



University of Wisconsin  
**Stevens Point**

# **Emergency Guidebook**

## **Central Wisconsin Environmental Station (CWES)**

Main Office: Sunset Lodge  
Monday - Friday 7:30 a.m. - 4:00 p.m.  
715-346-2937

**Protective Services**  
**715-346-3456**

**Emergencies**  
**9-1-1**

## INTRODUCTION

This emergency guidebook has been prepared to provide CWES 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, Central Wisconsin Environmental Station (CWES), 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 CWES Occupant Emergency Plan is available at the CWES Main Office.

**If you are unsure of what to do in an emergency**, contact your supervisor, the CWES Main Office, CWES Director, or, if CWES staff are not present, use the Emergency Notification phone list to inform the staff.

All employees are required to follow these procedures and attend Emergency Management Plan training (contact your Supervisor).

### **Know what to do before an emergency occurs!**

Contact the Emergency Management Specialist at 715-346-4464 with questions.

**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/web pages)
- Residential hall intercoms



## 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 My UW System (non-student employees).



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



[www.uwsp.edu/pointeralerts](http://www.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, err 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 CWES Main Office at 715-346-2937**

**Notify Protective Services at 715-346-3456**

- *Recount the basic incident information*

**Refer media requests to**

**University Relations and Communications at 715-346-3046.**



The following numbers are provided for nonemergency situations.

<b>SAFETY CONTACTS</b>	
CWES Office (M-F 7:30am-4pm)	715-346-2937
CWES Facility Services (Maintenance)	715-824-2685
UWSP Protective Services	715-346-3456
UWSP Environmental Health and Safety	715-346-2320
UWSP Risk Management Workers' Compensation	715-346-3901
UWSP College of Natural Resources (Dean's Office)	715-346-4617
University Relations and Communications*	715-346-3046

\* The CWES Director or Program Manager will contact University Relations and Communications in the event of a major emergency and will coordinate media relations and all communication including social media for the university.

**REPORTING EMERGENCIES / IMPORTANT NUMBERS**

## MEDICAL EMERGENCIES

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

Be prepared to give the following information:

- Location of emergency:

**CWES' address is 10186 County Rd MM**

**Amherst Junction WI 54407**

- 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 CWES Main Office (M-F, 7:30 a.m. - 4 p.m. 715-346-2937) or CWES Director (after 4:00 p.m).
3. Keep the person calm. Do not attempt to move the person unless they would be in greater danger if they stayed.
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 Sunset Lodge, Walker Lodge and North Bathhouse.
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 CWES 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 directing 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 Officer (715-346-2320) or Protective Services (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

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

**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.*

**SAFETY DATA SHEETS (SDS) ARE LOCATED:**

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## GENERAL EVACUATION AND SHELTERING

**IF SAFE TO DO SO**, the CWES Director or Program Manager will perform an announcement to alert building occupants of the imminent hazard and provide instructions to shelter-in-place or evacuate the building.

### SHELTER-IN-PLACE

Keep facility attendees, citizens and staff in place, or in a particular location for the emergency that has presented itself.

### ON-SITE EVACUATION

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

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

1. Move building attendees, citizens, and staff out of the CWES buildings and relocate to an outside assembly point. (e.g., a building fire).
  - 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.
2. All facility attendees and staff members must **report to the designated assembly area located at least 100 feet away from the building if at all possible**, unless otherwise directed by the Fire Department or law enforcement.
3. From a safe location, **call 9-1-1.**
4. Supervisors, if present, should be prepared to provide a staff count to CWES Director.
5. Stay at designated shelter or assembly points until authorized by emergency personnel to re-enter the building.

## ASSEMBLY POINTS/MEETING LOCATIONS

1. ***In the event of an on-site evacuation,*** all persons will assemble at Sunset Lodge.
2. ***If Sunset Lodge is unavailable due to a hazard,*** please assemble at Walker Lodge.



### **FOLLOW DIRECTIONS OF FIRE, POLICE AND PROTECTIVE SERVICES.**

Advise responding emergency personnel of anyone requiring medical treatment.

## OFF-SITE EVACUATION

1. Assess the situation. Determine the appropriate type of evacuation based on the circumstances.
2. Ensure the safety of all campers/staff/visitors (missing camper/staff search process may be necessary).
3. Call for emergency response (**9-1-1**) as needed.
4. Meet at the identified meeting place and account for everyone on your list. If someone is missing, contact authorities immediately.
5. Students will be held at the county beach until parents can be notified for camper pick-up.

### **PREARRANGED OFF-SITE FACILITY/LOCATION**

Sunset County Park Boat Landing

## 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.*

## GENERAL EVACUATION AND SHELTERING

## FIRE / WILDLAND FIRE

### IF YOU DISCOVER SMOKE OR A FIRE

1. 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  
CWES Address: 10186 Cty Rd MM, Amherst Junction
5. Notify CWES Main Office at 715-346-2937.
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 nearest safe room.**

## IF TRAPPED IN A BUILDING

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

## 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.



**P**ull the pin.

**A**im low, pointing the extinguisher nozzle at base of fire.

**S**queeze the handle to release extinguishing agent.

**S**weep 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 Maintenance Supervisor.**

**MY NEAREST FIRE EXTINGUISHER IS LOCATED:**

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## WILDLAND FIRE

**If a wildland fire is spotted on the property, Call 9-1-1.**

If possible give the dispatcher an approximate location of the fire. Depending on the size and location of the fire, an evacuation might be in order.

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

1. An announcement via staff radios will be made.
2. Staff and campers will gather at two safe zones:
  - the CWES garden across County Road MM
  - the boat landing at the public beach
3. Go to one of these safe areas and wait for the rest of the group to arrive.

As you leave, post a visible form of notification that identifies that CWES has evacuated (e.g., write EVACUATED on a pillowcase and hang at end of driveway).

## FIRE / WILDLAND FIRE

## UTILITIES AND MAINTENANCE EMERGENCIES

*In the event of a utility failure, contact CWES Director or Maintenance Supervisor and follow procedures below.*

### POWER OUTAGE

#### IF THERE IS A POWER OUTAGE IN YOUR BUILDING:

- Notify the CWES Director of the power failure.
- *If a power outage occurs without CWES staff present, contact the Central Wisconsin Electric Cooperative directly.*
- 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 and conduct safety checks.
- DO NOT flush toilets.

**In case of a power outage, DO NOT flush toilets!**

Place buckets for toilet paper between stalls and have some hand sanitizer available.



## PLUMBING ISSUES

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

- Attempt to plunge the toilet.
- If unable to unclog the toilet or a large overflow has occurred, notify the CWES Director or Maintenance Supervisor promptly.
- If the problem occurs without CWES staff present, use the Emergency Notification Phone List to call and inform staff.



## LOSS OF WATER

**If there is a loss of water in your building**

- Promptly notify CWES Director or Maintenance Supervisor of the water loss (the water loss could be a result of a plumbing problem, loss of power, etc.)
- If an outage occurs without CWES staff present, use the Emergency Notification phone list to call and inform staff.
- The CWES Director or designee will contact the appropriate service/maintenance provider.

## FLOODING

**Report floods immediately**

- Seek shelter on high ground.
- Stay away from high voltage.
- Report problems to CWES Director.
- During a flood, do not come in contact with flood waters.
- Do not go near electrical equipment.



## UTILITIES AND MAINTENANCE EMERGENCIES

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

## **BACKGROUND SOUNDS:**

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

## **THREAT LANGUAGE:**

- |                                      |                                |                                                       |
|--------------------------------------|--------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Foul  | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Taped | <input type="checkbox"/> 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 storm shelter nearest to 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/Program Director 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 temperatures.
- Don't rush or take shortcuts.
- Wear high traction footwear and fully wipe your boots on floor mats.
- Report unsafe conditions to CWES Director.
- Refer to the University **Inclement Weather Policy**, obtained from Human Resources at 715-346-2606.
- Pay close attention to weather authority websites (NOAA/NWS), 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

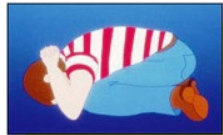
Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.

## 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 of any CWES 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 CWES staff or visiting group leader will inform the group of the "all clear".
- If necessary, **call 9-1-1.**
- 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.

**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:

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## 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 CWES Main Office 715-346-2937. Manager on duty will notify Protective Services 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 **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.

*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
- Excessive security material such as tape
- 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
- 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 CWES Main Office/ Notify Protective Services  
If immediately dangerous, call 9-1-1**

## VIOLENCE/CRIME

**As soon as possible, go to a safe location away from the violence and call 9-1-1.**

Notify CWES Main Office (715-346-2937) and Protective Services (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 9-1-1.** Notify CWES Main Office (715-346-2937) and Protective Services (715-346-3456).
2. Do not touch anything. Follow guidance above and directions of officer.
3. Contact UW-Stevens Point Risk Management to file a claim for recovery of loss, if applicable.

## WORKPLACE VIOLENCE

1. **Call 9-1-1**, the CWES Main Office (715-346-2937), and Protective Services (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 **General 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 CWES Main Office (715-346-2937) and Protective Services (715-346-3456).
4. While a crime is being committed, there are three general options:
  - **Submit to suspect.** *Recommended if no physical threat.*
  - **Passive resistance** (*talking or reasoning with suspect*).
  - **Active resistance** (*physical intervention*).

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



## CHILD ABUSE/NEGLECT

Effective December 19, 2011, Executive Order #54 requires all University of Wisconsin System Employees to report child abuse and neglect. Notify CWES Director or Program Manager of alleged child abuse/neglect.

## SEXUAL ASSAULT

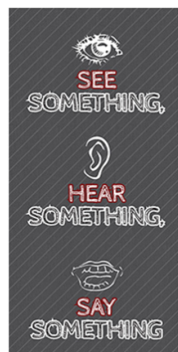
1. **Call 9-1-1** or UW-Stevens Point **Protective Services** at **715-346-3456** and report the assault as soon as possible.
2. **Seek immediate medical attention** as necessary and as soon as possible.

*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 Portage County Sheriff's Office or Protective Services (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 Center's Resources web 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 (e.g., 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 CWES 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 (e.g., stay in secure classroom/office, cabin, etc.).
- Notify UW-Stevens Point Protective Services of situation (715-346-3456).

**For more information about this subject,**  
contact UW-Stevens Point Protective Services at  
715-346-3456.

## ACTIVE SHOOTER



# PHONE NOTIFICATION PROCEDURES

## Life-threatening emergencies (Fire and Medical Emergencies)

### Dial 9-1-1

Our location is: CWES  
10186 County Rd MM  
Amherst Junction WI 54407  
Township of New Hope  
Portage County



## Non-life-threatening emergencies

### PLEASE LEAVE A MESSAGE WITH EACH CALL

	CWES Office (M-F 7:30 a.m. - 4 p.m.)	715-346-2937
If no answer then:	Director	715-630-4323 (cell)
If no answer then:	Program Manager	920-216-5662
If no answer then:	Maintenance Manager	715-340-1785

## In Case of a Power Outage or Other Issue

From a cell phone, call:

To report a power outage	Central WI Electric Cooperative	715-677-2211
	Maintenance Manager	715-340-1785
If no answer then:	Director	715-630-4323 (cell)

Additional preparedness resources on back page.

## **Additional Preparedness Resources**

### **Portage County Emergency Management**

1462 Strongs Ave

Stevens Point WI 54481

Phone: 715-346-1397

FAX: 715-343-6232

[www.co.portage.wi.us/departments/emergency-management](http://www.co.portage.wi.us/departments/emergency-management)

### **Wisconsin Emergency Management**

2400 Wright Street

PO Box 7865

Madison, WI 53707-7865

Phone: 608-242-3232

FAX: 608-242-3247

[www.emergencymanagement.wi.gov](http://www.emergencymanagement.wi.gov)

### **ReadyWisconsin**

[www.readywisconsin.wi.gov](http://www.readywisconsin.wi.gov)

### **Federal Emergency Management Administration (FEMA)**

[www.fema.gov](http://www.fema.gov)

### **FEMA's Ready.gov**

[www.ready.gov](http://www.ready.gov)

### **American Red Cross**

North Central Wisconsin Chapter

3057 Michigan Ave.

Stevens Point, WI 54481

Phone: 1-877-618-6628

[www.redcross.org/local/wisconsin](http://www.redcross.org/local/wisconsin)

### **National Weather Service**

[www.weather.gov](http://www.weather.gov)

University of Wisconsin-Stevens Point

Protective Services

1925 Maria Dr.

Stevens Point, WI 54481

715-346-3456

[www.uwsp.edu/protsv](http://www.uwsp.edu/protsv)

University of Wisconsin-Stevens Point

Risk Management

1925 Maria Dr.

Stevens Point, WI 54481

715-346-4464

[www.uwsp.edu/rmgt](http://www.uwsp.edu/rmgt)