

UW-GREEN BAY

EMERGENCY RESPONSE RESOURCES & GUIDELINES

The below resources and guidelines are designed to provide the faculty, staff, students, and visitors of UW-Green Bay information to inform actions during certain emergency events. The information provided is responsive to all buildings and grounds owned and operated by the University.

In addition to the guidelines provided here there are abbreviated UW-Green Bay Emergency Action Guidelines (the [“Yellow Sheet”](#)) which lists various types of emergency situations, suggested action and who to call.

These guidelines will be posted near the exits of classrooms, office suites, buildings, in public areas, in elevators and above or next to phones located in classrooms, and hallways and are posted on the UW-Green Bay University Police Website located at:

[Emergency Action Procedures - Emergency Information - University Police - UW-Green Bay \(uwgb.edu\)](#)

Additional Yellow Sheets are available to staff and students upon request for [download](#) or by request from police@uwgb.edu to post in other locations on campus.

CAMPUS RESPONSE

In case of emergency, follow the specific guideline provided on the Yellow Sheet or on the [Emergency Action Procedures](#) and call 911, the designated emergency number. Your personal safety is of utmost concern. Take appropriate precautions to assure your personal safety.

In all other situations follow the specific procedure found in the Emergency Plan and call the appropriate office listed, e.g., Facilities Management, Dean of Students, University Police, etc.

Upon notification of an emergency or when conditions permit and an impending emergency arises (e.g., an anticipated major snow or ice storm) University Police, Dean of Students or Campus Emergency Officer (Vice Chancellor for Business and Finance or alternate) shall facilitate and coordinate the appropriate response by campus resources as appropriate. University Police shall ensure that the appropriate off campus emergency responders have been notified. As appropriate, University Police will consult with the Campus Emergency Officer regarding the emergency. As necessary, the Emergency Management Team shall be convened by the Campus Emergency Officer (or designee). The team will:

- Review all known information
- Decide on priorities, course of action, proper response, appropriate activities, issue instructions (e.g., cancel classes, close the campus)

- Identify resource needs and shortfalls
- Assign/deploy individuals in support of critical needs
- Disseminate additional information as necessary
- Issue public information reports – All media contact and external inquiries will be directed to Media Relations and University Communications.

EMERGENCY COMMUNICATION

Timely and accurate communication during an emergency is very important. Depending upon the nature of the emergency, the University community will be alerted and kept informed through the use of one or more of the broadcast capabilities of the public address system, e-mail, [GB Alert](#), computer network pop-up messages, the university's emergency webpage <http://emergency.uwgb.edu>, the university's website.

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, faculty, staff and students are encouraged to pass this information on to friends and family if it is safe to do so. It is beneficial to use as many sources as possible to keep the community informed and everyone plays a vital role in the communication process.

INITIAL ACTION

ALL EMPLOYEES

If you witness or recognize an emergency situation please follow the specific guideline found on the Yellow Sheet or within the [Emergency Action Procedures](#) and call 9-911 (from a campus phone) or 911, the designated emergency number, or call the phone number specified within the guideline.

Personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety.

AREA LEADERS, DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND SUPERVISORS

Every area leader, dean, director, department chair, and supervisor have the following general responsibilities prior to and during any emergency:

1. Emergency Preparedness
Understand emergency procedures and information as outlined in this plan.
2. Emergency Situations
 - a. Inform all building or area occupants under their direction of the emergency condition.
 - b. Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating emergency response.

FACULTY AND STAFF

Each faculty and staff member has the responsibility to:

1. Educate their students concerning the emergency procedures as outlined in this plan.

2. Inform their students and visitors of an emergency and initiate emergency procedures.

AVAILABLE POLICE TRAINING:

Laws regarding Carrying a Conceal Weapons and Campus response
University Security Camera System, Appropriate use and what's misuse.
Trauma First Aid for the Academic Professional
Robbery Prevention and Reaction, hat to do before and when it happens
Run, Hide, Fight
Dealing with Disruptive Individuals
Self-Defense for Students
University Police Orientation, Who we are and what we do

If you are interested in training, please contact [University Police](#)

QUICK LINKS FOR COMMON EVENTS:

[Active Shooter / Killer](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical / Hazardous Material Spill](#)

[Disruptive Student](#)

[Threats and Violence](#)

[Extreme Winter Weather](#)

Additional Preparedness Resources

Brown County Emergency Management
Phone: (920) 391-7401

Wisconsin Emergency Management
Phone: (608) 242-3232
www.emergencymanagement.wi.gov

American Red Cross Lakeland Chapter
Phone: (920) 468-8535
www.arclakeland.org

**National Oceanic & Atmospheric
Administration (NOAA)**
Phone: (202) 482-6090
www.noaa.gov

**Federal Emergency Management Agency
(FEMA)**
Phone: (800) 621-FEMA (3362)
www.fema.gov

U.S. Department of Homeland Security
Phone: (202) 282-8000 Comment Line: (202)
282-8495
www.dhs.gov/dhspublic

LESS COMMON EVENTS

AIRBORNE CHEMICAL, NUCLEAR OR BIOLOGICAL RELEASE

EMERGENCY ACTION

- **Close all doors, windows.**
- **Move to an interior room or hall, windowless if possible.**
- **DO NOT evacuate unless told to do so by emergency personnel.**

1. Notification

- In the event of a chemical, nuclear or biological release that would require protective action to be taken by campus occupants, University Police would be notified by Brown County Police Communications, Emergency Government or other means.
- University Police will utilize GB Alert to notify UW-Green Bay community as well as send an e-mail message to all UW-Green Bay employees of the protective action alert.
- Campus occupants will either be directed to “shelter in place” or “evacuate the Campus.”
- Do Not Panic

2. 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.

3. Seal Other Ventilation Sources

- Facilities will turn off all air handlers servicing Campus buildings.
- Minimize use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down.

4. Remain Indoors

- Remain in place until an “all clear” is given. Do not evacuate the building unless told to do so by University Police.
- E-mail messages updating conditions will be sent to all Campus e-mail accounts as applicable. Therefore, if you have access to a computer while sheltered in place, log onto the computer, have an e-mail account open so that you can monitor messages as they are sent. Limit use of e-mail messaging while sheltered in place to emergency messages.
- Battery operated radios may be used to monitor local media for emergency information.

CIVIL DEMONSTRATION / DISTURBANCE

EMERGENCY ACTION

- **If damage, threats, or injury exists, call 911.**
- **Otherwise call University Police at 2300 & press 1.**

1. Keep calm. Resistance may only increase destruction of property and a threat to bodily harm. Do not confront demonstrators.
2. In the event that a demonstration in which injury to persons or property occurs or appears imminent, **call 911**, the designated emergency number.
3. In all other cases, call University Police at 2300 & press 1. Provide the following information:
 - Location (building, entrance, floor, room, etc.)
 - Approximate number of leaders
 - Size of group
 - Obvious objective or demand of group
 - Group is: rational, organized, violent, etc.
4. If possible, continue with your work schedule until University Police / University Police arrives.
5. When University Police arrive, provide them with an update. Follow their instructions.

Generally, demonstrations are peaceful and non-obtrusive and are not disruptive. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Contact University Police call 2300 & press 2 to monitor the situation during non-business hours.
- Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Any assembly or congregation of people may be prohibited if the participants obstruct access to university lands or buildings and prevent the university from carrying on its instructional, research, public service, or administrative functions. Any picketing, rally, parade, demonstration, other assembly, or congregation of people may be declared unlawful if its participants:

1. Physically hinder entrance to, exit from, or normal use of the building, or roadway.
2. Obstruct or seriously impair activities in any of the following conditions:
 - enter or occupy a private office unless invited;
 - obstruct or seriously impair passage;
 - use rooms, enter or occupy any university building or part thereof unless authorized;
 - assemble outside rooms at times when normally in use as classes, study, or research;
 - bring signs supported by standards or sticks into any building.
3. Create noise which unreasonably interferes with authorized activities.
4. Intentionally employ force or violence or threat against the university community or university property.

If any of these conditions exist, notify University Police, call **2300 & press 1**.

ELECTRICAL POWER FAILURE

EMERGENCY ACTION

- **Remain calm.**
- **During business hours call Facilities Management at 2394.**
- **After hours call University Police at 2300 & press 2.**

1. Determine probable cause.
 - Electrical power failures may occur in an individual building due to some internal malfunction or they may be area-wide due to a breakdown in the external distribution system. This can be determined by visually checking other buildings, streetlights, etc.
2. Report the failure.
 - Do *NOT* try to correct the problem.
 - Call Facilities Management, 2394, for maintenance and describe the situation.
 - After hours, call University Police at 2300 & press 2.
3. Protect building occupants.
 - In the case of a prolonged power failure in the building, contact your supervisor for instructions.
 - Elevators, washrooms, stairways and any areas with restricted egress (exit) should be checked for stranded persons. Once vacated, such areas should be locked if possible.
4. Auxiliary lighting.
 - Most buildings are equipped with auxiliary lighting. The auxiliary system should automatically take over within a few minutes following a power failure. Such systems will provide adequate lighting to evacuate, but are not designed for normal operation of the building and its electrical-mechanical equipment.

ELEVATOR MALFUNCTION

EMERGENCY ACTION

- **If trapped in an elevator, remain calm.**
- **Call University Police at 2300 & press 2.**
- **Give building location of the elevator car.**
- **Keep occupants calm.**

1. If you are trapped in an elevator, use the emergency phone to notify University Police, call 2300 & press 2. If the phone is inoperable, turn on the emergency alarm, which will signal for help. *DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY A CAMPUS OFFICIAL.*
2. If a person is stranded in an elevator, *DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.*
3. Notify University Police, call 2300 & press 2. Provide the following information:
 - Your name
 - Building
 - Floor
 - Present situation (Medical Emergency, Injury, Anxious Occupants, Number of People, Are the Lights Working?)
4. 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, **Don't Hang Up.**
5. If you find an inoperative elevator without occupants trapped inside, notify Facilities Management at 2394 immediately.

EXPLOSION

EMERGENCY ACTION

- **Take cover, or**
- **Evacuate by nearest available exit.**
- **Activate fire alarm.**
- **Call 911.**

1. Immediately take cover under tables, desks or other objects which will give protection against falling glass and debris.
2. Evacuate the building by the nearest available exit.
 - While evacuating the building:
 - *DO NOT USE ELEVATORS* during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
 - Walk quickly to the nearest marked exit and ask others to do the same.
 - Be aware of people with disabilities who may require assistance in an emergency evacuation.
 - If you have a disability and are unable to evacuate:
 - Stay calm and take steps to protect yourself. If there is a working telephone, call 911 or 2300 and tell the dispatcher where you are or where you will be going.
 - Request persons exiting by stairwell to notify University Police or Emergency Personnel of your location.
 - As soon as practical, move into the stairwell and await University Police or Emergency personnel.
3. Activate the building fire alarm.
4. Once outside, move to a clear area that is at least 500 feet away from the affected building, or from on top of a building or hallway. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
5. After the initial effects of the explosion have subsided, call 911, the designated emergency number.
 - Give your name
 - Describe the location and nature of the emergency
6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by University Police, Police or Fire personnel.

FLOODING

EMERGENCY ACTION

- **Protect yourself.**
- **Keep others from entering affected area.**
- **Call 2394 for assistance, after hours call 2300 & press 2.**

1. Flooding 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.
 - If flooding is caused by pipe break, sink overflow, or other plumbing problems, notify Facilities Management, call 2394. Do not leave a voice mail message; make sure you talk with Facilities Management staff. After hours notify University Police, call 2300 & press 2.
 - Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).
2. Flooding caused by heavy rain.
 - If the flooding is caused by heavy rains, notify Facilities Management, call 2394. Do not leave a voice mail message; make sure you talk with Facilities Management staff. After business hours notify University Police, call 2300 & press 2.
 - Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
 - Focus resources on minimizing the spread of water into other areas of the building.
3. ***DO NOT ENTER A FLOODED AREA UNTIL STAFF ELECTRICIANS HAVE DEACTIVATED ALL ELECTRICAL CIRCUITS.***
4. Protect property and equipment.
 - Protect property and records by removing items from floors and / or covering with water resistant coverings.
 - Unplug electrical equipment such as computers and printers, etc. if safe to do so.
 - After business hours, the department head or responsible individual(s) for the area affected should be notified.
 - The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.
5. Evacuate personnel and report additional problems
 - Evacuate personnel as needed. Notify University Police, call 2300 & press 2, or utilize the fire alarm system if an immediate evacuation is required.
 - Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

GAS LEAK

EMERGENCY ACTION

- **Stop what you are doing.**
- **Evacuate the building.**
- **Call 911.**

1. If you smell natural gas and suspect a natural gas leak, cease all operations.
2. *DO NOT SWITCH ON LIGHTS OR USE ANY ELECTRICAL EQUIPMENT.*
3. Evacuate the building.
 - While evacuating the building:
 - *DO NOT USE ELEVATORS* during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
 - Walk quickly to the nearest marked exit and ask others to do the same.
 - Be aware of people with disabilities who may require assistance in an emergency evacuation.
 - If you have a disability and are unable to evacuate:
 - Stay calm and take steps to protect yourself. If there is a working telephone, call 911 or 2300 and tell the dispatcher where you are or where you will be going.
 - Request persons exiting by stairwell to notify University Police or Emergency Personnel of your location.
 - As soon as practical, move into the stairwell and await University Police or Emergency personnel.
4. Call 911, the designated emergency number.
5. Once outside, move a clear area that is at least 500 feet away from the affected building. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep walkways clear for emergency crews and vehicles.
6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by University Police, Police or Fire Personnel.

SUSPICIOUS LETTER OR PACKAGE

EMERGENCY ACTION

- **Notify University Police, call 2300 & press 1.**
- **Isolate the object, do not handle it.**
- **Evacuate the area.**

1. Immediately call University Police at 2300 & press 1.
2. Don't handle or open the letter or package.
3. Isolate the letter or package.
 - Cover the letter or package with a wastebasket, towel, paper, or other item.
 - Thoroughly wash your hands with soap and water.
 - If a substance has spilled from the letter or package onto a desk or other area, cover the material with a wastebasket, towel, paper or other item.
4. Lock and secure the room/area where the letter or package is located. Wait outside the room/area for the arrival of University Police.
5. Keep others out of the area until the arrival of University Police.
6. Assist University Police. This may include providing a list of all persons who may have come in contact with the suspicious letter or package.
7. If you are unsure whether a letter or package is suspicious contact University Police. An officer will respond and make a threat assessment with your assistance.

What Are The Characteristics Of A Suspicious Letter or Package?

Powdery substance on the outside or inside, excessive postage, handwritten or poorly typed addresses, incorrect titles, title, without a name, addressed to someone no longer with your organization, or otherwise outdated, no return address or one that cannot be verified as legitimate, oily stains, discolorations or odor, excessive weight, lopsided or uneven envelope, protruding wires or aluminum foil, excessive security material such as masking tape, string, etc., visual distractions, ticking sounds, marked with restrictive endorsements, such as "Personal" or "Confidential," shows a city or state in the postmark that does not match the return address, letter or package is unexpected or from someone unfamiliar to you.

WATER CONTAMINATION

EMERGENCY ACTION

- **Do not drink any water that has not been boiled for at least 5 minutes.**

This procedure addresses actions to be taken after notification by the Green Bay Water Utility that bacteria (total coliforms) have been identified in the UW – Green Bay water supply. Green Bay Water Utility is required by state and federal law to inform the campus of a violation of the maximum contaminant level for total coliforms in water. State and Federal law requires drinking water to be free of total coliform, bacteria, which are a possible health concern.

Once the Green Bay Water Utility has notified the University, you will be notified to take the following steps:

1. Do not consume campus water.
2. All water used for drinking, cooking or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
3. Ice and any beverages prepared with unboiled water should be discarded.
4. Continue the water boil until notified that Green Bay has rescinded the recommendation to boil. University administration will make appropriate provisions to provide drinking water to the campus.