University Center Emergency Procedures

UW-W Campus Emergency Plan Website:
Use this site for additional Campus Emergency Information.
http://emergency.uww.edu/Topics.aspx

University Center Emergency General Guidelines:
These policies and procedures are for use in the UW-Whitewater University Center. In general:

1. It is the responsibility of all staff members to be familiar with UC Emergency Procedures.

2. Take appropriate precautions to assure your own safety, then help others as possible.

3. In case of emergency, follow these procedures and call University Police at 911.
   Phone usage during an emergency should be limited to official use only.
   Do NOT use phones during a Gas Leak, it may set off a Gas explosion!

4. All emergency announcements should be made by the University Center Facilities Coordinator, delegated UC staff member, or Police/Fire officials, ONLY.

5. In Emergencies, avoid using Elevators to avoid creating additional potential problems.

6. If persons confined to wheelchairs are blocked from exiting the building, instruct them to wait at stairwells for emergency personnel. Note their location and what floor they are on and relay this information to fire department and rescue squad teams to help evacuate disabled person. This link goes into more depth re helping disabled patrons.
   http://emergency.uww.edu/Guide.aspx?Title=Building_Evacuation_for_Individuals_with_Disabilities

7. A 500’ radius is referenced as a safe distance from the building. As a conceptual rule of thumb think of this as being no closer to the UC than the Far side of McCutchan Hall, Hyer Hall, Winther Hall, and Hyland Hall. Individual departments should determine a safe zone area to meet for an evacuation head count.

8. After an incident wait for an “all clear” from the University Center Facilities Coordinator or Police/Fire officials to avoid hampering the efforts of Police/Fire crews.

Fire Alarm:
Student Staff - Exit the building to a distance of AT LEAST 500 FEET.
Fulltime Staff - Shut your office door if you have one, and if time and safety allows close doors/gates to Department areas (Hawkcard/ Reservations /Graphics/Warhawk Alley/Info Services, etc) and encourage all others to leave the building. Exit the building to a distance of AT LEAST 500 FEET and look for other UC employees. If necessary, assist in clearing a path for fire trucks, etc.
Wait for an “all-clear” from Police before re-entering building.
Inclement Weather/Tornado:

Watch vs. Warning

A Tornado Watch or Severe Weather Watch means a tornado may develop. It is not necessary to seek shelter or issue an announcement for a Severe Weather Watch, but be alert to changing weather situations and be prepared to take action if upgraded to a Warning.

A Tornado Warning means a tornado has been spotted in the area. Immediate action may be the difference between life and death. It is not necessary to seek shelter or issue an announcement for a Thunderstorm Warning.

Student Staff - use stairwell and proceed downstairs to designated Shelter areas - either the Warhawk Alley bowling area or the Royal Purple Hallway, whichever is closer.

Fulltime staff - shut your office door, if time and safety allows close doors/gates to Department areas and encourage all others to seek shelter in designated Shelter areas. Use stairwell and proceed downstairs to designated Shelter areas - and look for other UC employees.

Designated University Center Shelter Areas:

1. **Best Choice** = Basement: Warhawk Alley bowling area or the Royal Purple Hallway.
2. If you cannot reach basement go to Bathrooms near Old Main Ballroom, THR, or CLD.
3. **AVOID WINDOWS & LARGE ROOMS** (Hamilton Room, Ballroom, etc.)

Wait for an “all-clear” from UC Facilities Coordinator or Fire/Police crews before leaving a designated sheltered area.

Belligerent, Violent, or Criminal Behavior:

Your main goals in the event of violent behavior: 1. Get to a safe place 2. Call Police at 911.

Your safety is the most important thing to remember during any attack.

While a crime is being committed, you have three options:

1. Submit to suspect
2. Passive resistance (talking or reasoning with suspect)
3. Active resistance (physical intervention).

Remember that whatever you decide to do, you must be prepared both mentally and physically.

What to do if you are a victim of violence or a crime: Be observant- the more information you provide, the better chance that criminals will be apprehended.

If you are a victim or a witness, meet with an officer and follow their instructions.

Advise the police of the following:

1. The nature and location of the incident,
2. Whether medical assistance is required,
3. Description of the situation/person(s) involved.
Elevator Malfunction:
If you become trapped in an elevator, turn on the emergency campus police communication intercom (red button on the panel below the elevator control panel). Do not attempt to exit a stalled elevator unless told to do so by a campus official.

If a UC patron is stranded in an elevator, do not attempt to force open the elevator doors. Ask the patron to be patient. If the patron has not pushed the alarm, inform them to do so. A person stranded in an elevator needs to be reassured that help is on the way. Keep in contact with the person until help arrives.

Notify Facilities Planning & Management at 262-472-1320 and campus police at 911. Be prepared to give them:
1. Your name
2. What Building you are in
3. What floor you are on
4. Describe the situation

Gas Leak:
If you suspect a gas leak, evacuate the building immediately.
Student Staff - Exit the building to a distance of AT LEAST 500 FEET.
Fulltime Staff - One person should immediately exit the building and notify Facilities Planning & Management & Campus Police. DO NOT USE A PHONE WITHIN 500 FEET OF THE BUILDING. Exit the building to a distance of AT LEAST 500 FEET.

Wait for an “all-clear” from Police before re-entering building.

IMPORTANT - IN THE EVENT OF A GAS LEAK:
1. Do NOT switch on lights or any electrical equipment.
2. Do NOT activate the fire alarm, public service announcement, or telephone (switching on electrical equipment could generate a gas explosion).
   ONLY WHEN OUTSIDE 500’ EVACUATION RADIUS notify campus police by phone at 911.
3. Notify Departments to assist in coordination of evacuating the UC. Do NOT do this by phone.
4. Instruct patrons not to use the elevator or cell phones.
5. If possible and time permitting, close doors to help minimize possible additional damage.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building.
7. Keep streets and walkways clear for emergency vehicles and crews.

Explosion:
In the event of an explosion in the UC activate the building Fire Alarm and Call Police at 911.
Student Staff - Exit the building to a distance of AT LEAST 500 FEET.
Fulltime Staff - Shut your office door if you have one, if time and safety allows, close doors/gates to Department areas (Hawkcdr/ Reservations /Graphics) and encourage all others to leave the building. Exit the building to a distance of AT LEAST 500 FEET and look for other UC employees. If necessary, assist in clearing a path for fire trucks, etc.
Wait for an “all-clear” from Police before re-entering building.
Bomb Threat:

DO NOT HANDLE, TOUCH OR MOVE SUSPECTED OBJECTS!

Clear the area and immediately call University Police at 911 if you observe a suspicious object or potential bomb on campus. Any person receiving a bomb threat should attempt to gain as much information from the caller as possible, such as:
1. Exact location of bomb (Building, Floor, Room, Etc.);
2. Time Bomb is set to go off;
3. Kind of bomb, timing device, etc.

Keep talking to the caller as long as possible and record the following:
1. Date and time of call
2. Speech pattern, accent, distinguishing characteristics, etc.
3. Background Noise
4. Critical statements made by caller.

Immediately notify University Police at 911.

Student Staff - Exit the building to a distance of AT LEAST 500 FEET.

Fulltime Staff - Shut your office door if you have one, if time and safety allows, close doors/gates to Department areas (Hawkcard/ Reservations /Graphics) and encourage all others to leave the building. Exit the building to a distance of AT LEAST 500 FEET and look for other UC employees. If necessary, assist in clearing a path for fire trucks, etc.

Wait for an “all-clear” from Police before re-entering building.

If the threat of an explosion is imminent, evacuate the building. Activate the fire alarm. 
Do NOT use elevators. Do NOT panic.
EMERGENCY REPORTING PROCEDURES
UW-WHITEWATER JAMES R. CONNOR UNIVERSITY CENTER  FALL 2011

When an emergency occurs, student/staff have been instructed to follow certain protocol. This involves determining immediate action, gather pertinent information (student names, address, ID#, etc.) as well as reporting the events of the emergency. This also includes notifying appropriate individuals as listed below and filling out a written report.

Incidents that are minor do not need to be communicated to a level above the professional staff member. As a guide, any incident where a student is transported off campus (to a medical facility or to jail), or any incident where someone in the administration may get a call from a parent, the news media, etc. should be communicated to the appropriate administrators.

<table>
<thead>
<tr>
<th>TYPE OF INCIDENT</th>
<th>WHO TO NOTIFY</th>
<th>SPECIAL PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Emergency or Electrical Interruption</td>
<td>Tom Federer, Jay Craggs, Bob Barry</td>
<td>Tom will contact the appropriate mechanic</td>
</tr>
<tr>
<td>Fire</td>
<td>911, Tom Federer, Jay Craggs, Bob Barry, Brent Bilodeau</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Medical Issue or Death</td>
<td>911, Jay Craggs, Bob Barry, Brent Bilodeau</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>911, Jay Craggs, Bob Barry, Brent Bilodeau, SART Team</td>
<td>Notify Bob Barry and SART immediately,</td>
</tr>
<tr>
<td>Large Group Demonstration</td>
<td>911, Jay Craggs, Bob Barry, Brent Bilodeau</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>911, Jay Craggs, Bob Barry, Brent Bilodeau</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Drug, Physical Assault, Domestic Abuse, or other violent arrest</td>
<td>911, Jay Craggs, Bob Barry, Brent Bilodeau</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Suicide Gesture/Attempt</td>
<td>911, Jay Craggs, Bob Barry, Brent Bilodeau</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Large unexpected event with news media attention</td>
<td>Jay Craggs, Bob Barry, Brent Bilodeau</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Service Interruption</td>
<td>Tom Federer, Jay Craggs, Dave Halbach, Bob Barry</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
</tbody>
</table>

Phone Numbers

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE</th>
<th>HOME</th>
<th>MOBILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Federer</td>
<td>262-472-4939</td>
<td>608-754-5338</td>
<td>262-903-6077</td>
</tr>
<tr>
<td>Bob Barry</td>
<td>262-472-6223</td>
<td>608-931-5665</td>
<td>262-949-3478</td>
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<tr>
<td>Dave Halbach</td>
<td>262-472-5749</td>
<td>262-473-3974</td>
<td>262-949-3293</td>
</tr>
<tr>
<td>Jay Craggs</td>
<td>262-472-1176</td>
<td>262-473-2788</td>
<td>517-281-2387</td>
</tr>
<tr>
<td>Brent Bilodeau</td>
<td>262-472-1172</td>
<td>517-281-2387</td>
<td>262-949-0840</td>
</tr>
<tr>
<td>Sexual Assault SART Team</td>
<td>262-472-1060</td>
<td>Officer Mike Sacco</td>
<td>C: 262-949-0840</td>
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</tbody>
</table>