view upcoming offerings, please visit emergency.wustl.edu/training

Evacuation

If you must evacuate the building due to an emergency, proceed to the designated Emergency Assembly Point for your location. Maps containing EAP locations can be found at emergency.wustl.edu.

During an evacuation, do not use the elevators. If individuals are present who have mobility impairments, assist them to the exits.



Fire - If you become aware of a fire in your building, direct your students to evacuate immediately. If the fire alarm is not already sounding, manually activate the pull station as you exit.

Sheltering

In certain emergency situations, sheltering is the best possible response.

Tornado/Severe Weather - If you receive a WashUAlert that instructs you to take shelter due to severe weather, take your students to the lowest, most interior space in the building. Avoid exterior walls and windows. Bring a flashlight and radio, if accessible. Instruct students to cover their heads and necks with their arms.

Person with a Weapon - If you receive an alert that says a person with a weapon has been reported, you will have to quickly evaluate the situation and choose the best course of action.

If you believe the perpetrator is not in your building, the best choice may be to shelter in place, meaning to remain where you are, until you receive further information. Lock the doors (if possible) and stay away from windows.

Run, Hide, Fight!

If you become aware of someone in your building who has a firearm and is shooting, or threatening to shoot:

RUN - Get out of the area, if possible. Notify those you pass along the way.

HIDE - If you cannot escape, lock or barricade yourself in a room. Turn off the lights, silence any devices and remain quiet.

FIGHT - As a last resort, take down the shooter. Act aggressively and use anything that could be used as a weapon.