



# COMMENCEMENT VOLUNTEER GUIDE

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# OVERVIEW

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Thank you for your commitment to serve as a Commencement volunteer. Rain or shine, our volunteers are indispensable in making Commencement run smoothly and pleasantly—we truly couldn't do it without you. Commencement volunteers should be in position by 7:00 a.m., dressed in black pants or skirt and red Commencement shirts. We hope this guide will be handy in addressing any questions—both yours and those of our guests.

## UPON YOUR ARRIVAL

- Please arrive dressed in Commencement uniform.
- Pick up name badges in South Brookings, Room 100, and be in position by 7:00 a.m. Please be prompt. We are counting on each and every one of you!
- Please join us in South Brookings Room 100 for refreshments at 6:30 a.m. prior to reporting to your assigned location and carrying out your responsibility. (**Lunch will** also be provided after the ceremony.)

## GUEST SEATING

- The Commencement Ceremony is open to all family and guests of Washington University. Seating in Brookings Quadrangle is on a first-come, first-served basis. **Tickets are not required.**
- Once all seating in a section is filled, the volunteer at the end of the aisles should direct guests to other sections. Please try to fill every seat in the row!
- Volunteers are not allowed to save chairs for students, friends, family, or co-workers.
- We do not have a special wheelchair section. Chairs in the Quad may be removed to open up a space for a wheelchair.
- At 8:25 a.m. all entrances will be closed to incoming visitors so that the procession into the Quad may begin. Seating guests will stop at that time so that volunteers can clear aisles and walkways for the processional. If seating is exhausted, guests may stand at the back of the Quad or anywhere as long as they are not blocking any other guest's view, accessible ramps, or walkways.

**DO NOT PERMIT GUESTS TO STAND ON CHAIRS OR IN AREAS THAT BLOCK SEATED GUESTS' VIEW OF THE STAGE.**

## THE PROCESSION

- Degree candidates line up by school at 8:00 a.m. west of the Brookings Quadrangle (see Assembly Map on next page). Student marshals are asked to report to their line-up location by 7:30 a.m.
- Students will walk in columns of two, in front of or behind the person with whom they wish to sit (two columns will separate before seating).
- At 8:25 a.m. all entrances will be closed to incoming visitors so that the procession into the Quad may begin. Seating guests will stop at that time so that volunteers can clear aisles and walkways for the processional.
- 8:30 a.m. the academic procession begins.
- *Tassels:* Undergraduate tassels should be worn on the right side of the mortarboard and will be moved to the left after the conferral of degrees at the conclusion of the ceremony. Graduate students should wear the tassel on the left side of the tam and wear their hood.

## END OF CEREMONY AND RECESSION

- At approximately 11 a.m., the ceremony will conclude with the academic recession. Graduates should arrange to meet guests outside (west, toward Olin Library) of the Quadrangle.
- Post-Commencement ceremonies are listed in this brochure on pages 20–21 and at [commencement.wustl.edu](https://commencement.wustl.edu).

## ACCESSIBILITY AND SPECIAL NEEDS

- There will be American Sign Language interpreters on stage during the ceremony.
- Entrances to the Quadrangle are ramped for access. Elevators are available in Brookings Hall at the north end and at the south end.
- We do not have a special wheelchair section. Chairs in the Quad may be removed to open up a space for a wheelchair.
- A special needs section (hearing impaired) has been set up in the chancellor's section. Two sign language interpreters will be signing the ceremony on the east side of the stage.
- Accessible restrooms are available in Ridgley, Brookings, and January Halls.
- Golf carts will circulate around the interior of campus to meet the needs of guests requiring transportation assistance. Golf cart routes are available on pages 16–17 and at [commencement.wustl.edu/maps](https://commencement.wustl.edu/maps).

## RESTROOMS, WATER, AND COFFEE

- Accessible restrooms are available in Ridgley, Brookings, and January Halls. These buildings will be marked with restroom access. Other restrooms are available in Cupples I, Duncker, and Busch Halls.
- Water will be available for guests at all entrances.
- Coffee is available in Busch Hall (free) and in Mallinckrodt Center outside the Bookstore.

## FIRST AID

- A **first aid** station is located at the southeast corner of the Quadrangle near South Brookings, Room 100.

## ADDITIONAL VIEWING LOCATIONS AND ONLINE STREAMING

Closed-circuit TV viewing of the ceremony is available and accessible in the following spaces (in alpha order). *Locations in bold are open regardless of weather; others are open only when the Severe Weather Plan is in effect.*

- Athletic Complex, Varsity Gymnasium
- Bauer 150, 160 and 240
- Brauer 12 and 3015
- **Brown 100** and 118
- **Busch 100**
- College Hall on the South 40
- Crow 201
- Danforth University Center, Tisch Commons
- Graham Chapel
- Green Hall L0120, L0159, and L0160
- Gregg House Tech Center on the South 40
- **January 110**
- Lab Sciences Building 300
- Ursa's Café in Lien House on the South 40
- Louderman 458; Knight 110
- Edison Theatre in Mallinckrodt Center
- McDonnell 162
- McMillan G052
- Rebstock 215
- Seigle L006 and 304
- Simon 1
- Whitaker Hall Auditorium
- Wilson 214

See map on pages 22–23 or go to [commencement.wustl.edu/maps](https://commencement.wustl.edu/maps) for reference. The ceremony will stream live at [commencement.wustl.edu](https://commencement.wustl.edu).

## PHOTOGRAPHY

- There is a special area in the northeast corner of the Quadrangle that is marked for photographs. During the Commencement Ceremony parents and guests may use this section for a couple of pictures of the stage.
- Out of consideration for others, please ask parents and guests to take their picture and return to their seats.
- For the safety and courtesy of our guests, please discourage guests from standing on chairs.

**DO NOT PERMIT GUESTS TO STAND ON CHAIRS OR IN AREAS THAT BLOCK SEATED GUESTS' VIEW OF THE STAGE.**

# VOLUNTEER ASSIGNMENTS

Each volunteer's role is integral to the Commencement Ceremony, and your efforts are truly appreciated.

## ACCESSIBILITY DIRECTOR

Assist people taking elevators at South and North Brookings on the ground and first floors.

## AREA DIRECTOR

On day of Commencement, Jill Edwards and Rob Wild serve as key contacts for any problems or issues that arise, especially during the ceremony. Will be a visible presence in the Quadrangle during Commencement. Responsible for the Crowd Control Coordinators if either the Severe Weather Plan or Emergency Evacuation Plan is implemented.

## ASSEMBLY ASSISTANT

Help graduates and marshals to line up in two columns at the south and north school locations. All marshals line up in front of the division, then candidates line up. If the division has graduate degrees, doctors (1st), masters (2nd), and bachelors (3rd).

## CART DRIVER

Drive carts along established route. Training organized by Alumni & Development.

## CROWD CONTROL COORDINATOR

Responsible for a section of the Quadrangle if either the Severe Weather Plan or the Emergency Evacuation Plan is implemented. Alert other volunteers to remove guests from the Quadrangle. Assist guests as needed. Keep everyone moving out of the Quadrangle in a calm and efficient manner. If evacuation requires that guests shelter below ground, guide them to the basements of the nearest buildings. Evacuation and shelter points are shown on the maps on pages 28–29.

## FLAG PLACER

Take flags from Student Marshals, place them in stands in front of stage, and direct marshals to the front row.

## GREETER/GUEST SERVICES

Duties may include: pass out programs to guests; know locations of restrooms, coffee, and first aid; direct visitors to the Quad and inform guests needing accessible entrances to enter via the south and north ends of Brookings; keep coffee line moving from east to west; give guests directions to cart route as needed, and stairs and elevator in Lab Sciences Building (exiting elevator at level 3).

## LINE OF MARCH

Initiate the procession.

## LINE TURNER

Duties include: turn columns north toward stage; turn columns up Student Aisle Center

## FACULTY MARSHAL

Lead school line of march.

## STUDENT MARSHAL

Selected by schools to carry banner and flag, walk behind faculty marshal. Give banner and flag to flag placer and sit in front row as directed.

## 50TH REUNION MARSHAL

Lead 50th Reunion class

## MASCOT ESCORT

Escort the Bear Mascot around campus prior to Commencement, stay clear of Quadrangle.

## MONITOR

Initially serve as usher, then keep aisles clear for procession and recession.

## PHOTO ASSISTANT

Ask guests to take photos in photo area and return to their seats. Guests may not go up on stage to take photos.

## SEATER

Responsible for seating graduates. Four Seaters staff the Student Aisle Center and two Seaters staff the Student Aisle East and Student Aisle West. Alternating red and green stickers will be applied to chairs at both ends of each row to indicate from which direction the graduates will fill that row. Graduates from the Student Aisle East and West will be seated in red rows and Student Aisle Center graduates will be seated in the green rows. Seaters work in pairs, one Seater counting graduates entering the row and starting new rows, and the other encouraging graduates to fill every seat.

After the ceremony Seaters are responsible for releasing the graduates in an orderly fashion. After all members of the stage have cleared the front aisle, the 50th Reunion Class will exit the Quad through the Duncker Archway. Following this, Seaters will release the graduates, two rows at a time, from the Student Aisle Center and Student Aisle West. After all members of the stage have cleared the Student Aisle Center at the rear of the graduate seating area, Seaters will release the graduates, two rows at a time, from the Student Aisle Center and Student Aisle West. After all of the graduates have exited the Quad, Seaters will assist with taking the banners from in front of the stage to Room 100, South Brookings Hall.

## SPACER

Keep spacing in columns and particularly between schools close, so graduates towards the end of the line will not have to run to catch up.

## SPLITTER

Direct the chancellor's group, deans, marshals, and 50th Reunion Class to the Student Aisle Center and then split the two columns of graduates into single columns directing them to the Student Aisle Center and (depending on Splitter location) Student Aisle East or West.

## TIMER

Record event times in a procedure guide.

## USHER

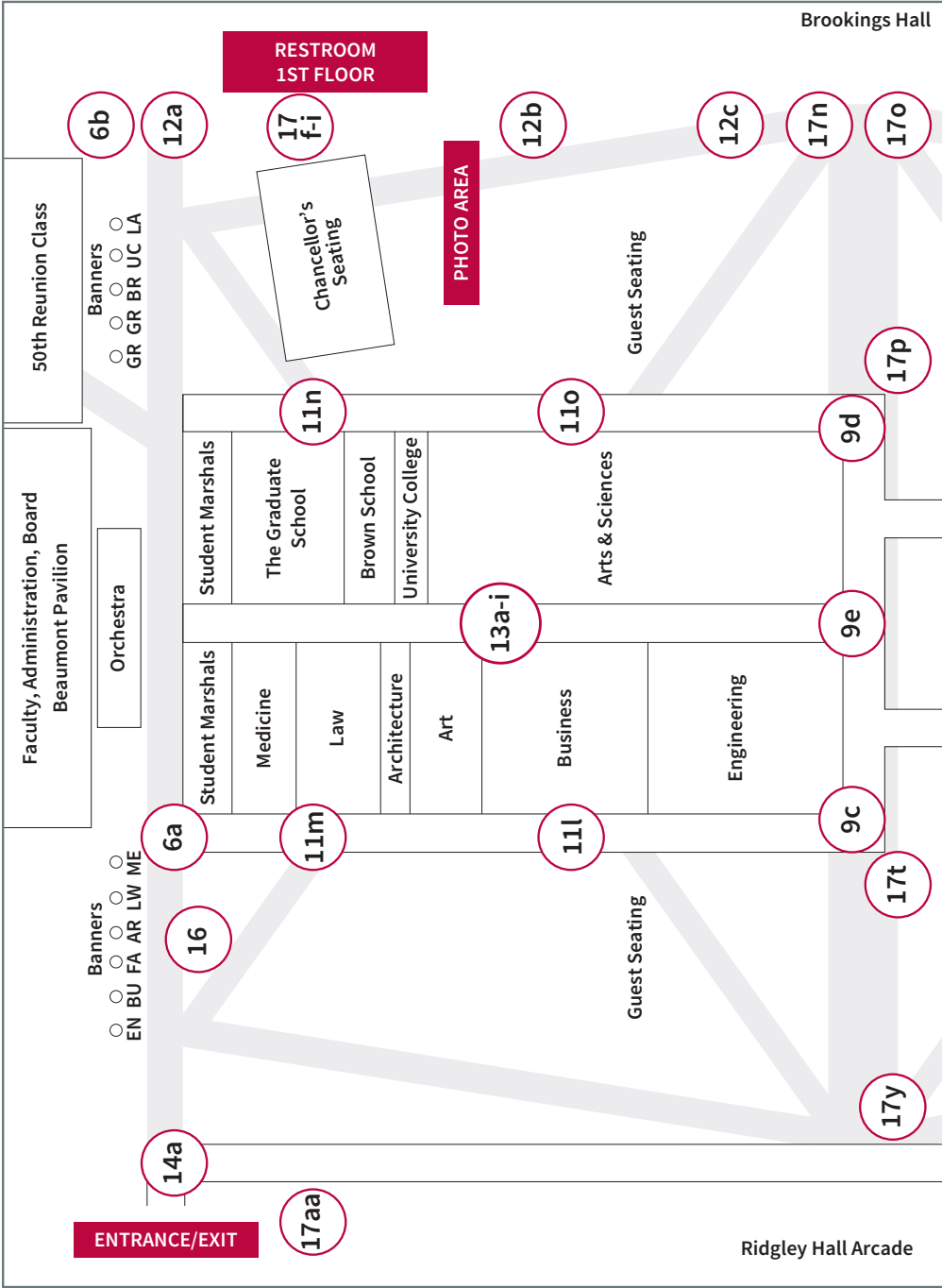
Duties may include: keeping guests behind ribbons to keep Center Aisle and Back Walk clear for procession; keep guests out of line of sight for seated guests; keep crowd moving into Quadrangle around Brookings; or setting up stage and getting administration, board, and faculty members seated on stage.

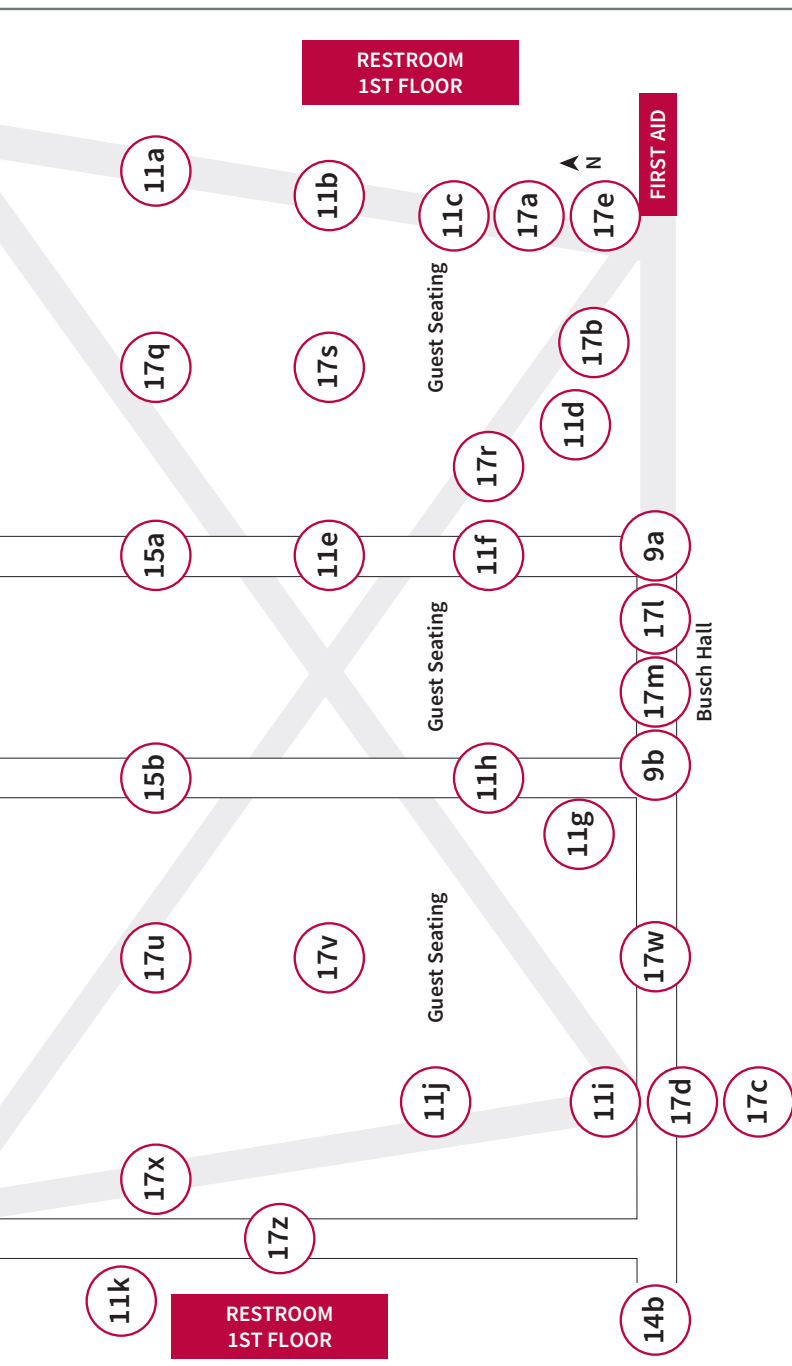
*Ushers in Chancellor's Reserved Section:* make sure people have tickets for this section. Keep aisles clear. Also, hearing impaired may request seating in this area. Cut ribbon at 8:20 a.m., reduce size of area earlier if it makes sense and allow other guests to use seating if there is room. Fill area by time procession begins.

## VOLUNTEER CHECK-IN

Under the supervision of the Commencement Coordinator, assist with volunteer check-in and check-out, organize the volunteer materials, respond to emergencies, and perform other duties as assigned.

VOLUNTEER PLACEMENTS:  
BROOKINGS QUADRANGLE

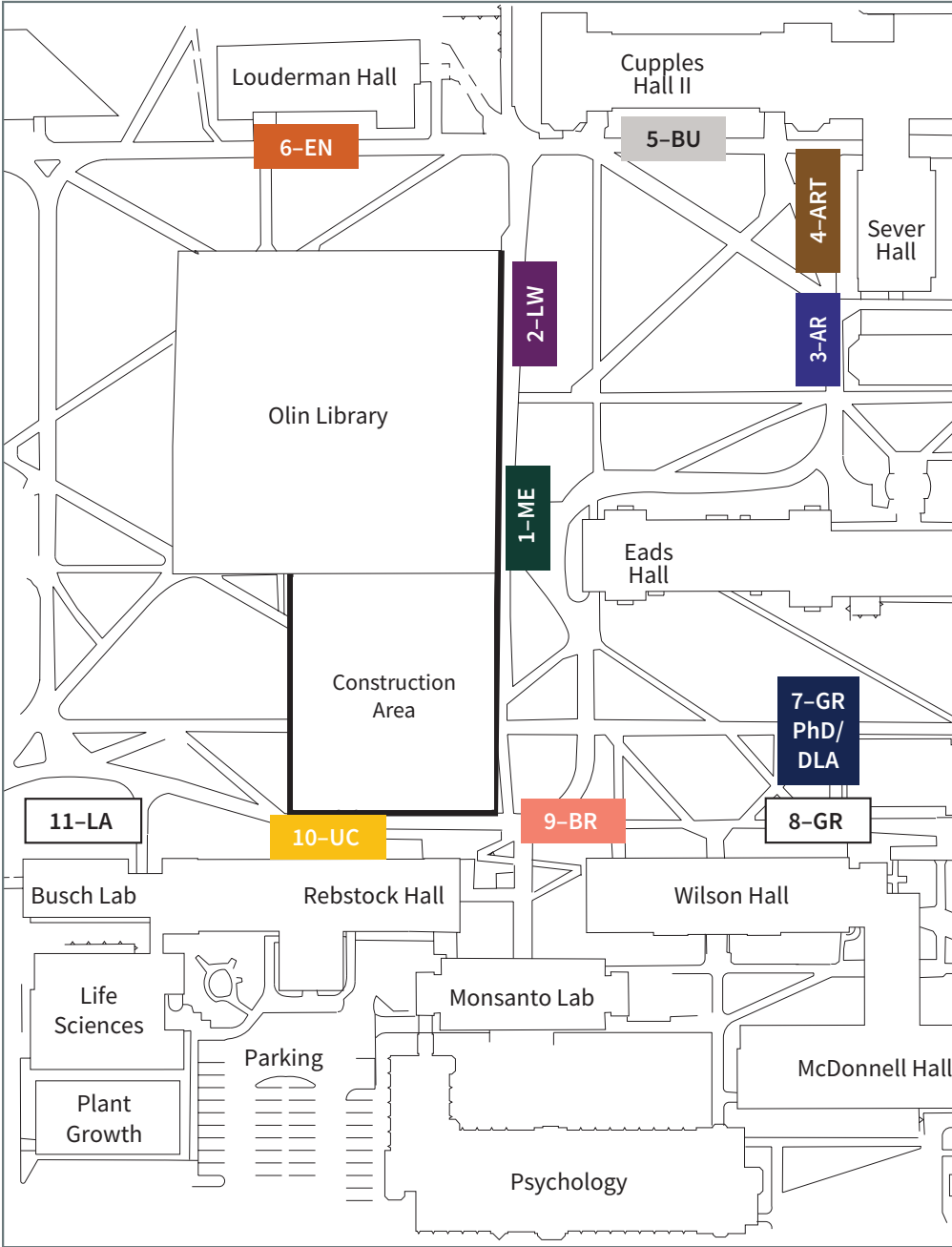


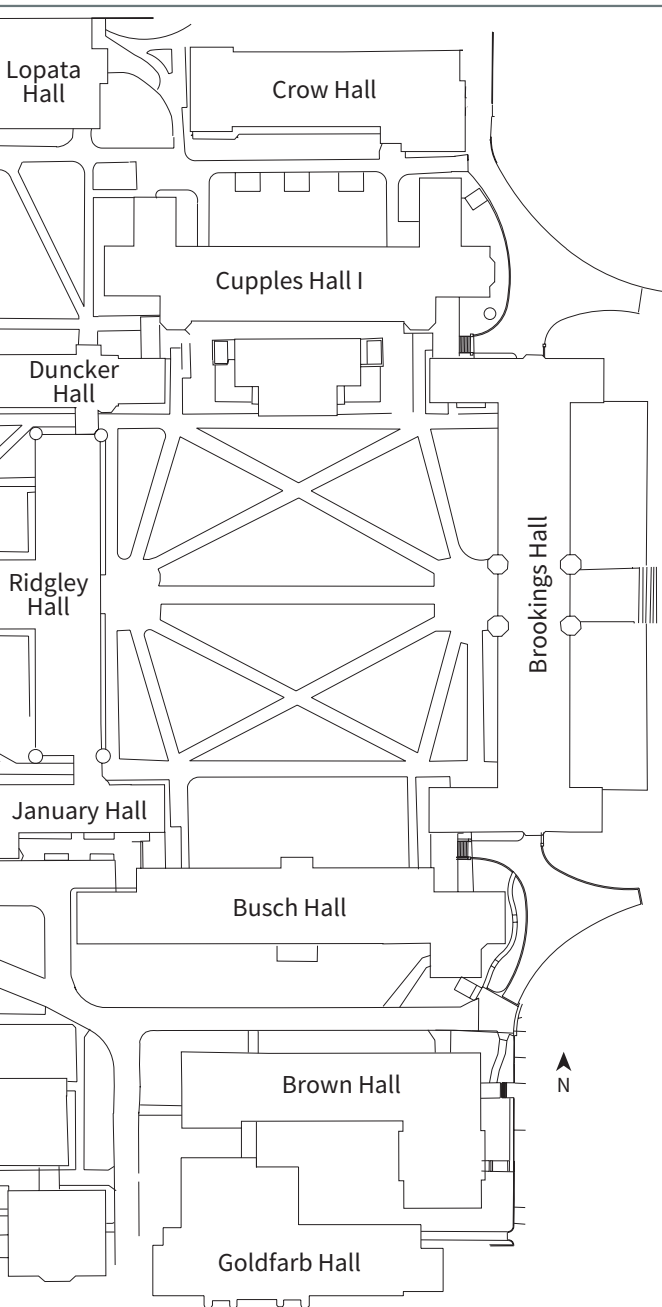


- 6 Flag Placer
- 9 Line Turner
- 11 Monitor
- 12 Photo Assistant
- 13 Seater
- 14 Spacer
- 15 Splitter
- 17 Usher

# THE PROCESSION

## FACULTY AND STUDENT ASSEMBLY MAP





1. Medicine
2. Law
3. Architecture
4. Art
5. Business
6. Engineering
7. Graduate (PhD, DLA)
8. Graduate (Masters)
9. Brown School
10. University College
11. Arts & Sciences

# PROCESSION ORDER

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## GROUP ONE

Group One will enter the Quadrangle at Duncker Hall and take their seats on the west side of student seating.

Division (Color)	March Order Within Division	Assembly Point
Medicine (green)	MD, DPT, DOT, DAUD, MSOT, MSDE, MSCI, MSIBS, MPHS, MSGE, AHBR	Olin Library, East (South)
Law (purple)	JD, LLM, MJS, JSD	Olin Library, East (North)
Architecture (blue-violet)	MArch, MLA, MSAS, MUD, MSAAD, BDESArch, BSArch	Duncker Hall, West
Art (brown)	MFA, BFA	Duncker Hall, West
Business (silver-beige)	MBA, MS, MSBA, MSF, MA, BSBA	Cupples Hall II
Engineering & Applied Science(orange)	DSc, MS, BS	Louderman Hall

# PROCESSION ORDER

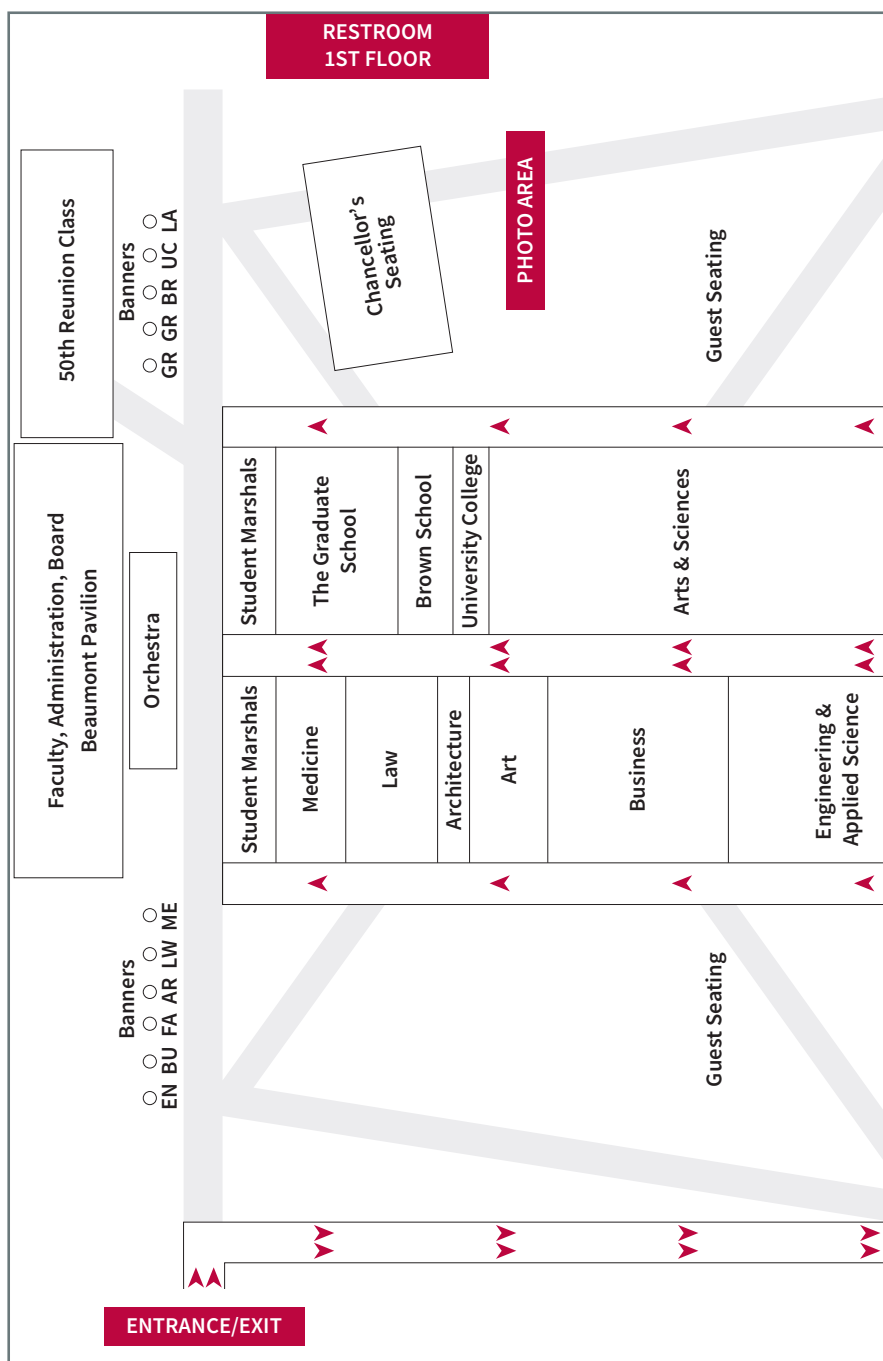
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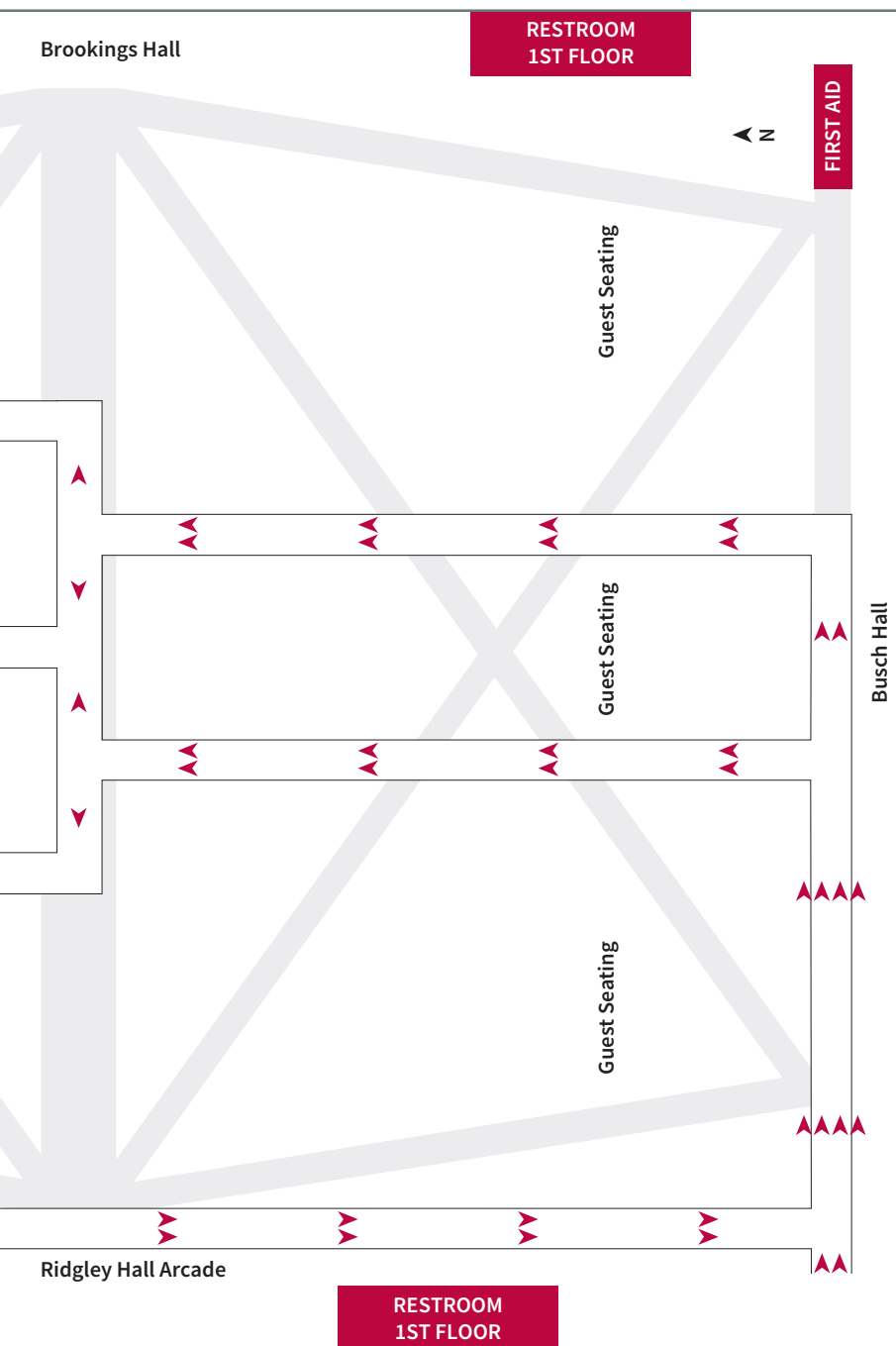
## GROUP TWO

Group Two will enter the Quadrangle at January Hall and take their seats on the east side of student seating.

Division (Color)	March Order Within Division	Assembly Point
The Graduate School (dark blue)	PhD (from all schools), DLA	January Hall West Walkway
The Graduate School (Arts & Sciences) (white)	AM, MAEd, MAT, MFAW, MLA, MS, MM	Wilson Hall
Brown School (SW) (citron/salmon pink/peacock)	MSW, MPH	Wilson Hall
University College (golden yellow)	MS, BS, AA	Rebstock Hall
College of Arts & Sciences (white)	AB, BM	Rebstock Hall

## ACADEMIC PROCESSION OVERVIEW MAP





# COMMENCEMENT

## FIRST AID, COFFEE, AND RESTROOM LOCATIONS



**FIRST AID:**  
South Brookings Hall



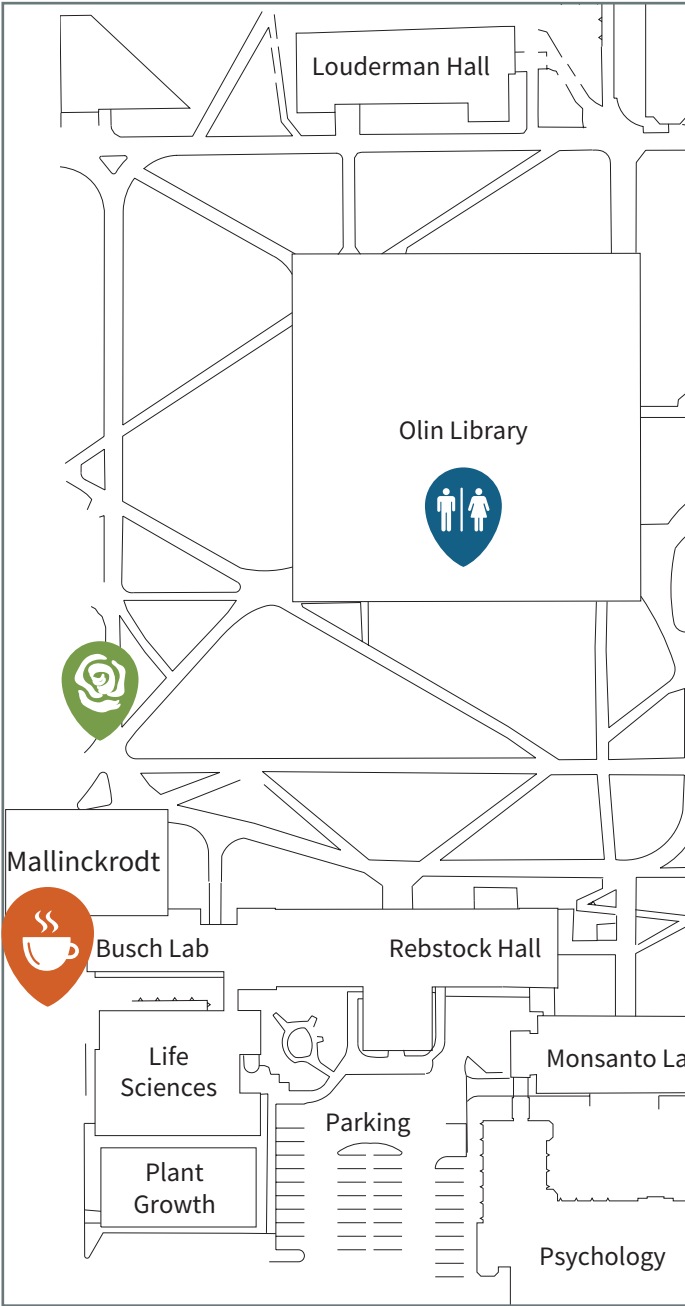
**COFFEE:**  
Busch Hall  
In Mallinckrodt lobby  
(Outside of Bookstore)



**RESTROOMS:**  
Brookings Hall (Accessible)  
Busch Hall  
Cupples I  
Duncker Hall  
January Hall (Accessible)  
Olin Library  
Ridgley Hall (Accessible)



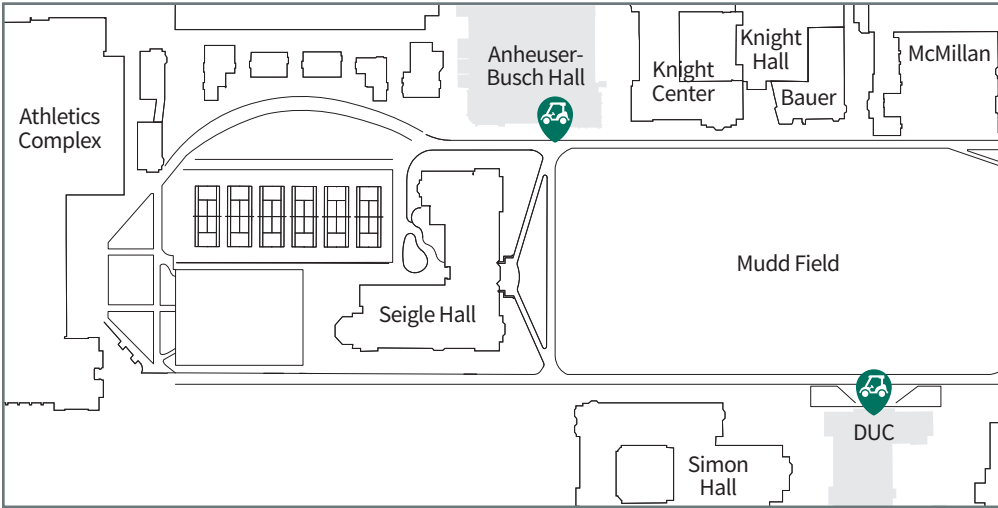
**FLOWERS:**  
Outside of South Brookings  
Bunny Sculpture





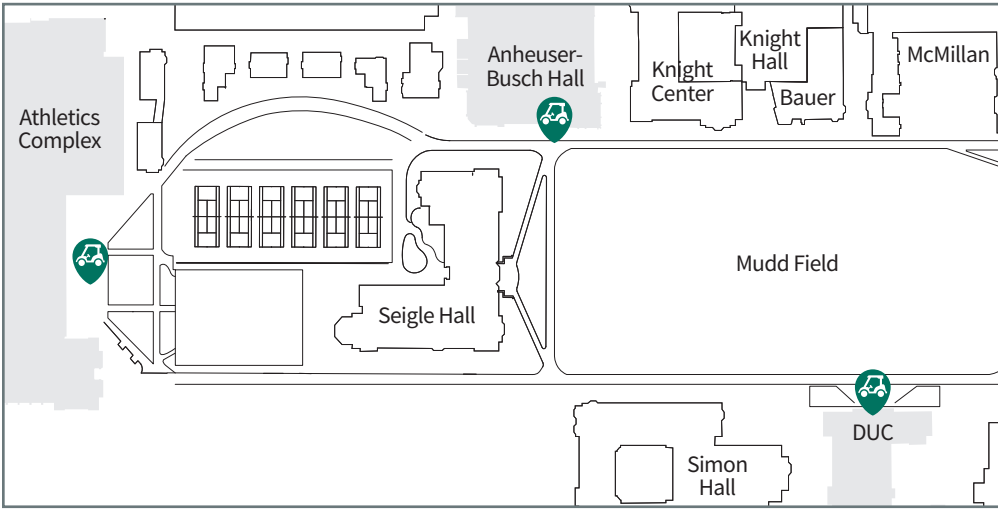
ACCESSIBLE CART ROUTE (PRE-CEREMONY)

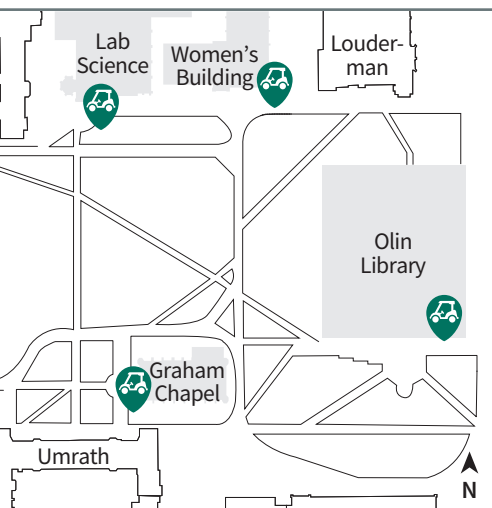
7:15–11:30 a.m.



ACCESSIBLE CART ROUTE (POST-CEREMONY)

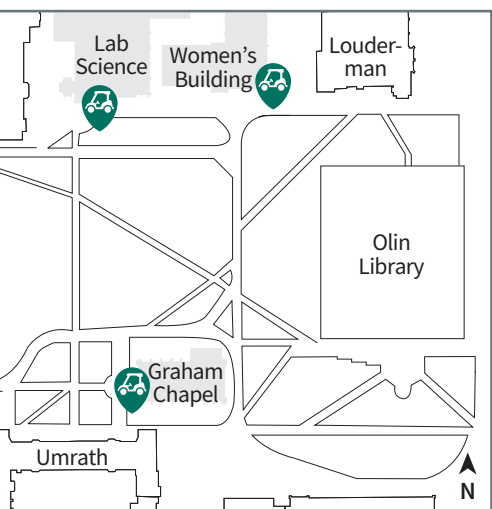
11:30 a.m.–2 p.m.





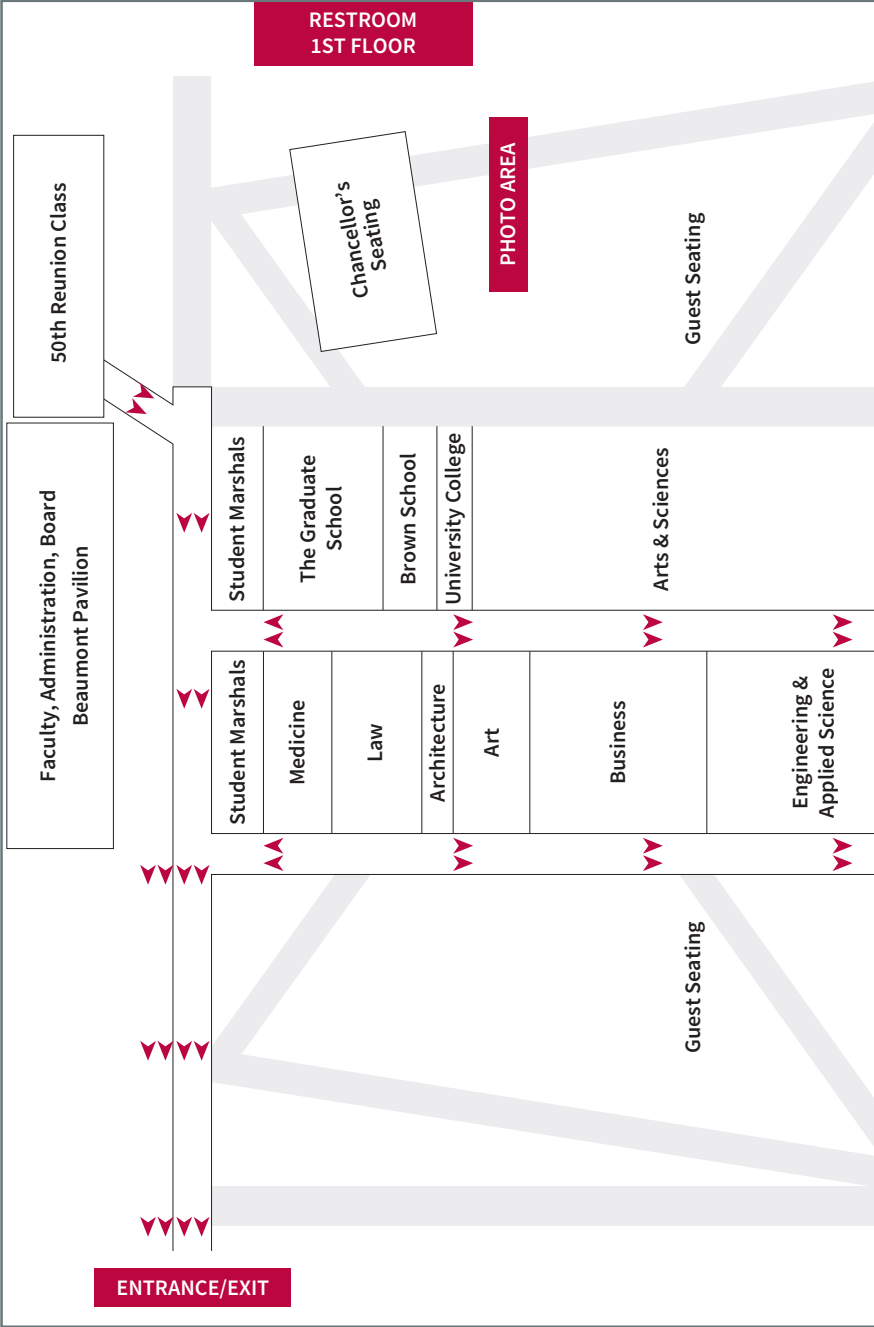
In order to better meet the needs of guests requiring transportation assistance on the morning of Commencement, carts will circulate around the interior of the Danforth Campus from 7:15 to 11:30 a.m. with limited service from 11:30 a.m. to 2 p.m.

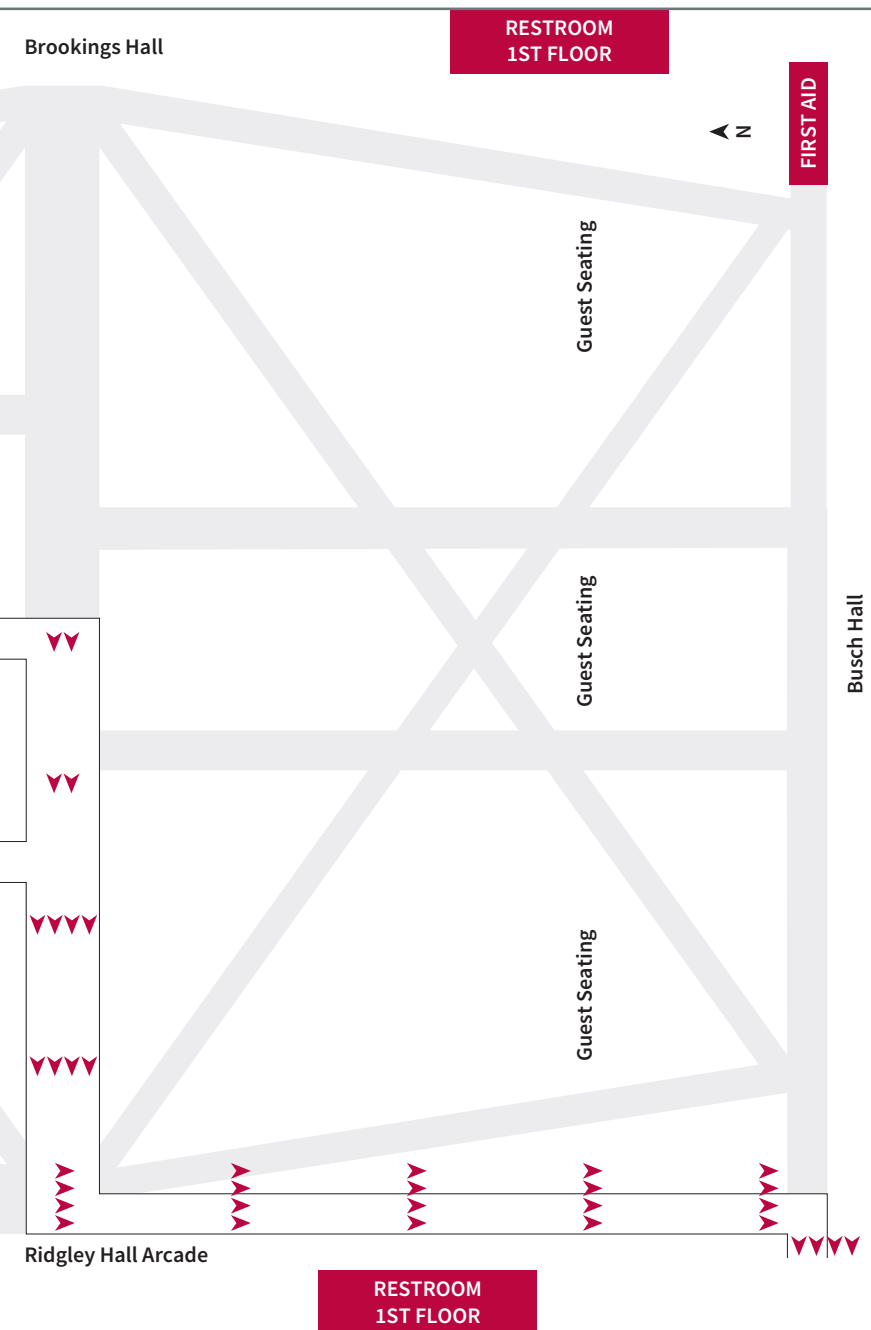
These maps highlight the designated stops. Flags will be placed along the route to designate pick-up and drop-off locations.



# RECESSION & POST-COMMENCEMENT

## ACADEMIC RECESSION OVERVIEW MAP





Please wait until the faculty and administration have exited the stage before releasing graduates.

# POST-COMMENCEMENT CEREMONIES

Times and locations for these events are subject to change.

Visit the website ([commencement.wustl.edu](http://commencement.wustl.edu)) or mobile guide for updates.

## WEDNESDAY, MAY 17

### LAVENDER

#### Recognition Ceremony

3 p.m. Holmes Lounge

*Reception immediately following*

### BLACK SENIOR ALLIANCE

#### Recognition Ceremony

5 p.m. Graham Chapel

*Reception immediately following, Tisch Commons, Danforth University Center*

### LATINX RECOGNITION CEREMONY

#### Recognition Ceremony

7:30 p.m. Holmes Lounge

*Reception immediately following*

### UNIVERSITY COLLEGE

#### Recognition Ceremony

7:30 p.m. Graham Chapel

*Reception immediately following*

## THURSDAY, MAY 18

### COLLEGE OF ARTS & SCIENCES

#### Recognition Ceremony

8:30 a.m. Brookings Quadrangle

Severe Weather and/or Inclement

Conditions Location:

Field House, Athletic Complex, additional viewing sites on campus

*Reception held on Friday*

### SCHOOL OF ENGINEERING & APPLIED SCIENCE

#### Undergraduate and Graduate

#### Recognition Ceremony

1:30 p.m. Field House, Athletic Complex

*Receptions immediately following in department locations*

### ASIAN PACIFIC ISLANDER

### DESI AMERICAN (APIDA)

#### Recognition Ceremony

4 p.m. E. Desmond Lee Concert Hall,

560 Music Center

*Reception immediately following*

### THE GRADUATE SCHOOL

#### Hoarding and Recognition Ceremony

4 p.m. Varsity Gym, Athletic Complex

*Reception held on Friday*

### PROGRAMS IN CLINICAL INVESTIGATION, POPULATION HEALTH SCIENCES, AND APPLIED HEALTH BEHAVIOR RESEARCH

#### Joint Recognition Ceremony

4 p.m. King Center, Bernard Becker Library

*Reception immediately following*

### DOCTOR OF MEDICINE PROGRAM

#### Pre-Commencement Reception

5 p.m. Atrium, Farrell Learning and

Teaching Center

### BROWN SCHOOL

#### Hoarding and Recognition Ceremony

7:30 p.m. Field House, Athletic Complex

*Reception held on Friday*

### SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

### COLLEGE OF ART AND THE

### GRADUATE SCHOOL OF ART

#### Recognition Ceremony

8 p.m. Graham Chapel

*Reception held on Friday*

## FRIDAY, MAY 19

### ALL-UNIVERSITY COMMENCEMENT

8:30 a.m. Brookings Quadrangle

### BROWN SCHOOL

#### Diploma Distribution and Reception

11 a.m. (or following Commencement)

Clark-Fox Forum, Hillman Hall

### COLLEGE OF ARTS & SCIENCES

#### Diploma Distribution and Reception

11 a.m. (or following Commencement)

Lawn west of Olin Library entrance

Rain Location: Cupples II

THE GRADUATE SCHOOL

**Diploma Distribution and Reception**

11 a.m. (or following Commencement)

Lawn south of Cupples II

Rain Location: The Gargoyle (lower level),  
Mallinckrodt Center

SAM FOX SCHOOL OF DESIGN

& VISUAL ARTS

COLLEGE OF ARCHITECTURE AND

GRADUATE SCHOOL OF ARCHITECTURE

& URBAN DESIGN

**Diploma Ceremony and Reception**

11 a.m. (or following Commencement)

Brookings Drive Mall

Severe Weather Location: Steinberg Hall  
Auditorium

*Reception, Givens Hall*

SAM FOX SCHOOL OF DESIGN

& VISUAL ARTS

COLLEGE OF ART AND

THE GRADUATE SCHOOL OF ART

**Diploma Distribution and Reception**

11 a.m. (or following Commencement)

Steinberg Hall Terrace

Severe Weather Location: Sam Fox School  
Complex

SCHOOL OF ENGINEERING

& APPLIED SCIENCE

**Undergraduate and Graduate Diploma  
Distribution**

11 a.m. (or following Commencement)

Lopata 303

*Reception immediately following, Lopata  
Gallery and Sever Plaza*

PROGRAM IN OCCUPATIONAL THERAPY

**Reception**

11 a.m. (or following Commencement)

Holmes Lounge

**Diploma Ceremony** immediately following,  
Graham Chapel

PROGRAM IN PHYSICAL THERAPY

**Reception**

11:30 a.m. Lindell Ballroom,

The Chase Park Plaza

**Diploma Distribution and Hooding**

**Ceremony:** 1:30 p.m. Khorassan Ballroom,  
The Chase Park Plaza

UNIVERSITY COLLEGE

**Diploma Distribution and Reception**

11 a.m. (or following Commencement)

Women's Building Lounge

OLIN BUSINESS SCHOOL

**Undergraduate Recognition Ceremony**

11:30 a.m. Field House, Athletic Complex

*Reception immediately following,  
Knight Hall Atrium*

SCHOOL OF LAW

Recognition Ceremony

**Diploma Distribution and Reception**

11:30 a.m. Varsity Gym, Athletic Complex

*Reception immediately following,  
Anheuser-Busch Hall*

PROGRAM IN AUDIOLOGY AND

COMMUNICATION SCIENCES

**Recognition Ceremony and**

**Diploma Distribution**

1 p.m. Connor Auditorium, Farrell Learning  
and Teaching Center

*Reception immediately following*

OLIN BUSINESS SCHOOL

**Graduate Recognition Ceremony**

3 p.m. Field House, Athletic Complex

*Reception immediately following,  
Knight Hall Atrium*

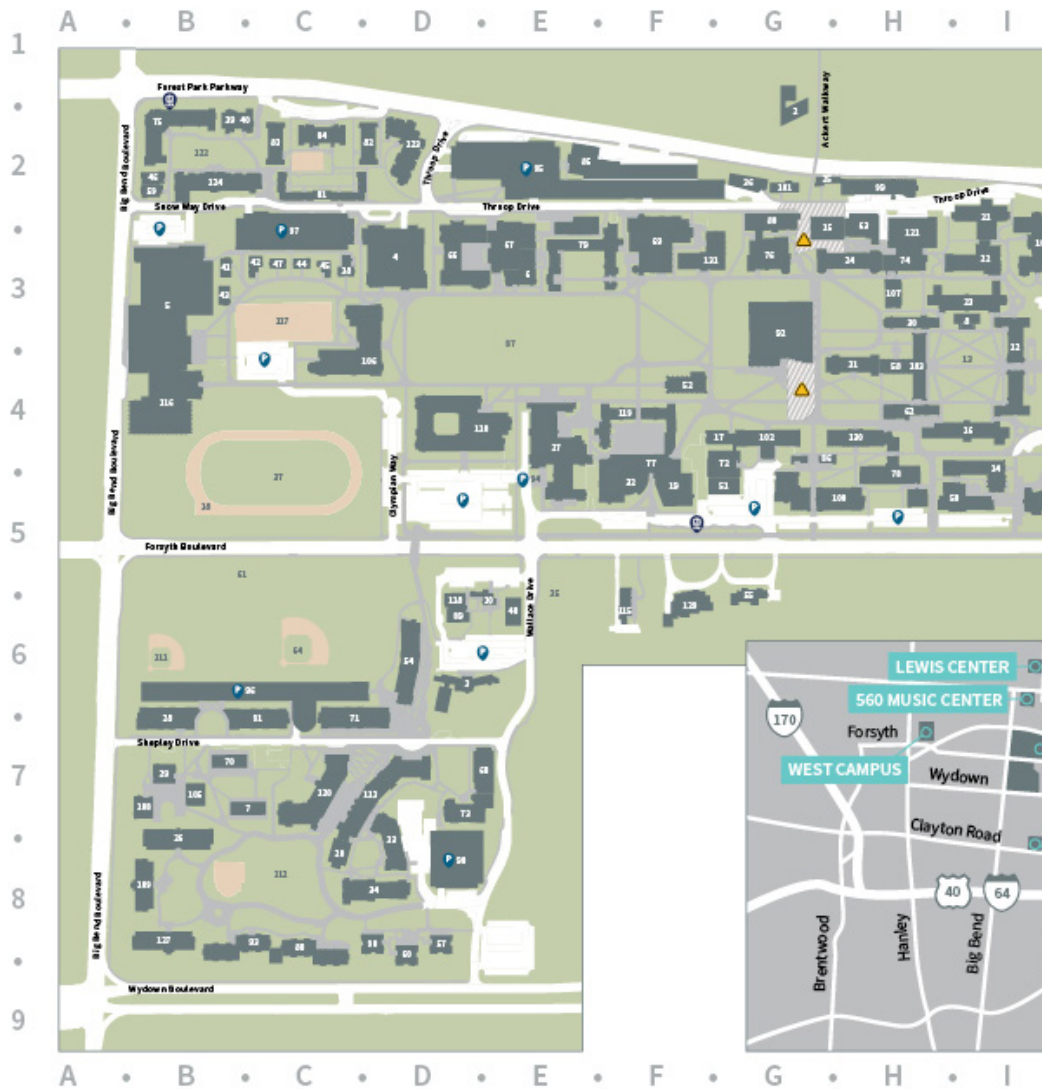
DOCTOR OF MEDICINE PROGRAM

**Commencement Recognition Ceremony**

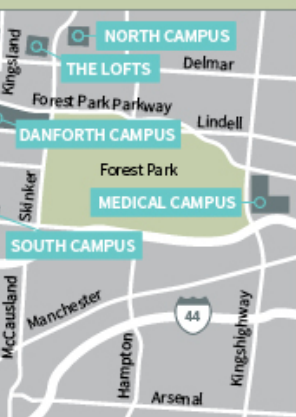
3 p.m. Ferrara Theater, America's Center

*Reception immediately following,  
Washington Lobby, America's Center*

# DANFORTH CAMPUS MAP



• J • K • L • M



• J • K • L • M

**WUSTL MOBILE**  
A free app for maps, campus dining, and more.  
Available for iOS and Android.

1

2

3

4

5

6

7

8

9

1. 276 N. Skinker (M2)
2. Academy Building (G2)
3. Alumni House (D6)
4. Anheuser-Busch Hall (D3)
5. Athletic Complex (B3)
6. Bauer Hall (E3)
7. Beaumont House (C7)
8. Beaumont Pavilion (J3)
9. Bibby Hall (L5)
10. Blewett Hall (E6)
11. Brauer Hall (K3)
12. Brookings Hall (I4)
13. Brookings Quadrangle (I4)
14. Brown Hall (I4)
15. Bryan Hall (H3)
16. Busch Hall (I4)
17. Busch Laboratory (G4)
18. Bushyhead Track (B5)
19. Campus Store (F5)
20. College Hall (C8)
21. Compton Hall (I2)
22. Crow Hall (I3)
23. Cupples I Hall (I3)
24. Cupples II Hall (H3)
25. Cyclotron Building (H2)
26. Danforth House (B8)
27. Danforth University Center (E4)
28. Dardick House (B7)
29. Dauten House (B7)
30. Duncker Hall (H3)
31. Eads Hall (H4)
32. Edison Theatre (F5)
33. Eliot B House (D8)
34. Eliot House (D8)
35. Elizabeth Danforth Butterfly Garden (E5)
36. Environmental Health and Safety Facility (G2)
37. Francis Hall (C5)
- FRATERNITIES**
38. Alpha Delta Phi (C3)
39. Alpha Epsilon Pi (B2)
40. Beta Theta Pi (C2)
41. Kappa Sigma (B3)
42. Phi Delta Theta (C3)
43. Sigma Alpha Epsilon (B3)
44. Sigma Chi (C3)
45. Sigma Nu (C3)
46. Tau Kappa Epsilon (B2)
47. Theta Xi (C3)
48. Gaylord Music Library (E6)
49. Givens Hall (J5)
50. Goldfarb Hall (J5)
51. Goldfarb Plant Growth Facility (G5)
52. Graham Chapel (F4)
53. Green Hall (L3)
54. Gregg House (D6)
55. Harrison House (G6)
56. Hillman Hall (J5)
57. Hitzeman House (D8)
58. Holmes Lounge (H4)
59. House 11 (B2)
60. Hurd House (D6)
61. Intramural Recreational Fields (B5)
62. January Hall (H4)
63. Jolley Hall (H2)
64. Kelly Baseball Field (C6)
65. Kemper Art Museum (K4)
66. Knight Executive Education and Conference Center (D3)
67. Knight Hall (E3)
68. Koenig House (E7)
69. Laboratory Sciences Building (F3)
70. Lee House (B7)
71. Lien House (C7)
72. Life Sciences Building (G4)
73. Liggett House (D7)
74. Lopata Hall (H3)
75. Lopata House (B2)
76. Louderman Hall (G3)
77. Mallinckrodt Center (F4)
78. McDonnell Hall (H5)
79. McMillan Hall (E3)
80. McMillen Laboratory (G2)
81. Millbrook Apartment 1 (C2)
82. Millbrook Apartment 2 (D2)
83. Millbrook Apartment 3 (C2)
84. Millbrook Apartment 4 (C2)
85. Millbrook Building (F2)
86. Monsanto Laboratory (H4)
87. Mudd Field (E3)
88. Mudd House (C8)
89. Music Classroom Building (D6)
90. Myers House (D8)
91. Nemerov House (C7)
92. Olin Library (G3)
93. Park House (C8)
- PARKING GARAGES**
94. DUC (E5)
95. Millbrook (E2)
96. Shepley Drive (C6)
97. Snow Way (C3)
98. Wallace Drive (D8)
99. Power Plant (H2)
100. Psychology Building (H5)
101. Radiochemistry Building (G2)
102. Rebstock Hall (G4)
103. Ridgley Hall (H4)
104. Rudolph Hall (I3)
105. Rutledge House (B7)
106. Seigle Hall (D4)
107. Sever Hall (H3)
108. Shanedding House (B7)
109. Shepley House (B8)
110. Simon Hall (E4)
111. Softball Field (B6)
112. South 40 (C8)
113. South 40 House (D7)
114. Steinberg Hall (K5)
115. Stix International House (F6)
116. Summers Recreation Center (B4)
117. Tao Tennis Center (C3)
118. Tietjens Hall (D6)
119. Umrath Hall (F4)
120. Umrath House (C7)
121. Urbauer Hall (H3)
122. The Village (B2)
123. Village East (D2)
124. Village House (B2)
125. Visual Arts & Design House (L5)
126. Walker Hall (L4)
127. Wheeler House (B8)
128. Whitaker Hall (J2)
129. Whittemore House (F6)
130. Wilson Hall (H4)
131. Women's Building (G3)



# THE SEVERE WEATHER PLAN AND EMERGENCY PROCEDURES

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# OVERVIEW

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Your role as a Commencement volunteer is equally important in the event of severe weather. Despite the circumstances, your pleasant assistance to our students and guests helps ensure a successful Commencement. Volunteers should be prepared for two scenarios in the case of severe weather or other emergency: the Severe Weather Plan and the Emergency Evacuation Plan.

In addition, a mobile Commencement Guide is available for volunteers, graduates and visitors on the app store under WashUevents. For details, visit [commencement.wustl.edu/guide](http://commencement.wustl.edu/guide).

## THE SEVERE WEATHER PLAN

- Implementation of the Severe Weather Plan will be announced prior to Commencement (and no later than 6 a.m. the morning of Commencement).
- The university community will be notified that the Severe Weather Plan is in effect via the university's ALERTUS system.
- The plan calls for undergraduates to attend Commencement in the Athletic Complex (and for families to view the ceremony via additional viewing locations).
- Graduate students and their families should plan to attend their individual graduate recognition ceremonies later in the day in place of their recognition during morning Commencement. Graduate students and their families are also welcome to view the morning ceremony and Commencement speaker via a variety of additional viewing locations or online at [commencement.wustl.edu](http://commencement.wustl.edu).

## THE EMERGENCY EVACUATION PLAN

- The second scenario—the Emergency Evacuation Plan—would only come into effect if severe weather or another emergency required graduates and guests to seek shelter during Commencement in the Quad.
- In this scenario, people will be directed to the following buildings: Busch, January, Ridgley, Duncker, Sever, Cupples, and Brookings Halls.
- Certain volunteers have been designated Crowd Control Coordinators, although each volunteer can help in their respective areas by calmly ensuring that people enter the buildings safely and efficiently.

## ADDITIONAL EMERGENCY PROCEDURES AND CONTACTS

- Includes procedures for tornadoes/severe weather, fire, medical emergencies, and missing or lost children.
- Lists emergency contacts.

# SEVERE WEATHER PLAN

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## ATHLETIC COMPLEX UNDERGRADUATE CEREMONY

In the event of severe weather, **the undergraduate Commencement Ceremony will be held in the Athletic Complex Field House**. Graduate students and their families should plan to attend the already scheduled recognition programs later in the day, which will take the place of the morning ceremony for graduate students.

Remember: only undergraduates and their families will be admitted to the Athletic Complex-Field House. Graduate students and families should report to their reception/recognition locations as listed in the program.

## ASSEMBLY POINTS

Chancellor's group—Green Room (located in SW corner of Field House)

Deans, Faculty, Student and Faculty Marshals—Hallway outside of Green Room

Undergraduates—Field House seats on main floor

## ENTRY TO AND SEATING IN FIELD HOUSE

Chancellor's group—Green Room Doors

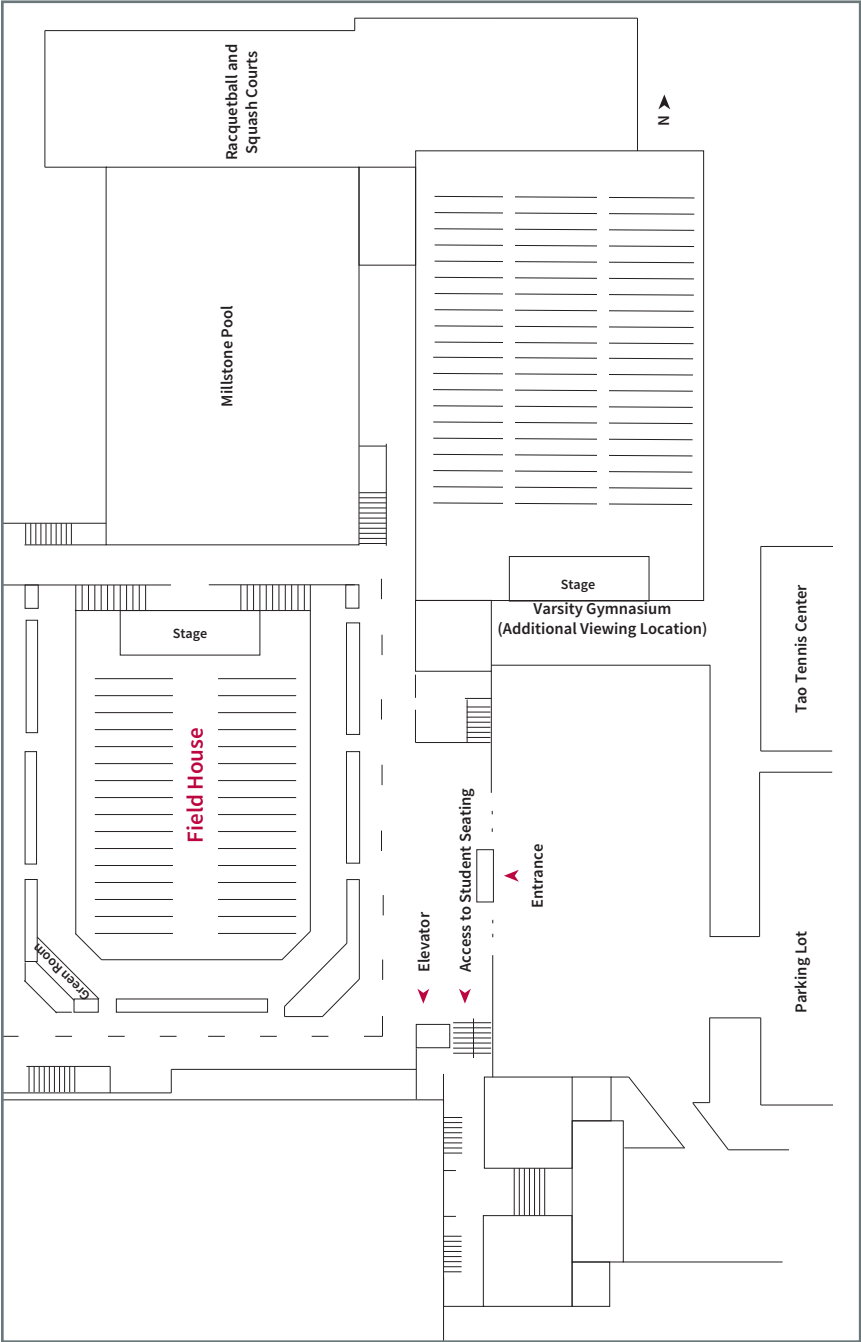
Deans, Faculty, and all Marshals—Double doors just east of Green Room

Undergraduates—Candidates will be directed to chairs on the floor of the Field House as soon as they arrive at the door of the Athletic Complex. They will be seated in every seat beginning with the third row and in no special order (i.e., a business student can sit between a liberal arts student and a fine arts student).

Student and Faculty Marshals will be seated in the first two rows.

Board Members and Faculty will be seated in the section to the west of the stage.

# ATHLETIC COMPLEX



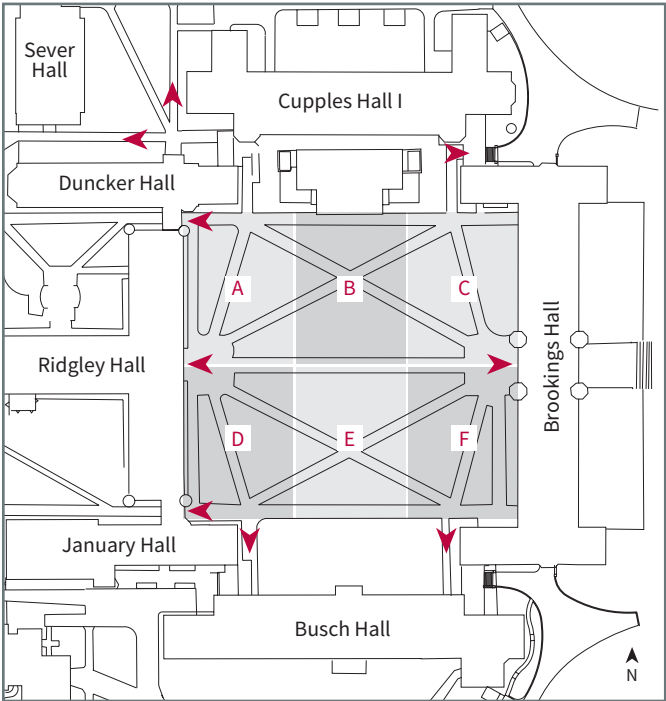
# EMERGENCY EVACUATION PLAN

When the weather forecast calls for possible high winds, hail or thunderstorms, lightning, or other issues, call for the evacuation of the Quadangle:

- If lightning is seen or thunder heard or the storm is headed in the direction of the Quad, the Washington University Police will determine if an evacuation or shelter-in-place emergency response is appropriate.
- If an **EVACUATION** is called for, the Chancellor or Grand Marshal will announce:  
Ladies and gentlemen, we have been told that there is the potential for severe weather and/or tornadoes and the Quad must be cleared immediately. Please collect your belongings and walk calmly to the exits located at the corners of the Quad as well as via Brookings Arch. Thank you.

The Crowd Control Coordinators, the other Commencement volunteers, and the WUPD and other enforcement officers will direct guests out of the Quad via the seven designated exits.

## EMERGENCY EVACUATION POINTS



Crowd Control  
Coordinators  
A, B, C, D, E, and F

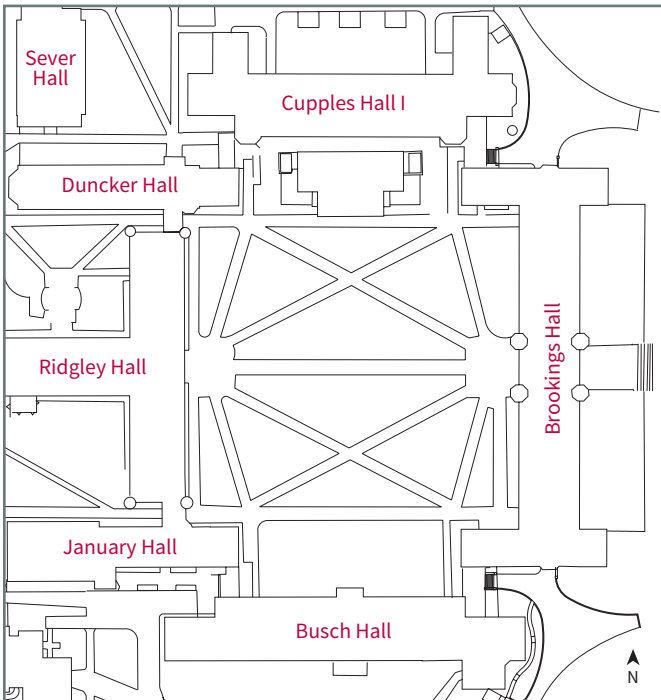
If a **SHELTER-IN-PLACE** is called for, the Chancellor or Grand Marshal will announce:

Ladies and Gentlemen, we have been told that there is the potential for severe weather and/or tornadoes and everyone must take shelter immediately. Please collect your belongings and walk calmly to one of the following buildings: Brookings, Busch, Cupples I, January Hall, or Duncker Hall. Thank you.

The Crowd Control Coordinators, Area Directors, other Commencement volunteers, and WUPD and other enforcement officers will lead guests into the lowest levels of Brookings, Busch, Cupples I, January Hall, or Duncker Hall.

- The WUPD will do a quick final sweep of the Quad to make sure everyone has evacuated and sought shelter.
- The tornado position will be demonstrated, where arms cover the back of the head and neck.
- The WUPD will decide when it is safe to allow people to go back outside.
- Any injuries associated with this weather will be taken care of immediately or when the scene becomes safe to do so.

## SEVERE WEATHER EMERGENCY SHELTER POINTS



# ADDITIONAL EMERGENCY PROCEDURES AND CONTACTS

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## MEDICAL EMERGENCIES

1. Remain calm!
2. Alert an on-site member of WUPD and Emergency personnel located at the first aid table located in the southeast corner of the Quad.
3. Trained personnel will respond to a situation in which any on present 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.
7. Do not exceed your training or knowledge when attempting to render first aid.

## 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. The WUPD officers in the Quad will help fight the fire and control the crowd.
4. A no-pass radius will be set up around the fire.
5. If fire is not extinguished within one minute, evacuate and move to safety zone.

LARGE FIRE:

1. Remain calm!
2. Notify WUPD at Danforth (314) 935-5555 so immediate response is activated.
3. Evacuate people to at least 1,000 ft. away from the burning structure or to another emergency assembly point deemed more appropriate at the time by the WUPD.
4. DO NOT enter the burning structure.
5. Advise people that they may NOT return for missing persons, personal effects, or valuable work until authorized by the incident commander.
6. The police will create a barrier as to not allow people to get close to the source of the fire from all sides.
7. Wait at the emergency assembly point for further instruction.
8. Follow directions explicitly.

## MISSING OR LOST PERSON/CHILD PROCEDURE

1. If a visitor reports a child is missing, the Commencement volunteer escorts the parent/guardian/family member to the South Brookings Presentation Room (Room 100) and reports the missing person/child to WUPD Dispatch, (314) 935-5555, or to the nearest WUPD officer, describing the child's physical features and clothing. The volunteer will stay with them until the child is found or additional information is found.
  - Male/Female
  - Race
  - Age
  - Hair Color
  - Clothing
  - Height
2. WUPD dispatch will broadcast the description/circumstances over the radio to officers in the field. Then dispatch will contact the Director of Emergency Management to send out a text message to Commencement volunteers via Everbridge. The message should also be spread via word of mouth in the event venue to volunteers.
3. Additionally, all entrances/exits to the venue are secured and monitored by WUPD. As WUPD monitor entrances/exits, other WUPD Officers and Commencement volunteers begin looking for the child.
4. If the child is found and appears to have been lost and unharmed, the child is reunited with the searching family member in the South Brookings Presentation Room. WUPD will take a report per their protocol.
5. If the child is found accompanied by someone other than a parent or legal guardian, reasonable efforts to delay their departure will be used without putting the child, staff, or visitors at risk. WUPD will be notified and given details about the person accompanying the child, last known location, and the direction that they were traveling in.
6. After the child is found, an All Clear message will be distributed to WUPD and Commencement volunteers.

## SUSPICIOUS PERSONS

Please keep a close watch for people carrying unusually large bags or purses. If anyone looks suspicious, please notify a campus police officer. To reach the WUPD, call (314) 935-5555.

## COMMENCEMENT EMERGENCY CONTACTS

Ida Early  
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Steve Givens  
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Chief of Staff, Chancellor's Office  
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Chet Hunter  
Assistant Director, Emergency Management  
chet.hunter@wustl.edu  
(314) 935-9261

## This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Washington University in St. Louis