

# WashU Emergency Guide

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 Washington University in St. Louis  
EMERGENCY MANAGEMENT

**PREPARE  
YOURSELF  
BE READY**  
EMERGENCY.WUSTL.EDU

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## Introduction

### PURPOSE

Educating the campus community about local hazards and preparedness options is a priority to building a disaster-resilient university. When faculty, staff and students are given the ability to prepare themselves for disaster, the demand for assistance placed on the limited public safety resources following an incident will, ideally, be reduced.

The purpose of this guide is to educate faculty, staff, and students on the initial life-saving procedures to take when an emergency first occurs. These actions occur from the moment there is a hazard, or the imminent threat of a hazard, impacting the university until the immediate threat to life has passed. Every university unit utilizing this guide should apply the procedures to their unique sections and locations in a way that makes sense for them.

### REVIEW STATEMENT

This guide will be reviewed annually by the Emergency Management Department and updated as necessary. Consideration will be made to changes in university structures or mandates, university policies and procedures, changes in national preparedness and response procedures, as well as feedback and suggestions from faculty, staff and students. Each department and school is responsible for updating any information specific to their respective groups or areas and for creating any specific plans necessary and applicable.

### SCOPE

The Preparedness Guide is applicable at the department and school level and identifies immediate emergency response procedures as well as preparedness guidance for faculty, staff and students.

This guide is general in nature and does not include location-specific actions. This plan does not supersede the Washington University Emergency Operations Plan (EOP), which provides the framework for emergency response procedures for WashU officials in protection and support of all departments and divisions directly associated with the university.

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## Emergency Contact Information

Each employee and student should become familiar with the emergency numbers for their particular location, as well as each campus on which they may conduct business. In the event of an emergency, contact the public safety department for your location:

### **Danforth Campus**

WashU Police Department (314-935-5555)

### **WashU School of Medicine**

Protective Services (314-362-4357)

### **Barnes Jewish Hospital (BJH) Facility**

BJH Public Safety (314-362-0750/0911)

### **St. Louis Children's Hospital (SLCH)**

Public Safety (314-362-0750/0911)

### **North, West, South Campuses, Tyson Research, or Off Campus**

Local Police Department (911)

When to call:

- Report criminal or suspicious behavior
- Report fire incidents, even if the fire has been extinguished
- Report a medical emergency
- Report other emergency situations that you believe may result in injury, death, loss of property, etc.

What information to provide:

- Your name
- The nature of the emergency
- The location of the emergency
- When the emergency occurred
- How the emergency happened
- If you are in a safe location

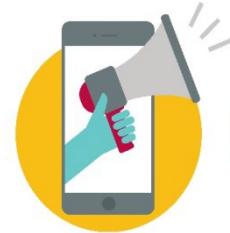
***Remember: Always call to report emergencies immediately. Do not wait to report an incident and call even if you are in doubt about the seriousness of the situation.***

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## Alerts and Notifications

In the event of a serious university-wide emergency, faculty, staff and students will receive an emergency notification, or WashUAlert, providing basic information about the type of emergency, safety instructions and how/where 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 less urgent situations, the university may issue a “Crime Alert”, which can be posted, mailed or emailed depending on the nature and scope of the incident.



**TUNE IN.**

When you receive an alert, you should be prepared to take action based on personal observations and the information that is provided. If possible, visit [www.emergency.wustl.edu](http://www.emergency.wustl.edu) for additional information or instructions as it becomes available. This website will be the best source of current and accurate information, safety instructions and educational materials in an emergency. It will be continually updated during an incident.

### **Alerts may be sent and received in a variety of modes to include:**

- Phone calls or voice message
- Text message
- University email
- Alertus beacons
- Desktop pop-ups
- Fire alarm voice-over messages
- WUSTL App

### **Take the following steps to ensure you receive notifications:**

- Most university computers have the desktop pop-ups already installed. If you are unsure whether or not you have this feature, contact the IT department.
- Update your emergency/personal contact information via HRMS for employees, or SIS if you are a student.
- Download the WUSTL App and allow push notifications.

Stay tuned for updates or additional warnings. Continue to monitor the local conditions and look for updates from WashUAlerts, [www.emergency.wustl.edu](http://www.emergency.wustl.edu) and WashU social media platforms for the duration of the incident. If possible, tune in to local television or radio for additional information.

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## Emergency Procedures

This section covers the basic procedures university faculty, staff and students should take during the onset of an emergency (alphabetic order).



### ACTIVE SHOOTER

The Department of Homeland Security defines an active shooter as “an individual actively engaged in killing or attempting to kill people in a confined and populated area: in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims”.

Since one never knows when disasters will occur, it's important to always be prepared. Take the following measures to be ready:

- Take time to know your surroundings. For areas you frequent, consider multiple routes to escape and places to hide in the event of an incident. Know where you will go once safely out of the building.
- Keep your university ID card and a cell phone with you at all times. Your university ID will allow you access to buildings if they are locked down. Your cell phone will allow you the ability to report any incident to public safety.
- Identify the best hiding spaces in your work area (or any area you frequent). These spaces should be able to lock and should provide plenty of cover (physical barriers) and concealment (hides you from view).
- Identify anything in your work area that could be used as a defensive weapon to disrupt or incapacitate a shooter.
- Take some time to discuss different scenarios with friends and coworkers. It's better to have a plan in place and have an idea what your co-workers may do in these situations. This limits any time for debate when a real event occurs.
- If you see something, say something. To report suspicious activity, or an imminent act of violence, call [the emergency number for your location].

In the event of an active shooter, or a person with a weapon threatening violence on campus, an emergency notification will be sent to all faculty, staff, and students.

Stay tuned for updates or additional warnings. As the situation develops, updates will be provided via additional alert notifications, [www.emergency.wustl.edu](http://www.emergency.wustl.edu) and official WashU social media platforms throughout the duration of the incident.

When an active shooter situation occurs you must quickly determine the most reasonable way to protect your own life. Remember that students will likely follow the lead of faculty, visitors will likely follow the lead of employees, and employees will likely follow the lead of managers.

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Below are available options to use during an active shooter event. It is important to remember that multiple options may be used in a single event and the best option for one person may not be the best option for another. A person should know his or her physical and mental capabilities and strategize their response prior to an incident.

Consider the following options when faced with an active shooter situation:

## **RUN**

If you know the shooter's location, the shooter is nearby, and if there is an accessible escape path you may wish to evacuate the area, putting as much distance between you and the shooter as possible. Consider the following:

- **You may choose to RUN if you:**
  - Possess accurate and current knowledge of the shooter's location
  - Know the shooter is nearby and most likely in the immediate area
  - Are confident you can safely escape
  - Have planned an escape route and have an accessible escape path
  
- **If you decide to RUN, remember:**
  - Leave your belongings behind
  - Warn others as you escape
  - Keep your hands visible
  - Use cover & concealment
  - Evacuate regardless of whether others agree to follow
  - Try to take others with you, but don't let them slow your escape
  - Put distance and physical barriers between you and the shooter
  - Don't stop until you are safely away from the area of the threat
  - Once you feel safe, call law enforcement and REPORT
  - Follow instructions of police officers
  
- **Should I RUN?**
  - Do I hear gun fire?
  - Do I know the shooter's location?
  - Do I have a clear path of escape?
  - Am I physically capable of escaping?
  - Do I have cover & concealment?
  - Can I use the building layout to my advantage?

## **HIDE**

If evacuation is not possible, or you're unsure of the shooter's location, the best option may be to find a place to hide, where the shooter is less likely to find you.

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Consider the following:

- **You may choose to HIDE if:**
  - Evacuation is not possible
  - You are unsure of the shooter's location
  - The shooter is blocking your escape route
  - You are physically unable to run/escape
  
- **If you decide to HIDE, remember:**
  - Lock yourself in a room or closet
  - Use cover and concealment
  - Barricade the doors with heavy furniture
  - Wrap the door closer arm/hinge
  - Close blinds or curtains
  - Hide behind large, dense objects
  - Turn off lights and remain silent
  - Silence mobile phones & pagers
  - Put as many physical barriers between you and the shooter
  - If possible, consider a location that keeps additional options open
  
- **Should I HIDE?**
  - Do I know the shooter's location?
  - Do I have an open escape route or is the shooter blocking the way?
  - Am I physically able to escape?
  - Am I in, or near, a room which locks?
  - Does my location provide both cover AND concealment?
  - Can I effectively block entry into the room?
  - What other options do I have?

## **FIGHT**

As a last resort, only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter. You should attempt to fight only if running and hiding are no longer options. Consider the following:

- **You may choose to FIGHT if:**
  - The shooter is too close for you to run or hide
  - Your life is in immediate danger
  - There are no other viable options
  
- **If you decide to FIGHT remember:**



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- There are no rules
  - Act aggressively and commit to your actions
  - Succeed by any means possible
  - Throw items and improvise weapons
  - Yell and Shout
  - Keep fighting until the shooter is no longer a threat
  - It's you or the shooter at this point

- **Should I FIGHT?**

- Are there any other options still available?
- What weapons do I have available?
- What are my physical capabilities?
- What are the shooter's vulnerabilities?

## **REPORT**

If you have information about the shooter's location, or a description of the shooter, call the emergency number for your location and report the incident, when safe to do so. Provide as much information as you can accurately recall and stay on the line until the dispatcher is finished gathering information or if you are in danger.

- To report an active shooter in your area call [the emergency number for your location].
- Provide the following information to law enforcement officers or the dispatcher:
  - Location of the shooter
  - Number of shooter(s)
  - Physical description of the shooter(s)
  - Number and type of weapons held by the shooter(s)
  - Number and location of potential victims

Law enforcement's initial purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. When law enforcement officers arrive on scene, take the following actions:

- Remain calm and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Do not reach for, or attempt to grab, an officer
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises



## BUILDING FLOODS

Although most floods that occur on campus do not pose an immediate life safety threat, flood waters can quickly cause damage to buildings and utilities that may pose risks to personnel working in the area.

If you experience a water leak or building flood in your work area take the following actions:

- Call [the emergency number for your location] to report the impacted building and room number(s).
- Do not go into a room if water is covering the electrical outlets or if cords are submerged.
- Evacuate the area if you see sparks or hear buzzing sounds.
- If safe and possible, stop the source of the water feeding the flood.
- Stay clear of any sewage or “dirty” water unless you are wearing appropriate protective equipment.
- If safe to do so, retrieve sensitive documents and/or equipment that may be damaged by the water.
- Provide any information requested by emergency responders.



## CIVIL UNREST

While many demonstrations are peaceful, some may become violent. Civil unrest occurs when people act out violently during otherwise peaceful demonstrations, requiring public safety officials to get involved.

If you witness any violent activities occurring on or near campus:

- Call [the emergency number for your location].
- Do not obstruct or aggravate protestors.
- Alert others in your area of the situation.
- If deemed necessary, lock doors and windows.
- Close blinds to prevent flying glass.
- If necessary, and safe to do so, evacuate the area.
- Report any damage to WUPD, Protective Services, or local building managers and facilities representatives.
- Provide law enforcement officials with any requested information regarding the violent activities that occurred.
- If needed, restock any emergency supplies after the event.



## EARTHQUAKES

An earthquake causes the earth's crust to shake in a range of slight tremors to large shocks. St. Louis is in the New Madrid Seismic Zone. A major earthquake in the St. Louis region has the potential to cause widespread damage, impacting multiple states.

It's important to prepare for disasters prior to any occurrence to minimize injuries and damage to property. Take the following actions prior to an earthquake:

- Prepare for an earthquake by taking a few minutes to identify potential hazards in your area such as:
  - Top-heavy, free-standing items that could topple.
  - Heavy or breakable items on high shelves.
  - Heavy items hung on the wall or ceiling near the work area.
- Practice how to “Drop, Cover, and Hold On!”
- Look around places where you spend time. Identify safe places such as under a sturdy piece of furniture or in the corner of your room.
- Secure items that could fall, topple, or cause injuries such as bookshelves, mirrors, light-fixtures.
- Have a communication plan in case the power goes out or you get trapped in a building:
  - Have a whistle in case you get trapped
  - Use text messages instead of phone calls
  - Have an out of state contact in case local lines are jammed

The actions you take when an earthquake occurs depends on your location at the time. Because there is little, if any, warning prior to an earthquake you will need to take immediate action when the shaking begins.

If you are inside at the time of an earthquake:

- **DROP** down onto your hands and knees so the earthquake doesn't knock you down.
- **COVER** your head and neck with your arms to protect yourself from falling debris.
  - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
  - If there is low, sturdy furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- **HOLD ON** to any sturdy covering so you can move with it until the shaking stops.

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- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.

If getting safely to the floor isn't possible:

- Identify an inside corner of the room away from windows and objects that could fall on you.
- Get as low to the floor as possible.
- Those in wheelchairs should lock their wheels and remain seated until the shaking stops.
- Protect your head and neck with your arms, a book, or whatever is available.

If you're outside when you feel the shaking:

- Move away from buildings, streetlights, and utility wires.
- Once in the open, Drop, Cover, and Hold On.
- If finding open ground isn't possible, you may need to quickly go inside a building to avoid falling debris. Once there, Drop, Cover, and Hold On.
- Avoid trees and falling debris.

If you're in a moving vehicle when you feel the shaking:

- Stop as quickly and safely as possible and stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped.
- Avoid roads, bridges, or ramps that the earthquake may have damaged.

If you get trapped:

- Protect your mouth, nose, and eyes from dust.
- If you are bleeding, put pressure on the wound and elevate the injured part.
- Signal for help with your emergency whistle, a cell phone, or knock loudly on solid pieces of the building (rescue personnel will be listening for such sounds).

After an earthquake immediately check to see if anyone is injured, and if you have been trained in first aid, put your skills to use by assisting those in need and taking the following actions:

- If a person is bleeding, put direct pressure on the wound. Use clean gauze or cloth, if available.
- If a person is not breathing, administer rescue breathing.
- If a person has no pulse, begin CPR (cardiopulmonary resuscitation).

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- Treat anyone injured or traumatized for shock by keeping them warm with a blanket. Elevate their feet over their heart, as long as this does not interfere with their injuries.
  - Do not move seriously injured persons unless they are in immediate danger of further injury.
  - Carefully check children or others needing special assistance.
  - Call [the emergency number for your location] to report the impacted building, room number(s), and injuries.

You will also need to take the following actions after an earthquake occurs:

- Unless your building has sustained major damage, stay put, check for injuries and begin assessing your area for property damage.
- If your building has sustained major damage, you smell gas, or hear hissing evacuate the building and proceed to your emergency assembly point. **DO NOT** take the elevator.
- Be prepared for aftershocks. Each time one occurs, **DROP, COVER and HOLD ON.**
- Monitor local media, official university social media accounts or stay tuned for WashUAlerts for additional information or instructions.



## FIRE/EVACUATION

All university buildings have been designed and built with fire alarm detection and warning systems. Fire alarm detection & warning systems are designed to alert building occupants when there is a possible fire condition in the building. Each system will consist of a combination of the following:

- Visual Strobe Lights, **AND**
- Audible Sirens/Horns, **OR**
- Audible Voiceover Speakers

In administrative buildings consisting of offices, labs and classrooms, as well as in ambulatory clinics (when not in conflict with specific building procedures) all occupants should take the following actions during the presence of a fire condition or immediately upon activation of the fire alarm in your area:

- Activate the fire alarm system if you observe fire, smoke, or smell a burning odor:
  - Use the nearest fire alarm pull station.
- Evacuate the building immediately:
  - Use the nearest evacuation route if safe. If unsafe, use an alternate route.
  - Assist patients, visitors, and students to the emergency exit.
  - Help those in immediate danger.
  - Stabilize lab procedures and shut off any gas valves in the area.

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- Grab your emergency bag
  - Close doors on your way out (do not lock doors)
  - Use the stairs, NOT elevators
  - Keep low to the ground, staying under any smoke.
  - Go to your designated emergency assembly point:
    - Check-In with your Emergency Preparedness Coordinator (EPC) or designated authority figure.
    - Account for all employees and notify emergency responders of anyone still inside needing assistance.
    - Remain at the EAP until Fire Department officials or Protective Services officers give the “All Clear”.
  - Call [the emergency number for your location] and report any pertinent information to emergency responders.

In the Center for Advanced Medicine (CAM) take the following actions during the presence of a fire condition or immediately upon activation of the fire alarm:

- Step One: Stand-by
  - Reassure patients and their families that the situation is being investigated
  - Conduct an assessment of your area, looking for signs of a fire
  - Prepare to evacuate horizontally, if necessary
- Step Two: Horizontal Evacuation
  - If evidence of fire condition exists begin moving patients down the hall, away from danger
  - Move beyond any fire rated doors to limit exposure to any hazard
  - Prepare to evacuate vertically, if necessary
- Step Three: Vertical Evacuation
  - If the smoke, or fire, spreads beyond the fire barriers, evacuate the building
  - Use stairwells only, NOT elevators
  - Assist patients and their families
  - Notify emergency responders if assistance is needed
  - Go to the Emergency Assembly Point and await further instruction

In non-ambulatory hospitals, Barnes Jewish or St. Louis Children’s, take the following actions during the presence of a fire condition or fire alarm activation:

- Step One: Defend-in place
  - Reassure patients and their families that the situation is being investigated
  - Conduct an assessment of your area, looking for signs of a fire
  - Prepare to evacuate horizontally, if necessary
- Step Two: Horizontal evacuation
  - If evidence of fire condition exists begin moving patients down the hall, away from danger
  - Move beyond any fire rated doors to limit exposure to any hazard
  - Prepare to evacuate vertically, if necessary
- Step Three: Vertical evacuation

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- If the smoke, or fire, spread beyond the fire barriers, begin evacuating vertically to an alternate, pre-designated, floor
  - Use stairwells only, NOT elevators
  - Assist patients and their families
  - Step Four: Building evacuation
    - Only if ordered by STL Fire Department or Public Safety Officials
    - Use stairwells only, NOT elevators
    - Assist patients and their families
    - Notify emergency responders if assistance is needed
    - Go to your Emergency Assembly Point

If the fire is in the incipient stage (small and controllable), if a fire extinguisher is readily accessible, and if you are trained in the use of a fire extinguisher, an attempt may be made to extinguish the fire before it spreads. If you choose to attempt to extinguish a fire, take proper precautions and follow the procedures below:

- Activate the building fire alarm system using the nearest fire alarm pull station.
- Notify co-workers of the emergency:
  - Alert co-workers to the fire and warn them of danger.
  - Have a co-worker call the emergency number for your area.
- Retrieve the nearest fire extinguisher and put out the fire.
- Remember P.A.S.S. when using fire extinguishers.
  - **Pull** safety pin from handle
  - **Aim** at the base of the fire
  - **Squeeze** the handle
  - **Sweep** from side-to-side at the base of the fire.

Before fighting a fire always:

- Alert others that there is a fire and activate the building fire alarm.
- Be sure someone has notified emergency responders.
- Confirm that the fire is small and not spreading.
- Confirm you have a safe path to an exit not threatened by the fire.
- Be sure to use the correct type fire extinguisher.

If you become trapped in an office or lab:

- Close doors and windows to isolate yourself from the threat (unless venting smoke from the room)
- Place a wet towel or cloth under the door
- Notify emergency responders of your situation and location:
  - Call the emergency number for your location
  - Attempt to get someone's attention from a window

Procedures for those who remain to operate critical operations:

- Life safety is priority during any emergency.

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- Any employee who delays evacuation to operate critical operations should discuss specific procedures to be followed in such an instance with department managers.
  - Always work with emergency responders to ensure they are aware there may be someone in the area during a building evacuation.

To assist those with limited mobility:

- Assist the individual to an available area of refuge:
  - Options may include an enclosed stairwell, an adjoining building, a room with a closed door that is located a safe distance from the hazard, etc.
  - This will help isolate them from fire or smoke until emergency responders arrive to assist with their evacuation or stabilize the incident.
  - Always call the emergency number for your location to report the individual's name, location, and to request assistance.
- Attempt a "rescue evacuation" only when someone is in immediate danger and cannot wait for professional assistance.
- If waiting is not an option:
  - Have at least two physically capable volunteers assist the individual.
  - Ask the individual how best to assist them. They will have the best knowledge regarding their physical capabilities.
  - Move them to an area that is well clear of the hazard.

To assist visually impaired persons:

- Tell the person the nature of the emergency.
- Offer your arm or shoulder for guidance.
- As you walk, continue to give verbal instructions:
  - Tell them where you are going
  - Describe any obstacles you encounter.
  - Provide estimated distances and directional terms.
- When you reach safety:
  - Orient the person to their surroundings
  - Ask if they need further assistance.

To assist those with hearing limitations:

- Those with hearing limitations may not hear the alarm.
- Discuss alternative warning systems to get their attention. Examples include:
  - Writing a note
  - Turning the lights on and off
- If you write a note, include the following:
  - The nature of the emergency,
  - The nearest evacuation route, and
  - Where to meet once outside
- If you use the lights, give visual instructions by pointing toward:
  - Fire alarm strobes,



- Exit signs, or
- Evacuation maps



## HAZARDOUS MATERIALS SPILL (ON SITE)

Hazardous materials are an integral part of campus operations and support the school in work related to the clinical, research and academic missions of Washington University. Risks to faculty, staff and students occur if a chemical is used unsafely or released in harmful amounts into the environment.

If a chemical spill or hazardous materials release occurs inside a university facility:

- Immediately notify affected personnel and evacuate the area.
- If the spill material is flammable, turn off ignition and heat sources. Leave the local exhaust ventilation (fume hoods) on.
- Avoid breathing vapors of the spilled material.
- Call [the emergency number for your location], or your property or facility manager if off campus, to report the incident.
- Do not attempt to contain or clean up any spills unless you have been trained to do so.
- If contaminated by the spill, avoid contact with others, remain in the area, wash off any contamination and administer any required first aid.
- If you are not contaminated, leave the area and close the door behind you to contain the spill.
- If building evacuation is required, pull the fire alarm and gather at your Emergency Assembly Point.



## IT INTERRUPTIONS/CYBER ATTACKS

Cyber security involves preventing, detecting and responding to cyber incidents. Unlike physical threats that prompt immediate action, cyber threats are often difficult to identify and comprehend.

You can increase your chances of avoiding cyber risks by setting up the proper controls. To protect yourself, your family and your property before a cyber-incident occurs:

- Only connect to the Internet over secure, password-protected networks.
- Do not click on links or pop-ups, open attachments, or respond to emails from strangers.
- Always enter a URL by hand instead of following links if you are unsure of the sender.

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- Do not respond to online requests for Personally Identifiable Information (PII); most organizations – banks, universities, companies, etc. – do not ask for your personal information over the Internet.
  - Limit who you are sharing information with by reviewing the privacy settings on your social media accounts.
  - Trust your gut; if you think an offer is too good to be true, it probably is.
  - Password-protect all devices that connect to the Internet as well as user accounts.
  - Don't use the same password twice; choose a password that means something to you and you only; change your passwords on a regular basis.
  - If you see something suspicious, report it to your department management as well as the university IT department at [InfoSec@wustl.edu](mailto:InfoSec@wustl.edu).

It will be the responsibility of the university IT department to inform the campus community of any cyber threats to the university computer network or data. If notified of a cyber-threat or if you believe your computer has become contaminated take the following actions:

- Immediately change all passwords; financial passwords first. If you used the same password for multiple resources, make sure to change it for each account, and do not use that password in the future.
- If you believe the compromise was caused by malicious code, disconnect your computer from the Internet and report the incident to your manager and the university ID department at [InfoSec@wustl.edu](mailto:InfoSec@wustl.edu).
- Contact companies, including banks, where you have accounts as well as credit reporting companies.
- Close any accounts that may have been compromised. Watch for any unexplainable or unauthorized charges to your accounts.
- If your PII was compromised, consider other information that may be at risk.



## PANDEMIC FLU

Epidemics occur when infectious disease becomes widespread in a community or certain area. A pandemic flu is a global outbreak, typically of new flu strands, which can spread rapidly, causing overloaded healthcare systems, inadequate medical supplies and a disrupted economy.

It's important to prepare for a pandemic or epidemic prior to the event occurring. Take the following actions to prepare:

At Home:

- Keep at least 2 weeks of food and water on hand. Supplies may run low at stores.

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- Maintain copies of health records from doctors, hospitals, pharmacies and other sources, for personal reference.

#### On Campus:

- Plan for the impact on your department and employees, including extensive absenteeism.
- Establish policies to be implemented, such as flexible worksite/work hours, preventing the spread of disease, restricted travel, etc.
- Ensure adequate resources are available, such as hand-hygiene products, information technology infrastructure, etc.

If you are alerted to, or become aware of, a local or regional pandemic, take the following actions:

- Stay home if you are sick.
- Practice good hygiene.
  - Wash your hands frequently
  - Avoid touching your nose, mouth and eyes
  - Cover coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve
  - Keep frequently touched common surfaces clean
  - Try not to use other workers' phones, desks, offices, or equipment
  - Minimize group meetings
- Communicate with department managers to coordinate any alternative work arrangements.



### SEVERE THUNDERSTORMS

A severe thunderstorm is one that produces one or more of the following: hail one inch or greater in diameter, winds gusting in excess of 57.5 miles per hour, or a tornado. By monitoring weather conditions and preparing in advance, many of the inconveniences and deadly impacts of severe weather can be avoided.

If you are notified of an impending severe thunderstorm take the following actions:

- Stay updated with changing weather conditions.
- If possible, stay inside during the storm.
- Minimize travel under difficult conditions.
- During thunderstorms, avoid contact with electrical equipment, corded phones/devices, and plumbing.
- Call [the emergency number for your location], or your property or facility manager if off campus, to report any power losses.



## SEVERE WINTER WEATHER

During extreme winter weather and cold conditions its best to stay indoors if possible. While indoors take the following actions:

- Be careful when using wood stoves, fireplaces, or space heaters to heat your home.
  - Keep all heat sources at least three feet away from furniture, drapes, and other combustibles.
  - Have chimneys cleaned and inspected annually.
- Avoid using candles during a power outage (use flashlights or lanterns instead).
- Conserve heat in your home (minimize opening the windows and doors)
- Never use an electric generator or a gas or charcoal grill indoors. The fumes are deadly.
- Monitor body temperature for infants and older adults.
- Leave water taps slightly open to prevent pipes from freezing.
- Eat well balanced meals to stay warm (limit alcohol and caffeine).

If you must travel or go outdoors take sufficient measures to do so safely. Take the following actions while outdoors during severe winter weather:

- Dress warmly, in layers, and stay dry.
- Wear a hat, scarf, and mittens.
- If you have to do heavy outdoor chores, work slowly.
- Avoid walking on ice or getting wet.
- Notify friends and family where you will be before you go hiking, camping, or skiing.
- Avoid traveling on ice-covered roads, overpasses, and bridges if possible.
- If you are stranded, it is safest to stay in your car.



## SHELTER-IN-PLACE

In emergencies where hazardous materials may have been released into the atmosphere, you may be instructed to “shelter-in-place”. This means going to an interior room inside a building and closing, locking, and sealing all doors, windows, and vents.

Act quickly and follow the instructions of your local emergency managers and law enforcement personnel.

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Every situation can be different, so listen for any special instructions concerning the situation. When you receive an alert instructing you to shelter-in-place take the following actions:

If you are outside during a hazardous materials emergency:

- Move away immediately in a direction upwind of the source.
- Cover your mouth and nose with a mask, cloth, or towel. This can help reduce the amount of hazardous materials you inhale.
- Get inside a building right away, go to the nearest accessible room and follow the steps below for sheltering while indoors.

If you are indoors during a hazardous materials emergency:

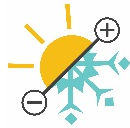
- Seek shelter in an interior room, if possible.
- Close and lock all doors and windows.
- Put as much distance and dense shielding as possible between you and the outdoors, if the hazard is radioactive material.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Turn off fans, air conditioning and forced air heating systems, if possible.
- Seal all windows, doors and air vents with thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time. Duct tape plastic at corners first and then tape down all edges.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Keep a telephone close at hand, but limit its use unless there is a serious emergency.
- Stay tuned to local radio, television, and social media for updates on the situation.
- Visit [www.emergency.wustl.edu](http://www.emergency.wustl.edu), for updates and information indicating when it is safe to leave the shelter.

Practice good hygiene and cleanliness to avoid spreading germs:

- Wash your hands with soap and water frequently.
- Do not share food or utensils.
- Cover your mouth and nose when coughing or sneezing.
- Consider having anyone showing symptoms of illness wear a face mask to avoid spreading germs.
- Plan to share health-related information with others, especially those who may need help understanding the situation and what specific actions to take.

If you have loved ones in schools, daycares, hospitals, nursing homes, or other places during a hazmat emergency:

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- Stay where you are! Going outside to get loved ones could expose you and them to dangerous levels of hazardous materials.
  - Schools, daycares, hospitals, nursing homes, and other places have emergency plans in place to keep people safe at the facility



## TEMPERATURE EXTREMES

The St. Louis area is prone to extreme high and low temperatures that can challenge the body beyond its normal limits. Monitor weather conditions to ensure you are prepared.

If you receive a warning, or advisory, indicating extreme temperatures, take the following actions:

- Stay indoors as much as possible and minimize travel, if possible.
- During extreme temperatures consider rescheduling outdoor activities.
- Drink plenty of water; even if you don't feel thirsty.
- Check on family, friends, and neighbors who don't have air conditioning or heating.
- Limit caffeine and alcohol intake.
- If you or a co-worker suffers a heat/cold related injury call [the emergency number for your location].



## TORNADO

If you receive an emergency alert, or are otherwise notified, of a tornado warning take the following actions:

- Immediately go to a pre-designated severe weather refuge area and assist patients, visitors, and students to do the same.
  - This should be an interior space within the building.
  - If you are on the upper level, consider moving down to a lower level.
  - Put as many walls between you and the exterior as possible.
  - Avoid exterior windows which could allow debris to enter the building.
- Bring a flashlight and radio, if accessible and possible.
- Protect your head and neck by covering them with your arms.
- Remain in this location through the duration of the warning, or until the threat has passed.

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After a tornado has passed take the following actions:

- If the building has sustained damage, get out as safely as possible. Go to your emergency assembly point and take measures to ensure your employees are safe.
- Call the emergency number for your location] to report any building damage and injuries.
- Be aware of new hazards created by the tornado such as exposed nails, broken glass, ruptured gas lines, etc. Do not touch downed power lines.
- Continue to monitor local conditions for additional severe weather.



## UTILITY INTERRUPTION

During any power or utility interruption take the following actions:

- To report a utility outage of any kind [call your emergency number], or notify your property or facility manager.
- Use only flashlights or other battery operated lighting devices.
- Do not light candles or anything with an active flame.
- Turn off or disconnect equipment that may be impacted by a sudden surge when the electricity is restore

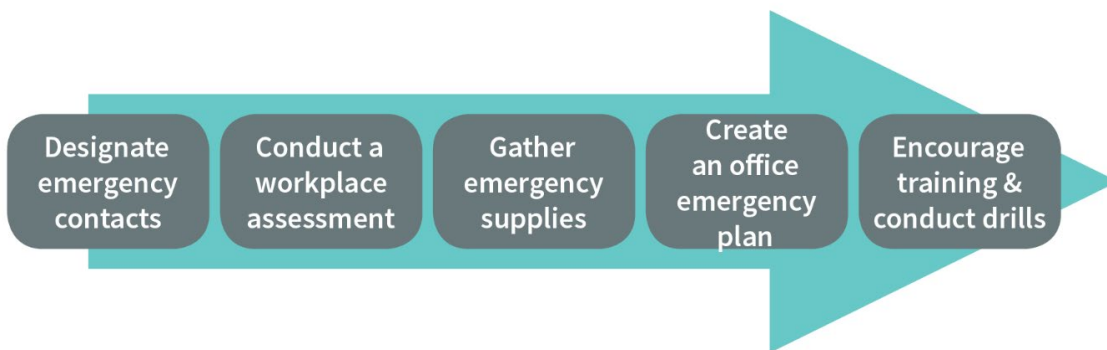
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## Appendix I: Department Preparedness Guide

Emergency preparedness is a university-wide initiative and the responsibility of all faculty, staff, and students. It's important for everyone to be ready prior to an emergency in order to save lives and enhance business continuity. Every department, school and university organization is encouraged to take the following steps in order to better prepare for and respond to an emergency.

### DEPARTMENT/EPC CHECKLIST:

- **Step #1: Designate emergency contacts**
  - Ensure they are properly identified in HRMS
  - Assign all employees to an Emergency Preparedness Coordinator (EPC)
- **Step #2: Conduct a workplace assessment**
  - Identify key locations (evacuation, shelter, equipment, etc.)
  - Prepare your work space to reduce loss of life and property
- **Step #3: Gather emergency supplies**
  - Gather and maintain individual supplies
  - Check supplies regularly and replace expired items
- **Step #4: Create an Office Emergency Plan (OEP)**
  - Found on the Emergency Management Website>Publications
  - Communicate and educate employees on the plan
- **Step #5: Encourage training and conduct drills**
  - General preparedness training
  - Practice emergency procedures with employees





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## Step #1: Designate emergency contacts

HRMS allows for the assignment of specific emergency preparedness roles for department managers and appointed staff. As a liaison to all other faculty, staff and students, they are a vital part of the WashU preparedness system. There are three potential roles that can be assigned:

- Key Management Contact (KMC)
  - Top decision makers or business representatives for the organization who need to be notified of emergencies impacting business in specific buildings or campus locations
- Building Lab Liaison (BLL)
  - Individuals at the department, division or office/lab level who need to be notified of emergencies impacting business in specific buildings, offices, labs or clinics
- Emergency Preparedness Coordinator (EPC)
  - Team leaders(s) who educate employees and facilitate physical evacuation for a pre-selected group of employees in a location. They ensure accountability of team members and report issues to WUPD or Protective Services

Department managers should select a minimum of two each, a primary and alternate, for every location in which their department resides. The department's HR/payroll administrator can then officially designate the emergency contact as such in HRMS. Emergency Preparedness Coordinators should be assigned a group of employees, for whom they are responsible.

A video on how to designate employees to an emergency role in HRMS can be found on the Emergency Management website:

<https://emergency.wustl.edu/programs/emergency-preparedness-coordinators/>.

## Step #2: Conduct a workplace assessment

It's vital for EPCs, in coordination with department managers and employees, to assess and prepare their workplace and facility prior to an emergency to reduce risk and ensure safe practices. Take the following steps when conducting a workplace assessment:

- Identify the location of fire extinguishers and fire alarm pull stations.
  - Discuss how to use each with all employees.
  - Do not block; always allow access to emergency devices
- Identify all evacuation routes and emergency exits.

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- Ensure routes and exits are clear of obstacles, obstructions, and combustible materials.
  - Do not use evacuation routes or emergency exits for storage.
  - Backup critical data and sensitive information.
    - Store duplicates in a separate location.
    - Keep sensitive equipment off of the floor to minimize flood damage.
  - Identify and prioritize power-dependent functions, operations and equipment.
    - Devise a backup plan if these functions are compromised.
    - Identify the location of emergency power outlets in your area, if any.
  - Identify available areas of refuge where persons with mobility issues may wait during a building evacuation or fire alarm.
    - Options may include an enclosed stairwell, an adjoining building, a room with a closed door that is located a safe distance from the hazard, etc.
    - This will help isolate them from threats, such as fire or smoke, until emergency responders arrive to assist with their evacuation.
  - Identify the best location to shelter during a tornado warning.
    - Choose an interior location, avoiding exterior walls and windows.
    - Ensure the location is accessible and will accommodate all occupants.
  - Identify safe rooms where employees can hide during an active shooter incident.
    - Choose rooms with solid doors and simple locking mechanisms, if possible.
    - Avoid rooms with windows or choose rooms that have blinds for concealment.
    - Identify furniture to barricade entry into the room.
    - Choose a space that does not have automatic lights.
    - Consider how to communicate with public safety officials.
  - Identify a room where your employees can shelter-in-place in case of a hazardous materials incident.
    - The room should be near the interior of the building, if possible, and limit exposure to the air outside.
    - Preposition items such as plastic sheeting and duct tape to seal all vents and openings that may allow air into the room.
    - Allow for access to communication and media for additional updates.
  - Secure tall pieces of equipment and furniture to minimize injuries during an earthquake.
    - Secure computers, equipment, and display cases.
    - Store heavy items on the lowest level, near the floor.
    - Move tall pieces of equipment away from exits.
    - Anchor bookcases, cabinets and other tall furniture to the wall.
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### Step #3: Gather emergency supplies

Emergency supplies are purchased by departments and are intended for use by the Emergency Preparedness Coordinators (EPCs) to support their departments during an incident. Suggested supplies may consist of basic first aid materials, as well as a flashlight, whistle, duct tape, a multi-tool, gloves, an all-hazards weather radio and any additional equipment that could be useful.

Emergency supplies should be checked on a regular basis for any expired components. Kits should be kept in a common, readily accessible location and used during any incident requiring an evacuation or emergency response.

### Step #4: Create an Office Emergency Plan (OEP)

As a basic outline, there are primarily two categories of emergency plans: Office Emergency Plans and Business Continuity Plans.

- **Office Emergency Plans** are intended to guide the immediate actions of faculty, staff, students and visitors when an emergency first occurs. These actions occur from the moment there is a hazard impacting the university, or an imminent threat of a hazard, until the immediate threat to life has passed.
- **Business Continuity Plans** typically activate after EAPs have been implemented and focus on the recovery aspects of the disaster. BCPs consist of two primary phases:
  - quick and temporary resumption of critical, time-sensitive services and operations
  - complete “restoration” of all business functions, returning back to “normal”

In general an office emergency plan should be in writing, kept in the workplace, available to employees for review, and may include:

- procedures for reporting a fire or other emergency
- procedures for emergency evacuation, including type of evacuation and exit route assignments
- procedures to be followed by employees who remain to operate critical operations before they evacuate
- procedures to account for all employees after evacuation
- procedures to be followed by employees performing rescue or medical duties
- the name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan

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An employer should review the office emergency plan with each employee covered by the plan when:

- the plan is developed or the employee is initially assigned to a job.
- the employee's responsibilities under the plan change.
- the plan is changed.

## **Step #5: Attend training and conduct drills**

An important part of preparedness is taking advantage of available training. The Washington University Emergency Management department conducts, or promotes, many classes on emergency preparedness. Class descriptions, as well as registration information, are found the emergency management website. Faculty, staff and students may also register directly through Learn@Work. Below is a list of current classes:

- EMGT 2001: Emergency Preparedness Coordinator Training
- EMGT 2002: Annual EPC Refresher
- EMGT 2003: Fire Safety & Extinguisher Training
- EMGT 2004: General Emergency Preparedness
- EMGT 2005: Active Shooter Response Training
- CPR/AED Training ([www.fpp.wustl.edu](http://www.fpp.wustl.edu) or [www.est.wustl.edu](http://www.est.wustl.edu))
- R.A.D. Training – Check with WUPD at [www.police.wustl.edu](http://www.police.wustl.edu)

Once employees have attended training and are educated on what the emergency procedures are, department's should conduct practice drills to apply what they have learned. This could be as simple as picking a time and walking through the procedures with your employees.

- **Fire:** Practice evacuating the building, clearing your area and accounting for employees at the emergency assembly point.
- **Tornado:** Have everyone practice walking to your severe weather refuge area and taking cover.
- **Active Shooter:** Have everyone get into their designated safe room, lock the door and stay quiet for five minutes.
- **Earthquake:** Have everyone practice getting under a table or desk and taking cover.

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## Appendix II: Individual Preparedness Guide

*The Washington University Emergency Management Department recommends that all members of the university community take the following steps to prepare.*

### **STEP #1: TUNE IN**

**We can't warn you if we can't reach you.**

Make sure you are able to receive WashUAlerts by keeping your information current in HRMS, if you're an employee, or WebSTAC, if you're a student.

WashUAlerts are also sent through the WUSTL Mobile app. Download it from the Apple or Google Play store and enable notifications.

For additional preparedness information and updates during an emergency, visit [emergency.wustl.edu](http://emergency.wustl.edu) and follow the @WashU Ready on Facebook and Twitter.

### **STEP #2: LEARN MORE**

**In an emergency, information saves lives.**

Educate yourself on emergency procedures. Visit [emergency.wustl.edu](http://emergency.wustl.edu) for hazard-specific response options and upcoming training courses.

### **STEP #3: LOOK AROUND**

**Protecting yourself means paying attention.**

Know your surroundings and be aware. Avoid distractions while walking around campus. Learn two exit routes for the buildings where you live, work, or attend classes.

Familiarize yourself with Emergency Assembly Point locations at [emergency.wustl.edu](http://emergency.wustl.edu). Maps are also posted in the elevator lobbies on the medical school and throughout the each building on the Danforth campus.

### **STEP #4: TAKE ACTION**

**Your safety depends on you.**

Be prepared to act if you receive a WashUAlert and know how to respond appropriately. Educate yourself at [emergency.wustl.edu](http://emergency.wustl.edu).

Questions: Contact Emergency Management at [WashUReady@wustl.edu](mailto:WashUReady@wustl.edu).

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## Appendix III: EPC 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 leads to 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 a Department Emergency Action Plan (DEAP).
- Serve as points of contact between their department/school and Emergency Management for fire drills, disaster preparations, relevant communications and additional training.
- Coordinate response, evacuation and accountability of employees during drills and actual emergencies.
- Communicate any preparedness concerns or questions to department managers or Emergency Management.

Department managers should select a minimum of two, one primary and one alternate, for every location in which their department resides.

The department payroll administrator can then officially designate that person as such in HRMS. A video on how to designate employees to an emergency role in HRMS can be found on the Emergency Management website:

<https://emergency.wustl.edu/programs/emergency-preparedness-coordinators/>.

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## Appendix IV: Assisting those with Disabilities

*Identify all employees who may have a specific disability that could make learning of, or responding to, an emergency difficult. Discuss procedures with the individual and designate co-workers to assist the individual during an emergency.*

### **To assist those with mobility issues:**

- Assist the individual to an available area of refuge:
  - Options may include an enclosed stairwell, an adjoining building, a room with a closed door that is located a safe distance from the hazard, etc.
  - This will help isolate them from the hazard, such as fire or smoke, until emergency responders arrive to assist with their evacuation or stabilize the incident.
  - Always call the emergency number for your location as well to report the individual's name, location, and to request assistance.
- Attempt a "rescue evacuation" only when someone is in immediate danger and cannot wait for professional assistance.
- If waiting is not an option:
  - Have at least two physically capable volunteers assist the individual.
  - Ask the individual how best to assist them. They will have the best knowledge regarding their physical capabilities.
  - Move them to an area that is well clear of the hazard.

### **To assist visually impaired persons:**

- Tell the person the nature of the emergency.
- Offer your arm or shoulder for guidance.
- Tell them where you are going and describe any obstacles you encounter.
- Continue giving verbal instructions, using estimated distances and directional terms.
- When you reach safety, orient the person to their surroundings and ask if they need further assistance.

### **To assist those with hearing limitations:**

- Those with hearing limitations may not hear the alarm. Discuss alternative warning systems such as writing a note or turning the lights on and off to gain their attention.
- If you write a note, outline the nature of the emergency, the nearest evacuation route, and where to meet outside.
- If you use the lights, give visual instructions regarding the situation and safest evacuation routes by pointing toward fire alarm strobes, exit signs, or evacuation maps.