

# Key Emergency Response Reminders...

## UW-Stevens Point Employees



University of Wisconsin  
Stevens Point

UW-Stevens Point is committed to the safety and well-being of all faculty, staff and students.

Please take a moment to review this 2-page summary of key emergency response steps.

Review all campus emergency procedures at [www.uwsp.edu/emergency/pages/emergency-procedures.aspx](http://www.uwsp.edu/emergency/pages/emergency-procedures.aspx)

### 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.

#### WHEN REPORTING AN EMERGENCY:

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

#### MEDIA REQUESTS

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

### What is Pointer Alerts?

Pointer Alerts is UW-Stevens Point's emergency notification system.

#### No spam! Just emergencies.

The system allows University Police to provide information to the campus community regarding active credible emergency situations that pose a threat to life safety and require immediate action.

#### How do I sign up?

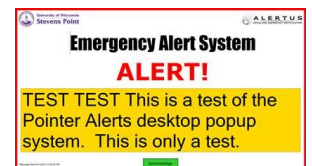
All faculty, staff and students are automatically registered to receive Pointer Alerts via their campus email account and their cell phone (as a text message).

Keep your contact information (i.e., cell phone number) **current** in your accesSPoint profile (students) or at My UW-System (non-students).

### Pointer Alerts Message Delivery

The emergency alert system is capable of delivering messages to your:

- UW-Stevens Point email address
- Cell phone (as a text message)
- Personal email address
- Campus computers (full screen popup/websites)
- Residential hall intercoms



For more information,  
[www.uwsp.edu/pointeralerts](http://www.uwsp.edu/pointeralerts)

### Campus Emergency Response Resources

#### Emergency Procedures

[www.uwsp.edu/emergency/Pages/emergency-procedures.aspx](http://www.uwsp.edu/emergency/Pages/emergency-procedures.aspx)

#### Pointer Alerts

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

#### Storm Shelter Locations

[www.uwsp.edu/emergency/Pages/floor-plans.aspx](http://www.uwsp.edu/emergency/Pages/floor-plans.aspx)

CHECK OUT OUR



# UW-Stevens Point emergency procedures are online!

# Reminders

## Fire/Explosion

If you discover a fire,

1. Pull fire alarm
2. If time permits, shut down any hazardous equipment or processes
3. EVACUATE building using stairs and closest exit
4. Provide assistance to those with special needs
5. Report to your department's designated gathering point
6. From a safe location, call 9-1-1 with information about the emergency and location
7. Do not reenter building unless authorized by fire department



### Use a fire extinguisher ONLY IF

- You have been trained to do so
- Fire is small, contained and in early stages

**Remember!**



Report all fire extinguisher use to Facility Services

Report all licensed kitchen fires to Environmental Health and Safety (715-346-2320)

For more information, see [www.uwsp.edu/emergency/Pages/fire-explosion.aspx](http://www.uwsp.edu/emergency/Pages/fire-explosion.aspx).

## Active Shooter Run-Hide-Fight

Once known, an active shooter alert will be sent using the campus emergency notification system, Pointer Alerts.

### How to Respond

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

### CALL 9-1-1 WHEN SAFE TO DO SO

**RUN** (When shooter is in your vicinity)

- ◆ Have an escape route plan in mind.
- ◆ Leave belongings behind.
- ◆ Keep your hands visible.

**HIDE/LOCK OUT/LIGHTS OUT** (If evacuation is not possible)

- ◆ Hide in an area out of view.
- ◆ Block entry to hiding place and lock doors. Turn off lights.
- ◆ Silence cell phone. Remain quiet. Spread out in room.

**FIGHT** (If unable to escape shooter's area and in direct conflict with shooter)

- ◆ Commit to your actions and act as aggressively as possible.
- ◆ Throw items and improvise weapons to distract and disarm the shooter.

### When Law Enforcement Arrives...

- ◆ The first officers on scene will not stop to help injured.
- ◆ Remain calm and follow instructions.
- ◆ Keep your hands empty, raised, and in plain view at all times.
- ◆ Do not ask officers for help or direction when evacuating.

### If Not in Affected Building..

- ◆ DO NOT go near affected building.
- ◆ Stay in safe location and lock doors.
- ◆ If off campus, remain off campus.

For more information, see [www.uwsp.edu/emergency/Pages/active-shooter.aspx](http://www.uwsp.edu/emergency/Pages/active-shooter.aspx).

## Severe Weather Tornado Warning

### Watch vs. Warning

**Tornado Watch:**

Severe thunderstorms with tornadoes are possible in your area. Remain alert for approaching storms. Be prepared to move to safety if a Warning is issued.



**Tornado Warning:** A tornado has been sighted or indicated by weather radar. **Move to a place of safety now!**

### Take the following actions during tornado warnings:

**Seek Immediate Shelter**—Go to nearest storm shelter\* **AVOIDING wide-span structures** (gyms, pools or large classrooms)

- ◆ Take shelter in a basement or below ground evacuation location.
- ◆ **REMEMBER: Bring flashlight, weather radio and cell phone with you.**
- ◆ Stay away from windows.
- ◆ If unable to get to lowest area, go to an interior room or stairwell away from windows and exterior doors.
- ◆ Take cover under sturdy objects, duck and cover your head with your arms.



**Remain in the storm shelter until the warning is cancelled.**

\*UW-Stevens Point Storm Shelter Locations — [www.uwsp.edu/emergency/Pages/floor-plans.aspx](http://www.uwsp.edu/emergency/Pages/floor-plans.aspx)

For more information, see [www.uwsp.edu/emergency/Pages/severe-weather.aspx](http://www.uwsp.edu/emergency/Pages/severe-weather.aspx).

**Questions? Contact UWSP Emergency Management**

Phone 715-346-4464 | Email [cneeb@uwsp.edu](mailto:cneeb@uwsp.edu) | [www.uwsp.edu/emergency](http://www.uwsp.edu/emergency)