Emergency Management, in conjunction with campus partners, conducts periodic fire drills in university-owned buildings across all campuses.

As you evacuate, close doors behind you, stabilize any lab procedures, turn off gas valves and assist those who are unable to evacuate on their own by moving them to the nearest enclosed stairwell.

Checklist

☐ Obtain a list of your assigned employees from HRMS (EPC ONLY):
  - HRMS > Main Menu > Workforce Monitoring > Emergency Preparedness > Summary Data >
    Summary of My People > People I am Assigned To
  - Check with your department’s payroll administrator for issues with assigned personnel or access to Workforce Monitoring.

☐ Identify individuals with mobility issues who may need assistance evacuating.
  During a building evacuation, assist the individual(s) to the nearest enclosed stairwell to isolate them from fire and smoke. Assign two “buddies” to help during this process: one “buddy” to stay with the individual and the other to evacuate and report their location to emergency responders.

☐ Familiarize your employees with the building and identify the following:
  Emergency Assembly point (EAP), fire extinguisher locations, fire alarm pull station locations, multiple evacuation routes and all emergency exits.

☐ Check your work area for any fire hazards such as:
  Space heaters, candles, overloaded outlets (use surge protectors), obstructed evacuation routes and blocked emergency exits.

☐ Create a unique group identification sign for the emergency assembly point (EAP).
  To assist your employees with locating their group, you should create a group identification sign. The sign should be as unique as possible for easy identification.

☐ Discuss fire emergency and evacuation procedures with your employees.
  Check the emergency management website, www.emergency.wustl.edu, or consult your department’s emergency plan for proper procedures.

☐ Hold a practice fire drill with your work group and walk through the emergency evacuation procedures.
  A drill will help minimize the response time during a real alarm and help make clear everyone’s role and your expectations.

Training Courses

Registration is available through Learn@Work.

- EMTG 2001: Emergency Preparedness Coordinator
- EMTG 2003: Fire Safety & Extinguisher Training