



University of Wisconsin Stevens Point

Treehaven Emergency Guidebook

Treehaven Office - Vallier Classroom Center
Monday - Friday
715-453-4106

University Police
715-346-3456

Emergencies
9-1-1

INTRODUCTION

This emergency guidebook has been prepared to provide Treehaven faculty, staff, students and visitors with quick reference directions on emergency response. The purpose of this guide is to help ensure the safety of life and property at the University of Wisconsin-Stevens Point satellite facility, Treehaven, in the event of an emergency or hazardous situation.

- *Please start at the top of each topic section, read thoroughly and understand the steps to take before an emergency occurs.*
- *Keep this quick reference handy or post it where it is readily accessible such as hanging on the wall near your phone.*
- *Write personal notes and reminders in the blank sections of this guide.*

This guide is only a summary of key emergency response steps. The full Treehaven Occupant Emergency Plan is available at the Treehaven Main Office.

**If you are unsure of what to do in an emergency,
contact your supervisor, the Treehaven Director, or the Facility
Manager.**

All employees are required to follow these procedures and attend emergency procedures training (contact your supervisor).

Know what to do before an emergency occurs!

POINTER ALERTS is an emergency communication alert system allowing students, faculty and staff to be additionally notified in the event of a campus emergency. The system is designed to provide information about active, credible emergency situations posing a threat and requiring immediate action.

The emergency alert system is capable of delivering messages to your

- UW-Stevens Point email address
- cell phone (text)
- personal email
- campus computers (full screen popup/websites).



No spam! Just emergencies

All faculty, staff and students are automatically registered to receive Pointer Alerts via their university email accounts and their cell phone information provided in accesSPoint (students) and in My UW System (employees).



To receive Treehaven alerts, you must opt-in.

KEEP THESE ACCOUNTS UPDATED; they serve as the basis for your Pointer Alert account.



uwsp.edu/pointeralerts

POINTER ALERTS

REPORTING EMERGENCIES /IMPORTANT NUMBERS

What is an Emergency?

An emergency is an immediate threat to life and/or property requiring immediate response from police, fire or EMS.

If you are not sure, error on the side of caution.

For all emergencies, CALL 9-1-1

When Reporting an Emergency:

- *Provide the address, location and description of emergency*
- *Provide the phone number at your location*
- *Provide a thorough description of the incident*
- *Hang up only after you have been told*
- *Stay on the line until all requested information is provided*

After calling 9-1-1,

Notify Treehaven Main Office at 715-453-4106

Notify University Police at 715-346-3456

- *Recount the basic incident information.*

Refer media requests to
University Communications and Marketing at 715-346-3046.



The following numbers are provided for nonemergency situations.

SAFETY CONTACTS	
Treehaven Office	715-453-4106
Treehaven Facility Services (Maintenance)	715-346-2489
UWSP University Police (24/7)	715-346-3456
UWSP Environmental Health and Safety/Workers Compensation	715-346-2320
UWSP Risk Management	715-346-2053
UWSP College of Natural Resources (Dean's Office)	715-346-4617
University Communications and Marketing*	715-346-3046

*University Communications and Marketing should be contacted in the event of a major emergency and will coordinate media relations and all communication including social media for the university.

MEDICAL EMERGENCIES

1. **CALL 9-1-1**

Be prepared to give the following information:

- Location of emergency:

Treehaven's address is W2540 Pickerel Creek Road.

- What happened? • Is the injured person(s) conscious?
- Is the injured person(s) breathing? • Is there severe bleeding?

STAY ON THE LINE

The 9-1-1 dispatcher may give you some first-aid instructions to perform prior to the arrival of emergency personnel.

2. When possible, inform Treehaven Director (715-346-2464 office) or Facility Manager (715-346-2489).

3. Locate and inform the designated health officer identified by the visiting school.

4. **Keep area clear.** If possible, have someone stay with the victim.

5. Have someone meet emergency personnel at entrance to direct to victim(s).

6. **Offer first aid**, including CPR/AED if trained, willing to do so, and aid is needed and allowed. Do not move victim. AEDs are located in the Vallier Classroom Center, the upper level of all housing units, and in the Forestry Advancement Center building.

7. **Follow instructions received from emergency personnel.**

HAZARDOUS MATERIALS RELEASE

RESPONSE

1. Stand clear and warn others to remain clear of the hazard. Use signage as necessary.
2. Isolate the release area and assess degree of hazard.
3. Based on assessment follow appropriate response procedures below.

LOW HAZARD RELEASES

If release does not represent a hazard beyond ordinary and immediate area:

- Instruct occupants to leave and secure immediate area.
- Arrange for clean up by trained and properly equipped Treehaven staff.
- Send waste materials to EHS Department. Contact EHS at 715-346-2320 for guidance.

HIGH HAZARD/MAJOR RELEASES

Material poses a hazard immediately dangerous to life, health or the environment:










- Follow **General Evacuation Procedures** and **Call 9-1-1** from a safe location. Provide:
 - Name and telephone number. Exact location of the spill.
 - Time. Type of incident. Materials involved.
 - Extent of injuries or threats to human health or to the environment.
- If possible to do so safely, post signs or other warning outside the immediate spill area to direct traffic away from spill so those exiting building do not go through the affected area. Avoid any action that might create a spark (**DO NOT** turn lights on or off).
- Consult Safety Data Sheets (SDS) for material released and determine appropriate hazardous material response.
- EHS (715-346-2320) or University Police (715-346-3456) shall be called to assist assessing situation.
- DO NOT reenter building until authorized by incident command.

If exposed to chemicals:

- Follow release and first-aid guidance from Safety Data Sheet.
- Seek medical attention if necessary via 9-1-1.
- Provide hazmat details to responders.

Overview of key GHS pictograms used for hazard materials ID.

Hazard Communications - Pictograms

Health Hazard  <ul style="list-style-type: none">• Carcinogen• Mutagenicity• Reproductive Toxicity• Respiratory• Target Organ• Aspiration	Flame  <ul style="list-style-type: none">• Flammables• Pyrophorics• Self-Heating• Emits Flammable Gas• Self-Reactives• Organic Peroxides	Exclamation Mark  <ul style="list-style-type: none">• Irritant• Skin Sensitizer• Acute Toxicity• Narcotic Effects• Respiratory Tract Irritant• Other
Gas Cylinder  <ul style="list-style-type: none">• Gasses Under Pressure	Corrosion  <ul style="list-style-type: none">• Skin Corrosion/ Burns• Eye Damage• Corrosive to Metals	Exploding Bomb  <ul style="list-style-type: none">• Explosives• Self-Reactives• Organic Peroxides
Flame Over Circle  <ul style="list-style-type: none">• Oxidizers	Environment  <ul style="list-style-type: none">• Aquatic Toxicity	Skull and Crossbones  <ul style="list-style-type: none">• Acute Toxicity

Signal Words = Danger (more severe) / Warning (less severe)

Departments shall maintain safety data sheets (SDS) for each hazardous chemical and ensure they are readily accessible. For details contact EHS.

TREEHAVEN'S SAFETY DATA SHEETS (SDS) ARE LOCATED:

In the Facility Manager's Office

HAZARDOUS MATERIALS RELEASE

GENERAL EVACUATION PROCEDURES

**PRIOR TO EMERGENCY, BE FAMILIAR WITH NEAREST BUILDING EXITS.
NEVER IGNORE AN EVACUATION ALARM.**

You are responsible to evacuate. It is required by law. Violators will be fined.

RESPONSE

In the event of a fire or other event (e.g. chemical spill) requiring evacuation:

1. **PULL FIRE ALARM AND EVACUATE BUILDING.**

- Alert others to the nature and location of emergency on your way out.
- Remain calm, do not panic.
- If the exit is blocked or crowded, use a secondary exit.

If you observe staff or students not taking an alarm seriously, encourage them to do so. It may save lives and reduce risks to responding emergency personnel.



2. **Evacuate the building using closest exit.**

3. **Move away from building upwind a minimum of 100 yards** (or to your designated upwind meeting location, the main parking lot, if applicable) unless instructed otherwise by emergency personnel.

4. From a safe location, **call 9-1-1**. Notify Treehaven office (715-453-4106) and **University Police** (715-346-3456) with information about emergency and location.
5. Ensure you are accounted for by your Supervisor, group leader, or faculty.
6. **Do not reenter the building** until authorized by emergency command personnel.

FOLLOW DIRECTIONS OF FIRE, POLICE AND UNIVERSITY POLICE.

Advise responding emergency personnel of anyone requiring medical treatment.

MY DESIGNATED MEETING LOCATION IS LOCATED:

Treehaven Main Parking Lot

EVACUATIONS OF PEOPLE WITH DISABILITIES

If you are aware of an individual unable to self-evacuate,
immediately **notify 9-1-1** of that person's location.

PERSONS NEEDING ASSISTANCE TO EVACUATE

1. **If you are on a building floor WITHOUT exit doorways directly to the outside** and need to evacuate, go to an area of refuge/rescue assistance immediately and close the door.

AREAS OF REFUGE/RESCUE ASSISTANCE MAY INCLUDE:

- **Stairwell Landings** (*preferred location*) Stairwell landings are preferred because generally, exit stairwells are enclosed with fire protective materials *and* landings provide quicker response and access for emergency personnel.
- **If unable to reach stairwell**, rooms with windows to the outside and equipped with a telephone.



2. **Call 9-1-1** and request **“IMMEDIATE ASSISTANCE TO EVACUATE”**
 - Provide operator with your exact location, phone number, building name, floor and room number.
 - Remain by the phone.
3. **If unable to communicate or call from a safe area,**
 - Get in front of a window and signal emergency responders to alert them of your presence. Use towel or other means to draw attention to your location.
 - **If there is a fire, try to seal any cracks, vents, etc. where smoke might enter.** Follow other applicable **Fire/Explosion** procedures.

MY NEAREST AREA OF REFUGE/RESCUE ASSISTANCE IS LOCATED:

GENERAL EVACUATION PROCEDURES

FIRE / WILDLAND FIRE

IF YOU DISCOVER A FIRE

1. If you see smoke or fire, **PULL FIRE ALARM AND FOLLOW GENERAL EVACUATION PROCEDURES.**

- Alert others to the nature and location of emergency. Remain calm.
 - If the exit is blocked or crowded, use a secondary exit.
2. Provide assistance to those with special needs, if able.
 3. Report to the pre-arranged gathering point.
 4. From a safe location, **Call 9-1-1** with information about emergency.
Your name
Building name
Address, Floor, Room #
 5. Notify Treehaven Main Office 715-453-4106.
 6. Do not reenter the building until authorized by the Fire Department.

Use the back of your hand to check if doorknobs are warm or hot.
DOORKNOB IS WARM OR HOT

Leave door closed and find an alternate route out of building.

DOORKNOB IS COOL

Ensure all room windows are closed, brace yourself against door. Open it slightly to check for presence of smoke or fire. If the hallway appears clear, exit building. If time permits, close windows and doors behind you.

If all exits are blocked, go to the closest area of refuge.

IF TRAPPED IN A BUILDING

1. Close all doors and windows between you and the fire.
2. Wet and place towels, blankets or similar materials around and under the door to prevent smoke from entering.
3. Check outside window for presence of rescue crews and signal them by hanging an object out the window (i.e. sheet, jacket).
4. **CALL 9-1-1**, inform the dispatcher of your exact location.

IF CAUGHT IN SMOKE

1. **Stay low. Smoke and gas kill more than fire.**
2. Place a towel or cloth over your head and face. Wear something that can be easily discarded if it catches fire such as a blanket.
3. Breathe through the towel.
4. Exit building.

Should your clothes catch fire, stop, drop and roll to put it out.

USING A FIRE EXTINGUISHER

1. Report the fire - **Call 9-1-1**
2. Use a fire extinguisher only if:
 - i. You have been trained to do so
 - ii. Fire is small, contained and in early stages (e.g. wastebasket, few rags, etc.).
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.



Pull the pin.

Aim low, pointing the extinguisher nozzle at base of fire.

Squeeze the handle to release extinguishing agent.

Sweep from side to side at the base of the fire until fire is out.

Watch the area. If fire re-ignites, repeat steps above.

**Report all fire extinguisher use to Site Manager
at 715-453-4106.**

MY NEAREST FIRE EXTINGUISHER IS LOCATED:

WILDLAND FIRE

If a wildland fire is spotted on the property, Call 911.

If possible give the dispatcher an approximate location of the fire and inform them that all property access gates are unlocked. Depending on the size and location of the fire, an evacuation might be in order.

If Treehaven staff are notified by the WDNR or other emergency personnel there is a wildland fire approaching Treehaven property,

1. An announcement will be made via cellphone, email, radio, or megaphone.
2. Report immediately to the main parking lot for a head count
3. Calmly load into vehicles and follow directions exiting the facility
4. Proceed to designated offsite facility:
The Rodeway Inn of Tomahawk
1738 E Comfort Drive
Tomahawk, WI, 54487

As you leave, place a sawhorse with a sign at the corner of Pickerel Creek and Drott Roads.

FIRE / WILDLAND FIRE

SUSPICIOUS OBJECT / ACTIVITY / PERSONNEL

If you observe a suspicious object, package, vehicle, mail, letter or potential hazardous device on campus,

DO NOT HANDLE THE OBJECT!

RESPONSE

1. CLEAR THE AREA.
2. From a safe location, **call Treehaven Main Office 715-453-4106. Manager on duty will notify University Police 715-346-3456.**

**If situation immediately dangerous,
call 9-1-1 and follow directions.**

The person discovering the threat should provide information to emergency personnel.

DO NOT USE cellphones or portable radios near suspicious packages.



3. Do not attempt to locate, move or disarm suspicious item.
4. Isolate package/letter and other potentially contaminated items. Secure room to prevent others from entering area. Do not shake, open, smell or taste any substance on or within the object. If exposed, immediately wash hands and exposed skin thoroughly with soap and water and seek emergency medical attention.
5. If a hazard is imminent or you are ordered by emergency personnel to evacuate the building using the nearest available exit, follow **General Evacuation Procedures**.
6. Once outside, move to a clear area that is at least 500 feet away from affected building. Keep area clear for emergency vehicles and crews.
7. Do not return to evacuated building unless authorized by emergency command personnel.
8. Emergency Personnel will determine if, how and where the suspicious package should be transported or disposed.

HOW TO IDENTIFY SUSPICIOUS PACKAGES, LETTERS, VEHICLES, ACTIVITY AND PERSONNEL

Some characteristics of suspicious packages and letters:

- Excessive postage
- Incorrect titles, no name
- Oily stains, discolorations or odor
- Excessive weight
- Protruding wires or aluminum foil
- Packages wrapped in string
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address
- Addressee is not expecting the package
- Hand delivered or “dropped off for a friend” packages or letters
- Letters or packages arriving before or after a phone call from an unknown person asking if the item was received
- Pressure or resistance may be noted when removing contents from an envelope or parcel
- Buzzing, ticking or sloshing sound is heard from the package
- Poorly addressed
- Misspelled words
- Missing or suspicious return address
- Lopsided or uneven envelope
- Excessive security material such as tape
- Visual distractions

Be aware of and report any of the following:

- People in buildings or grounds that do not appear to be conducting legitimate business.
- Unauthorized personnel or photography in restricted, sensitive or private areas.
- Unauthorized persons requesting sensitive information, such as security information.
- Abandoned or suspicious vehicles. Unexpected or unfamiliar delivery trucks.
- Vehicles arriving and being left behind at odd hours.
- Unauthorized individuals near or tampering with ventilation equipment.
- Illegal weapon activity.

**► IF YOU SEE SOMETHING, SAY SOMETHING.
REPORT SUSPICIOUS BEHAVIOR.**

**Call Treehaven Main Office/ Notify University Police
If immediately dangerous, call 9-1-1**

SUSPICIOUS OBJECT / ACTIVITY / PERSONNEL

BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with aid of the checklist on the next page.

1. **REMAIN CALM. Keep caller talking.**
Obtain as much information as possible.
DO NOT put caller on hold.
DO NOT transfer call.
2. **Pay close attention to the caller and his/her words and speech. Listen for background noises.**
3. Fill out the **Bomb Threat Call Checklist below** as soon as practical.
4. **DO NOT HANG UP YOUR PHONE, EVEN IF THE CALLER HANGS UP.**
Wait for the authorities to arrive.
Use a different phone to call authorities.
5. **Immediately** call or have another individual **call 9-1-1** and then notify University Police at 715-346-3456 from a different phone than the one in which the threat was received. *If possible, do not use the involved phone until authorized by authorities.*
6. Follow **General Evacuation Procedures** if one is so ordered.

CHECKLIST - WHEN YOU RECEIVE A BOMB THREAT

The checklist should be immediately available.

All personnel should become familiar with the following Bomb Threat Checklist. 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 as much information as you can

DATE _____ TIME (CALL RECEIVED) _____ PHONE # _____

ASK CALLER: (Exact words used to make threat if possible)

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? Yes / No _____
7. Why? _____
8. What is your name/address? _____
9. Other _____

CALLERS VOICE:

- | | | | |
|-------------------------------|--------------------------------|---------------------------------------|---------------------------------|
| <input type="radio"/> Calm | <input type="radio"/> Laughing | <input type="radio"/> Lisp | <input type="radio"/> Disguised |
| <input type="radio"/> Angry | <input type="radio"/> Crying | <input type="radio"/> Raspy | <input type="radio"/> Accent |
| <input type="radio"/> Excited | <input type="radio"/> Normal | <input type="radio"/> Deep | <input type="radio"/> Familiar? |
| <input type="radio"/> Slow | <input type="radio"/> Distinct | <input type="radio"/> Ragged | Who did it |
| <input type="radio"/> Rapid | <input type="radio"/> Slurred | <input type="radio"/> Clearing throat | sound like? |
| <input type="radio"/> Soft | <input type="radio"/> Nasal | <input type="radio"/> Deep breathing | _____ |
| <input type="radio"/> Loud | <input type="radio"/> Stutter | <input type="radio"/> Cracking voice | _____ |

BACKGROUND SOUNDS:

- | | | | |
|------------------------------------|-------------------------------------|-------------------------------|---|
| <input type="radio"/> Clear | <input type="radio"/> Street noises | <input type="radio"/> Local | <input type="radio"/> Office Machinery |
| <input type="radio"/> Static | <input type="radio"/> Crockery | <input type="radio"/> Motor | <input type="radio"/> Factory Machinery |
| <input type="radio"/> House noises | <input type="radio"/> Voices | <input type="radio"/> Animals | <input type="radio"/> Long Distance |
| <input type="radio"/> PA system | <input type="radio"/> Booth | <input type="radio"/> Other: | _____ |

THREAT LANGUAGE:

- | | | |
|-----------------------------------|-----------------------------|--|
| <input type="radio"/> Well-spoken | <input type="radio"/> Foul | <input type="radio"/> Incoherent |
| <input type="radio"/> Irrational | <input type="radio"/> Taped | <input type="radio"/> Message read by threat maker |

SEX: M / F EST. AGE: _____ ACCENT: _____ TIME HUNG UP: _____

Report call IMMEDIATELY to 9-1-1

BOMB THREAT

SEVERE WEATHER

Know the nearest storm shelter in your building!

Check building postings for the location of shelters.



ICE/SLEET/SNOW

- After assessing the impending or current severe weather conditions, it is the responsibility of the Director or Facility Manager to determine if any classes or services will be postponed or suspended.
- Staff and student may be told to shelter-in-place for an extended period if the roadways are considered unsafe for travel due to excessive snowfall and freezing temps.
- Don't rush or take shortcuts.
- Wear high traction footwear and fully wipe your boots on floor mats.
- Report unsafe conditions to Site Manager.
- Refer to the University **Inclement Weather Policy**, obtained from Human Resources at 715-346-2606.
- Pay close attention to weather authority websites, radio and news channels.



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.
- Notify affected individuals and discontinue exterior work.
- Move to shelter if threatening weather approaches.
- Remain indoors, away from windows until the severe storm passes.
- If large hail begins to fall, immediately seek shelter.



TORNADO

WATCH

Conditions are right for a tornado to develop. Fill water bottles and plug in phones in case of power outage. Continue with normal activities, but continue to monitor the situation.

WARNING

- Radar or weather spotters have identified a tornado.
- Weather radio will sound.
- A Pointer Alert will be launched instructing all to seek shelter.

TAKE THE FOLLOWING ACTIONS DURING TORNADO WARNINGS:

- **SEEK IMMEDIATE SHELTER** - Move to interior hallways and bathrooms on the lower levels of any Treehaven building.
 - Stay away from windows and exterior doors
 - Bring flashlight, weather radio and cell phone.
 - Take cover under sturdy objects, duck and cover your head with your arms.
- **Remain in your shelter area until the warning is cancelled.**
- A member of Treehaven staff or visiting group leader will inform the group of the "all clear".
- **If necessary, call 911.**
- If a tornado or damaging winds have occurred, arrange to meet in the main parking lot to take a head count.



IF ON THE PROPERTY BUT AWAY FROM THE BUILDINGS, find the lowest ground available, lie flat and cover your head. Do not lie near or under cars or large trees. Move to an emergency rally point, if able, and call for assistance.

IF DRIVING, park your car and seek shelter away from the car in a nearby ditch or ravine. Avoid areas with power lines, poles or signs.

AFTER A TORNADO, watch for secondary hazards such as electrical wires and other dangerous wreckage.

MY NEAREST STORM SHELTER LOCATION IS:

UTILITIES AND MAINTENANCE EMERGENCIES

In the event of a utility failure, contact Facility Manager at 715-346-2489 and Treehaven Main Office at 715-453-4106.

POWER FAILURE

IF THERE IS A POWER OUTAGE IN YOUR BUILDING:

- Notify the Site Manager promptly of the power failure.
- **If a power outage occurs without Treehaven staff present,** use the Emergency Notification phone list to call and inform staff.
- Site Manager or designee will contact Wisconsin Public Service.
- Cautiously move away from any electrical equipment or machinery to avoid injury should it restart suddenly.
- Move slowly to avoid tripping.
- If able, shut down all electrical equipment and stay clear of all machinery during the outage. Do not turn any equipment back on until authorized.
- During the failure, remain in a safe location.
- Staff should conduct safety checks of all areas to determine if any person requires assistance.
- Use flashlights to evacuate & conduct safety checks.
- Red emergency phone across hallway from main office, Vallier Classroom building will work during power outage.

*Stay in your room
unless notified by staff.*

If a power outage is extended to more than 2 hours...

Staff distribute battery-operated lanterns to illuminate restrooms and stairwells

All students are to report to the Power Outage Meeting Place

Buckets of water will be placed in the public restrooms for flushing toilets.

Power Outage Meeting Place:

Bear Track Lounge

PLUMBING

If there is a plumbing problem (e.g., overflowing toilets causing flooding) in your building:

- Notify the Facility Manager promptly at 715-346-2489.
- **If the problem occurs without Treehaven staff present,** use the Emergency Notification phone list to call and inform staff.



LOSS OF WATER/FLOODING

If there is a loss of water in your building

- Promptly notify Facility Manager (715-346-2489) of the water loss (the water loss could be a result of a plumbing problem, loss of power, etc.).
- If an outage occurs without Treehaven staff present, use the Emergency Notification phone list to call and inform staff.
- Buckets of water will be placed in each public restroom for toilet flushing purposes.
- The Facility Manager or designee will contact the appropriate service/maintenance provider.

Report floods immediately

- Seek shelter on high ground.
- Stay away from high voltage.
- Report problems to Site Manager 715-453-4106.
- During a flood, do not come in contact with flood waters and do not go near electrical equipment.



TELEPHONE SERVICE

If there is a telephone service problem in your building

- Promptly notify Site Manager (715-453-4106) or go to Treehaven Main Office and inform of the telephone service loss.
- If loss of telephone service occurs without Treehaven staff present, use the Emergency Notification phone list to call and inform staff.
- The Site Manager or designee will contact the UW-Stevens Point Telephone Support Office.
- Emergency phone in hallway across from main office in the Vallier Classroom building will work when the power is out.

KEYS OR DOOR LOCKS

If there is a problem with keys or door locks in your building

- Promptly notify the Facility Manager (715-346-2489) of any problem with locks or keys.
- If key or door lock issues occur without Treehaven staff present, use the Emergency Notification phone list to call and inform staff.
- For lock and key issues on doors, the Facility Manager will contact a locksmith.



UTILITIES AND MAINTENANCE EMERGENCIES

VIOLENCE/CRIME

As soon as possible, go to a safe location away from the violence and call 911.

Notify Treehaven Main Office (715-453-4106) and University Police (715-346-3456). Pay close attention to the perpetrator's appearance and provide that information to responding authorities.

Include the following:

- a. Your name.
- b. Nature of the incident.
- c. Location, date, and time of the incident.
- d. Description of person(s), property and other details involved.
- e. If there are weapons involved.
- f. Description and license of vehicles involved. Note direction of travel.

Post-incident counseling available to students and staff.

Contact UW-Stevens Point Counseling Center, 715-346-3553.

General guidance on various violent situations provided below:

PROPERTY CRIME/THEFT/VANDALISM

1. Go to a safe place. Call 911. Notify Treehaven Main Office (715-453-4106) and University Police (715-346-3456).
2. Do not touch anything. Follow guidance above and directions of officer.
3. Contact Risk Management (715-346-2053) to file a claim for recovery of loss, if applicable.

WORKPLACE VIOLENCE

1. **Call 9-1-1**, Treehaven Main Office (715-453-4106) and University Police (715-346-3456) from a safe location. Inform of situation and if medical assistance is required. Provide requested information as discussed above.
2. Leave area if safe to do so following Evacuation Procedures. Attempt to secure the affected area while evacuating to prevent others from entering.
3. If unable to safely evacuate, find a safe location inside away from the violence.
4. Follow policies and procedures in the University Community Rights and Responsibilities, Workplace Violence Reporting section, for specific reporting guidelines for all categories of workplace violence.

VIOLENT/PERSONAL CRIME

1. Go to a safe place and **call 9-1-1**. Advise the police of the nature of the incident as discussed above. Provide them requested information and follow police instructions. **Be observant**, the more information you can provide the better.
2. Follow **Medical Emergencies** procedures if immediate medical assistance is required.
3. Notify Treehaven Main Office (715-453-4106) and University Police (715-346-3456).
4. While a crime is being committed, there are three general options:
 - 1) **Submit to suspect.** *Recommended if no physical threat.*
 - 2) **Passive resistance** (talking or reasoning with suspect).
 - 3) **Active resistance** (physical intervention).

*Remember, whatever you decide to do,
you must be prepared and your safety is most
important.*



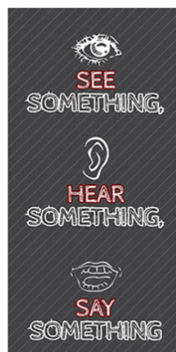
SEXUAL ASSAULT

Call 9-1-1 or UW-Stevens Point **University Police** at **715-346-3456** and report the assault as soon as possible.

Seek immediate medical attention as necessary and as soon as possible.

Any university employee who witnesses a sexual assault on campus or receives a report of any student sexually assaulted is required by 1989 WI Act 177 to report the assault to the Dean of Students 715-346-2611.

To press charges, contact the Lincoln County Sheriff's Office or University Police (715-346-3456). All reported criminal incidents will be investigated.



Follow procedures and resources spelled out in UW-Stevens Point Community Rights and Responsibilities and the UW-Stevens Point Counseling Centers resource page.

Respect individual's confidentiality.

VIOLENCE/CRIME

ACTIVE SHOOTER

An active shooter is a person who is actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Not all situations can be planned for, but there are some things that you can think about before a situation occurs that may help you under stressful conditions.

HOW TO RESPOND - WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life by following one or more of the steps below.

1. **EVACUATE/RUN** *(When an active shooter is in your vicinity)*
 - Have an escape route and plan to a safe location
 - Leave your belongings behind
 - Keep your hands visible

CALL 9-1-1 WHEN IT IS SAFE TO DO SO

2. **HIDE/LOCK OUT/LIGHTS OUT** *(If evacuation is not possible)*
 - Hide in an area out of the shooter's view
 - Block entry to your hiding place and lock the doors. Turn off lights.
 - Silence your cell phone and/or pager. Remain quiet.

CALL 9-1-1 WHEN IT IS SAFE TO DO SO

3. **TAKE ACTION** *(A last resort AND only if your life is in danger)*
 - As a last resort and only when your life is in imminent danger
 - Attempt to incapacitate the shooter
 - Act with physical aggression and throw items at the active shooter

INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 9-1-1 DISPATCHER

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

HOW TO RESPOND - WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers (e.g. holding on to them for safety)
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

The first officers to arrive on scene will not stop to help injured.

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave the safe location until law enforcement authorities have instructed you to do so.

REMAINDER OF TREEHAVEN COMMUNITY

HOW TO RESPOND - IF NOT IN THE AFFECTED BUILDINGS

Upon notification of ACTIVE SHOOTER:

- **DO NOT** go near affected building(s).
- **Stay in safe location** and lock doors.
- Remain in safe location until notified by authorities or campus (i.e. stay in secure classroom/office, residential hall, etc.).
- Notify UW-Stevens Point University Police of situation (715-346-3456).
- If in the field, go to an emergency rally point, if able, and call for assistance.

For more information about this subject,
contact UW-Stevens Point University Police at
715-346-3456.

ACTIVE SHOOTER

EMERGENCY NOTIFICATION PHONE LIST / NOTES

PHONE NOTIFICATION PROCEDURES

Life-threatening emergencies (Fire and Medical Emergencies)

Dial 911

Our location is: Treehaven
W2540 Pickerel Creek Rd
Tomahawk, WI 54487
Township of King
Lincoln County



Non-life-threatening emergencies

PLEASE LEAVE A MESSAGE WITH EACH CALL

	Treehaven Office	715-453-4106
If no answer then:	Facility Manager	715-346-2489
If no answer then:	On-call Staff	715-346-2464

In Case of a Power Outage/Water Outage or Other Issue

From a cell phone, call:

	Facility Manager	715-346-2489
If no answer then:	On-call Staff	715-346-2464
If no answer then:	On-call Staff	262-951-6522
To Report Power Outage	Wisconsin Public Service (WPS)	1-800-450-7240

Emergency Phone (can be used in a power outage)

Located in hallway of the Vallier Classroom building, across from the main office,

715-453-7363

INDIVIDUAL NOTES:

[illegible]

Additional Preparedness Resources

Lincoln County Emergency Management

801 N Sales Street

Merril WI 54452

Phone: 715-536-6228

FAX: 715-539-8054

co.lincoln.wi.us/emergency-management

Wisconsin Emergency Management

Phone: 608-242-3232

FAX: 608-242-3247

wem.wi.gov/

ReadyWisconsin

readywisconsin.wi.gov

Federal Emergency Management Administration (FEMA)

fema.gov

FEMA's Ready.gov

ready.gov

National Weather Service

weather.gov

UW-Stevens Point Emergency Management

1925 Maria Dr.

Stevens Point, WI 54481

715-346-4464

uwsp.edu/emergency