UW Superior Classroom Emergency Response Guide

**Incident or Accident Occurs at UWS**

- **Individual/witness reacts using best judgment**

**Life Threatening**
- Fire / Smoke / Fire Alarm / Medical emergencies / Rescue / Assaults / Violence / Criminal Acts / Bomb / Mail threats / Threats of self harm

**Non-Life Threatening**
- Minor injuries / Theft / Property damage / Spills / Threats / Vandalism / Elevator or Utility Failures / Harassment / Behavioral Incidents / Escorts

**REPORT IT**
- **Call 911**
  - Superior/Douglas Co. Emergency Call Center

**Campus Safety responds.**
- Calls 911 if it’s an emergency

**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**
  - Begin First 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**

- **REPORT IT**
  - **Call 8114 or 715-394-8114**
    - UWS Campus Safety

**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**
- For non-weather incidents, go into 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.
- For severe weather, take shelter on the lowest floor, or in small windowless rooms
- 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.

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*The Campus Phone Directory is Your ‘Grab and Go’ Reference for Emergencies at UW Superior*