



# Washington University in St. Louis

## Event Emergency Preparedness Plan

An Emergency Preparedness plan is required for all Washington University student events that meet any of the following criteria:

- Outdoor event
- Alcohol will be served
- At least 500 attendees expected

It is the responsibility of the Event Team Lead to familiarize designated event staff with the emergency procedures in this plan to help ensure safety of all event attendees.

For more information contact Anna Taylor at 314-362-7236 or [anna.taylor@wustl.edu](mailto:anna.taylor@wustl.edu).



**Event Title**

**Event Emergency Plan**

**Date**

**Time**

**Purpose and Scope**

The purpose of this plan is to provide reference information for severe weather, medical emergency, violence and fires to establish protocols for use during these situations, and to outline the responsibilities of the event staff during an emergency.

**Event Location**

Outdoor/Indoor and Building Name

**Indoor Back-up Location**

Building Name

**Washington University Police Department:**

(314) 935-5555



**Provide contact information for event team leader and event staff who are trained on the emergency procedures listed below:**

Event Team Lead: Name and Cell Phone #

Event Staff: Name and Cell Phone #

Event Staff: Name and Cell Phone

Event Staff: Name and Cell Phone



## Tornado/Severe Weather

**Monitor:** Monitor the weather for potential strong winds, hail, lightning, or tornadoes.

1. Event staff and volunteers should be able to monitor real time weather situations. Event staff will ensure weather monitoring prior to and during the event. Recommended methods include:
  - a. NOAA weather radio: 162.550 is the St. Louis frequency
  - b. Weather App: Several free weather apps are available for monitoring and watch/warning notification (i.e. Weather Channel).
  - c. WashU Emergency Management website:  
<https://emergency.med.wustl.edu/be-prepared/situational-awareness/>
2. If during monitoring, any of the following criteria are noted, systematic shutdown of the event should be considered:
  - a. Weather warning issued
  - b. Activation of the outdoor warning sirens
  - c. If dark clouds, lightning, and/or thunder is noticed and it is determined that the event venue is at risk.

**Action:** Coordinated tasks necessary for systematic shutdown of the event

1. Notify Washington University Police Department (WUPD) that emergency response procedures have been initiated for event shutdown.
2. Contact Event Staff to notify them that an evacuation will be initiated.
3. To evacuate all attendees, communicate the following:

*"Ladies and Gentlemen, your attention please:  
There is the potential for severe weather and/or tornados and everyone must take shelter immediately. Please collect your belongings and walk calmly to the nearest building and remain on the lowest level, far from windows and doors. WUPD will monitor the situation and communicate when it is safe to exit these shelters and return to the event.  
Thank you"*

Repeat the announcement 2-3 times.



4. Under the direction of WUPD, the event lead and staff will direct everyone to the designated locations and will do a final sweep of the event location to make sure everyone has sought shelter.
5. Once the event location has been checked over to make sure NO ONE is outside, the event staff will go into their designated buildings.
6. Event staff will guide participants to the lowest, most interior space that is readily available. Doors, windows and outside walls should be avoided.
7. Explain tornado position, where their arms cover the back of their head and neck.
8. Conditions of the event location will be assessed in conjunction with quadrant leaders, WUPD and Environmental Health and Safety.
9. Any injuries associated with this weather will be taken care of immediately or when the scene becomes safe to do so.

Designated Evacuation Location
Building Name 1
Building Name 2
Building Name 3



## Weather Appendix

1. A **tornado or severe weather watch** is issued when weather conditions are favorable for the development of tornadoes in and close to the watch area. A watch does not mean that the severe weather is actually occurring; only that conditions have created a significant risk for it.
2. A **tornado or severe weather warning** is an alert issued by the National Weather Service to warn an area that a tornado may be imminent. It can be issued after either a tornado or funnel cloud has already been spotted, or if there are radar indications that a tornado may be possible. When this happens, the outdoor warning sirens may start going off in that area, letting people know that a tornado was seen or is forming nearby.
  - a. If a warning has been issued or sirens are activated, begin immediate evacuation procedures to designated buildings and remain on the lowest level, far from windows and doors.



# Fire

## SMALL FIRE:

Trash cans, small equipment, etc.

1. **Remain calm!**
2. Notify WUPD at Danforth (314) 935-5555 so immediate response is activated.
3. Obtain other members of event staff and WUPD if available to help control the crowd.
4. An event staff member should await the arrival of the fire department.
5. If trained, extinguish the fire with the appropriate extinguisher.
6. If fire is not extinguished within 1 minute, evacuate.

## LARGE FIRE:

1. **Remain calm!**
2. Notify WUPD at Danforth (314) 935-5555 so immediate response is activated.
3. Evacuate people to at least 1000 ft. away from the burning structure or to another emergency assembly point deemed more appropriate at the time.
4. An event staff member should await the arrival of the fire department.
5. DO NOT enter the burning structure.
6. Advise people that they may NOT return for missing persons, personal effects or valuable work until authorized by the incident commander.
7. Event staff, along with WUPD, will create a barrier as to not allow people to get close to the source of the fire from all sides.
8. Wait at the emergency assembly point for further instruction.



## Medical Emergencies

1. **Remain calm!**
2. Alert an on-site member of WUPD or Emergency Support Team (EST).
  - a. EST/WUPD phone: (314) 935-5555
3. Public Safety responders or the EST members will respond to a situation in which any staff member, student, or visitor of the University requires emergency medical assistance.
4. Unless it is unsafe to do so remain on the scene until help arrives.
5. Do not move the injured person unless there is danger of further harm.
6. Keep the injured person warm.

## Violence

1. If anyone starts a violent act, displays a weapon or is threatening harm, contact the nearest WUPD Officer and/or call WUPD Dispatch at (314) 935-5555 to report it. Give details about the person, last known location and the direction that they were traveling in.
2. If the situation warrants, begin the evacuation of the event.

## Missing or Lost Person/Child Procedure

1. If a visitor reports a child is missing, a member of event staff will assist the parent/guardian/family member to report the missing person/child to WUPD Dispatch (314) 935-5555 or to the nearest WUPD Officer, describing the child's physical features and clothing.
2. WUPD Dispatch would broadcast the description/circumstances over the radio to Officers in the field. The message should also be spread via word of mouth to the event staff.
3. Additionally, all entrances/exits to the course are secured and monitored by WUPD. As WUPD monitor entrances/exits, other WUPD Officers and members of event staff will begin looking for the child.
4. After the child is found an All Clear message will be distributed by WUPD.





## Emergency Preparedness Resources:

WashU Emergency Management: [emergency.wustl.edu](http://emergency.wustl.edu)

National Weather Service: [weather.gov](http://weather.gov)

**Stay Connected**

By downloading the WUSTL Mobile App, you'll receive emergency alert notifications from Washington University.  
**By staying informed, you keep yourself and coworkers safe!**

The app also features maps, menus and other useful information! Download it from your app store!

Download on the App Store

GET IT ON Google Play

Washington University in St. Louis



# Event Name Map

**(Insert Map of event location)**

## Event Name

## Evacuation Locations

**(Insert Map here with designated building locations)**

Designated Evacuation Location
Building Name 1
Building Name 2
Building Name 3

