EMERGENCY REPORTING PROCEDURES
UW-WHITEWATER JAMES R. CONNOR UNIVERSITY CENTER
2018-2019

If an emergency occurs, UC students/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 via telephone and email that includes a completed incident report form (page 2).

<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, Artanya Wesley</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
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<tr>
<td>Medical Issue or Death</td>
<td>911, Jay Craggs, Bob Barry, Artanya Wesley</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>911, Jay Craggs, Bob Barry, Artanya Wesley, SART</td>
<td>Notify Bob Barry and SART immediately,</td>
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<tr>
<td>Large Group Demonstration</td>
<td>911, Jay Craggs, Bob Barry, Artanya Wesley</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
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<tr>
<td>Bomb Threat</td>
<td>911, Jay Craggs, Bob Barry, Artanya Wesley</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, Artanya Wesley</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Suicide Gesture/Attempt</td>
<td>911, Jay Craggs, Bob Barry, Artanya Wesley</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
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<tr>
<td>Large unexpected event with news media attention</td>
<td>Jay Craggs, Bob Barry, Artanya Wesley</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
</tr>
<tr>
<td>Service Interruption (Electrical outage, etc.)</td>
<td>Tom Federer, Jay Craggs, Dave Halbach, Bob Barry</td>
<td>Notify Bob Barry &amp; Jay Craggs immediately</td>
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</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></td>
<td>262—903—6077</td>
</tr>
<tr>
<td>Bob Barry</td>
<td>262-472-6223</td>
<td>608-754-5338</td>
<td>608—931—5665</td>
</tr>
<tr>
<td>Dave Halbach</td>
<td>262-472-5749</td>
<td>262-473-3974</td>
<td>920—650—6089</td>
</tr>
<tr>
<td>Jay Craggs</td>
<td>262-472-1176</td>
<td>262-473-2788</td>
<td>262—949—9329</td>
</tr>
<tr>
<td>Artanya Wesley</td>
<td>262-472-1051</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Assault Response Team (SART)</td>
<td>262-472-4660</td>
<td>UW-W Police Services</td>
<td></td>
</tr>
</tbody>
</table>
University Center Incident Report

Procedure:
1. Follow instructions on page 1 and notify appropriate people via telephone as outlined.
2. Complete this form and email it to:
   a. Jay Craggs (craggsj@uww.edu)
   b. Bob Barry (barryr@uww.edu)

<table>
<thead>
<tr>
<th>Incident Report</th>
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<tr>
<td>For Internal Use Only</td>
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</table>

| Incident/Issue Name: |
| Incident Date & Time: |
| Name/Title of Person Reporting: |
| Person(s) Involved: | Report as of: |

**DESCRIPTION AND STATUS OF INCIDENT OR ISSUE**
Provide all known facts about the incident or issue

**SITUATION DETAILS**
Provide details regarding actions taken during the emergency and people contacted and involved in
James R. Connor University Center

Emergency Procedures

For all emergencies, follow communication protocol on page 5 and, if applicable, complete incident report on page 6.

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

University Center Emergency General Guidelines:
These policies and procedures are for use in the UW-Whitewater James R. Connor University Center:

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 emergency personnel, who will help evacuate the person with a disability. For more information on helping patrons with disabilities. http://emergency.uww.edu/Topic/Details/1004

7. The University Center has designated four areas where all UC employees should meet in an emergency that requires the building to be evacuated. The four areas are: the area between Hyland Hall and the Minneiska Water Feature, parking lot #13 (between Winther Hall and Heide Hall), the South Mall in front of Hyer Hall, and finally over the crest of the hill on the sidewalk by the Log Cabin.

8. After an evacuation or other emergency, you must wait for an “all-clear” from the University Center Building Supervisor or emergency personnel to avoid hampering the efforts of the situation.

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. 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 emergency vehicles. Wait for an “all-clear” from Emergency officials before re-entering the building.
Inclement Weather/Tornado:

Watch vs. Warning

A tornado watch or severe weather watch means a tornado or storm may develop. It is not necessary to seek shelter or issue an emergency announcement for a severe weather watch, but be alert to changing weather and be prepared to take action if the watch is 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 emergency announcement for a Thunderstorm Warning.

Student Staff -- Use stairwell and proceed downstairs to designated shelter areas -- either the Warhawk Alley bowling area or the Horicon Rooms hallway, whichever is closer.

Fulltime staff -- Shut your office door if you have one. If time and safety allows, close doors/gates to department (HawkCard/Reservations/Graphics/Warhawk Alley/Info Services, etc.) areas and encourage all others to seek shelter in designated shelter areas. Use stairwells 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 Horicon (old Royal Purple) hallway.
2. If you cannot reach the basement go to bathrooms near Old Main Ballroom, The Hamilton Room, or Career and Leadership Development (C&LD).
3. AVOID windows and large rooms (Hamilton Room, Ballroom, etc.)

Wait for an “all-clear” from UC Facilities Coordinator or emergency personnel 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.

If you are involved while a crime is being committed, you have three options:

1. Submit to suspect (do what the suspect tells you to do).
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 can provide to Law Enforcement, the chances are better that the criminal will be apprehended.

If you are a victim or a witness, meet with a police officer and follow their instructions. Inform the police of the following:

1. The nature and location of the incident.
2. Whether or not medical assistance is required.
3. Description of the incident/person(s) involved.
**Elevator Malfunction:**

If you become trapped in an elevator, press 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.

**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 incident

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.

**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 emergency personnel 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).
3. **ONLY WHEN OUTSIDE 500’ EVACUATION RADIUS notify Campus Police by phone at 911.**
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 departmental areas (HawkCard/Reservations/Graphics/Workhawk Alley/Info. Services, etc.) and encourage 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 emergency vehicles.

Wait for an “all-clear” from emergency personnel before re-entering building.
**Bomb Threat:**

DO NOT HANDLE, TOUCH OR MOVE SUSPICIOUS OBJECTS!

Clear the area and immediately call Campus 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, including:

1. Exact location of bomb (building, floor, room, etc.).
2. Time bomb is set to go off.
3. Characteristics of bomb (timing device, etc.).

Keep talking to the caller as long as possible and record the following information:

1. Date and time of call.
2. Speech pattern, accent, distinguishing characteristics, etc.
3. Background noise.
4. Critical statements made by caller. Immediately notify Campus 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/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 emergency vehicles.

Wait for an “all-clear” from emergency personnel 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.