

Emergency Procedures

Annex A

UW-Superior Emergency Response Plan

Revised January 2008



Note: The following procedures are also readily available in the campus directory.

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Reporting Emergencies

Any student, employee or guest of UW Superior who witnesses an emergency is expected to report the emergency immediately.

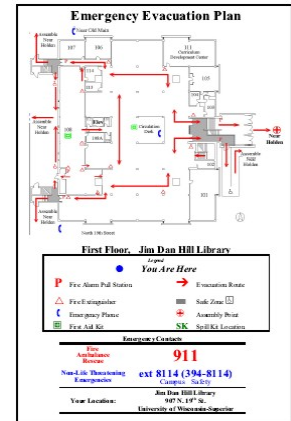
Who to Call	Examples of When to Call
<p><i>Superior/Douglas County</i></p> <p>911</p> <p>from any campus phone, pay phone or cellular phone</p>	<p>Any life-threatening emergency, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Fire alarms in building, or obvious fire and/or smoke ▪ Medical emergencies ▪ Rescue ▪ Bomb, mail or package threats ▪ Threatening situations or individuals ▪ Suicide threats ▪ Violent or criminal incidents, including but not limited to, physical assault, sexual assault, thefts, vandalism, and workplace violence.
<p><i>UWS Campus Safety</i></p> <p>8114</p> <p>from any campus phone</p> <p>394-8114</p> <p>from any cellular or pay phone</p>	<p>Any non-emergency situation, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Someone trapped in an elevator ▪ Suspicious individuals, materials or objects ▪ Any incidents that are suspicious or criminal in nature ▪ Chemical spills ▪ Minor medical injuries needing assistance ▪ Potentially violent situations involving harassing or obscene telephone calls, mail or e-mail threats, confrontations, etc. ▪ Physical damage to computing services/equipment and non-authorized use of computer software, database or online information. ▪ Request an escort across campus or to your vehicle. <p><i>Be aware that you <u>may</u> be speaking with Campus Safety over a radio telephone – your conversation could be heard by others.</i></p>
UWS Blue Light Phones	The UWS Blue Light phone system is answered by Campus Safety via radio. Report your emergency and Campus Safety will contact the responders.
Supervisor	<ul style="list-style-type: none"> ▪ Any situation that results in work interruption or stoppage ▪ Any injuries, including those not requiring medical attention
UWS Weather Hotline (715) 394-8400	<ul style="list-style-type: none"> ▪ Information about the cancellation or curtailment of classes or campus closure due to weather will be announced on the Weather Hotline. ▪ The Weather Hotline may also be used to provide information on the status of the campus or recommended actions during an emergency situation.
UWS Telephone Services (715) 394-8596 phones@uwsuper.edu	<ul style="list-style-type: none"> ▪ Report any telephone service problems and unauthorized use of telephone services on campus.

Emergency Evacuation Plans

- Emergency evacuation plans are posted in ALL classrooms, laboratories, art studios, corridors, assembly areas and office suites.
- The evacuation plans show:

Exit routes
 Assembly Points
 Safe Zone Locations
 Fire alarm pull stations

Building name & address
 Emergency phone numbers
 Fire extinguisher locations
 First Aid Kits and Spill kits



Safe Zones

- A ‘Safe Zone’ is an area of refuge where individuals should wait for the assistance of the emergency responders if they cannot evacuate a building unassisted. ‘Safe Zone’ locations are shown on Building Evacuation Plans.
- The ‘Safe Zone’ can be used by anyone with disability, condition or injury that would prevent them from safely exiting the building. A “buddy” can wait with the individual if desired.
- The Superior Fire Department is trained to assist individuals from a ‘Safe Zone’.
- During an emergency, the Fire Department will evaluate the potential risk of harm to a person, and determine if it is safer for the individual to remain in the ‘Safe Zone’ or if the individual should be assisted from the building.
- If there is no immediate threat, the Fire Department will keep individuals in the ‘Safe Zone’ until it is necessary and safe to assist them out of the building.
- Keep all doors to the ‘Safe Zones’ closed to prevent smoke from filling the ‘Safe Zone’ and harming an individual waiting for rescue
- Be patient and remain calm. The ‘Safe Zone’ will provide protection until assistance arrives.



Assembly Points

During a building evacuation, **everyone** should go to the “Assembly Point” shown on the Building Evacuation Plans. All announcements, additional instructions, and inquiries will be made from this location. The Assembly Points are close to a location where a large number of people can seek protection during inclement weather.



AEDs and First Aid Supplies



UW Superior has seven semi *Automatic External Defibrillators* (AEDs) on campus. AEDs are used to restore heart rhythm during a cardiac arrest, but will not shock a person unless it is medically necessary. Individuals should be trained in both CPR and AED before use. The AEDs are stored in wall mounted cabinets along with necessary supplies. The cabinets are equipped with an alarm to alert others that an emergency is in progress. The AED locations are:

- Wessman Arena lobby
- Rothwell Student Center Concourse
- Old Main 1st floor center corridor
- Holden Fine Arts main lobby by ticket booth
- Health and Wellness Center main lobby and south east corridor
- Campus Safety Squad car (mobile unit)

The Building Evacuation Plans indicate the location of publicly-available first aid kits. In addition to standard first aid supplies, the kits contain gloves, CPR shield, and eye, nose and mouth protection.

All-Hazard Weather Alert Radios

All UW Superior buildings are equipped with one or more weather alert radios that are programmed to provide severe weather warnings and all-hazard emergency information for Superior and Douglas County Wisconsin. The message from the weather alert radio may provide short concise directions on actions to take, or it may include instructions to tune to a local radio or television stations for more information. The radios are equipped with back up battery power.

Brief Instructions for Weather/All Hazard Radio Use

1. The radios are programmed to receive alert tones for specific emergencies that may occur in Douglas County/Superior Wisconsin. Please do not alter the programming. These events include but are not limited to:

Severe thunderstorm watches/warnings	Amber Alerts
High wind watches/warnings	Tune TV Emergency (for information)
Tornado watches/warnings	Required weekly test
Flood warnings	Evacuation watch/warning
Severe and Special weather statements	Warning – for a community wide emergency
2. When an alert tone sounds, press the Weather/Hazard On/Off button to listen to the message. A text description of the alert will be displayed in the screen, and a LED will light when a warning, watch or statement has been issued. Press the Alert On/Off button to silence the tone during the weekly test.
3. Listen carefully to the message from the radio. **If the affected area includes Superior,** respond immediately and follow the directions as provided over the radio. Unplug the radio and take it with you. Remember: the message may include directions to tune into a local television or radio station for detailed information. Use the AM/FM radio on the alert radio to tune in to local stations.

Building Evacuation Procedure

Building evacuations may be initiated using the building fire alarm system, audible messages from the fire alarm system or door-to-door verbal messages.

Building fire alarm systems do not automatically alert Campus Safety or the fire department. Someone must call 911 whenever the building fire alarm is activated.

1. Be familiar with the posted building Emergency Evacuation Plans.
2. EVERYONE is required to evacuate immediately anytime a fire alarm sounds or verbal evacuation order is given.
3. Take along coats, keys, book bags, etc. ONLY if they are in your immediate vicinity.
4. Check the door and door knob for heat or dangerous conditions before opening the door. If there is no heat or obvious hazards, open the door and check the exit route before leaving.
5. If it is not safe to exit, close the door. Fill cracks around the doors keep smoke and vapors out. Attract attention to your location by waving from the window or calling 911.
6. If it is safe to exit, leave the building immediately. Close the door behind you, but do not lock the door. Do not take time to close windows or shut off computers. ***See department-specific procedures for high-security areas or dangerous operations.*** If there is smoke or haze, stay close to the floor.
7. Assist individuals who are unable to exit the building unassisted to a Safe Zone on the same floor. A “buddy” may wait with the person. Inform emergency personnel of their location.
8. USE THE STAIRS TO EVACUATE--DO NOT USE THE ELEVATOR.
9. Take the shortest and most direct route out of the building and immediately go to the Assembly Point.
10. Call “911” from a safe location outside the building to report the emergency.
11. Sign-in at the assembly point (please print). If a sign-in sheet has not been started, start one and have others sign in. Provide the sign-in sheet to Campus Safety after the evacuation is over. Supervisors, faculty and lecturers should account for the individuals in their classes or under their supervision.
12. Listen for further instructions. Attempt to keep the evacuated people together. Seek shelter in the nearby building if the weather is inclement.
13. Determine who is still within the building and where, and if anyone is injured. One person from the Assembly Point should provide relay information to emergency responders.
14. Do NOT re-enter the building until the All-Clear is given by Campus Safety.

Note: Fire drills at UW Superior are ALWAYS pre-announced. Notices will be posted on the doors the day of the drill. All other alarms and evacuations are actual emergencies.

Shelter-in-Place Procedures

Shelter-in-place means to take shelter within the building you are in. Taking shelter inside may be in response to an external hazard such as smoke, chemical release from an industrial or transportation accident, police, fire or public health emergencies, or acts of violence or

The orders to shelter-in-place will generally be given by local emergency response agencies. The campus community may be notified to shelter-in-place via public radio or television, weather alert radios, FirstCall system, phone or door-to-door verbal messages. Local authorities will provide instructions on how to shelter-in-place based on the type of emergency.

1. If the event is a severe weather warning, follow the *Severe Weather Procedures*.
2. Go inside the nearest building to a room, corridor or space with no windows.
3. Turn on a weather alert radio, AM/FM radio or television to a local Emergency Broadcast System (EBS) station for information. KUWS 91.3 FM radio is an EBS station.
4. Follow the instructions from local emergency responders for how and where to take shelter.
5. Gather essential disaster supplies, such as battery-powered radios, weather alert radios, 1st aid supplies, flashlights, food, bottled water, duct tape, plastic sheeting, and plastic garbage bags.
6. Do not use the elevator, as the power may be turned off suddenly.
7. Unless emergency responders have advised otherwise, assume that water supplies are safe for use. If advised that water supplies are unsafe, use only bottled water for drinking.
8. Designate one phone (land-line) for incoming or outgoing emergency communication.
 - a. Cancel any call forwarding programming in the phone line. (*3 and *6).
 - b. Keep paper, pen, campus phone book and community phone books near the phone.
 - c. **Call 911 or Campus Safety (8114) only in an emergency.** Listen to a radio or call the Weather Hotline, 394-8400 (ext. 8400), for status information about the emergency.
 - d. Designate a separate phone for all personal use.
9. Start a sign-in sheet for all individuals in the shelter area. (Please print). If individuals decide to leave the shelter, request they sign out and provide a destination as they leave.
10. Contact Campus Safety (ext. 8114) and provide the shelter phone number, the number of people in the shelter, the shelter location, injuries, illnesses and actions taken.
11. If the emergency involves an airborne release, emergency broadcast messages may instruct you to take some or all of the following additional actions:
 - a. Take shelter in an interior room above ground with few/no windows or vents, such as windowless offices, restrooms or corridors. Avoid basements because chemical vapors may settle into the lowest levels.
 - b. Breathe through a wet towel held to the nose and mouth if breathing is difficult.
 - c. Close and lock all windows. Close exterior, stairwell, hall and room doors.
 - d. Turn off switch-operated ventilation systems, such as air conditioners, kitchen range hoods, art studio ventilation, etc. Facilities will turn off other ventilation equipment remotely or may provide verbal instructions on how to turn the equipment off.
 - e. Use any available plastic sheeting, plastic bags, tape or wet towels to seal windows, doors or vents to the outside, such as air conditioners or fans.
12. Stay within the shelter until the "All Clear" signal is received via public announcement.
13. After leaving the shelter, go to the Assembly Point for additional instructions or assistance.

Fire or Fire Alarms

Call **911** from a safe location outside the building to report all smoke, fire or fire alarms. Provide the building name, room & street if known.

The sounding of the building fire alarm system indicates an emergency within the building. Evacuate immediately.

UWS fire alarm systems do not automatically alert the emergency responders or fire department. Someone must call 911 to report the fire or alarm.

Fire drills are scheduled in advance in all buildings at UW Superior at least once per year. Building occupants will be notified before a drill occurs. Assume all other fire alarms are real emergencies.

Chapter UWS 18.06(11)(e) Fire Safety – No person may intentionally give a false fire alarm, whether by means of a fire alarm system or otherwise.

1. In the event of smoke or fire, pull the alarm nearest you.
2. **ALL** individuals must evacuate the building immediately whenever the building fire alarm system is activated in accordance with Chapter UWS 18.06(11)(g) Fire Safety. Evacuate the building using the ***Building Evacuation Procedures***.
3. Follow your department-specific procedures for high-security areas or dangerous operations, providing it is safe to do so and does not delay your evacuation.
4. Call 911 to report the fire or fire alarm from a safe location outside the building. The City/County Communication Center will notify Campus Safety.
5. If calling from a "Blue Safety Phone," state your emergency and the Campus Safety Dispatcher/Officer will contact the fire department.
6. Proceed to the Assembly Point for the building you are in.
7. **DO NOT** re-enter the building until the "ALL CLEAR" is given by Campus Safety or Fire Department Officials.

Save lives by evacuating the building rather than fighting the fire.

- Never fight a fire unless you have had proper training and the fire is very small and contained.
- If you do attempt to fight the fire, do so only after the alarm has been pulled and the evacuation is in progress.
- Fire extinguishers are located throughout campus buildings, including corridors, labs, studios, and computer labs. They are placed so they are available to individuals should the escape route be blocked by fire. Any non-emergency use may subject the user to a citation and fine under Chapter UWS 18.06(11)(d) Fire Safety.

Severe Weather Procedures

**Superior does not have a city-wide warning system for severe weather.
No outdoor sirens will sound.**

Severe weather includes severe thunderstorms, high winds, large hail or tornados. Severe weather watches and warnings are issued by the National Weather Service.

- A **watch** means conditions are favorable for the development of severe weather.
- A **warning** is issued when severe storms are approaching our area.

Severe weather watches and warning information will be received by monitoring weather alert radios, local television and radio broadcasts. If time permits and individuals are available, the campus community may be alerted to severe weather by verbal messages distributed within the building. *There are times when no one will be available to provide weather warnings with campus buildings, especially during late afternoons, evenings or weekends. It is everyone's responsibility to monitor weather conditions by listening to a local TV station or radio station, like KUWS 91.3 FM, for the most current information.*

1. When a severe weather watch is issued by the National Weather Service, develop an action plan of how and where to take shelter if a severe storm develops. See the table of recommended Storm Shelter locations. Communicate this plan to others in your area.
2. Continually monitor local weather conditions. Check the weather forecast before leaving for field trips or outdoor activities, and have a plan in place for safe shelter and communication if threatening conditions develop.
3. Prepare the following emergency supplies to take to the storm shelter: a weather alert radio or other battery operated radio, flashlight, keys, purse, backpack, cell phone, and a coat to provide protection from flying glass.
4. Listen closely when the National Weather Service issues a severe weather warning. Activate the action plan if Superior is included in the warning.
5. Collect the emergency supplies and go to a safe shelter immediately. Inform others of the warning as you go to the shelter. Stay away from windows, skylights and doors.
6. Do Not Use the elevators. Individuals who cannot use the stairs should take shelter on the same floor in a small interior windowless room, such as a restroom or interior office. Offer assistance to individuals with special needs.
7. As severe weather approaches, sit facing the wall, and cover your head and face with available protective objects. If possible, get under a sturdy piece of furniture.
8. If there is time and it is safe to do so, begin a sign-in sheet in the shelter area (please print). If individuals leave during the storm, ask them to sign out.
9. Keep phone lines (and cell phones) available for emergency communication.
10. Stay in the building until the storm has passed and the all-clear issued by the National Weather Service or emergency responders. The National Weather Service will broadcast an all clear for the region on the weather alert radio.
11. Once the storm has past, check others for injuries. Report all injuries to Campus Safety or emergency responders.
12. When exiting the building, beware of downed power lines, broken glass and unsafe areas.
13. Go to a central area of campus away from storm debris and await assistance.

Storm Shelters

The safest shelter areas are small windowless interior rooms or interior corridors on the lowest available floor (preferably the basement). Stay away from windows, skylights and exterior doors.

- Seek shelter on the floor you are on if you are unable to use the stairs. Small windowless rooms, such as restrooms or interior offices, are good choices. Use a buddy system.
- Do not shelter in large spaces such as cafeterias, concourses, auditoriums, theaters or gymnasiums.
- Do not use the elevators during severe weather.

Recommended Storm Shelters at UW Superior

Building	Preferred – if time and safety permits Alternate Sites: If Preferred sites are inaccessible	Areas to avoid
Barstow Hall	Preferred: Basement corridor and restrooms. Alternate: Restrooms & corridors 1 st -3 rd floors.	Areas with windows and stairwells.
Erlanson Hall	Preferred: Basement corridor and restrooms. Alternate: Corridors on 1 st – 3 rd .	1 st -3 rd restrooms
Heating Plant	Preferred: Basement Alternate: Restrooms	Any area with glass windows
Haz. Waste Facility	Preferred: Do not remain in the building. If safe, immediately go to Barstow Hall. Alternate: Under the bench or table in the lab of the building.	Office area.
Health & Wellness Ctr	Preferred: Basement corridor & team equipment room. Narrow windowless corridors, locker rooms, training room, and restrooms on first floor. Alternate: Restrooms and narrow windowless corridors on 2 nd .	Field house, gym, pool, dance studio, racquet ball courts and lobby.
Holden Fine Arts	Preferred: 1 st Floor (basement) corridors away from doors, and restrooms, music practice rooms. Alternate: Restrooms on 2 nd & 3 rd . East-west 2 nd fl corridors. 3 rd fl corridor by gallery.	All office corridors.
JDH Library	Preferred: Basement corridors and restrooms. Alternate: Restrooms on first and 2 nd floor.	
McCaskill Hall	Preferred: Corridors, restrooms & interior windowless offices. Alternate: Barstow basement only if time and safe to do so.	Gym, COPE center, KO Theater, corridors by doors or windows.
Old Main	Preferred: Basement. Alternate: Curran corridor on 1 st & 2 nd Fl. Men's restroom & ramp area outside of women's restroom on 3 rd .	Theater, Multicultural Ctr., near doors, windows
Rothwell Student Ctr	Preferred: Narrow basement corridors and restrooms. Alternate: Narrow corridors & restrooms on 1 st & concourse. Restrooms on 2 nd .	Large rooms and the concourse.
Service Center	Preferred: Main east-west or north south corridors. Alternate: Restrooms and locker rooms.	Shops, stores and loading dock area.
Sundquist	Preferred: Basement corridors (approved by Daycare). Corridors and Restrooms on floors 1-2. Alternate: Area immediately in front of elevator on 3 rd .	Childcare area with windows.
Welcome Center	Preferred: Do not remain in the building. If safe, immediately go to Rothwell Student Ctr. Alternate: Take shelter in the restroom or under a heavy desk.	
Wessman Arena	Preferred: Restrooms, coaches office, locker rooms, corridors by locker rooms, and stairs to basement. Alternate: Basement, close to east wall.	Overhead door & equipment in basement.
Crownhart Hall	Preferred: Narrow corridors & study room in basement, & south end of basement by kitchen. Alternate: Restrooms and corridors on floors 1-3.	Basement restrooms.
Curran-McNeill Hall	Preferred: Basement corridors and restrooms. Alternate: Restrooms and corridors on floors 1-4.	Areas near doors, windows and lounge
Ostrander Hall	Preferred: Narrow corridor, kitchen, restrooms, & laundry room in basement. Alternate: Restrooms and corridors on floors 1-4.	Lounge in basement.
Ross Hall	Preferred: Narrow corridors and restrooms in basement. Alternate: Corridors and restrooms on floors 1-4.	Areas with windows.
Hawkes Hall	Preferred: Narrow corridors and restrooms in basement. Alternate: Narrow corridors and restrooms on floors 1-4.	Areas with windows.

*Use the alternate location if unable to use the stairs, or if there isn't enough time or it's unsafe to get to the preferred location.

Municipal Power Failure

1. If residences of the city of Superior suffer a power failure, such as during bitter cold weather, the University will offer the use of the Health and Wellness Center building as a primary shelter, or as designated by the Chief of Campus Safety.
2. The Campus Safety Officer on duty, when notified, will open those buildings designated and contact the Chief of Campus Safety, a custodial supervisor, and the Douglas County Emergency Government Coordinator.
3. The Douglas County Emergency Government, Red Cross, and the Salvation Army will supervise those people being housed at UW-Superior.
4. The Chief of Campus Safety will contact the building directors for those buildings being used for this event. The building directors will notify the department chairs so that, if needed, alternate plans can be made for any affected classes.

Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If INDOORS seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
2. If OUTDOORS, move quickly away from buildings, utility poles and other structures.
Caution: Always avoid power or utility lines as they may be energized.
3. After the initial shock, evaluate the situation; and if emergency help is necessary, call Campus Safety at the designated emergency response number. Report any injuries.
4. Damage to facilities should be reported to Physical Plant Facilities Services.

If there is a strong odor of natural gas, please relay this information to Campus Safety and evacuate the building.

Explosion

In the event of an explosion on campus, take the following action:

1. Immediately take cover under tables, desks, or other objects which will give protection against falling glass and debris.
2. After the initial effects of the explosion have subsided, **immediately notify 911** to dispatch emergency responders. Give your name and describe the location and nature of the emergency. When safe, notify Campus Safety at 394-8114.
3. Activate the building fire alarm if the explosion took place in the building you are in.
4. Evacuate the building through the nearest available exit using the **Building Evacuation Procedure**. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their location.
5. **DO NOT USE ELEVATORS.**
6. Once outside, move to the designated Assembly Point for the building. Keep streets and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by a Superior Fire Official or Campus Safety.

Life Threatening Emergencies or Death

In the event of a life-threatening emergency or death at UW-Superior take the following action:

- 1) Call 911 immediately, and if time, call Campus Safety (394-8114). A Campus Safety officer will proceed to the scene immediately and meet the Superior Emergency Responders.
- 2) The scene will be secured by a Campus Safety officer.
- 3) Emergency care will be provided as needed pending Emergency Medical Service (E.M.S.) arrival.
- 4) The Campus Safety officer will start with a preliminary investigation, and will turn the scene over to Superior Police Department or Douglas County Sheriff's Department, if indicated.
- 5) In the event of a life threatening emergency or death, the Chief of Campus Safety (or if unavailable, the officer on duty) will make the appropriate contacts:
 - a) The Student Life Office and Campus Life and Leadership Response Team will be contacted and asked to respond for incidents involving students.
 - b) The Provost/Vice Chancellor's Office and Human Resources will be contacted and asked to respond for incidents involving employees.

Emergency Medical Assistance and First Aid

1. **Call 911 immediately** for any serious injury or illness occurring on campus. Provide your name; describe the nature and severity of the medical problem, and the campus location of the victim. Do not hang up until released by the emergency operator.
2. Call Campus Safety at the 394-8114 to inform them of the emergency and inform them that the Fire Department/Ambulance has been notified. Officers will respond and assess their involvement and/or guide the EMS personnel to the victim.
3. If the victim is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care vendors.
4. Keep the victim still and comfortable until help arrives. Do not move the victim.
5. In case of a minor injury or illness, students should contact the Health Services provider for recommendations on appropriate first aid or treatment.
6. First-Aid and CPR training is available through various resources within the community and on campus. The Wisconsin Good Samaritan Law provides civil liability protection when providing emergency first aid / CPR until professional medical assistance arrives.
7. Persons with serious or unusual medical problems are encouraged to notify their supervisors or instructors of the standard emergency treatment related to that problem.

Sexual Assaults and Violent or Criminal Behavior

Everyone on campus is expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to Campus Safety at the designated emergency response number.

1. Immediately call 911 if you are a victim of a sexual assault, violent crime or in a life-threatening situation.
2. Notify Campus Safety at 394-8114 if you are a victim of a property crime, observe a criminal act, or observe a suspicious person on campus.
3. Provide the following:
 - a. Your name
 - b. Nature of the incident
 - c. Location, date, and time of incident
 - d. Description of person(s) involved
 - e. Description of property involved
4. Assist the officer(s) when they arrive by providing additional information upon request.
5. If you are a victim of a property crime:
 - a. Go to a safe place and notify Campus Safety.

- b. Do not touch anything.
 - c. Meet with the officer at the location the officer requests.
 - d. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.
6. If you observe or are a victim of a violent/personal crime:
- a. Be observant! The more information you can provide, the better chance the criminal will be apprehended.
 - b. ***Remember: Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.***
 - c. As soon as possible get to a safe place and notify Campus Safety at the 349-8114 or 911. Advise officers of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
 - d. Meet with the officer. Follow the officer's instructions.
7. Care will be taken to protect the confidentiality of the individuals involved as much as possible throughout the process.
8. Campus Safety may make referrals to victims for counseling and support.

Hostile Intruder

If a hostile person (s) is threatening to cause death or serious injury with a weapon:

1. Within a building, occupants should Shelter-in-Place (take shelter within the building):
 - a. Move to a safe location such as an interior room or behind large furniture or equipment. Stay out of view and away from windows.
 - b. Close doors & lock if possible.
 - c. Turn off lights if possible
 - d. Remain quiet
 - e. Try to warn others without endangering yourself
 - f. If safe to do so, call 911.
 - g. Do NOT pull the fire alarm. A fire alarm would signal occupants to evacuate the building placing individuals in jeopardy as they attempt to exit.
2. If you are outside:
 - a. Run as fast as you can away from the threat.
 - b. Do not run in a straight line. Use buildings, vehicles, bushes, trees etc to block the hostile persons view of you.
 - c. Once you are away from the immediate area of danger, call 911 and warn others.
3. Remain in a safe place until Police or Campus Safety gives the "all clear" signal.

Terrorist Attacks or Threats

Chemical, Biological or Nuclear (CBN) Weapons

A CBN threat is possible against the University but is more likely to be directed towards a larger population. Chemical, biological or nuclear releases may also result from an industrial or transportation accident. Directives will be given by regional Emergency Response Agencies via communication through weather alert radios and communication through Campus Safety.

The result of an attack may not be apparent, and may have occurred many miles away. Be alert for unusual and/or unexplained conditions such as: excessive airborne dusts, fogs or sprays,

1. If you receive a verbal or written CBN threat, or observe a suspicious object, remain calm, but respond quickly and appropriately:
 - a. If you observe a suspicious object (including mail) or potential bomb on campus Clear the area and **DO NOT HANDLE THE OBJECT!**
 - b. If you receive a written threat or suspicious object, save all materials (envelopes, packing, etc) and handle the material as little as possible. Clear the area and close the doors behind you.
 - c. If you receive a verbal or phone threat, remain calm and courteous and listen carefully to what the person says and how it is said. If time permits, ask the following questions and record the information on the Threat record in the Campus Phone book:
 1. Exact location of weapon (building, floor, room, etc.).
 2. Time weapon is set to explode
 3. Type of weapon, timing device, etc.
 4. Date and time of call
 5. Speech pattern, accent, distinguishing characteristics, etc of the caller.
 6. Background noise
 7. Critical statements made by caller
2. Immediately **call 911** and, if time permits, Campus Safety at 394-8114.
3. Depending upon the nature of the threat, Campus Safety and/or the Superior Police Department may issue orders to Shelter in Place or a Building Evacuation following a CBN threat. The orders may be started using door-to-door verbal messages.
 - a. If ordered to shelter in place, stay indoors and follow the Shelter-In-Place Procedures and specific directions from Emergency Response Agencies.
 - b. If ordered to evacuate, leave the building by the nearest available exit using Building Evacuation Procedures. Once outside, move to a clear area that is at least 500 feet away from the affected building.
4. Keep streets and walkways clear for emergency vehicles and crews.
5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by Campus Safety.

TERRORIST THREAT RECORD
Chemical, Biological or Nuclear (CBN) Weapons
University of Wisconsin-Superior
Campus Safety Department

COMPLETE FORM AND REPORT TO 911 and if time permits CAMPUS SAFETY 394-8114

Exact time of call: _____ a.m. / p.m. Phone number where call was received: _____

Person receiving call: _____

Exact words of caller: _____

Questions to ask caller:

• When will the event occur? _____

• What is the chemical or biological agent being used? _____

• What type of delivery system will be used? _____

• Where is the device located? _____

• What does the device look like? _____

• How will the device be activated? _____

• Who placed the device? _____

• Why was did you pick this facility? _____

• Is there a specific target? _____

• What is your name? _____

• What is your address? _____

• From where are you calling? _____

Caller's Voice:

Describe (check all that apply)

Calm Disguised Nasal Angry Accent

Broken Stutter Slow Sincere Loud

Lisp Rapid Giggling Deep Slurred

Crying Squeaky Excited Stressed Normal

• If voice is familiar, whom did it sound like? _____

Other Information:

Describe all background noises: _____

Additional Comments: _____

911 Called _____ AM / PM Campus Safety Called _____ AM / PM

Bomb Threats

Call **911** to report all bomb threats, suspicious mail, packages or objects

If an order to evacuate is given, it will be issued by Campus Safety or the Superior Police Department. The evacuation may be started using the building fire alarm system, audible messages from the fire alarm system, or door-to-door verbal messages.

The majority of bombs threats are made to disrupt normal university operations or cause panic, and sometimes to cause property damage or personal injury. Campus Safety, the Superior Police Department and the UW Superior Emergency Response Team will respond to the threat to try to prevent the person from achieving their goal(s). The safety of the campus community will be the highest priority in all decisions.

If a written bomb threat is received, remain calm and:

1. Save all materials (envelopes, packing, etc) and handle the material as little as possible.
2. Isolate the area and call 911
3. Await further instructions

If a verbal threat is made or received from a phone call, remain calm and:

1. Attempt to get information from the caller about the bomb, including the type of device, a description, its location and when it is set to go off.
2. Make a record of the information. Use the *UW Superior Bomb Threat Record* in the campus phone book to record information about the threat.
3. When speaking to the caller:
 - a. Remain calm and courteous.
 - b. Listen carefully to what the caller says and how it is said. Do not interrupt the caller.
4. Immediately go to a different phone line and call 911 to report the threat
5. Wait for instructions to start a building evacuation or to take further actions. Remain available to discuss the threat with authorities.
6. If an evacuation is ordered, follow the *Building Evacuation procedures*.
7. Report to the Assembly Point following an evacuation and await further instructions.

BOMB THREAT RECORD
University of Wisconsin-Superior
Campus Safety Department

COMPLETE FORM AND REPORT TO 911 and if time permits CAMPUS SAFETY 394-8114

Exact time of call: _____ a.m. / p.m. Phone number where call was received: _____
Person receiving call: _____
Exact words of caller: _____

Questions to ask caller:

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does the bomb look like? _____
- What kind of bomb is it? _____
- What will cause the bomb to explode? _____
- Who placed the bomb? _____
- Why was the bomb placed? _____
- From where are you calling? _____
- What is your address? _____
- What is your name? _____

Caller's Voice:

Describe (check all that apply)

Calm Disguised Nasal Angry Accent
 Broken Stutter Slow Sincere Loud
 Lisp Rapid Giggling Deep Slurred
 Crying Squeaky Excited Stressed Normal

- If voice is familiar, whom did it sound like? _____

Other Information:

Describe all background noises: _____

Additional Comments: _____

911 Called _____ AM / PM Campus Safety Called _____ AM / PM

Suspicious / Threatening Mail or Packages

Call 911 to report any suspicious or threatening package or letter to the Superior Police Department.

Call 8114, Campus Safety, if you are unsure whether the letter or package is suspicious in nature

Even though the risk of receiving suspicious or threatening mail or packages at UW Superior is small, universities are frequent targets of malicious hoaxes. Hoaxes can be indistinguishable from real events and just as devastating. Employees must always monitor incoming mail and packages for suspect items.

Common Characteristics of Suspicious Packages and Letters

Continually monitor incoming mail and packages for characteristics that could flag the item as suspicious:

- Excessive postage or excessive weight
- Fictitious or no return address
- Postmark doesn't match the return address
- Handwritten or poorly typed addresses
- Incorrect titles, or titles but no names
- Misspellings of common words
- Leaking or peculiar odors or stains
- Lopsided or uneven envelopes or packages
- Protruding wires or aluminum foil
- Visual distractions or ticking sounds
- Threatening messages
- Excessive tape, string, etc.
- Unprofessionally packaged and marked "Fragile", "Rush", "Personal" or "Confidential"
- Unexpected, or atypical of departments normal mail or packages.

What to Do if a Suspicious Letter or Package is Received

1. If the suspicious item has not been handled, leave the item where it is. Do not handle, touch or show the suspicious item to others.
2. If you discover a suspicious item while handling it, set the item down immediately. If possible, place it directly into a container such as a plastic bag or trash can.
3. Do not handle, shake, blow into the item, empty the contents or show the item to others
4. Do not attempt to clean up any spilled materials.
5. Evacuate the room. Close and lock the door to prevent others from entering.
6. Immediately wash your hands and face with soap and water.
7. Call 911 to report the incident to the local police. Also notify Campus Safety (ext. 8114) and contact your supervisor.
8. Make a list of all people who were in the area when the suspicious item was recognized and provide it to Campus Safety for follow-up actions.
9. Wait for further instructions from law enforcement officials and Campus Safety.

External Environmental Hazards

External Hazards include any external hazard such as spills, toxic gas, smoke or chemical release from an industrial accident, transportation accident, or other releases such as acts of terrorism.

Call 911 to report any external spill or release.

The campus community will be alerted to external environmental hazards via weather alert radios, local television and radio station broadcasts. When possible, audible messages from the fire alarm system or door-to-door verbal messages may be distributed within the building.

The UW Superior Weather Hotline (394-8400) may be used to provide information about the status of the event when the campus is closed due to the hazard or when sheltering in place.

1. When notified of an external environmental hazard, follow the procedures for ***Sheltering-in-Place***.
2. Remain within the building and wait for emergency instructions from campus or community officials.
3. Continually monitor weather alert radios, television or radio broadcasts for updates or instructions for additional actions to take.
4. Sheltering-in-place typically lasts less than 4 hours. Further instructions may be issued by community responders for remaining in the shelter, returning to your homes or a mass evacuation.
5. If a mass evacuation or relocation order is issued, await instructions by emergency responders and follow the instructions exactly as provided.
6. If relocation is advised, take only your personal belongings (medications, etc) that would be required for a prolonged stay.
7. Check for individuals who may be in need of assistance. Report injuries to Campus Safety (ext. 8114) so help can be summoned.
8. Do not leave the building until the "All Clear" is received from emergency responders or the emergency broadcast stations.

Radiation Emergency

Note: UW-Superior has no radioactive materials that would pose an airborne radiation hazard, unless the materials were released by external sources. Should this occur, use the Shelter-in-Place procedures.

Internal Hazardous Materials Releases or Spills (Within Buildings)

Examples of hazardous materials releases or spills inside buildings include container leaks; accidents involving blood, chemicals or water; intentional spills or releases from pranks or vandalism; terrorism; or uncontrollable releases, like sewer gas.

Call 394-8114 to report releases or spills of hazardous materials inside of buildings.

1. Evacuate the immediate area and close and lock the doors, if possible, when a spill or release of a hazardous material occurs.
2. Call Campus Safety (ext. 8114) from a safe location outside of the release area, and then call your supervisor. Provide information such as what was spilled or released, where and how much was released, and any information known about the toxicity or hazards of the substance.
3. Campus Safety will assess occupant safety based upon the information provided and contact the EH&S, Facilities Management or Superior HazMat team for assistance.
4. If the release involves a small quantity of low-hazard material, evacuate the area affected. Wait for assistance at a safe location outside of the room or area.
 - a. Record the names of all individuals who were in the area at the time of the release in case they need to be contacted for a health-related follow up later.
5. Campus Safety may provide instructions to start a building evacuation if the spill or release involves:
 - a. An unknown substance or a solid, liquid or gaseous material that is poisonous, flammable, or reactive. (Examples include formalin, compressed gases, acetone)
 - b. Any spill that is spreading rapidly. Even a low-hazard water spill can cause structural damage, injuries to others or damage equipment.
6. Supervisors and individuals involved in the spill should immediately report to the Campus Safety officer when he/she arrives at the scene.
7. If the building is to be evacuated, follow the ***Building Evacuation Procedures***, and:
 - a. Keep people together at the assembly point and encourage them not to leave.
 - b. Inquire about injuries and symptoms of exposure. Provide this information immediately to emergency responders.
 - c. Begin a sign-in sheet at the assembly point so individuals can be contacted for exposure-related follow up after the evacuation.
8. Only small, low-hazard spills may be cleaned up by the spillers, and only after the spill has been reported to Campus Safety and assistance is on site.
 - a. Never attempt to clean up any spill unassisted.
 - b. All appropriate safety measures must be in use during the cleanup.

Mental Health / Behavioral Incident – Including Threats of Self-Harm

A mental health / behavioral incident, including threats of self-harm, is a situation where an individual's behavior is potentially harmful to self or others, and /or their behavior is detrimental to the campus environment.

If you have direct knowledge of a mental health / behavioral incident, you are requested to use the following procedure:

1. Gather the following information for a clear and concise report:
 - a. Your name.
 - b. Individual's name, if known.
 - c. Precise location and contact phone number.
 - d. Observed symptoms of behavior.
 - e. Current level of immediate risk to self or others.

2. CALL
 - o **911** if there is an immediate threat to harm themselves or others.
 - o **8114** (Campus Safety) if there is NO immediate threat of harm to themselves or others. Campus Safety will assist in referring the individual to an appropriate department. *Note: Be aware that you may be speaking with Campus Safety over a radio phone and your conversation may be heard by others. If you are reporting sensitive information, ask Campus Safety to call you via phone.*

3. What to do until help arrives
 - o Do not argue with the individual. Do not confront or detain the individual if he/she is violent or combative.
 - o Until help arrives, be pleasant, considerate and understanding to avoid aggravating the situation.
 - o Have someone meet the Campus Safety or Emergency Responders at the entrance to the building and provide up-to-date information.
 - o Do not put yourself or others in danger.

Civil Disturbance/Demonstrations

1. Keep calm. Resistance may only increase destruction of property and a threat of bodily harm. Do not confront demonstrators.
2. Call 911 if the situation is life threatening or if property damage is imminent.
3. Call Campus Safety, 394-8114 if the situation is not threatening.
4. Provide the following information:
 - a. Location (building, entrance, floor, room, etc.)
 - b. Approximate number of leaders
 - c. Size of group
 - d. Obvious objective or demand of group
 - e. Group is: rational, organized, violent, etc.

Computer Network/Information/Telephone Emergencies

Call 8114 Contact Campus Safety, ext. 8114 to report any physical damage or non-authorized use of computing or telephone services/equipment.

Call 8596 Contact the UW Superior Telephone Services at 8596 or email phones@uwsuper.edu to report any telephone service problems.

Information about all campus technology services can be found at:

<http://www.uwsuper.edu/techservices/>

Elevator Malfunction

1. If you are trapped in an elevator, press the “call button” or use the emergency phone to notify Campus Safety. The telephone will automatically ring at the UW-S Campus Safety Office or remote radio.
2. If the phone is inoperable, turn on the emergency alarm which will signal for help.
3. ***DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY EMERGENCY RESCUE STAFF.***
4. If a person is stranded in an elevator: ***DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.***
5. If you receive notice that an elevator has malfunctioned, notify Campus Safety at the designated emergency response number. Provide the following information:
 - a. Your name
 - b. Building
 - c. Floor
 - d. Present situation
6. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.

If you should find an inoperative elevator without occupants, notify Campus Safety (394-8114) and Facilities Management (394-8120).

Unsafe Water Supply

If the Douglas County Health Department or Superior Water Light and Power notifies UW-S that the municipal water supply is not safe to drink:

1. Do not consume campus water. Discard all ice and beverages prepared with contaminated water.
2. If recommended, boil all water used for drinking, cooking, or washing of eating utensils at a rolling boil for at least five (5) minutes.
3. Watch for informational messages for status of water supply and accepted practices.
4. Superior Water Light and Power will notify the campus when the warning has been rescinded.

Natural Gas Leak

- 1) **Call 911** if you smell natural gas and suspect a **large/significant** gas leak and provide the location and extent of involvement of the gas leak. Call Campus Safety at 394-8114.
 - a) For minor leaks during normal business hours (6:00 a.m. to 4:30 p.m., Monday — Friday) contact the Facilities Maintenance Office at 394-8120. If no response or after hours, contact Campus Safety at 394-8114.
- 2) Evacuate the area **BUT DO NOT USE THE FIRE ALARM**. Use room-to-room verbal communication.
- 3) ***DO NOT SWITCH ON or Off LIGHTS OR ANY ELECTRICAL EQUIPMENT. DO NOT USE ELEVATORS.***
- 4) Evacuate the building through the nearest exit. If persons with disabilities cannot safely evacuate the building, assist them to a Safe Zone away from the emergency area. Alert emergency personnel of their location.
- 5) Once outside, report to the Assembly Point for the building using the Building Evacuation Procedure. Keep walkways clear for emergency crews.
- 6) ***DO NOT RETURN TO AN EVACUATED BUILDING*** unless authorized by Campus Safety.

Steam Leaks

Steam can cause severe burns and displace oxygen and the moisture created by the steam can set off fire alarms. Only professional staff should manage a steam leak in a building or exterior.

- If the steam leak is detected, evacuate the area and keep away from the steam. Call Facilities Management at ext. 8120 during normal business hours or Campus Safety at ext. 8114.
- If it is safe to do so, close the door to isolate the area.

Power Outage

1. During a power failure, remain in a safe location until auxiliary lighting is available to allow you to safely evacuate the area. Auxiliary lighting will provide sufficient lighting to safely evacuate a building, but may not be sufficient to continue normal operations.
2. Do NOT try to correct the problem or turn any equipment back on until authorized.
3. Visually determine if the power outage is restricted to a small area, such as a room or floor, or to the building. Report the power outage immediately to Facilities Management at ext 8120 during normal business hours or Campus Safety at ext. 8114.
4. If safe, shut down all electrical equipment as necessary and stay clear of all equipment or machinery during the power outage.
5. Supervising staff/faculty must decide whether to dismiss staff/students in the event of an extended power failure.
6. Check elevators, washrooms, stairways or dark rooms for stranded individuals. Notify Campus Safety if someone is trapped in an elevator or unlit area. Once vacated, lock the areas.
7. No one should be permitted in a building unless there is adequate light to safely evacuate. Buildings should be evacuated when no auxiliary lighting is available or for prolonged power outages. Once evacuated, the building exterior doors should be locked.

Flooding

1. If flooding is caused by pipe break, sink overflow, or other plumbing problem try to identify the source of the water and turn it off, if this can be done safely.
2. If the flooding is caused by heavy rains, close doors and windows to prevent water from entering, if safe to do so.
3. Do **not** enter a flooded area. Campus electricians will need to deactivate all electrical circuits to prevent electrocution, and flood waters may carry disease-causing bacteria that may cause infections.
4. Notify Facilities Management, ext. 8120 during normal business hours, or ext. 8114 Campus Safety. Provide information including the building, room, degree of flooding and potential damage to contents.
5. If it is safe to do so without entering the flooded area, minimize the spread of water into other areas of the building.
6. If it is safe to do so without entering the flooded area, protect property and records by moving items off the floor or cover with plastic and unplugging electrical equipment.
7. Flooded areas need to be cleaned and dried as quickly as possible to prevent mold growth.