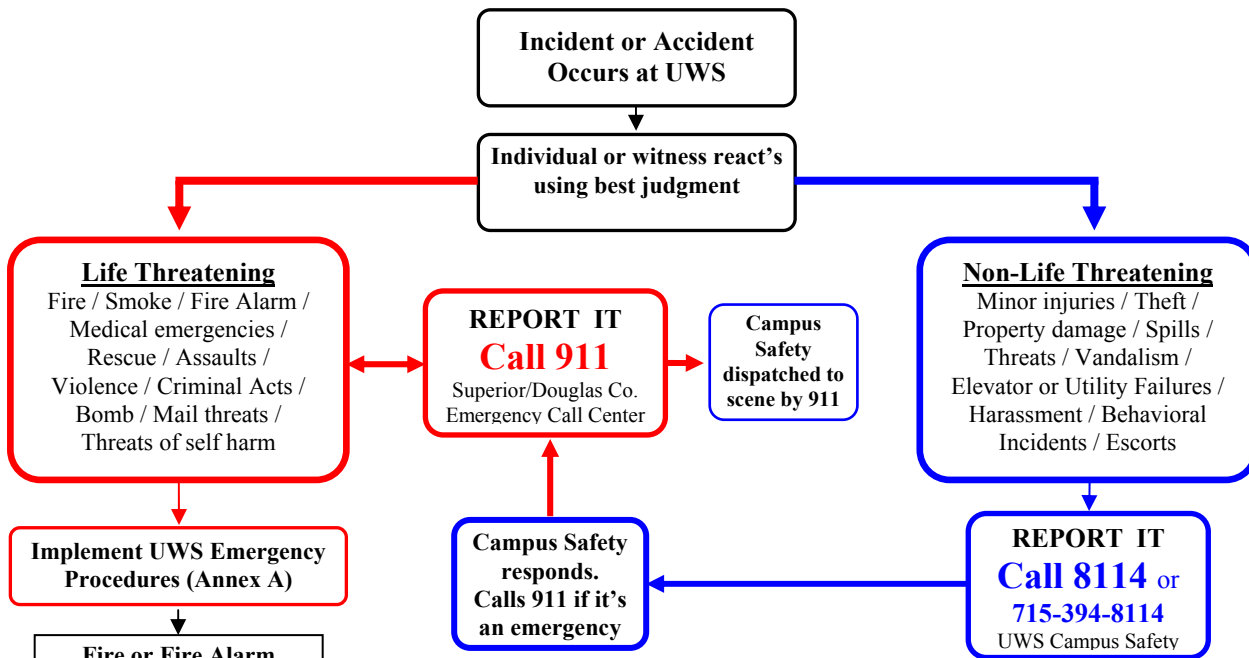


UW Superior Classroom Emergency Response Guide



Three Basic Procedures – Know When and How to Use Them

Building Evacuations

- Evacuate through the nearest exit or go to a safe zone when the fire alarm sounds or a verbal order to evacuate is given.
- Take keys, coats, book bags, etc., if they are in the immediate area
- Call 911 from a safe location outside the building
- Go to the Assembly Point (do not stay near the exits). Account for individuals.
- Do not return to the building until Campus Safety gives the “all clear”.

Shelter-in-Place

- Go inside a building to a space above ground floor with few or no windows. *Do not use elevator.* Close all doors and windows—*tight!* Turn off ventilation units.
- Listen for sheltering instructions from local authorities via weather alert radios, AM/FM radio or TV. Remain in the shelter until the “all-clear” is given.
- Reserve one phone line for emergency communications. Contact Campus Safety, 8114 and provide information about the sheltering at your location.

Hostile Intruder

- Do Not Pull the Fire Alarm!
- If outside, run away from the threat—*never* in a straight line.
- Exit the building if possible and distance yourself from the intruder.
- If inside, move to a safe location such as an interior room or behind large furniture
- Close doors & lock if possible or barricade with tables and furniture.
- Don't be a target! Stay out of sight, away from windows. Turn off lights. Be quiet.
- CALL 911 if safe to do so. Stay on the line, talk quietly or whisper.
- Stay out of sight until the “all clear” is given by police.

♿ Information for Individuals with Disabilities

- Inform the instructor if assistance will be needed to safely evacuate or take shelter within the building. A “buddy system” is highly recommended.
- “Safe Zones” (areas of refuge) are shown on Emergency Evacuation Plans.
- Superior Fire Department will assist individuals from the “Safe Zones” if the individual is at risk. Wait patiently while the Fire Dept. assesses the situation.
- Call 911 to report your position within the building if the situation is threatening.

Implement UWS Emergency Procedures (Annex A)

Fire or Fire Alarm

Evacuate building and go to Assembly Point. Account for people, check for injuries. Report to Campus Safety

Medical Emergency

Implement 1st aid if trained. Keep victim calm. Meet responders at door

Severe Weather

Go to weather shelter

Bomb Threat

Record as much information about call as possible. Call 911. Follow directions from 911

Package / Mail Threat or Suspicious Powder

Set object down. Evacuate the room. Wash face and hands. Call 911

Airborne release outside

Shelter-in-place in a building above ground. Close doors and windows. Monitor radio or TV for instructions.

Maintain personal safety at all times. Account for people, use sign in sheets. Check for injuries. Report information to Campus Safety

The Campus Phone Directory is Your Grab & Go Reference for Emergencies at UW Superior