Safety Procedures at UW-Superior



A general overview of information that will help Staff and Students become more familiar with

UW-Superior Safety Procedures

UW-Superior Safety Related Web Sites

- http://www.uwsuper.edu/safety/index.cfm
 Campus Safety Department
- http://www.uwsuper.edu/ehs/index.cfm
 Environmental Health and Safety Office
- http://www.uwsuper.edu/emergency/
 Emergency Response Plan



Emergency Planning

 In preparation for emergency incidents, the campus shall maintain a positive, safe working environment for faculty, staff, students and guests. Each unit shall establish its protocols in accordance with risk and safety issues identified for its specific area and in cooperation with guidelines in this plan. The campus safety officer, risk manager and environmental health and safety officer maintain the day-to-day management of safety issues on campus.



Emergency Planning...

 Within the normal operations of the campus, preparations for emergencies shall be made by:

Task:

- Establishing a written Emergency Plan
- Maintaining training records
- Maintaining written communications
- Documenting drills and exercises and their critiques
- Involving community emergency response organizations in planning
- Maintaining campus supplies
- Designating emergency facilities
- Establishing mutual aid agreements
- Preparing a resource inventory

Responsible Unit:

Administration

Human Resources

University Relations

Emergency Response Team

Emergency Response Team

Risk Management/General Services

Emergency Response Team

Campus Safety

Facilities Management & Controller



Campus Response

- The campus shall respond to emergencies using the standards of the nationally recognized Incident Command System as its guideline. The Incident Command System (ICS) enables one or more responding agencies to initiate and conduct a coordinated response to an incident. The priorities of the ICS system are
 - Life safety,
 - Incident stability, and
 - Property conservation.
- Within the Incident Command System authority is delegated for five major areas of incident management:
- Command
- Planning
- Operations
- Logistics
- Finance and Administration



Campus Response...

- In the event of non life-threatening situations, activation of the Emergency Plan will initiate an on-campus response using ICS protocols as guidelines.
- In the event of an emergency requiring response by off-campus emergency personnel, the command of the incident will be relegated to the proper emergency response authorities. UW-Superior personnel will concentrate on maintaining the safety and operation of the campus community and property, and provide assistance and support to the responder (s) as requested.
- The campus shall assemble the Chancellor's Cabinet to serve as the Emergency Response Team, and will assign others as needed to the team to respond and manage the emergency. The Chancellor or designee shall serve as Command of the Emergency Response Team and assign duties of incident management above.



Campus Response...

- In the Chancellor's absence the chain of command is:
 - Provost/Vice Chancellor
 - Vice Chancellor Administration & Finance
 - Assistant Chancellor University Advancement
 - Dean of Students
 - Director of University Relations (Public Information Officer)
- To effectively manage the incident, the chancellor may establish an Emergency Operations Center on or off-campus as appropriate.



VESTeam

Volunteer Emergency Support Team

- VEST is a team of employees who have been trained to assist with emergency responses at UW Superior. Watch for their name tags if you need assistance or have information to share.
- The VESTeam has the same responsibilities during emergencies as all other UW Superior employees. Their special training ensures that someone will understand what needs to be done and will be willing to step forward and help when an emergency occurs.



Douglas County Emergency Management

- For large-scale emergencies the University will request the assistance of the DCEM Center or their Mobile Command Center which will coordinate the responses of the City, County, State, and Federal Departments that may be called on to assist as needed.
- Keith Kesler, Coordinator
- LOCATION & CONTACT INFORMATION
- 1316 North 14th Street Suite 10 Superior, Wisconsin 54880

Phone: (715) 395-1391

Fax: (715) 395-1398 E-mail: kkesler@douglascountywi.org



Douglas County Emergency Management...

- DUTIES Emergency Management is the four-phase protection process of coordinating available resources to deal with emergencies effectively, thereby saving lives, avoiding injury, and minimizing economic loss.
- MISSION STATEMENT The mission of Douglas
 County Emergency Management is to utilize
 effective planning, training, and coordination to
 continually develop the mitigation, preparedness,
 response, and recovery capabilities of the county's
 cities, villages, and townships for emergencies
 resulting from all hazards.

Superior Police Department

- Mission Statement
- The Superior Police Department exists as a unit of municipal government for the provision of police and emergency services. The department will be responsive to community priorities and strive to provide a safe and secure environment in which to live.





Superior Fire Department

- Mission Statement
- The mission of the Superior Fire Department is to provide those services necessary for the protection of life and property as the need is recognized within our community. The Fire Department provides emergency response to fires, release of hazardous materials, life threatening medical emergencies, life rescue and potential property loss. Superior

Gold Cross - Emergency Ground Transport & Local Helicopter Ambulance Services

- At emergency scenes, Gold Cross works sideby-side with first responder agencies, including fire departments, law enforcement agencies, and rescue squads, as well as other ambulance services which often are first on the scene. Behind the scenes, Gold Cross works with these organizations by providing ongoing training to help ensure integrated teamwork, which results in excellent patient care.
- LOCAL HELICOPTER AMBULANCE SERVICES:
- LIFE FLIGHT Essentia Medical Center Duluth, MN
- LUKE'S ONE
 St. Luke's Hospital & Regional Trauma Center
 Duluth, MN







Douglas County Sheriff's Department

Mission Statement (Patrol): It is the primary objective of the Douglas **County Sheriff's** Department to strive towards a society free from crime and disorder. Enforcement of the law and incarceration of offenders, in a fair and impartial manner, within judicial and constitutional limits, is of utmost importance.





Wisconsin Department of Natural Resources

- MISSION
- To protect, enhance and promote the safe and wise use of our natural resources through enforcement, education and community based wardening that guarantees fair and equal treatment.





Federal Emergency Management Agency

- FEMA Mission
- On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the U.S. Department of Homeland Security (DHS). The primary mission of the Federal **Emergency Management Agency is to reduce** the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other manmade disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation.





Department of Homeland Security

- DHS Mission
- We will lead the unified national effort to secure America. We will prevent and deter terrorist attacks and protect against and respond to threats and hazards to the nation. We will ensure safe and secure borders, welcome lawful immigrants and visitors, and promote the free-flow of commerce.





Emergency Phone Numbers



Fire Ambulance Rescue

Non-Life Threatening Emergencies 911

(715)<u>394-</u>

<u>8114</u>

UWS Switchboard (715)394-8101

Report any telephone service problems and unauthorized use of telephone services on campus.



(911) Emergency Situations

- FIRE Call (911)
- Serious INJURY or ILLNESS Call (911)
- Hazardous Chemical Spill Call (911)
- Major Vehicle Accident Call (911)
- (Give address of the location of the emergency to the dispatcher.)
- After you have called (911) and are in a safe place you may call (715)394-8114 Campus Safety.

(715)394-8114 Non-Emergency Situations

Who to Call	Examples of When to Call (715)394-8114
	Any non-emergency situation, including but not limited to:
UWS	■Someone trapped in an elevator
Campus	■Suspicious individuals, materials or objects
Safety	Any incidents that are suspicious or criminal in nature
<u>8114</u>	■Chemical spills
from any	 Minor medical injuries needing assistance
campus	 Potentially violent situations involving harassing or obscene
phone or	telephone calls, mail or e-mail threats, confrontations, etc.
(715) <u>394-</u>	Physical damage to computing services/equipment and non-
<u>8114</u>	authorized use of computer software, database or online
from any	information.
cellular or	Request an escort across campus or to your vehicle.
non-campus	Be aware that you <u>may</u> be speaking with Campus Safety
phone.	over a radio telephone – your conversation could be
	heard by others.

Campus Building Addresses

•	Barstow Hall 816 N. 17th St.
•	Crownhart Hall 1524 Catlin Ave.
•	Curran-McNeill Hall 1714 Catlin Ave.
•	Erlanson Hall 825 N. 18th St.
•	Facilities Management 801 N. 28th St.
•	Halbert Heating Plant2210 Poplar Ave.
•	Haugsrud (Ole) Field1515 Mortorelli Dr (aka 1515 Boundary Ave)
•	Hawkes Hall2231 Catlin Ave.
•	Hazardous Waste Facility 814 N. 17th St.
•	Jim Dan Hill Library 907 N. 19th St.
•	Holden Fine Arts 1805 Catlin Ave.
•	Marcovich Wellness Center 1810 Catlin Avenue
•	McCaskill Hall 1705 Catlin Ave.
•	Old Main 1710 Weeks Ave.
•	Ostrander Hall1702 Catlin Ave.
•	Public Safety Building606 Belknap St.
•	Ross Hall2307 Catlin Ave.
	Sundquist Hall1610 Catlin Ave.
30	Swenson Hall1610 Weeks Ave.
•	Wessman Arena2701 Catlin Ave.
•	Yellowiacket Union1605 Catlin Ave.



University Relations Office

- University Relations Old Main 314 at (715)394-8213
- E-mail to: relations@uwsuper.edu
- Provides editorial and news release assistance.
- Our staff writes and distributes news and feature stories about UW-Superior students, faculty, staff, programs and events. We encourage faculty and staff to contact University Relations about any potential news story concerning students, faculty and department activities and accomplishments or emergency events.
- The University Relations Office will provide a coordinated media response to <u>all</u> campus emergency events.



Blue Light Emergency Phones





- **To operate the phone**, you must push the red button, then wait for someone to answer.
- When you get an answer, the phone system will already have informed the officer of your location.
- <u>Next</u>, you should state the nature of your emergency.
- A security officer will be in the area as soon as possible.
- If possible, stay near the phone, or go to the nearest lighted building entrance that you can see from the phone.
- When the officer arrives, you can flag him/her down, then he/she may assist you.
- <u>Tested</u> monthly.



http://www.uwsuper.edu/emergency/index.cfm

- UW-Superior Emergency Response Plan (With Annex A and C)
- Emergency Procedures (Annex A)
- EMERGENCY PROCEDURES ARE ALSO FOUND IN THE FRONT OF THE <u>CAMPUS</u> <u>DIRECTORY</u>. THIS IS A GREAT "PORTABLE" GRAB AND GO REFERENCE DURING EMERGENCIES.
- Fire
- Suicide
- Severe Weather
- Computer Network/Information
- Bomb Threats
- Personal & University Property
- External Environmental Hazards
- Weapons
- Internal Spills of Hazardous Materials
- Personal Safety
- **UWS Weather Hotline** (715)394-8400 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.

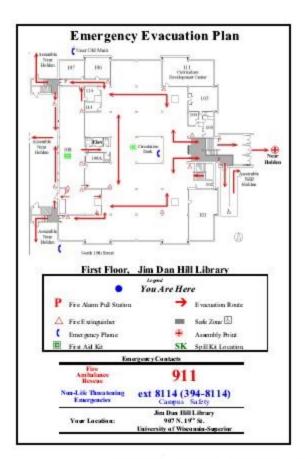


Weather Hotline

- The University maintains a weather hotline for the convenience of students, faculty and staff.
- To reach the weather message dial (715)394-8400.
- The Weather Hotline is designed and managed as a communication device for campus wide announcements. Students with questions related to a specific class should contact their instructor. For a campus directory please dial (715)394-8101. Questions regarding a specific event should be directed to the event's coordinating office.
- Campus wide weather-related decisions will be made and announced by 6 a.m. for daytime classes and by 2 p.m. for evening classes. The Weather Hotline message will change at that time.
- During emergencies the university may post information about the campus or additional instructions.
- For your convenience, changes in weather-related messages will be relayed to area radio stations, including Wisconsin Public Radio KUWS 91.3 FM, and television stations KBJR and WDIO for their broadcasts.

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





TORNADO INFO

What to do:

- Seek shelter immediately
- Go to the lowest level of building, away from windows and glass (inner hallways and basements are best)
- Check postings in Campus Buildings for suggested shelter areas in the event of a tornado here on campus.
- Do not use elevators





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 <u>warning</u> 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.



Severe Weather Procedures...

- 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 Weather Shelter locations. Communicate this plan to others in your area.
- 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.
- 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.
- Listen closely when the National Weather Service issues a severe weather warning. Activate the action plan if Superior is included in the warning.
- 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.



Severe Weather Procedures...

- 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. 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.
- 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.
- Keep phone lines (and cell phones) available for emergency communication.
- 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.
- Once the storm has past, check others for injuries. Report all injuries to Campus Safety or emergency responders.
- When exiting the building, beware of downed power lines, broken glass and unsafe areas.
- Go to a central area of campus away from storm debris and await assistance.

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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 terrorism.
- 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, First Call 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.
- If the event is a severe weather warning, follow the Severe Weather Procedures



Shelter-in-Place Procedures...

- Go inside the nearest building to a room, corridor or space with few windows.
- 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.
- Follow the instructions from local emergency responders for how and where to take shelter.
- 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.
- Do not use the elevator, as the power may be turned off suddenly.
- 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.

Shelter-in-Place Procedures...

- Designate one phone (land-line) for incoming or outgoing emergency communication.
 - Cancel any call forwarding programming in the phone line. (*3 and *6).
 - Keep paper, pen, campus phone book and community phone books near the phone.
 - Call (911) or Campus Safety (715)394-8114 only in an emergency.
 Listen to a radio or call the Weather Hotline, (715)394-8400, for status information about the emergency.
 - Designate a separate phone for all personal use.
- 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.
- Contact Campus Safety (715)394-8114 and provide the shelter phone number, the number of people in the shelter, the shelter location, injuries, illnesses and actions taken.



Shelter-in-Place Procedures...

- If the emergency involves an airborne release, emergency broadcast messages may instruct you to take some or all of the following additional actions:
 - 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.
 - Breathe through a wet towel held to the nose and mouth if breathing is difficult.
 - Close and lock all windows. Close exterior, stairwell, hall and room doors.
 - 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.
 - 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.
- Stay within the shelter until the "All Clear" signal is received via public announcement.
- After leaving the shelter, go to the Assembly Point for additional instructions or assistance.

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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 seek shelter in large spaces such as cafeterias, concourses, auditoriums, theaters or gymnasiums.
- Do not use the elevators during severe weather.

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Suggested Storm Shelters at UW Superior

(Inside of Buildings - Preferred areas if time and safety permits and alternate locations.)

- Swenson Hall To be determined upon completion.
- Erlanson Hall Preferred: Basement corridor and restrooms. Alternate: Corridors on 1st – 3rd.
- Marcovich Wellness Center 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 2nd.
- **JDH Library** Preferred: Garden level (basement) along the West Wall and West stairwells. Restrooms on all floors. Alternate: Rooms 126A, 131, 133 if available
- Holden Fine Arts Preferred: 1st Floor (basement) corridors away from doors, and restrooms, music practice rooms. Alternate: Restrooms on 2nd & 3rd. East-west 2nd fl corridors. 3rd fl corridor by gallery.
 - *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.

Suggested Storm Shelters at UW Superior...

- McCaskill Hall Preferred: Corridors, restrooms & interior windowless offices.
- Barstow Preferred: Basement corridor and restrooms. Alternate: Restrooms & corridors 1st-3rd floors.
- Old Main Preferred: Basement. Alternate: Curran corridor on 1st & 2nd
 Fl. Men's restroom & ramp area outside of women's restroom on 3rd.
- Sundquist Preferred: Basement corridors (approved by Daycare).
 Corridors and Restrooms on floors 1-2. Alternate: Area immediately in front of elevator on 3rd.
- Wessman Arena Preferred: Restrooms, coaches office, locker rooms, corridors by locker rooms, and stairs to basement. Alternate: Basement, close to east wall.
 - *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.



Suggested Storm Shelters at UW Superior...

- Heating Plant Preferred: Basement Alternate: Restrooms
- Hazardous 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.
- Yellowjacket Union Preferred: East Basement Corridor, all enclosed stairwells (east and west), Restrooms on all floors, Loading Dock. Alternate: West Basement Corridor (limited access), Room 230I (when open), Service Corridor 216 for Great Room Users, Dishwashing room #115.
- Service Center Preferred: Main east-west or north south corridors.

 Alternate: Restrooms and locker rooms.
- Public Safety Building Preferred: Locker room and rest room. Alternate: squad room.
 - *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.



Suggested Storm Shelters at UW Superior...

- Crownhart Hall Preferred: Basement: Narrow corridors & study room, & south end of basement by kitchen. Alternate: Restrooms and corridors on floors 1-3.
- Curran-McNeill Hall Preferred: Basement corridors and restrooms.
 Alternate: Restrooms and corridors on floors 1-4.
- Ostrander Hall Preferred: Basement: Narrow corridor, kitchen, restrooms, & laundry room. Alternate: Restrooms and corridors on floors 1-4.
- Ross Hall Preferred: Narrow corridors and restrooms in basement.
- Alternate: Corridors and restrooms on floors 1-4.
- Hawkes Hall Preferred: Narrow corridors and restrooms in basement.
- Alternate: Narrow corridors and restrooms on floors 1-4.
 - *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.

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. <u>Evacuate immediately</u>.
- UWS fire alarm systems do <u>not</u> automatically alert the emergency responders or fire department. Someone <u>must</u> 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.



FIRE or Fire Alarms...

- In the event of smoke or fire, pull the alarm nearest you.
- ALL individuals must evacuate the building immediately whenever the building fire alarm system is activated. Evacuate the building using the Building Evacuation procedures.
- 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.
- 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.



FIRE or Fire Alarms...

- If calling from a "Blue Safety Phone," state your emergency and the Campus Safety Dispatcher/Officer will contact the fire department.
- Proceed to the Assembly Point for the building you are in.
- 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



- Fire extinguishers are supplied throughout campus.
- They are for use on small fires only.
- Do not try to be a hero!
 When in doubt-get out!



- 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 <u>not</u> automatically alert Campus Safety or the fire department.
 Someone <u>must</u> call (911) whenever the building fire alarm is activated.
- Be familiar with the posted building Emergency Evacuation Plans.
- EVERYONE is required to evacuate <u>immediately</u> anytime a fire alarm sounds or verbal evacuation order is given.

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- Take along coats, keys, book bags, etc. ONLY if they are in your immediate vicinity.
- Check the door and door knob for heat before opening the door. If there is no heat, open the door and check the exit route before leaving.
- If it is <u>not</u> <u>safe</u> 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).
- 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.
- 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.
- USE THE STAIRS TO EVACUATE--DO NOT USE THE ELEVATOR.
- Take the shortest and most direct route out of the building and immediately go to the Assembly Point.
- Call (911) from a safe location outside the building to report the emergency.



- 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.
- Listen for further instructions. Attempt to keep the evacuated people together. Seek shelter in the nearby building if the weather is inclement.



- 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.
- Do NOT re-enter the building until the All-Clear is given by Campus Safety.
- Note: Fire drills at UW Superior are ALWAYS preannounced. Notices will be posted on the doors the day of the drill. All other alarms and evacuations are actual emergencies.



Assembly Points



- During a building evacuation, <u>everyone</u> should go to the <u>"Assembly Point"</u> 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.

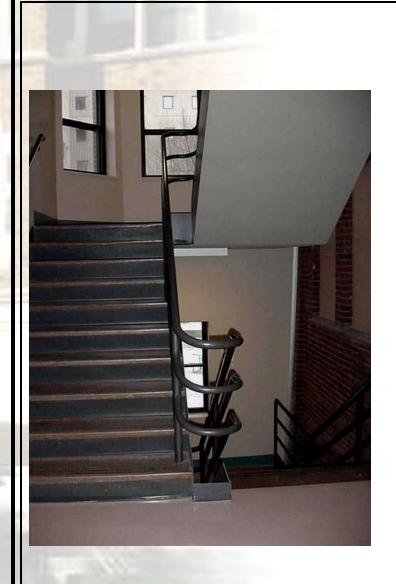
Go To Designated Area

- Alert persons in area of fire
- Close door(s) behind you.
- Activate fire alarm.
- Do not use elevators.
- Evacuate through nearest safe exit.
- Move away from the building.
- Call (911) and give the address of the location of the fire to the dispatcher.
- Go to designated area.









SAFE ZONE

(Area of Refuge)



Remain Calm - Keep the Doors Closed The Fire Department will Check All Safe Zones



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'.



Safe Zones...

- 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

Superior

 Be patient and remain calm. The 'Safe Zone' will provide protection until assistance arrives.

AEDs



UW Superior has 6 semi Automatic External Defibrillators (AEDs) on campus. (Have someone Call (911) prior to using!) 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.

AEDs...

- The AED locations are:
- Wessman Arena lobby
- Yellowjacket Union common area
- Old Main 1st floor center corridor
- Holden Fine Arts main lobby by ticket booth
- Health and Wellness Center main lobby
- Campus Safety Squad car (mobile unit)



First Aid Supplies



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



INJURY or ILLNESS

- Complete an "Injury/Illness Report" form
- Forms are available on the Human Resources website for Staff
 Members and on the Campus Safety website for all others
- Staff Members work with Human Resources on form from: http://www.uwsuper.edu/hr/forms/upload/WC-Injury-Report.pdf
- Call Supervisor In any situation that results in work interruption or stoppage. Any injuries, including those not requiring medical attention.
- All others work with Campus Safety on form from: <u>http://www.uwsuper.edu/safety/forms/upload/Injury-and-Illness-Report-2011.pdf</u>
- The form will document your Workman's Comp claim or Injury/Illness for UW-S Risk Management

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



- If a verbal threat is made or received from a phone call, remain calm and:
- 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.
- Make a record of the information. Use the "UW Superior Bomb Threat Record" in the campus phone book to record information about the threat.
- When speaking to the caller:
 - Remain calm and courteous.
 - Listen carefully to what the caller says and how it is said. Do not interrupt the caller.



- Immediately go to a different phone line and call (911) to report the threat
- Wait for instructions to start a building evacuation or to take further actions. Remain available to discuss the threat with authorities.
- If an evacuation is ordered, follow the Building Evacuation Procedures.
- Report to the Assembly Point following an evacuation and await further instructions.



BOMB THREAT RECORD

University of Wisconsin-Superior Campus Safety Department

**** PLEASE TRY TO REMAIN CALM ****

DATE	TIME	AM/PM CALL	RECEIVED.
VOICE: MALE / FEMALE			
BOMB LOCATION (S)		·	
DETONATION TIME OR MINUT	ES UNTIL DETONA	4 <i>TION (S)</i>	
TYPE OF BOMB (S)			
REASON FOR BOMB (S)			
BACKGROUND NOISES OR SO	DUNDS		
NAME OF CALLER			
911 CALLED - ACTIVATED E.M.S.			AM / PM.
CAMPUS SAFETY CONTACTED			AM / PM.
CALL RECEIVED BY: (PRINT)			
CALL RECEIVED AT:			
	(Building & Room)) (phone number)	
NOTES.			



CSD: 08/2005 BOMB THREAT RECORD

- Call (911) to report any suspicious or threatening package or letter to the Superior Police Department.
- Call (715)394-8114, Campus Safety, if you are unsure whether or not 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



- Common Characteristics of Suspicious Packages and Letters
- Continually monitor incoming mail and packages for characteristics that could flag the item as suspicious:
- 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
- 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.
- 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.
- Do not handle, shake, blow into the item, empty the contents or show the item to others

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Do not attempt to clean up any spilled materials.

- What to Do if a Suspicious Letter or Package is Received...
- Evacuate the room. Close and lock the door to prevent others from entering.
- Immediately wash your hands and face with soap and water.
- Call (911) to report the incident to the local police.
 Also notify Campus Safety) (715)394-8114 and
 contact your supervisor.
- 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.
- 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 (715)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.



External Environmental Hazards...

- When notified of an external environmental hazard, follow the procedures for Sheltering-in-Place.
- Remain within the building and wait for emergency instructions from campus or community officials.
- Continually monitor weather alert radios, television or radio broadcasts for updates or instructions for additional actions to take.
- 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 from emergency responders or the emergency broadcast stations.



External Environmental Hazards...

- If a mass evacuation or relocation order is issued, await instructions by emergency responders and follow the instructions exactly as provided.
- If relocation is advised, take only your personal belongings (medications, etc) that would be required for a prolonged stay.
- Check for individuals who may be in need of assistance. Report injuries to Campus Safety (715)394-8114 so help can be summoned.
- Do not leave the building until the "All Clear" is received from emergency responders or the emergency broadcast stations.



Environmental Health & Safety

- Lab Safety Connections
- Like most employers, UW-Superior requires safe work practices to be followed by students, employees and guests working or studying at UW-Superior. Laboratory safety is no exception. UW-Superior has prepared a written Chemical Hygiene Plan, which is the written health and safety plan for research and academic science laboratories. You can find copies of the Chemical Hygiene Plan in each research lab. Academic labs have copies of the chemical hygiene plan available in the main chemical storage or preparation areas.



Hazardous Materials Releases or Spills Inside 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.
- Evacuate the immediate area and close and lock the doors, if possible, when a spill or release of a hazardous material occurs.
- Call Campus Safety (715)394-8114 to report releases or spills of hazardous materials inside of buildings 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.
- Campus Safety will assess occupant safety based upon the information provided and contact the EH&S, Facilities Management or Superior HazMat team for assistance.



Hazardous Materials Releases or Spills Inside Buildings...

- 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.
 - 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.
- Campus Safety may provide instructions to start a building evacuation if the spill or release involves:
 - An unknown substance or a solid, liquid or gaseous material that is poisonous, flammable, or reactive. (Examples include formalin, compressed gases, acetone)
 - Any spill that is spreading rapidly. Even a low-hazard water spill can cause structural damage, injuries to others or damage equipment.
- Supervisors and individuals involved in the spill should immediately report to the Campus Safety officer when he/she arrives at the scene.

 Supervisors and individuals involved in the spill should immediately report to the Campus Safety officer when he/she arrives at the scene.

Hazardous Materials Releases or Spills Inside Buildings...

- If the building is to be evacuated, follow the Building Evacuation Procedures, and:
 - Keep people together at the assembly point and encourage them not to leave.
 - Inquire about injuries and symptoms of exposure. Provide this information immediately to emergency responders.
 - Begin a sign-in sheet at the assembly point so individuals can be contacted for exposure-related follow up after the evacuation.
- 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.
 - Never attempt to clean up <u>any</u> spill unassisted.
 - All appropriate safety measures must be in use during the cleanup.



Psychological Crisis – Including Suicide Attempts or Threats

- A psychological crisis is defined as a situation in which an individual is threatening to harm themselves or others, or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested.
- If a psychological crisis occurs:
- STAY CALM.
- · CALL:
 - (911) if there is an immediate threat to harm themselves or others.
 - (715)394-8114 (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.



Psychological Crisis – Including Suicide Attempts or Threats...

- Provide the following information:
 - Your name.
 - Individual's name, if known.
 - Precise location.
 - Observed symptoms of behavior.
- Do not put yourself in danger.
- Until help arrives, be pleasant, considerate and understanding to avoid aggravating the situation.
- Do not argue with the individual. Do not confront or detain the individual if he/she is violent or combative.
- Have someone meet the Campus Safety or Emergency Responders at the entrance to the building and provide up-to-date information.
- Resources:
 - Contact the Health and Counseling Services, (715)394-8236, for confidential assistance in all student suicide threats or with general questions or concerns.
 - Essentia (Miller-Dwan) Medical Center: (218) 723-0099 or 888-826-0099



- Communicate with the survivor. If a friend of yours has been sexually assaulted and turns to you for support, the most important thing you can do is listen. Don't worry about what to say. Your friend trusts you, and that is what is important. During the assault all sense of power and control were violently taken away. Therefore, offer support to reclaim control, and let them know that you are there.
- Believe him/her. More than anything else, they need you to legitimize the pain and experience.
- Tell them it wasn't their fault. No matter where they were, what they were wearing, or how much they had to drink, no one deserves or asks to be raped. They are not responsible for someone else's criminal behavior.

- Refer the individual to one of the resources listed to help figure out their options. The survivor does not have to press charges to get help or receive confidential counseling services.
- If the assault recently occurred, attend to the survivor's immediate medical needs. It is best to call someone from UW-Superior Campus Safety (715)394-8114, Counseling Services (715)394-8236, the Superior Police (911), or CASDA (715)392-3136 and together accompany them to Essentia Superior Emergency Room to be checked for physical injuries, pregnancy, and sexually transmitted diseases. Caution the person not to take a shower, douche, or remove any physical evidence. Remind your friend to save the clothes they were wearing. Medical care can be obtained without a formal police report.



- Get help yourself.
- You may need to talk to someone about your feelings. RESOURCES
- On-campus (* notes services that are confidential)
- *UWS Health and Counseling Services (715)394-8236, 9:00 a.m. to 4:30 p.m. Monday through Friday
- *UWS Campus Safety (715)394-8114
 - http://www.uwsuper.edu/safety/forms/sexual-assault.cfm
 (UWS Campus Safety "Online Confidential" Reporting Form)



- Off-campus (* notes services that are confidential)
- Superior Police (911) (in case of an emergency or for non-emergency calls)
- *CASDA (Center Against Sexual and Domestic Abuse)
 - 2231 Catlin Ave. Superior, WI 54880 (715)392-3136 OR
 - the 24 hour Crisis Line <u>1-800-649-2921</u> (open 24 hours/day, 7 days/week)
- *Essentia Hospital Superior (715)395-5400
- *Essentia Hospital Duluth (218)786-4402



- MEDICAL TREATMENT
- Essentia Hospital in Superior or Duluth can provide a medical exam. Because it is important to have a medical exam within 72 hours of the assault, consider seeing a nurse for your health assessment. It is most helpful in the gathering of evidence not to shower, douche, or remove any physical evidence after the assault. The nurses may assist you with additional support by contacting an advocate from the Center Against Sexual and Domestic Abuse (CASDA) who will meet with you before and/or after the exam, and be available to you 24 hours a day. A friend may accompany you if you choose. Transportation is available through the Campus Safety (715)394-8114. The staff from Counseling Services (715)394-8236 may also be of assistance with this process if you wish.
- *Essentia Hospital Superior (715)395-5400 OR *Essentia Hospital Duluth (218)786-4402

- LEGAL INFORMATION
- Douglas County District Attorney's Office (715)395-1218
- Douglas County Victim/Witness Assistance Program (715)395-1455
- *CASDA (Center Against Sexual and Domestic Abuse) (715)392-3136
- Superior Police (911)





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