



# **SCHOOL OF LAW EMERGENCY PLANNING GUIDE**

## **IMPORTANT PHONE NUMBERS**

- |                           |                |
|---------------------------|----------------|
| ❖ WU Police               | (314) 935-5555 |
| ❖ WU Campus Facilities    | (314) 935-5544 |
| ❖ WU Emergency Management | (314) 935-9261 |
| ❖ WU EH & S               | (314) 362-6816 |
| ❖ WU Student Health       | (314) 935-6666 |
| ❖ Law School Facilities   | (314) 935-6551 |

## **RESPONSE PROCEDURES FOR EMERGENCIES**

**NOTE:** In all of the circumstances below, it is important to remain calm and follow steps as indicated. If there are any questions regarding these procedures please call the Director of Emergency Management (935-9261).

### **Fire Emergencies**

1. If you discover a fire, you should activate the Fire Alarm System. Fire alarm pull-stations are located at each building exit and stairwells.
2. From a safe location call the WU Police Department (WUPD) (314) 935-5555. Give the nature and location of the fire. **DO NOT HANG UP UNTIL WUSTL EMERGENCY STAFF HAVE ALREADY HUNG UP!**
3. Evacuate the building utilizing the escape routes posted at each stairwell entrance. You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed, but not locked upon evacuating. **DO NOT** use elevators unless directed by fire department personnel.
4. If you come into contact with a student, faculty, staff or visitor you should direct them to evacuate the building.
5. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open the window but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone (314) 935-5555 if possible.
6. If rescue duties are called for, the fire department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the WUPD Officer in Charge.
7. Once out of the building, gather at EMERGENCY ASSEMBLY POINT 15 located on the north side of Snow Way Drive in front of AB Hall, and EMERGENCY ASSEMBLY POINT 34 located next to Mudd Field just south of AB Hall, to be surveyed. Zone Monitors, WUPD and/or the Building Emergency Preparedness Coordinator will conduct a brief survey of all present to determine if anyone is potentially missing and possibly still in the building. You should not leave the emergency assembly point, either to re-enter the building, go to another area of campus or leave the campus, until advised to do so by the WUPD.
8. Notify WU Police (314) 935-5555.
9. Notify Campus Facilities (314) 935-5544.
10. Report to your supervisor.

## Medical Emergencies

1. If the individual is unconscious:
  - ❖ Call WUPD (314) 935-5555. When reporting the emergency provide the following information:
    - Type of Emergency.
    - Location of the Victim.
    - Condition of the Victim.
    - Any dangerous conditions.
    - Do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual.
2. If the individual is conscious:
  - ❖ Call WUPD (314) 935-5555 if requested by the individual. When reporting the emergency provide the following information:
    - Type of Emergency.
    - Location of the Victim.
    - Condition of the Victim.
    - Any dangerous conditions.
  - ❖ If the individual does not request an ambulance, then assist the individual, in obtaining a form of transportation, to the proper medical treatment facility.
    - If the injured party is a University employee, assist them in contacting a care facility authorized by Worker's Compensation (314) 935-5627.
3. If the individual is a student and fully conscious, call Student Health Services (314) 935-6666 and give information.
4. In all cases:
  - ❖ Call WU Police (314) 935-5555.
  - ❖ When an ambulance is called for ask a fellow staff employee or the Building Emergency Preparedness Coordinator to wait outside the building to flag the ambulance down and direct the emergency personnel to the location of the injured individual.
  - ❖ Notify appropriate supervisors.

## Severe Weather

1. OUTDOOR SIRENS ARE USED ONLY AS AN ATTENTION GETTING DEVICE WITH NO WAY TO DETERMINE WHY THE SIRENS ARE SOUNDING.
2. Specific information regarding the actual nature of the emergency will be broadcast by the local media as the local emergency broadcast station with a direct link to the St. Louis County Emergency Operation Center. WUSTL will relay tornado warning for St. Louis City/County via Desktop pop-ups, Cable TV, Over-ride, e-mails to @wustl.edu accounts, text message and Alert Beacons.
3. No all clear signal will be sounded; sirens are used only for warnings.
4. Once you have been notified of a thunderstorm warning, it is not necessary to take any additional steps other than to ensure that you are prepared if the conditions deteriorate.
  - ❖ Upon notification of a Tornado Warning, take shelter in one of the designated areas:
    - In Anheuser-Busch Hall take shelter on floors one and two. Stay clear of windows and entrances.
    - In Seigle Hall take shelter in the basement level.
  - ❖ If you are unable to seek shelter in one of the designated areas, move away from windows and go to the lowest possible interior space. Stay away from auditoriums, areas having a wide, free span roof such as the courtyard or the upper levels of a building. Take cover under heavy furniture.
  - ❖ If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the Tornado at a right angle.
5. If you come into contact with a student, faculty, staff or visitor you should direct them to take shelter in the building.
6. After the danger has passed, you should report to the designated shelter/assembly point to allow the Emergency Preparedness Coordinator to take a survey of all present to determine if anyone is potentially missing.

## **Earthquake**

1. Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks.
2. Stay indoors if already there.
3. If indoors take cover. Suggested locations inside buildings that provide cover include:
  - ❖ Getting under sturdy furniture, such as work tables or desks.
  - ❖ Standing flat against an interior wall.
4. Stay near the center of the building but avoid glass windows and doors.
5. Do not go in to the courtyard, or evacuate the courtyard immediately.
6. If outdoors, stay in open areas, away from buildings and structures, and a safe distance from utility wires.
7. After tremors have stopped, gather valuables, if doing so will not jeopardize the personal health and safety of yourself and others, and quickly leave the building through the evacuation routes posted at the stairwells. **DO NOT USE ELEVATORS.**
8. If you come into contact with a student, faculty, staff or visitor you should direct them to evacuate the building.
9. Once out of the building, gather at EMERGENCY ASSEMBLY POINT 15 located on the north side of Snow Way Drive in front of AB Hall, and EMERGENCY ASSEMBLY POINT 34 located next to Mudd Field just south of AB Hall, to be surveyed. Zone Monitors, WUPD and/or the Building Emergency Preparedness Coordinator will conduct a brief survey of all present to determine if anyone is potentially missing and possibly remains in the building. You should not leave the assembly area, either to re-enter the building, go to another part of campus or leave the campus, until advised to do so by the WUPD.
10. After tremors have stopped, stay away from damaged buildings and structures. Avoid going through or near buildings where there is a danger of falling debris.
11. Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

## **Mechanical Equipment or Other Physical Facility Emergencies**

1. Call Campus Facilities (314) 935-5544.
2. Do not attempt to correct the mechanical emergency.
3. If fire ensues, follow procedures outlined for a Fire Emergency.

## **Emergency Evacuation for Persons with Functional Needs**

### **General**

These are the general guidelines of evacuation procedures for persons with functional needs, which would make exiting difficult, during fire and other building emergencies. Faculty, staff, students, and visitors with functional needs must develop their own personal evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- ❖ Be familiar with evacuation options.
- ❖ Seek evacuation assistants who are willing to assist in case of an emergency.
- ❖ Ask supervisors, instructors, building emergency coordinators, or Environmental Health & Safety about evacuation plans for buildings.

Most WU buildings have accessible exits at the ground level floor that can be used during an emergency. In some buildings, it may be possible for people in unaffected wings of the building to remain inside rather than exiting. However, in most WU buildings people will need to use stairways to reach building exits. Elevators cannot be used because they are unsafe to use in an emergency and are normally automatically recalled to the ground floor.

### **Evacuation Options**

Persons with functional needs must evacuate to the nearest exit. Persons with functional needs have four basic evacuation options.

- ❖ Horizontal
  - Using building exits to the outside ground level.
  - Going into unaffected wings of multi-building complexes.
- ❖ Stairway
  - Using steps to reach ground level exits from the building.
- ❖ Stay in Place
  - Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door.
  - With this approach, the person may keep in contact with emergency services by dialing (314) 935-5555 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation.
  - Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
  - The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available.

- It may also be more appropriate for an occupant who is alone when the alarm sounds.
  - A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.
- ❖ Area of Refuge
- With an evacuation assistant, going to an area of refuge away from obvious danger.
  - The evacuation assistant will then go the building emergency assembly point located outside of the north and south entrances of AB Hall and east entrance of Seigle Hall and notify the Building Emergency Preparedness Coordinator or on-site emergency personnel of the location of the area of refuge.
  - Emergency personnel will determine if further evacuation is necessary.
  - The safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies.
  - Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
  - Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.
  - For assistance in identifying Areas of Refuge, contact Environmental Health & Safety.

For false or needless alarms or an isolated and contained fire, a person with functional needs may not have to evacuate. The decision to evacuate will be made by the WUPD or the Fire Department. The WUPD or the Fire Department will tell the individual their decision.

## **Functional Needs Guidelines**

### Mobility Impaired - Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell WUPD the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at (314) 935-5555 with their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (Fire Department). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

### Mobility Impaired - Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with functional needs may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

### Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, some are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

### Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

## **University Emergency Operations Plan**

Washington University, in accordance with state and federal guidelines, has developed an Emergency Operations Plan (EOP) which will be implemented in the event of a disaster. A disaster is defined for purposes of the EOP as any type of situation that endangers life and property to a degree that a concentrated effort of emergency services be coordinated on a large scale to contain the situation. Disasters are distinguished from emergencies by the greater level of response required.

In the event that a disaster does occur, an Emergency Operations Center (EOC) will be activated to coordinate the implementation of the EOP in responding to and recovering from the disaster. All activities and decisions relating to the disaster will be made from the EOC.

The EOP provides for the dissemination of information about the disaster through the use of Public Information Officer (PIO). The PIO is charged with ensuring that the university community, public, and media are kept informed about the situation. The PIO and the EOC will ensure through whatever communication methods are available that buildings are informed about what additional and further steps, if any, should be taken by the occupants. Until such information is received, the Law School Emergency Action Plan should be followed.