

UNIVERSITY OF WISCONSIN-GREEN BAY EMERGENCY PROCEDURES GUIDE

Reporting Emergencies

Call 911 (9-911 from Campus phone) in ALL emergencies.

WHAT IS AN EMERGENCY?

An emergency is any threat to life and/or property that requires immediate response from police, fire or ambulance. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call 911 when an immediate response is needed.

WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

Non-Emergency Police & Public Safety: call 465-2300

To report a non-emergency crime that is not in progress, or a motor vehicle accident with no injuries **call 465-2300 ext. 1**

For all other assistance or to speak with an officer or other staff **call 465-2300 ext. 2.**

Fill in your location here:

Building:	Building address:	Room Number:
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EMERGENCY PROCEDURES GUIDE

This guide has been prepared to provide you with a quick reference that can be used in preparation for an emergency on the UW-Green Bay campus. We encourage you to review and become familiar with this guide before an emergency occurs. People are most effective in an emergency when they are PREPARED.

Additional copies of this guide are available from Public Safety, Instructional Services, Room 1024.

Please fill in the blanks in some of the informational sections of this guide. Once you have filled in these blanks and the procedures have been reviewed, this guide should be kept in a readily accessible location, such as hanging on the wall near your phone.

This document cannot cover every emergency that may arise. If you are unsure of what you need to do in an emergency, contact Public Safety at 465-2300 ext. 2.

The campus emergency plan and the emergency action guide contain additional information and are located online at <http://emergency.uwgb.edu>. If you are interested in additional information or training on our campus emergency plan contact Public Safety.

NON-EMERGENCY PHONE NUMBERS

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

- Public Safety and Police 465-2300
- Safety and Risk Management 465-2273
- Facilities Management 465-2394

EMERGENCY COMMUNICATION

Timely and accurate communication during an emergency is important. Depending upon the nature of the emergency, the University community will be alerted through the use of one or more of the following:

- Campus public address system
- Campus e-mail
- Computer network pop-up messages for those logged on to a UW-Green Bay networked computer
- University's Web site (www.uwgb.edu)
- Phone
- Other means available

When appropriate, the local media will also be notified. Periodic updates will be provided through the same means.

If the University releases an emergency warning or notification we ask you pass this information on to friends and family if it is safe to do so. It is our desire to use as many sources as possible to keep the community informed and you play a vital role in this communication process.

PERSONS WITH DISABILITIES

Individuals who need assistance during an evacuation should identify and discuss with someone, in advance, who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, faculty, and/or classmates of the best way to assist during an emergency.

In case of Building Evacuation (Fire Alarm, Chemical Spill, Bomb Threat, etc...)

- EXIT the building immediately using the most direct route.
- If unable to do so on your own – Ask for assistance to the nearest EXIT or
- Ask someone leaving the building to notify emergency personnel of your location so that you can get the assistance you need.
- If a phone is available, call 465-2300 ext. 2, or 911 (9-911 from Campus phone). Answer all the dispatcher's questions and they will relay your location to first responders.
- In a fire, as soon as practical move into the stairwell and await fire personnel to assist you.
- In all other cases, if in imminent danger and no one can assist you evacuate by any means possible.

To Shelter in Place (Tornado, Severe Weather, Building Intruder, etc...)

- Seek shelter in a room with no windows, on the interior of the building if possible.
- Note the room number.
- **Call 911(9-911 from Campus phone) if it is a building intruder.**
 - Answer all the dispatcher's questions and they will relay your location to first responders.

For more information about Persons with Disabilities and Planning for Emergency Situations, contact Disability Services at 465-2841, or stop by their office located in Student Services Room 1700.

CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police by calling **911 (9-911 from a Campus phone)**.

To report a non-emergency crime that is not in progress **call 465-2300 ext. 1**

Please be prepared to provide as much of the following information as possible:

- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information, until the police arrive.

Report things that are unusual or suspicious!

If you are dealing with a suspicious person:

- Remain calm, have a supervisor or co-worker assist you.
- If you need assistance, call Public Safety at 2300 ext. 1.
- If threatened, call 9-911 (from a Campus phone) or 911.

If a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within the building:

- If possible to do so safely, exit building, moving away from danger.
- If directly involved and exiting the building is not possible:
 - seek cover and stay out of open areas.
 - close doors and lock; if not possible, consider barricading the door.
 - turn off lights and remain quiet.
 - move out of sight, seek cover under or behind objects, e.g. desk, table, etc.

REPORTING BEHAVIOR CONCERNS

If you are concerned

- a community member (student, faculty, staff or visitor) is in crisis or contemplating harming themselves or others, **or**
- about actions you believe may be bias motivated

We encourage you to report such incidents to:

- Dean of Students 465-2152 For student behaviors
- Human Resources..... 465-2390 For employee behaviors
- University Police..... 465-2300 or 911 If you suspect possible (9-911 Campus phone) immediate harm

Examples of behaviors to report include:

- Causing self-injury or threatening suicide
- Erratic and/or threatening behavior towards others
- Bias motivated incidents, which may include but not be limited to the use of degrading language or slurs, spoken or written

If you are unsure as to whether or not the behavior warrants reporting, we ask that you still call.

The Dean of Students, Residence Life, Counseling, Human Resources and University Police work together as a team to provide assistance or early intervention, and to address threatening behavior to help prevent incidents. Equally important is to help those in difficult times, and in crisis. Additional information is located on the Dean of Students, Human Resources and Public Safety Web sites.

Faculty and Staff — Student Confrontation

A confrontation with a student can occur inside or outside the classroom, in person or electronically.

- If the situation is critical, someone is threatening to injure themselves or others, immediately call 911 (or 9-911 from a Campus phone).
- If the situation has you concerned, but is not critical and you would like to discuss the incident and possible follow-up, consult with your unit chair, the appropriate academic dean's office or the Dean of Students office.
- If the confrontation constitutes a student disruption which needs to be addressed or possible violence or threat, the Dean of Students office or the office of your academic dean is available to discuss options and next steps.

BOMB THREATS

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. **Remain calm.** When bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
 - a. **DO NOT HANG UP, even if caller is no longer on the line**
 - b. **If possible, have someone call 9-911 or 911, while you are on the phone.**
 - c. **DO NOT put the caller on hold**
 - d. **DO NOT attempt to transfer the call**
2. Pay close attention to the caller and his/her words and speech:
 - a. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation?
 - b. Is the caller angry, excited, irrational or agitated?
 - c. Is the caller a man or woman, young, middle-aged, old?
 - d. If you have caller ID, please note the phone number of the caller
3. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
4. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.
5. If caller hangs up, **DO NOT** hang up your phone. Use another phone line to immediately notify Police at 9-911 (from a Campus phone) or 911, the designated emergency response number.

CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT

The Checklist should be immediately available. Keep one under your phone or other accessible location. (See next page.)

All personnel should become familiar with the following Bomb Threat Checklist (see other side). It may become the only means of determining what happened and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.

BOMB THREAT CHECKLIST

(stay calm and collect all the information you can)

NAME OF PERSON

who received threat: _____

DATE AND TIME Threat received: _____

How was THREAT REPORTED: Telephone _____ E-mail _____ Voice-mail _____ In person _____

Fax _____ *Give phone number (include area code)*

By MAIL Carrier (e.g. Fed Ex): _____ Campus _____ US Mail _____ Courier _____

LOCATION THREATENED (give name of bldg/dept/site/agency, etc.) _____

EXACT WORDS USED to make the threat (if possible) _____

QUESTIONS TO ASK THE PERSON WHO IS MAKING THE THREAT:

1. WHEN IS THE BOMB GOING TO EXPLODE? _____

2. WHERE is the bomb located? _____

3. WHAT kind of bomb is it? _____

4. WHAT does it look like? _____

5. WHO placed the bomb? _____

6. WHY was the bomb placed? _____

7. WHERE are you calling from? _____

DESCRIPTION OF THE CALLER'S VOICE (give identity if known):

Caller's name _____ Male _____ Female _____

Young _____ Old _____ Middle-aged _____ Accent _____ Race _____

Tone of voice (e.g. excited, calm angry, loud, stuttered)

Was Voice/Language: Taped _____ Well-spoken _____ Irrational _____ Is voice familiar? _____

If yes, who did it sound like? _____

Other voice characteristics: _____

Background or other noises: _____

Remarks: _____

Completed by: _____ Phone: _____

FIRE

Upon discovering smoke, fire, or flames in the building

- Evacuate and activate the fire alarm system by pulling the nearest fire alarm.
- Use nearest exit or alternate safe route.
- From a safe location (assembly point if one has been established for your office) **call 911 (9-911 from Campus phone)** and be prepared to give:
 - Building Name
 - Floor
 - Room Number
 - Type of Incident
- **Do not** use elevators during a fire emergency.
- When the fire alarm sounds:
 - Immediately evacuate the facility.
 - Walk, do not run to the nearest exit and proceed to ground level.
 - If an exit is blocked by smoke, fire or fumes, use an alternative exit.
 - If it is safe to do so, close all doors and windows as you leave.

NOTE: The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter building until given the all clear from Public Safety or the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the Fire Department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the Fire Department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

Before a fire: Planning and Preparation

- Fire alarm pull stations are located near exterior exits
- Know the location(s) of the nearest exit
- Know alternative evacuation routes out of building
- Practice exiting your area by imagining you are in a dark, smoky environment – count doorways, turns, etc.
- Report potential hazards or fire prevention questions to Public Safety at 465-2300 ext 2.

Know what to do in case of fire

Take time to get prepared now – because there is no time in an emergency.

Know the location of:

Fire extinguishers:

- Understand the types and how to use them.

Fire alarms:

- If an alarm is sounded immediately, it can protect property and save lives.

Fire exit:

- Know where they are, and be sure they open easily and are free of obstructions.

A fire extinguisher is located at:

Enter location here

MEDICAL EMERGENCIES

Remember!

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless he or she is in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person's body.

Call 911 (9-911 from Campus phone)

Be prepared to give the 911 dispatcher the following information:

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?
- After calling 911, stay with the victim until help arrives.
- Restore or maintain breathing and heartbeat.
- Stop severe bleeding with direct pressure when possible.
- Keep victim warm.
- If you know someone in your area trained in CPR list name below:

Minor injuries or illnesses:

- Students go to Student Health Services
- Employees and others contact personal medical care provider

Remember Universal Precautions

Protect yourself from blood and bodily fluids.

A first aid kit is located at :

(Enter Location Here)

HAZARDOUS MATERIALS SPILL OR RELEASE

If you create or discover a chemical spill or release **and**

- Type or quantity of chemical spilled poses an immediate risk to health, or
- Someone is injured or ill, or
- There is a fire or explosion

This is an emergency and you should:

- Close off area to prevent further contamination and restrict access to the area.
- Activate the fire alarm. Evacuate the building or area. Move upwind.
- From a safe location, call 911 (9-911 from Campus phone) and provide:
 - your name
 - name of material spilled, if known
 - estimated amount
 - exact location of spill
 - report of injuries
 - actions you have taken

Can I clean up the spill?

Yes IF:

- there are no injuries
- no life or fire hazard
- not highly reactive or toxic
- you have proper training and equipment

If instructed to ***Shelter in Place:***

- Do not exit building.
- If you are in a classroom when the “shelter in place” directive is given, remain in the classroom.
- If you are in a hallway or office area when the “shelter in place” directive is given, move to an interior, windowless room if possible.
- Close all doors and windows.

Fuel spills should be immediately reported to the Director of Facilities Management, 465-2394.

HAZARDOUS ODORS OR LEAKS

Report any hazardous gas leaks by calling 911 (9-911 from Campus phone).

In the event of gas leaks or visible fire from gas cylinders or piping:

- Evacuate the area and call 911 and follow all instructions given to you by the 911 dispatcher.
- If it is an explosive gas (e.g. natural gas), **DO NOT** use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark, which could ignite explosive gas.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do so safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.

Evacuation:

- If necessary to evacuate the building, use nearest available exit.
- DO NOT activate the fire alarm.
- **Do not use an elevator.**
 - Confine any fire or gases to the extent possible by closing doors behind you as you leave.
 - Upon exiting the building, get a safe distance from the building (at least 500 feet away).
 - Move upwind of the leak.
 - Leave adequate room for police and other emergency responders.
 - **Do not** enter the building until given approval by fire, police or public safety.
 - If you have information about the source of the odor or leak, give the information to police or fire personnel at the scene.

Suspicious Odors or Leaks

- Should you detect any suspicious odors or a suspected slight odor of gas, **call 465-2300, ext. 2** and report it to Public Safety.

UTILITY FAILURES

Report any utility failure, leaks or flooding to Facilities Management, 465-2394; after business hours call 465-2523.

Electrical Failure:

- Electricians will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator (if so equipped) will provide limited electricity to crucial areas of the building, including emergency lighting.
- Turn off all electrical equipment including computers. Do not turn any electrical equipment back on until given the approval of your supervisor.
- Most buildings are equipped with emergency lighting to allow for evacuation and not designed for normal operations.
- Remember: Elevators will not function in a power failure.
- If trapped in an elevator, use the elevator's emergency phone to notify Public Safety.

Steam Leaks:

- If the steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Even if you have determined the problem is a steam leak, exit the building immediately.

Water Leaks / Flooding:

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the area where water has accumulated, and wait for help.
- Immediately cease use of all electrical equipment because water is an excellent conductor of electricity making electric shock a strong possibility.
- If the leak is from an unknown source, avoid contact with leaking material. It may be hazardous. In case of accidental contact, wash immediately and thoroughly with soap and water.

WEATHER EMERGENCIES

Severe Thunderstorms

Watch: Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

Warning: Severe thunderstorms are occurring. Be prepared to move to shelter if threatening weather approaches.

— Remain indoors and away from windows until the severe storm passes.

If large hail begins to fall, seek immediate shelter.

Report any injuries by **calling 911 (9-911 from Campus phone) or damage by calling 465-2300 ext 2.**

Tornado

Watch: Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.

Warning: Radar or weather spotters have identified a tornado. The emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area.

Take the following actions:

- SEEK IMMEDIATE SHELTER when the warning siren sounds, preferably in a basement or below-ground location.
- In a multi-story building, seek shelter in an interior hall, room or lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. DO NOT open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, with hands covering your head.
- After the all-clear signal, leave badly damaged buildings if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- DO NOT attempt to return to the building unless directed to do so by University Police.
- DO NOT attempt to turn on or off any utilities or other equipment.

For additional emergency information:
<http://emergency.uwgb.edu>
<http://www.uwgb.edu/publicsafety/>

OFFICE OF PUBLIC SAFETY AND POLICE

Instructional Services, Room 1024
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2420 Nicolet Drive, Green Bay, WI 54311-7001

920-465-2300



UNIVERSITY of WISCONSIN
GREEN BAY
Connecting learning to life

*Security and safety on our campus is a shared responsibility.
As members of the UW-Green Bay community, let's work
together to maintain a safe, secure campus.*