



Emergency Preparedness Coordinator Program

The Emergency Management Department at Washington University strongly encourages every department/school on campus to have designated Emergency Preparedness Coordinators (EPC). These individuals receive basic training to assist with immediate response actions during an emergency. EPCs are also encouraged to provide periodic training to their work groups on basic life safety and emergency procedures. By following this model, all personnel are better prepared to respond when disaster strikes.

Program Objectives:

- Create a culture of preparedness and develop a survival mindset that permeates all levels of our community and fosters a more disaster resilient university.
- Have designated employees in each department, school, building and floor who will educate their employees and coordinate emergency responses.
- Maintain regular communication with each coordinator to establish relationships that facilitate information sharing and to learn best practices.

Roles & Responsibilities:

- Provide periodic training to department personnel to ensure they are aware of how to prepare for and respond to an emergency.
- Work with department leadership to create and maintain an emergency action plan.
- Serve as the point of contact between the department/school and Emergency Management for fire drills, disaster preparations and other communications or trainings.
- Coordinate response, evacuation and accountability of employees during drills and actual emergencies.
- Communicate any preparedness concerns or questions to department managers or Emergency Management.

