Objectives

✓ Program Updates
✓ Review Emergency Procedures
✓ Campus Safety Presentation
✓ Scenario-based Discussion
Roles & Responsibilities

- **Liaison** – Point-of-contact between your department and Emergency Management.
- **Prepare** – Provide periodic updates to your personnel on basic life safety information and emergency procedures.
- **Respond** – Support implementation of emergency procedures when necessary.
Within “Employee Self Service” in HRMS, employees can review their contact information and certify its accuracy annually.

- Updated contact information
  - allows for the creation of employee lists for accountability during or after an emergency
  - can help to make sure you can be reached with our campus notification systems.
Objective #1

Program Updates
The goal is to enable the continuation of operations during, or immediately following disruptive incidents and to quickly resume essential functions allowing faculty, staff and students to learn, teach, perform research and deliver patient care.
Communications & Marketing

- Conducting focus groups with students, faculty and staff members to assess communications during emergency and non-emergency situations

- Rebranding/marketing campaign planned for September 2017, with events taking place on the Danforth and Medical Campuses
Launched all new Emergency Management website in late 2016

- More customer-focused
- One source for program and training information, as well as preparedness tips
- Includes an “Announcements” section on the home page for up-to-date news

www.emergency.wustl.edu
Training & Exercises

• Target Audience
  – Personnel with operational responsibilities during a disaster or emergency event that impacts campus

• Goal
  – Coordination
Preparedness Training

Training Courses

**EMGT 2001** – Initial EPC Training

**EMGT 2003** – Fire Safety & Extinguisher

**EMGT 2005** – Active Shooter Response

**CPR/AED** – Monthly through FPP/EST
Learn @ Work

- Browse:
  - ANEST - Anesthesiology
  - ArtSci - College of Arts & Sciences
  - AS - Accounting Services
  - BIDW - Business Intelligence Data Warehousing
  - CMP - Compliance Profile
  - DCM - Animal Subjects
  - DOM - Department of Medicine
  - EHS - Environmental Health and Safety
  - EM - Emergency Management
  - Featured Category
  - FPP - Faculty Practice Plan
  - HIPAA - Health Information Privacy and Security
  - HR - Human Resources
  - HRPO - Human Subjects Education
  - Learn@Work Resources
  - More

- Class ID: 00014603
  - Instructor-Led
  - 22-JUN-2017
  - 00029 - Mid Campus Center, EOC Training Room 1404
  - Class description: This class will be held on the Danforth Campus. The room is still TBD. An email will be sent to those signed up the class when a room is booked.
  - Language: English
  - Duration: 02:00
  - Available seats: 97
  - Waitlisted: 0

- Class ID: 00014403
  - Instructor-Led
  - 13-DEC-2017
  - 00029 - Mid Campus Center, EOC Training Room 1404
  - Class description: Mid Campus Center (4590 Children's Place), First Floor, Room 1404
  - Language: English
  - Available seats: 47
  - Waitlisted: 0

- EMGT 2005 - Active Shooter Response Training
  - Registered
  - Course (5 classes)
  - This free 1.5 hour class is intended to give faculty, staff, and students a better understanding of what their options are when confronted by a person committing violence or during an active shooter situation at the university. Participants learn about... more

- View classes
BARA Project

• Best Available Refuge Area
• Uses FEMA standards
• Structural Engineers
• Update Emergency Evacuation Maps
Public Safety Center

- Mid Campus Center (MCC)
- BJH & WUSM
- One Combined Dispatch Center
- One Emergency Phone Number
- Emergency Operations Center
Notable Events

- Statewide Tornado Drill
- National Preparedness Month
- Great American Shakeout
Objective #2

Review Emergency Preparedness Procedures
Be Ready!

Key Points:

Be Aware

Be Prepared

Take Action

Be Informed
Situational Awareness

Being aware of one's surroundings and identifying potential threats and dangerous situations
# Top WU Hazards

<table>
<thead>
<tr>
<th>Hazard</th>
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<tbody>
<tr>
<td>Tornado</td>
<td>Utility Failure</td>
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<tr>
<td>Fire</td>
<td>Earthquake</td>
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<tr>
<td>Severe Thunderstorm</td>
<td>Hazardous Material Spill</td>
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<tr>
<td>Severe Blizzard/Snow Fall</td>
<td>Mass Casualty</td>
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<tr>
<td>Building Flood</td>
<td>Pandemic Flu</td>
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<tr>
<td>Temperature Extreme</td>
<td>Active Shooter/</td>
</tr>
<tr>
<td>Civil Disturbance</td>
<td>Workplace Violence</td>
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</table>

*New Hazard – IT/Cyber Attack*
Cooper’s Color Code

White
- Relaxed and completely unaware.

Yellow
- Relaxed but aware. Minimum acceptable level when in public or carrying a firearm.

Orange
- Potential threat identified. Attempt to verify, evade if necessary.

Red
- Threat verified. Execute necessary response.
Severe Weather

- Impending severe weather
- Local news
- National weather service
- Know it’s coming before it hits
- Watches vs. Warnings
Suspicious Behavior

Trust your instincts!

- Establish a baseline of normal
- Look for anything outside the baseline
- Take action if necessary
- You have a lifetime of experience
Current Events

- Current trends in crime
- Impending severe weather
- Upcoming events
- Possible copycats
Pay Attention!

- Riding the Metrolink
- Sitting at a stoplight
- Crossing the street
- Eating at a restaurant

Keep your head on a swivel, know what’s around you!
**Emergency Responders**

**Medical School**, call Protective Services at 314-362-4357 (All 10-Digits)

**Danforth Campus**, call WUPD at 314-935-5555 (5-5555)

**North Campus, West Campus, South Campus, Tyson Research, 560 Bldg., Lewis Center**, call 911, then call WUPD at 314-935-5555

**BJH/SLCH**, call Barnes Public Safety at 314-362-0750/0911, then call WUSM Protective Services
Emergency Assembly Points

- Every building is assigned an EAP
- If an evacuation is needed this is where you go to assemble
- To find your EAP visit:

  www.emergency.wustl.edu
Evacuation Maps

EMERGENCY EVACUATION PLAN

Legend
- Assembly Location
- Evacuation Route
- AED
- Fire Pull Station
- Fire Extinguisher

In Case of Fire Dial 362-4357
Use Stairway For Exit.
Do Not Use Elevator

Fourth Floor
Clinical Sciences Research Building
4939 Children's Place
St. Louis, MO 63110

You Are Here

Emergency Assembly Location
Be Prepared?

Emergencies can happen Anywhere, Anytime!
Plan Ahead!

- Evacuation Route(s)
- Fire Extinguishers
- Pull Stations
- Severe Weather Refuge Areas
- Emergency Assembly Point
- Secure Rooms

Cartoon: The Fourth Pig...
Be Informed!

• WashU Alerts is the University’s Mass Notification System for alerting faculty, staff, students, and campus visitors of an emergency situation.

• Phone/voice message
• Text message/e-mail
• Alertus beacons
• Desktop pop-ups
• Fire Alarm System
• WUSTL APP
**Fire Facts**

**Fire is FAST**
*There is little time!*
In less than 30 seconds a small flame can get completely out of control and turn into a major fire. It only takes minutes for thick black smoke to fill a house. In minutes, a house can be engulfed in flames.

**Fire is DARK**
*Fire isn't bright, it's pitch black.*
Fire starts bright, but quickly produces black smoke and complete darkness. If you wake up to a fire you may be blinded, disoriented and unable to find your way around the home you've lived in for years.

**Fire is HOT**
*Heat is more threatening than flames.*
A fire's heat alone can kill. Room temperatures in a fire can be 100 degrees at floor level and rise to 600 degrees at eye level. Inhaling this super-hot air will scorch your lungs.

**Fire is DEADLY**
*Smoke and toxic gases kill more people than flames.*
Fire uses up the oxygen you need and produces smoke and poisonous gases that kill.
Fire Hazards

Be aware of your surroundings and potential hazards.

Blocked Exits

Blocked Evacuation Route

Overloaded Outlets
Fire Safety

Be Prepared:

✓ FIRE EXITS

✓ EVACUATION ROUTE(S)

✓ FIRE EXTINGUISHERS

✓ PULL STATIONS

✓ FIRE DRILLS
Building Fire Alarm Systems

Be Informed:

**Combination of:**

- Visual Strobes, **AND**
- Audible Sirens, **OR**
- Voice-over Speakers

**High-Rise:**

- At least 7 floors
- Floor above/floor below alarms
- Only evacuate if alarm on your floor is sounding

**Low-Rise:**

- Typically 6 floors or less
- Alarm sounds through whole building.
Fully visible text:

### Business Occupancy

**Take Action:**

Immediately **EVACUATE** the building

Manually **ACTIVATE** the fire alarm (pull station) as you evacuate

Proceed to your designated **EMERGENCY ASSEMBLY POINT** (EAP)

**CALL** the Emergency Responders for your location

**GET OUT, STAY OUT!**
EPC Actions

 ✓ Grab your Red Bag

 ✓ Gather everyone at the EAP

 ✓ Account for employees at EAP

 ✓ Inform responders of anyone still inside
Fire Safety

Remember: R.A.C.E.

**RESCUE** anyone in immediate danger

**ACTIVATE** the ALARM

**CONTAIN** the fire (close doors)

**EVACUATE** the building (DO NOT use elevators)

GET OUT, STAY OUT!
Outpatient Clinics

CAM, CSCC, etc…

Step One: Stay Put
  - Reassure Patients

Step Two: Horizontal Evacuation
  - If evidence of fire condition
  - Move beyond fire barrier

Step Three: Vertical Evacuation
  - Use Stairwells
  - Assist patients
  - Go to the Emergency Assembly Point
Inpatient Hospitals

BJH & SLCH

Step One: Defend In Place

Step Two: Horizontal Evacuation

Step Three: Vertical Evacuation

Step Four: Building
- Only if ordered by Public Safety officials or the Fire Department
Small Fires

• Retrieve the nearest FIRE EXTINGUISHER and attempt to put our the fire (Remember P.A.S.S.)

• If the fire isn’t out in 30 seconds, EVACUATE Immediately!

• Manually ACTIVATE the fire alarm (pull station)

• CALL the Emergency Responders for your location
Fire Extinguishers

Remember: P.A.S.S

- **Pull** the pin
- **Aim** the extinguisher at the base of the flame
- **Squeeze** the trigger
- **Sweep** from side to side at the base or source of the fire, and approach the fire slowly, keeping an exit behind your back
The Department of Homeland Security defines an Active Shooter as:

- “An individual actively engaged in killing, or attempting to kill, people in a confined space or other populated area”

- Typically use a gun

- No pattern or method to victim selection

- Unpredictable and evolve quickly
Workplace Violence

Be Aware:

- In incidents in which the duration could be ascertained, 70% ended in five minutes or less.

- At least 66.9% of incidents ended before police arrived and could engage the shooter.

- In 21 incidents (13.1%), unarmed citizens safely and successfully restrained the shooter.

Preparation and mindset are the keys to survival!
Training and preparation can increase chances of survival:

- **Know your Environment** (where to run, where to hide, how to fight)

- Adopt a **Survival Mindset** (I will do anything to get home to my family)

- Know that it can happen **Anywhere, Anytime**
What To Expect

Be Informed:

If a credible threat is received, a WashU Alert may be transmitted:

“A person with a weapon has been reported on the XYZ Campus. Go to a place where you feel safe and remain there until further notice. For additional updates go to emergency.wustl.edu.”
Workplace Violence

Take Action:

If someone has started shooting a firearm (or displaying a weapon), or is threatening to shoot: RUN/HIDE/FIGHT/REPORT

- **RUN**: Exit the building immediately. Notify anyone you see to exit immediately.

- **HIDE**: If it is not possible to exit, find a safe and secure place such as locking or barricading yourself in an office or room.

- **FIGHT**: If your life is threatened by the shooter, fight for your life.

- **REPORT**: Call the emergency number for your area and give the dispatcher as many details as possible.
Consider Your Options
How will you respond?

If the threat is located on your campus, initiate **RUN, HIDE, FIGHT, REPORT** activities.

- Do you hear gun shots?
- Do you know the location of the shooter?
- What information do you have?

If the threat is on another campus, do not go there!
Workplace Violence

Active Shooter: After it Happens

- Remain in a safe location until the situation is over and the scene is safe
- Provide law enforcement with any information they require
- Active Shooter situations are traumatic events
  - Get help if you need it
  - Employee Assistance Program (EAP)
Plan Ahead

**Where can I run?** Identify all evacuation routes from areas in your daily routine.

**Where can I hide?** Identify areas around you where you can be safer from an active shooter.

**What if I have to fight?** Think of ways to protect yourself if an active shooter was in your area.

Develop a *Survival Mindset.* I can do this! I will go home to my family!

Stay alert, stay alive!
Workplace Violence

EPC Actions

Encourage employees to take training and visit EM Website.

Discuss options with coworkers - Have a Plan!

RUN, HIDE, FIGHT as the situation dictates.

http://emergency.wustl.edu
Earthquakes Happen Almost Every Day

Most of them are only detected by seismic equipment.
Be Aware:

1811/1812 Quakes:

- The sequence of quakes that occurred near New Madrid included three of the most intense ever to occur on this continent. Church bells rang on the east coast.
- The probability of a repeat of the 1811-1812 earthquakes is 7 – 10%.
- NMSZ is most active earthquake region in US east of the Rockies.
- Earthquakes in this region would damage an area 20 times larger than earthquakes in California.
Earthquakes

Be Prepared:

- Secure heavy objects
- Move heavy items to lower shelves of floor when possible
- Have a communications plan.
  - Landlines and cell phone systems may be overwhelmed
  - Consider texting or using social media
Earthquakes

Be Informed:

When the shaking starts, take action!
Earthquakes

Take Action:

• **Drop** to the floor
  – Before the earthquake drops you!

• **Take Cover**
  – Under a sturdy desk or table
  – Get down next to a wall and cover your head with your arms

• **Hold On** firmly
  – Be ready to move with it until the shaking stops
Earthquakes

**After an Earthquake:**

- Expect aftershocks taking cover each time
- Check for injuries if it is safe to do so
- Tune in radio, TV or go to [http://emergency.wustl.edu](http://emergency.wustl.edu) to get news and instructions
- If the building is not safe go to the emergency assembly point and await instructions
Severe Weather

Know the Terms:

<table>
<thead>
<tr>
<th>Special Weather Statement / Advisory</th>
<th>Weather Watch</th>
<th>Weather Warning</th>
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<td>Any type of weather approaching watch/warning/advisory levels.</td>
<td>Conditions are favorable for the development of severe weather in the designated area (tornado, severe thunderstorm, flash flood, winter storm, etc.)</td>
<td>Severe weather is confirmed and imminent and may pose an immediate threat to life safety or cause property damage.</td>
</tr>
</tbody>
</table>

What actions might you take with each of these products?
Severe Weather

Be Aware:

What to look for:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train
Severe Weather

Be Aware:

• Peak tornado season in the southern states is March – May; in the northern states, it’s late spring through summer.
• Tornadoes typically occur between 3 pm and 9 pm, but could occur at any time.
• Tornadoes cause an average of 70 fatalities and 1,500 injuries in US
• Tornadoes usually move travel from southwest to northeast
• Tornadoes may appear transparent until dust and debris are picked up
Missouri accounts for six of the 25 deadliest tornadoes in US history:

- Joplin: May 22, 2011
- St. Louis: Sept. 29, 1927
- Poplar Bluff: May 9, 1927
- Tri-State Tornado: March 18, 1925
- St. Louis: May 27, 1896
- Marshfield – April 18, 1880
Severe Weather

Be Prepared:

• Locate the safest Area of Refuge

• Keep at least one flashlight with extra batteries on hand

• Keep a battery operated radio on each floor to use only in an emergency
Severe Weather

Be Informed:

- Outdoor warning sirens (if you are outside)
- NOAA weather alert radios
- Cell phone carriers
- Local TV news/radio
- WashU Alerts
Severe Weather

Take Action:

- Evacuate to the lowest level possible, interior space with a flashlight and radio.
- Use technology to see if it will impact your work area.
- Use arms to protect head and neck (DUCK and COVER).
Severe Weather

Following a tornado on campus:

- If safe, help anyone injured or trapped
- Turn on a radio, TV or get the latest emergency information @http://emergency.wustl.edu
- Make emergency calls only (Text if phone lines are down)
- If the building is not safe, go to your emergency assembly point to receive instructions
Objective #3

Campus Safety
Personal Security Inside Buildings: Sound Preparation

✓ Let someone know you are working late—family, coworkers, manager.
✓ Advise Protective Services that you will be working late.
✓ Park smart. Meters are free after 7:00 p.m. Garages are free after 2:00 p.m.
✓ There is safety in numbers. Try to schedule late nights when others will be present.
✓ Lock your office/suite door after hours.
✓ Report suspicious persons.
Personal Safety Outside Buildings: Situational Awareness

✔ Eyes up! Do not text/email and walk. Be aware of your environment around you.

✔ Hang up! Do not walk and talk on your mobile phone.

✔ Volume down! Do not use earbuds.

✔ Be particularly careful at crosswalks. Drivers do not always understand their duty to stop. Make eye contact with drivers!

✔ Use “the link” when possible.
Personal **Security Outside Buildings:**

**Situational Awareness**

- Eyes up, hang up, volume down!
- Trust your instincts.
- Use “the link.”
- There is safety in numbers—walk with others.
- **Take advantage of Protective Services’ safety escorts.**
- Avoid dark areas where someone could hide—walk and park in well-lit areas.
- Walk confidently at a steady pace.
- Keys in hand.
- Check your vehicle’s back seat prior to getting in.
- Car trouble? Call Protective Services to assist you or wait with you for a tow truck.
- Report suspicious persons!
- Weapons?
Security While in the Car

✓ It’s becoming harder to steal parked cars so crooks often steal cars that are occupied.

✓ Plan your route. Avoid trouble spots and areas unfamiliar to you.

✓ Keep doors locked at all times and windows up.

✓ You are most vulnerable while parked or stopped at an intersection. Be mindful of the area around you. Do not sit in a parked car. At intersections, leave room in front of the car to make an escape.

✓ If you are approached, give the thieves what they want.
Secure Your Belongings at Work

- Be on the lookout for “office creepers.”
- Primary targets for theft are small electronics, laptop computers, and women’s purses.
- Lock your work area when leaving, even if only for minutes.
- If you cannot lock your work area door, lock your valuables in a drawer or cabinet.
- If you do not have secure storage options, discuss with your manager.
- Report suspicious persons!
Avoid Vehicle Break-Ins

✓ Vehicle break-ins are difficult to police, simple to avoid.
✓ Never leave valuables or packages unattended in your vehicle, particularly afterhours.
✓ Secure valuables in your trunk prior to arriving at work.
✓ If driving an SUV, secure valuables in the rear compartment under a cargo cover.
✓ Bring packages inside with you. Leave nothing to temp crooks.
✓ It is not just the theft but the damage to your car!
The Takeaway

☑ Be aware of your surroundings at all times for reasons of both safety and security.
☑ Proper preparation and planning will help you avoid becoming a victim of a crime.
☑ Protective Services is on duty 24/7/365. When in doubt, task us! Report suspicious persons, request assistance, request escorts.
Important Contact Info

- WUSM Campus: Protective Services
  314-362-4357
  https://facilities.med.wustl.edu/security/
  Protective Services Facebook page

- Danforth Campus: Washington University Police Department
  314-935-5555
  https://police.wustl.edu/Pages/Home.aspx

- Off Campus: St. Louis Metropolitan Police Department
  911 Emergency
  314-231-1212 Non-emergency
Objective #4

Scenario Discussions
Scenario #1

What if: You are in a meeting receive an alert that there is a person with a weapon on your campus. You don’t know the location or exact nature of the threat and aren’t very familiar with where to go or what to do in this location.

What do you do?

- Stay put and eat your lunch until further information is available.
- Wait for others to respond and do what they do.
- Immediately begin looking for a safe place to hide while maintaining a general awareness of your surroundings, looking for signs of a threat in your area.
- Go to your vehicle, leave campus, and take the rest of the day off.
**Scenario #2**

**What if:** The fire alarm activates and you and your employees evacuate the building and meet at your EAP. After taking accountability you realize you are missing an employee and you’re sure they were in the office minutes before the alarm.

**What do you do?**

- Assume they evacuated safely and do nothing.
- Inform emergency responders that one of your employees is missing and you’re unsure of their whereabouts.
- Go back into the building to find the employee. They may have been in the bathroom and didn’t hear the alarm.
- Buy lunch for the rest of your employees who got out safely. You didn’t like that employee anyway.
Scenario #3

What if: You’re on the twelfth floor of your office building and you receive a tornado warning. There’s not time to get to the lowest level of your building via the stairs.

What do you do?

- Go to the window to look at the pretty sky.
- Go to the nearest enclosed stairwell or interior room and take cover.
- Call home to tell your family what is happening.
- Take the elevator to the lower level since it’s faster.
Scenario #4

What if: You’re coming back from lunch and are in the stairwell of your building. The building starts violently shaking. You realize it must be an earthquake.

What do you do?

- Try to run back down the stairs and get outside.
- Run up the stairs to your floor, go to your desk and take cover.
- Drop your food, get down where you are, and hold on to the railing in the stairs.
- See how long you can stay on your feet before the earthquake knocks you down.
Key Safety Tips

- Have comfortable shoes nearby
- Have an exit strategy
- Know your work space/building
- Plan for those who may have trouble responding
- Plan for the worst case scenario (smoke, trapped, chaos)
- Take Action, don’t hesitate!
Action Items

- Create an accountability list
- Buy an emergency kit
- Assess your work area
- Educate your coworkers regularly
- Make a plan!
- Attend training
- Participate in drills
- Update contact information in HRMS
Create an accountability list for those that you are responsible for as an EPC

- If you are designated in HRMS as an EPC you should have access to download the list
Are you Prepared?
Key Points

Be Aware!

Be Prepared!

Be Informed!

Take Action!
Questions?
Contact Information

Eric Wilkinson
wilkinsone@wustl.edu
WashU EM: 314-362-6348