Emergency Preparedness Coordinator

Eric Wilkinson,
Emergency Management
Emergencies can happen Anywhere, Anytime.
Objectives

• Explain the EPC program, discuss your role in the university and define your responsibilities.

• Review the four steps to preparedness and introduce tools & resources to help you prepare.

• Understand the steps you can take before an emergency to better prepare yourself and your staff.

• Discuss the procedures and actions you would take to safely respond during an emergency.
The Washington University Emergency Management Department leads mitigation, preparedness, response and recovery efforts in collaboration with campus and community partners in order to cultivate a disaster resilient university.

Core Services:

- Planning
- Training & Exercise
- Life Safety
- Business Continuity
- Emergency Alerts
- EOC Management
Lottery Pool
The staff finally hit that lottery pool they’ve been playing all these years. Too bad leadership was never involved. 60% of your staff will be unavailable indefinitely (though they promise to send you a postcard on their next vacation).
What is Continuity Planning?

• Planning and preparation to ensure the capability to continue essential functions.

• Identifies and plans for:
  – Communications
  – Essential functions
  – Technology, resources, and locations
  – Workarounds
  – Staffing levels and competencies
  – Procedures
WashU Continuity

- Workshops
- Discussion based scenarios
- Tabletop exercise
- Plan development
- Seminars and education
- Provide resources
<table>
<thead>
<tr>
<th>Emergency Roles</th>
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<tr>
<td><strong>Key Management Contact</strong></td>
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<tr>
<td>Top decision makers or business representatives for the organization (could be at the department, division, or office/lab-level) that need to be notified of emergencies impacting business in specific buildings or campus locations</td>
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| **Business Lab Liaison** |
| Individuals at the department, division or office/lab-level that need to be notified of issues or emergencies impacting business in specific buildings or lab spaces |

| **Emergency Prep Coordinator** |
| Team leader(s) who organize, train and facilitate physical evacuations of work space for a pre-selected group of employees in a location/ building |
| Ensures accountability of team members and reports back through chain of command to WUPD or Protective Services. |
Role & Responsibilities

- Serve as the primary point of contact in matters related to emergency preparedness, response, and safety.

- Facilitate training and educational opportunities for faculty, staff, and students.

- Coordinate emergency response and floor evacuation during drills and actual emergencies.
Step One: Tune in!
- We can’t warn you if we can’t reach you. Update contact information and download the WUSTL App.

Step Two: Learn more!
- In an emergency, information can save lives. Visit our website for emergency procedures and additional training.

Step Three: Look around!
- Protecting yourself means paying attention. Know your surroundings and be aware. Avoid distractions!

Step Four: Take action!
- Your safety depends on you. Be prepared to act if you receive an alert or witness a hazard.
Tune in

• WashUAlerts is the university’s mass notification system for alerting faculty, staff, students and visitors of an imminent, or on-going, emergency situation.

• Alerts are sent through multiple modes, including:
  o WUSTL app, text message, phone call, desktop notification, Alertus beacon, etc. Update your contact information in HRMS.

• When you receive an alert, you should take action based on the information provided. Detailed information or instructions may not be available.

• Be sure your information is coming from reliable and credible sources.
NOAA Weather Radios
Visit [www.emergency.wustl.edu](http://www.emergency.wustl.edu) for additional information
Know your hazards
Tools & Resources

• Interactive Emergency Maps
• Building Emergency Plans
• Office Emergency Plan
• EM Quarterly Newsletter
• EM Social Media
Interactive Emergency Maps

Buildings: 4240 Building

Emergency Assembly Point: 133

Zoom to
Building Emergency Plan

Emergency Response Procedures

To Report an Emergency
On the Danforth Campus: U-WPD: (314) 977-5555
On the Medical Campus: Protective Services: (314) 362-4357
North/West/South and Off Campus: 911 Then (314) 362-4357

Medical Emergency
If someone is injured or ill:
- Contact the emergency number for your location
- Perform first aid if you are trained and feel comfortable doing so
- If feasible, send someone to meet emergency responders and guide them to your location

Active Shooter/Person with a Weapon
- Try to keep calm while moving to a safe location.
- Notify those you pass along the way.
- Hide if you cannot escape. Lock or barricade yourself in a room. Turn off the lights, close doors, and remain quiet.
- Call 911, as a last resort, when confident that what could be used as a weapon.
- Report to the emergency number for your location when it’s safe to do so.

Tornado/Severe Weather
- Seek shelter in the lowest floor of the building if possible. The map does not show Refuge Areas on every floor of the building, most Refuge Areas are accessible within the building.
- If possible, bring a flashlight and radio.
- Protect your head and neck by covering them with your arms.

Earthquake
- Pull the nearest fire alarm.
- Evacuate the building, following the exit signs or your evacuation route. Do NOT use elevators.
- Get to your Emergency Assembly Point (EAP) and remain there until given the “All Clear” by emergency responders.

Fire
- Use the nearest fire alarm.
- Evacuate the building, following the exit signs or your evacuation route. Do NOT use elevators.
- Get to your Emergency Assembly Point (EAP) and remain there until given the “All Clear” by emergency responders.

Hazardous Material Spill
- Notify your supervisor and evacuate the spill area.
- Do not attempt to clean up the spill until you have been instructed to do so.
- Call the emergency number for your location.

Emergency Assembly Point
- Every building has an assigned Emergency Assembly Point (EAP). EAPs are designated locations for building occupants to gather during natural disasters and fire alarms. Use the map below to identify your building’s EAP, which is marked with an emergency sign.
- During an evacuation, if the building is on fire or if smoke is encountered, proceed to the EAP and remain there until given the “all clear” or additional instructions.
Quarterly newsletter

- Preparedness tips and information.
- Training & educational opportunities.
- EM Readyweek updates!
- Staff highlights.
EM Social Media

@washuready
• Know your surroundings and identify all evacuation routes and emergency exits in the area.

• Locate the emergency assembly point, fire extinguishers, pull stations, AEDs and emergency kits for your building.

• Constantly scan your environment and avoid distractions while walking around. Keep your head on a swivel.

• Look for safety hazards. Keep your evacuation routes and exits clear.

• Know where you can shelter during severe weather or hide from an active shooter.
Be aware of your surroundings
Take Action

In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is Nothing.

THEODORE ROOSEVELT

Your safety depends on you. Avoid hesitation and don’t second guess yourself.
Fire alarm activation

• Immediately begin evacuating the building, using the nearest stairwell, if safe to do so. Do Not use elevators.

• Assist those with limited mobility to the nearest enclosed stairwell, or other available refuge area.

• Go to your assembly point and account for all staff, students, and visitors to ensure everyone is out safely.

• If trapped in a room, isolate yourself from fire and smoke.
Step One: Stay Put

• Reassure patients.
• Look for signs of a fire.

Step Two: Horizontal Evacuation

• If evidence of a fire, move beyond fire barrier.

Step Three: Vertical Evacuation

• Use stairwells.
• Assist patients.
• Go to the Emergency Assembly Point.
**BJH or SLCH**

**Step One:** Defend in place

**Step Two:** Horizontal evacuation

**Step Three:** Vertical evacuation

**Step Four:** Evacuate the building
  - Only if ordered by STLFD or Public Safety officials
If you witness a fire

To operate an extinguisher:

1. **PULL** the pin
2. **AIM** nozzle at base of fire
3. **SQUEEZE** the handle
4. **SWEEP** nozzle side to side

Know your extinguisher

Use the correct extinguisher

(Check your own extinguisher's label for detailed instructions.)
Before fighting a fire...

- Alert others that there is a fire and be prepared to call emergency responders.
- Confirm that the fire is small and is not spreading.
- Confirm you have a safe path to an exit, not threatened by the fire.
- You know what kind of extinguisher is required and the correct extinguisher is immediately at hand.
Active Shooter Response
Keys to Survival

• **Know your surroundings**
  – Pay attention; identify all evacuation routes, emergency exits, and places to hide.

• **Know your options**
  – Your decision to run, hide, or fight must be based on your analysis of the situation and of your capabilities.

• **Trust your instincts**
  – With the information that you have, and in your current location, choose the best option for you.

• **Take action**
  – “A good plan executed violently now is better than a perfect plan executed next week.” – George Patton
What not to do...

This video was shot by Mr. Clarence “Clem” Schultz from the second story of his home in Fairdale, IL on 9 April 2015. Though Mr. Schultz survived, he had a number of very serious injuries. Unfortunately, his wife and next door neighbor died in this event.

PLEASE do not attempt to video or take photos of a tornado as it approaches your location. PLEASE follow National Weather Service warning advice: “Move to an interior room on the lowest floor of a sturdy building. Avoid windows. If in a mobile home, a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris.”

It is your life ... and your responsibility to protect it.
Tornado warning

Step One: Shelter
• Go to your severe weather refuge area or the lowest, most interior space. Take your phone, flashlight, and radio.

Step Two: Listen
• Use any means available for the most accurate information.

Step Three: Protect
• Protect your head and neck from flying or falling debris.

Step Four: Evacuate
• If your building sustains damage, get out and go to the assembly point.
Earthquakes

Step One: Drop
• Stay where you are and get down on the ground before the shaking does it for you.

Step Two: Cover
• Take cover under a sturdy desk or table. Protect your head and neck from falling debris.

Step Three: Hold on
• Be ready to move with the object until the shaking stops.
Step One: Alert others
• Notify others nearby and call the emergency number for your location.

Step Two: Remain calm
• Do not move the injured person unless they are in danger. Reassure them help is on the way.

Step Three: Signal for help
• Stay with the injured person until help arrives. Send someone to meet with responders.

Step Four: Render aid
• Render first aid, if applicable, but do not exceed your training or knowledge.
Now what do I do?

- Obtain a list of assigned employees and identify individuals with mobility issues.
- Conduct a workplace assessment and complete an Office Emergency Plan.
- Gather emergency supplies and create a group sign for the assembly point.
- Discuss your role and familiarize employees with their surroundings.
- Discuss emergency procedures with employees and conduct practice drills.
• Build/buy an emergency kit for your department coordinators.

• Supplies should be kept in a common, accessible location and checked on a regular basis.

• Grab your kit any time there is an emergency response.
Are you ready?
Contact Information

Emergency Management
washuready@wustl.edu
314-747-5092