**Example syllabus language to insert for emergency response guidance:**

“In the event of a medical emergency call 9-1-1 or use campus phone [list location in room or nearest your classroom]. Offer assistance if trained and willing to do so. Guide emergency responders to victim.

In the event of a tornado warning, proceed to the lowest level interior room without window exposure at [list primary location for shelter closest to classroom,]. See [www.uwsp.edu/emergency/Pages/floor-plans.aspx](http://www.uwsp.edu/emergency/Pages/floor-plans.aspx) for floor plans showing severe weather shelters on campus. Avoid wide-span structures (gyms, pools or large classrooms).

In the event of a fire alarm, evacuate the building in a calm manner. Meet at [state logical location to meet 200 yards away from building]. Notify instructor or emergency response personnel of any missing individuals.

Active Shooter – RUN. HIDE. FIGHT. If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.

See UW-Stevens Point Emergency Procedures at [Emergency Procedures - Emergency Management | UWSP](https://www3.uwsp.edu/emergency/Pages/emergency-procedures.aspx) for details on all emergency response at UW-Stevens Point.”