Emergency Operations Plan

University of Wisconsin Stevens Point

Preface

Our academic and administrative units must continually assess and plan for events that may cause an interruption in the ability of the University of Wisconsin-Stevens Point (UW-Stevens Point) to carry out its mission. Having witnessed the aftermath of severe weather, fires, and other disasters that have adversely affected the ability of other American institutions to carry out their missions, it is clear that UW-Stevens Point needs to be prepared for interruptions in University operations. Deans and Division Heads must critically assess what essential services their areas provide and how to maintain or recover these services in times of an emergency.

This plan was developed to assist the campus to proactively manage campus emergencies. The elements of emergency management planning are mitigation, preparedness, prevention, response, and recovery. Effective emergency management requires time, thought, allocation of resources, training, and testing.

This plan may be activated by those with the assigned authority within this plan as necessary to respond to any emergency or as required in the presence of a local, regional or national event. All colleges and departments at UW-Stevens Point shall abide by and cooperate fully with the provisions described and referenced herein when called upon to execute the plan.

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Promulgation Statement

Thomas Gibson
Chancellor
University of Wisconsin-Stevens Point

UNIVERSITY OF WISCONSIN-STEVENS POINT
EMERGENCY OPERATIONS PLAN
PROMULGATION

The primary role of campus governance is to provide for the welfare of the faculty, staff and students. The welfare and safety of all is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response and recovery actions exist so that public welfare and safety is preserved.

I am pleased to share with you the updated version of the University of Wisconsin-Stevens Point Emergency Operations Plan. As a university, we take pride in being an outstanding academic institution and providing a safe environment for our employees and students to work, study and live. This plan provides critical information for responding to a variety of emergencies on campus. The plan is also one of the key components of the University of Wisconsin-Steven Point's compliance with the University of Wisconsin System Emergency Management Standard dated February 2018.

UW-Stevens Point Emergency Management will provide training and guidance on the implementation of emergency procedures. I encourage all faculty and staff to review the plan to be prepared in the event of an emergency. The safety of our most valuable resources, faculty, staff and students of UW-Stevens Point, depends upon the cooperation and participation of the entire university community.

Therefore, in recognition of the emergency management responsibilities of the university and with the authority vested in me as the Chancellor of the University of Wisconsin-Stevens Point, I hereby promulgate the UW-Stevens Point Emergency Operations Plan.

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Thomas Gibson
Chancellor, University of Wisconsin-Stevens Point

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Basic Plan

Purpose, Scope, Situation Overview and Assumptions

Purpose

The purpose of this plan is to provide guidelines for the preparation for, prevention of, response to, and recovery from campus emergencies. The plan defines the actions and roles necessary to provide a coordinated response at the University of Wisconsin-Stevens Point. It also provides guidance to campus departments with a general concept of potential emergency assignments before, during, and following emergency situations.

This plan is set in operation whenever a natural or induced emergency affecting the University reaches proportions that cannot be handled by established measures. The Plan cannot cover every conceivable situation, but it does supply the basic administrative guidelines necessary to manage with most campus emergencies.

Scope

These procedures apply to all University faculty, staff, students, and visitors. It encompasses all university operations, domestic and abroad.

Situation Overview

Founded in 1894, the University of Wisconsin-Stevens Point is one of thirteen 4-year universities within the University of Wisconsin System. Located mid-way between Milwaukee and Minneapolis, the University of Wisconsin-Stevens Point is within the city limits of Stevens Point in Portage County, Wisconsin. UW-Stevens Point constituents include a mix of Wisconsin residents, out of state students and international students.

UW-Stevens Point consists of 15 major academic and administrative buildings, 13 residence halls and 3 student centers. Three off-site field stations – Central Wisconsin Environmental Station (CWES) at Amherst Junction, Treehaven east of Tomahawk, and the Northern Aquaculture Demonstration Facility at Bayfield. UW-Stevens Point is home to over 7,300 students served by over 1,100 faculty and staff (UW-Stevens Point Institutional Research and Effectiveness Office, July 2019). On any given day during the academic year, there may be upwards of 8,500 on the campus.

Special events can attract thousands more to campus. For example, in March 2014 UW-Stevens Point hosted the NCAA Women's Division III Women's Basketball Final Four championship; it is an annual venue for summer camps and conferences.

UW-Stevens Point operates a central heating plant. The steam produced heats campus buildings, domestic water, food preparation, process heating, campus laboratory applications and Aspirus – Stevens Point Hospital (UW-Stevens Point Facility Services – Heating Plant). UW-Stevens Point has a landline telephone service provided and maintained by the campus Information Technology department. Gateways off the Stevens Point switch are installed at the Treehaven campus in Tomahawk, Wisconsin and the Central Wisconsin Environmental Station in Amherst Junction, Wisconsin.

The 406-acre campus includes the 280-acre Schmeeckle nature preserve and the 25-acre Lake Joanis. Weather exposures range from potentially severe cold and heavy snowfalls in winter to summer highs in the 90°s with potentially severe thunderstorms, high winds and hail. Despite located one mile east of the Wisconsin River, most of campus is outside the flood risk area and not susceptible to extensive flooding.

UW-Stevens Point is bordered on the east and south by residential areas, to the west by residential and commercial property and on the north by a major insurance company and adjoining golf course. Being in the center of the state, Stevens Point is a hub for transportation by highway and by rail. The campus is located in between the Interstate 39 corridor and Business 51. A main switch yard for Canadian National Railroad lies 1.3 miles south of campus. The Central Wisconsin Airport, serving both scheduled carriers and private aircraft, is located 19 miles to the north.

The University plays a significant economic role in the community. According to the UW-Stevens Point Institutional Research and Effectiveness Office, the university has a total economic impact of $671.3 million annually. For every $1.00 of state tax investment in UW-Stevens Point, there is $18.28 in economic activity in the state.

Hazard Analysis Summary

The University of Wisconsin-Stevens Point is subjected to the effects of many disasters, varying widely in type and magnitude.

Disaster conditions could be a result of a number of natural phenomena such as floods, severe thunderstorms, drought, severe winter weather, fires (including structural or wildland), epidemics, severe heat, or high winds. Apart from natural disasters, UW-Stevens Point is subject to other disaster contingencies, such as, chemical, oil and other hazardous material spills, utility service interruptions, civil disturbances or riots, terrorism, violent intruders, bomb threats, applicable criminal acts, or a combination of any of these.

In 2018, UW-Stevens Point completed a hazard and risk assessment using probability and severity metrics while factoring in campus history and preparedness to calculate a relative risk score.   This assessment differed from the 2015 assessment because it factored in preparedness and mitigation measures taken by the university for the hazard. Of 42 campus-specific hazards analyzed, the top 10 hazards are:

1. Nuclear Device
2. Cybersecurity Breach
3. Health Outbreak, Epidemic, Pandemic
4. High Winds
5. Explosion (on campus)
6. Biological agent
7. Structural Fire (on campus)
8. Internet, Networking, Data, Connectivity Disruption
9. HazMat incident (in community)
10. Workplace Violence

As the campus Emergency Operations Plan is put into effect whenever a crisis or emergency, man-made or natural, disrupts operations, threatens life, creates major damage, or occurs within the university community; the findings of the analysis are used to update the campus emergency response protocols in this plan.

The emergencies covered in this manual are grouped into the following major categories:

MEDICAL/HEALTH/PSYCHOLOGICAL
- Medical Emergencies
- Suicide
- On-Campus Death
- Contagious Disease
- Psychological Crisis

BUILDINGS & GROUNDS
- Fire/Explosion
- Flooding
- Severe Weather
- Utility Failures
- Hazardous Materials Release
- Elevator Malfunction
- Natural Gas Leak

VIOLENCE/CRIME/THREATS
- General Violent or Criminal Behavior
- Property Crime/Theft/Vandal
- Workplace Violence
- Hostage Situation
- Bomb Threat
- Civil Disturbances
- Active Shooter
- Sexual Assault
- Suspicious Activity
- Terrorism

OTHER
- International Travel Incident
- Emergency Guidebook
- Residential Living
- Threats to Public Reputation

A description of what to do in each of these situations is provided in **Appendix E – Emergency Procedures for Students, Faculty, Staff and Visitors.** In addition, the campus **Emergency Procedures webpage** lists each emergency type and the procedures to follow. *Note: certain crises (such as controversial issues or personnel matters) may be managed outside of this plan depending on severity, but if desired this plan's procedures may be utilized for these situations as needed and deemed necessary by the Emergency Operations Team (EOT).*

General evacuation procedures that may apply in multiple emergency situations are provided in **Appendix E**. It is important to remember the evacuation procedures are written to apply to multiple scenarios and emergencies.

Planning Assumptions

This Emergency Operations Plan is based on the following planning assumptions and conditions:

- A campus emergency is defined as any unplanned incident that has the potential to affect personal health or safety, property damage, or to disrupt normal university operations. Examples might include severe weather, civil disturbances, power outage, a building fire or chemical spill. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crises.
- Emergencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastating. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
- It is the responsibility of campus officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.
- Severe weather prediction and emergency warning systems are established to anticipate certain disaster situations that may occur on campus; however, while in some cases, timely dissemination of warnings and increased readiness measures may be possible, many disasters occur with little or no warning.
- Actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the University.
- In many cases UW-Stevens Point University Police will assume Incident Command. All campus incident management activities will be conducted in accordance with the National Incident Management System (NIMS).
- External resources can be requested to assist if the resource needs of the incident surpasses the capacity of UW-Stevens Point's resources.
- Local emergency response agencies, including City of Stevens Point Police and Fire, are available in emergency situations affecting the university; although in a community-wide disaster, those resources may be limited.
- Non-essential services/operations may be suspended for the duration of any emergency and those operational resources may be re-directed to support emergency response.
- During an emergency, the university may experience a high volume of communications from concerned parents, relatives, spouses, friends, and the news media, etc., seeking information regarding student and employee welfare.

Concept of Operations

General

In case of emergency, the specific guidance found in **Appendix E** of this Basic Plan for the given emergency shall be followed. Precautions for personal safety should always be taken.

The severity of some incidents may require additional campus resources and coordination for response. In these instances, the campus Emergency Operations Center (EOC) may be activated. The University's EOC will serve as the clearinghouse for response and recovery operations and for deployment of resources. If the University's resources are insufficient or inappropriate to respond to the emergency, a request may be made for assistance from UW System, Wisconsin Emergency Management (through Portage County Emergency Management), or the Federal government.

Planning for recovery will be implemented at the same time the university is taking the emergency response actions necessary to protect faculty, staff and students. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.

National Incident Management System (NIMS)

NIMS is a structured framework used nationwide by governmental and nongovernmental agencies to prepare for, respond to and organize the management of natural and/or human-made disasters at the local, state, and federal levels. The National Incident Management System consists of three components:
1. Resource Management
2. Command and Coordination
3. Communications and Information Management

NIMS as a whole provides a consistent nationwide framework and approach to enable local incident response agencies to work together to prepare for, prevent, respond to, recover from, and mitigate effects of incidents regardless of the incident's cause, size, location, or complexity. The collective use of NIMS across all agencies creates a common operating picture, promoting mutual goals and responsibilities, and ultimately, more efficient and effective response. The UW-Stevens Point Emergency Operations Plan is written following the NIMS guidance incorporating NIMS concepts and terminology.

Incident Command System (ICS)

The Incident Command System (ICS) is an element of the Command and Coordination component of the National Incident Management System (NIMS). ICS is designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The organizational structure can respond to all levels of emergencies from simple to complex and provides the flexibility to respond to an incident as it escalates in severity.

The purpose of ICS is to:
- Provide an organizational structure that can grow rapidly in response to the requirements of the emergency;
- Provide the Incident Commander with the control necessary to direct and coordinate all operations and all agencies responding to the incident;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Activate only those positions needed to manage a particular incident or level of incident; and
- Promote proper span of control and unity of command.

The organizational structure of ICS may not resemble the day-to-day organization of the University. Employees may be temporarily reassigned to other duties outside their normal assignments. Furthermore, as the severity of the incident increases, assignments may change in the ICS organizational structure. This means that an employee's position in ICS may change during a single incident.

Emergency Operations Center (EOC) Levels

Five levels of operation have been identified, relative to the magnitude of the situation. Depending on the character, scope and magnitude of an incident, a variety of EOC participants may be mobilized.

Level 1 (Full Activation): The emergency cannot be managed using normal campus resources. The EOC team is activated, potentially including personnel from assisting agencies, to support the response to a major incident or credible threat and additional personnel are requested to respond as needed to staff the EOC.

Level 2 (Partial Activation of EOC): Multi-unit response in which the EOC may be partially activated. Most or all EOC staff positions are filled at the discretion of the EOC Manager.

Level 3 (Minimal Activation of EOC): A Level 3 event will have minimal activation of the campus EOC personnel. Select EOC staff positions are filled at the discretion of the EOC Manager.

Level 4 (Enhanced monitoring) – Campus emergency management operates in an enhanced monitoring mode for small-scale incidents (such as severe weather). Emergency Management will communicate with Policy Group and select departments as needed. Communication is mostly done via email and conference calls.

Level 5 (Day-to-day operations) – Campus emergency management continuously monitors events through frequent contact with University Police, the National Weather Service, DOT, etc. Campus emergency management is on call 24 hours a day to receive calls relating to campus emergency situations.
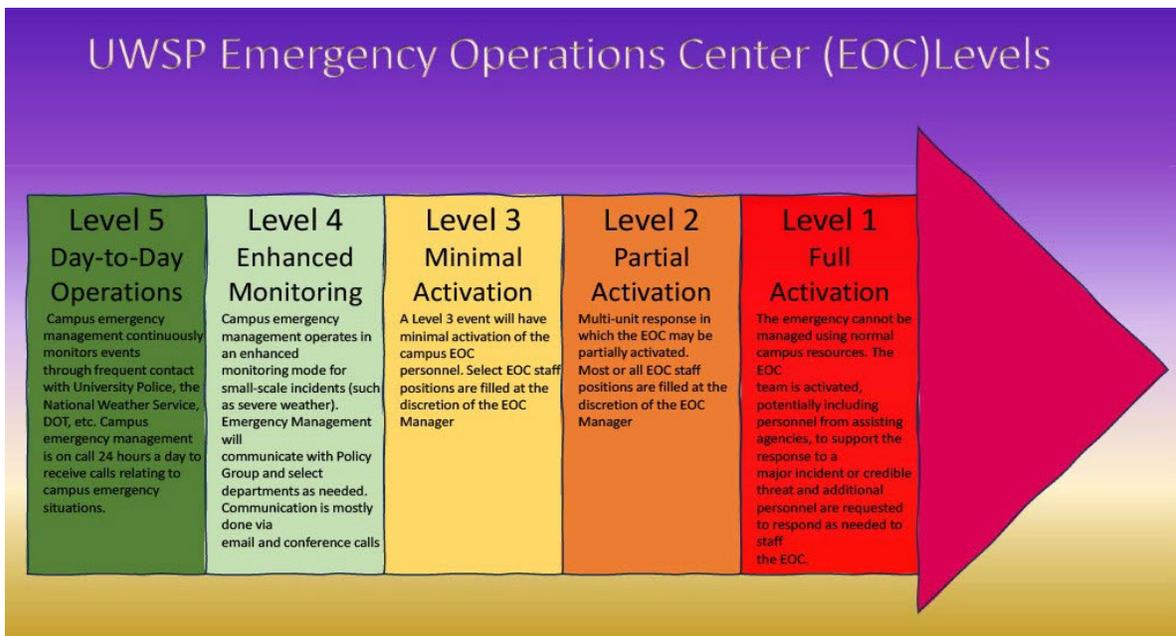
Direction, Control, and Coordination

Command Authority

On any emergency incident, the first arriving emergency responder (e.g., law enforcement, fire, and Environmental, Health, and Safety) will establish Incident Command. They will continue to exercise Incident Command authority until relieved by the senior official having legal or assigned responsibility for the type of incident occurring. Coordination of outside emergency response incident command will occur through UW-Stevens Point Director of University Police and Security Services. For incidents where a multi-agency response is necessary, Unified Command shall be established to ensure that the priorities of each discipline are represented in the Incident Action Plan (IAP).

The Incident Commander has the authority to request resources to help mitigate an on-campus emergency. These resources would typically be police, fire and hazardous materials responders. The Emergency Operations Center (EOC) will be officially activated, if directed as such by the Incident Commander or the Executive Policy Group. The decision to activate the EOC is based on the severity of the incident and need.

When an EOC is activated, the Emergency Operations Center (EOC) Manager shall assemble and lead an Emergency Operations Team (EOT) comprised of specialized personnel specific to the event. The EOC Manager will determine and call up appropriate personnel to serve in the EOC. EOC Members are chosen based on type of emergency and response necessary. The Emergency Operations Team (EOT) is comprised of management staff responsible for the health, safety, and continued operations of the University. The EOT includes the Executive Policy Group and EOC Members. The EOT will complete their tasks as outlined throughout this plan.

Executive Policy Group

The Executive Policy Group is intended to serve as the primary policy setting group during a major campus emergency and during emergencies outside the campus which have the possibility of affecting campus operations. The Group will consist of the Chancellor and key advisors from the Chancellor's Cabinet. The Executive Policy Group is intended to be incident-specific, thus, not every Cabinet member will be assigned to the Executive Policy Group during every emergency.

Emergency Operations Center (EOC) Members

EOC Members are drawn from campus departments and agencies involved directly in managing emergencies or large-scale events.

Primary Responsibilities

- Provide needed support to Incident Command
- Manage consequences that result from the event (e.g., campus evacuation, rumor control, displacement of students, etc.)
- Acquisition of resources and tracking to support field operations
- Liaise with supporting external agencies
- Media coordination and dissemination of public information

Emergency Operations Center (EOC) Structure

The makeup of the UW-Stevens Point EOC Members consists of an EOC Manager, Command Staff and General Staff supplemented by campus Technical Experts. Policy direction is provided to EOC Members by the campus

Executive Policy Group. The EOC provides resource support and coordination for the on-scene incident command response.

Emergency Operations Team (EOT)

The Emergency Operations Team (EOT) is comprised of management staff responsible for the health, safety, and continued operations of the University. The EOT includes three groups: the Executive Policy Group, Emergency Operations Center Members and Technical Experts as needed. Personnel will be selected and assigned by the Executive Policy Group/EOC Manager to participate in the Emergency Operations Team dependent on emergency needs. *It is critical that the team include the Executive Policy Group to ensure resources and decision-making authority is available to assure a timely and efficient response.*

Primary Responsibilities

- Provide needed support to Incident Command
- Manage consequences resulting from event (e.g., campus evacuation, rumor control, displacement of students, etc.)
- Acquisition of resources and tracking to support field operations.
- Liaise with supporting external agencies.
- Media coordination and dissemination of public information.
- Ensures activation of all relevant campus emergency plans. These plans are *designed to help ensure the safety of the campus community.*
- Determine the type and magnitude of the campus emergency.
- Determine how the team will meet and communicate internally with the Chancellor's Office and other affected University areas.
- Assess and implement all necessary response steps to ensure safety and health of all and promote effective recovery.
- Determine what resources are necessary for response and whether outside assistance will be needed.
- Coordinate necessary actions and resources throughout campus and with outside organizations.
- Designate a public information officer (PIO) appropriate for the event with necessary knowledge and skills. The PIO gives an initial press briefing as soon as possible. *Primary PIO is the Director of Strategic Communication but may be delegated if necessary.*
- Appoint Section Chiefs to complete applicable duties.
- Gather the facts and continuously monitor the crisis. Need to disseminate the facts and prepare necessary communications. The EOT shall establish link to Incident Command of the given emergency in order to receive accurate information and direction. The Director of University Police (or designee) will be the primary link. *Note: it is likely the Director of University Police will be engaged in response and his/her efforts towards response to ensure safety of those directly involved in an emergency (i.e., serving victims or potential victims) will always take precedence.*
- Notify University of Wisconsin System Administration and Wisconsin Department of Administration of emergency situation and status. Request their assistance and resources where needed such as risk management, legal, facility requirements, or other.
- Communicate with the City of Stevens Point, Portage County Emergency Management, Wisconsin Emergency Management, FEMA, American Red Cross, and other outside response agencies on needs of the campus.
- Ensure emergency funds are available to cover expenditures and all related expenditures are documented.
- Implement Emergency Communications Plan (Emergency Support Function (ESF) #15 – External Affairs)
- Develop steps to preserve and maintain operational integrity.
- Delegate any needed response to appropriate UW-Stevens Point staff.

- Debrief at end of incident. In an effort to compile a final report after emergency, provide a written summary of emergency activities and recommendations to the EOC Manager.
- In recovery phase, debrief, evaluate response and advise improvements to the Chancellor's Office.

For responsibilities of specific EOT members, see Functional Annex B – EOC Activation.

Executive Policy Group

The Executive Policy Group serves as the primary policy setting group during a major campus emergency and during emergencies outside the campus which have the possibility of affecting campus operations. The Group will consist of the Chancellor and a number of key advisors from the Chancellor's Cabinet. Composition of the Executive Policy Group is incident-specific, thus, not every Cabinet member will be assigned to the Executive Policy Group during every emergency.

Command Staff

Incident Commander (IC)
The Incident Commander has the overall responsibility for the management of incident response. The IC shall serve the following roles:
- Notifies applicable Executive Policy Group member(s) of potential/actual emergency.
- Performs any of the following: organizes and manages incident command post, directs emergency personnel, provides physical security and emergency support, determining the need to form an Emergency Operations Center, and other duties as assigned.
- Even if other functions are not filled, an Incident Commander will always be designated. An Incident Commander may have one or more deputies.

Public Information Officer (PIO)
The Public Information Officer is responsible for overall coordination of public information activities. The PIO shall serve the following roles:
- The Public Information Officer is the central point for dissemination of information to the news media and other agencies and organizations.
- Will be responsible for updating the university website and social media to provide up-to-date information to the campus and general public as needed.
- Establish procedures for the dissemination of information.
- Establish a Joint Information Center (JIC) if necessary.

Safety Officer
The Safety Officer understands the hazards present, and the operations being undertaken at the emergency scene. The Safety Officer duties include:
- Assesses hazardous and unsafe situations and develops measures for assuring personnel safety.
- May exercise emergency authority to directly stop unsafe acts if personnel are in imminent, life-threatening danger.

Liaison Officer
The Liaison Officer is the point of contact at the incident for personnel from assisting or cooperating agencies.

General Staff

Operations Section Chief

The Operations Section Chief will develop and implement strategy and tactics to carry out the objectives established by the Incident Commander. They will also lead the Operations Section to efficiently utilize University resources in order to control the emergency and restore essential services.

Finance/Administration Section Chief
The Finance/Administration Section Chief is responsible to:
- Compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services.
- Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.
- Manage all financial aspects of an incident.
- Coordinate the establishment of financial (cash accounts, invoices, billings, contracts, etc.) and administrative (filing, stationary supplies, etc.) systems.
- Coordinate accounting for food, equipment, wages, accommodations, etc. for UW-Stevens Point personnel

Planning Section Chief
The Planning Section Chief is responsible for the collection and evaluation of incident situation information, preparing situation status reports, displaying situation information, maintaining status of resources, developing an Incident Action Plan, preparing required incident related documents, and preparing a Demobilization Plan. They must plan for the next operational period.

Logistics Section Chief
The Logistics Section Chief is responsible for providing services and support to meet all incident or event needs, geared to supporting personnel and resources.

Emergency Operations Center Manager

The EOC Manager will coordinate the support of Incident Command by utilizing university assets, state resources, volunteers and private agencies.
- Maintain sufficient supplies and equipment to ensure the operational capability of the EOC.
- Supervise and coordinate the EOC functions during operations.
- Compile and update disaster assessment information for UW System and Portage County Emergency Management.
- Locate and coordinate resources and resource requests.
- Provide briefings or update status boards as needed.
- The EOC Manager shall assemble the Emergency Operations Team (EOT) and shall effectively organize those resources.
- The EOC Manager will be charged with the overall responsibility of implementing the Emergency Operations Plan.

Technical Experts

Technical Experts are UW-Stevens Point staff with expert skills in their area that may be called upon to provide emergency response assistance and resources.

Information Collection and Dissemination

Disaster information managed by the UW-Stevens Point Emergency Operations Center (EOC) is coordinated through department/unit representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.

Organization and Assignment of Responsibilities

The following content identifies key UW-Stevens Point groups that will be instrumental in emergency response and outlines their roles and responsibilities.

The University Handbook, Chapter 9 Section 1: Campus Environment summarizes the University's responsibility:

> *Members of this campus community can expect a safe and inviting campus environment.*

When emergencies occur, it is the responsibility of all employees to respond according to their job responsibilities.

All Employees, Faculty and Students

All campus employees and students have the responsibility to:

1. Be familiar with and follow the Emergency Procedures found in the Emergency Operations Plan (see Appendix E – Emergency Procedures).
2. Participate in official UWSP emergency management training and drills.
3. Identify and report hazards and suspicious occurrences.

New employees shall be trained by their supervisor at their orientation in basic emergency responses expected of them, as outlined in the Emergency Guidebook, the University Handbook, applicable departmental procedures, and this Emergency Operations Plan.

All University Departments

All university departments will provide support for the campus Emergency Operations Center (EOC), if activated, by means of staffing, services or other resources as needed to ensure ultimate functionality of the EOC. For example,

- Staff support for damage assessment logging and reporting.
- Staff support for message taking and recording.
- Staff support for accurate record keeping of disaster-related expenses.

Division Heads, Deans, Department Chairs, Directors and Supervisors

Every division head, dean, department chair, director, and supervisor have the following general responsibilities prior to and during an emergency:

1. Assure employees receive necessary emergency management training during both employee orientation and applicable emergency training and drills.
2. Annually review the plan and take appropriate actions within their unit.
3. Allocate resources necessary to implement divisional or unit emergency management activities and procedures.

4. Take steps to assure operational integrity of the unit, such as assessing vulnerability, backing up and archiving of critical data, and developing recovery plans.
5. Communicate necessary information to staff, students and visitors as appropriate.
6. All areas have the responsibility to develop internal written emergency plans and train their staff appropriately. These plans are to be written to meet the unique emergency needs of the department that are not addressed in this Emergency Operations Plan. The department must review these plans on an annual basis and amend as needed. Department emergency plans shall include, but are not limited to:
    a. Emergency procedures to comply with this Emergency Operations Plan and unique emergencies that are anticipated within the individual department.
    b. Assignment of duties and responsibilities to departmental employees.
    c. Guidelines for specific response such as: use of emergency equipment, evacuation routes, response procedures, meeting locations, call list, record keeping, etc.
    d. A defined line of succession.
    e. Departmental training procedures.

Faculty

In addition to the above, each faculty member also has the responsibility to:
1. Educate and train her/his students and employees concerning applicable emergency procedures and how to access the plan.
2. In the event of an emergency, inform students and employees and initiate applicable emergency procedures.

Event Hosts

University personnel that host, sponsor, or are responsible for events that bring non-university attendees to the campus are responsible for:
1. Assessing the emergency planning and response needs of the hosted group and ensuring that necessary steps are taken to prepare for effective emergency response. This may include development of an event-specific emergency management plan.
2. Being familiar with and following the procedures found in the campus Emergency Operations Plan. In addition, event hosts are expected to ensure that event staff (e.g., camp counselors, chaperones, athletics, etc.) is provided with and understand campus emergency response procedures.
3. Communicating necessary information to their attendees to ensure effective emergency response.

Emergency Management

The Emergency Management Specialist shall:
1. Maintain the Emergency Operations Plan and review it annually for accuracy, completeness, and effectiveness. Assure that deficiencies discovered through regular review of the Plan are corrected.
2. Promote and review university-wide and department prevention and preparation activities (training, drills, etc.).
3. In conjunction with Emergency Operations Team, inform the Chancellor and the UW-Stevens Point administration on the final outcome of an emergency, and ensure that any deficiencies associated with the response are identified and corrected.
4. Plan and oversee regular emergency simulations on campus to maintain staff response skills, heighten awareness of potentially dangerous situations, and identify areas where more planning is needed.
5. Supervise evaluations of actual and simulated crises.

UW-Stevens Point University Police and Security Services

Police and Security Services is the University's law enforcement authority, operating 24 hours a day, 7 days a week, 365 days a year. The primary goal is the protection of the University, its occupants, and the surrounding community. University Police operates in a full law enforcement capacity.

Primary Responsibilities

- Responding to emergencies
- Investigating and confirming emergencies
- Taking immediate action to ensure safety of the campus community including proper notification
- Initiate and execute relevant campus safety emergency response plans
- Provide campus alerts (i.e., Pointer Alerts)
- Contact appropriate personnel
- Serves as UW-Stevens Point Incident Command
- Request activation of the Emergency Operations Center (EOC) via the designated EOC Manager

Line Officers

The Line Officers consist of the Chancellor, Provost/ Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Vice Chancellor for Business Affairs, Chief Marketing and Enrollment Officer, and the Vice Chancellor for University Advancement.

Primary Responsibilities

- Assume responsibility for the safe operation of the campus and continuity of campus operations before, during, and after an emergency
- Assure those identified above understand and carry out their responsibilities
- Determine when an Emergency Operations Team shall be assembled
- Participate in the Executive Policy Group of the Emergency Operations Team
- Provide resources and executive policy decisions necessary for effective response
- Assure the annual review and revision of the Plan is completed

Support Agencies

In times of crisis, the following may be capable of providing support to UW-Stevens Point:
- UW-System
- Wisconsin Department of Administration
- Support from other State government departments and agencies may be made available in accordance with the State plan.
- City of Stevens Point
- Portage County Emergency Management
- Volunteer agencies, such as the American Red Cross and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

Emergency Communications and Public Warning

During an emergency UW-Stevens Point will attempt to utilize all available communication methods listed below to notify and update campus constituents. Information will be released as soon as possible without delay given available resources and after the information is confirmed and deemed accurate by the Incident Commander. Information will not be distributed that could jeopardize response and/or safety.

UW-Stevens Point University Police will confirm the emergency or dangerous situation and determine the appropriate segment(s) of the campus community to be notified, determine the content of the notification, determine appropriateness of the emergency notification message and communication channels to utilize, and initiate the notification system without delay unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. Life-safety emergency messages (such as tornado warnings, fire, active shooter, etc.) will be sent to the campus by UW-Stevens Point University Police Department through available channels during the emergency. The actual content of the messages will be dependent upon the emergency and circumstances of the situation.

Once the Emergency Operations Team has been convened, they will be responsible for delivering follow-up messages to campus and external parties regarding the emergency and subsequent details. Various methods will be utilized to accomplish these communication procedures as discussed as follows.

All UW-Stevens Point Departments/Units are asked to assist with getting information out to the campus community once it is released from the Emergency Operations Team. Use face-to-face communications, meetings, bulletin boards, hall directors, flyers, etc. Supervisors are to communicate with their employees, Department Chairs/Deans with Faculty and employees, Residential Hall with residents, Faculty/Student Life with students, etc. All are asked to perform duties as assigned.

Communication protocols and coordination procedures are described in detail in the [Emergency Support Function (ESF) #15 - External Affairs](#)*. Refer to this annex for additional information.*

Communication Methods

Effective communication is essential during an emergency or disaster incident. Phone lines must be made available for emergency use and may be restricted by the Chancellor when appropriate. Primary campus communications methods include:

Methods for Campus to Communicate with main internal Campus Community:	Internal Communication Means (person to person):	Communicate with External Community/Population:
Pointer Alerts	Email	Website
Mass Emails	Telephone Voice Mail	Press Releases
Websites	Telephone Network	Press Conference
Intercom (via Simplex Fire Alarms).	Two-way radio in Maintenance areas, University Police, Parking, Emergency Operations Center	Media (TV/Radio/Newspaper) Announcements
PA system in Residential Halls and some buildings	Teleconference	**Person-to-Person or Small Group Communications to External Individuals:**
Full Screen Computer Pop-Up Alerts (Alertus)	Cell Phones / Text Messages	Phone (person-to-person)
Individual telephone calls and voice messages.	Messengers/Couriers	Telephone & Video Conference
Press Release	Face-to-Face Conversation	Email or text messages.

Media (TV/Radio) Announcements		Radio
In-person Public Announcements		
Memos/Bulletin Boards		County Alerts

In the event of a complete telecommunication failure, couriers will also be utilized to relay messages as needed. Couriers will be identified and authorized by the Emergency Operations Team.

Note: Communication systems are susceptible to failure due to disaster, fire, flood, over-capacity, etc. Backup systems are planned for as feasible, but everyone must recognize the potential for these systems failing and the need for continued response without such systems.

Pointer Alerts Emergency Notification System

UW-Stevens Point utilizes the *Pointer Alerts* emergency notification system to send mass emergency messages to the campus community. The philosophy behind *Pointer Alerts* is to send a consistent set of messages across all platforms in an effort to reach as many members of the campus community as possible, in as short an amount of time as possible. The emergency alert system is capable of delivering messages to:
- UW-Stevens Point email addresses
- Personal and university cell phones via SMS text messaging
- Personal emails
- Campus network computers via full-screen pop-up and websites
- Residential hall and DeBot Dining Hall intercoms

All faculty, staff, and students that have a cell phone number are strongly encouraged to ensure inclusion of their cell phone number in the Pointer Alerts database. Students and employees are automatically entered in the *Pointer Alerts* system via their university email accounts and the cell phone information provided in either accesSPoint or the Employee Self-Service at My UW System. Direct any questions about this process to the UW-Stevens Point Emergency Management Specialist.

How to Register Additional Phone Numbers and Email Addresses in Pointer Alerts

All campus community members (faculty, staff, and students) are eligible to register additional phone numbers and email addresses for *Pointer Alerts*. The service is free, but individuals are responsible for any SMS charges from their cellular provider. To register additional phone numbers or email addresses for *Pointer Alerts*, the user may follow the instructions:

Instructions for all Campus Users

To login, register, manage and test Pointer Alerts accounts go to www.getrave.com/login/uwsp.
UW-Stevens Point faculty, staff, and students may sign in using their current campus username and login.*.*
Once logged into Pointer Alerts, you can:

- Add up to two additional email addresses and cell phone numbers
  - *NOTE: Individuals without campus standard load must configure their personal email system to be certain Pointer Alerts alert messages are not filtered by their spam/junk filters.*
- Add your UW-Stevens Point owned and assigned cell phones
- Test the *Pointer Alerts* services (email and text message) to confirm proper registration
- Opt in to receive alerts from other UW-Stevens Point campuses or Treehaven

Reception of external emergency communications

There are numerous methods the UW-Stevens Point campus receives warning of pending emergency situations originating external to campus, but which may eventually affect campus. The following are some examples:

- **Media (TV/Cable/Radio)** - Recommend all departments have a battery-operated AM/FM radio
- **National Weather Service** - Severe weather warning provided by Portage County Communication Center to University Police dispatch.
- Weather radios used in various areas
- Recommend all areas have battery AM/FM radio and flashlights.
- **FBI alerts/ Federal alerts** (i.e., Homeland Security, CDC, FDA, etc.)
- Wireless Emergency Alerts
- Portage County Community Alert *(for more information, see below)*

County Community Alerts

Portage, Marathon and Wood counties each have an emergency notification system. Employees and students are encouraged to subscribe to these alerts.

- Portage County Community Alert - Portage County's emergency notification system.
- Marathon County Alert Program - Marathon County's emergency notification system.
- Everbridge Nixle - Wood County's emergency notification system.

Media Inquiries

The Emergency Operations Team will designate an official Public Information Officer (PIO) to handle official media relations. Refer all media requests to UW-Stevens Point University Communications and Marketing.

Continuity of Operations (COOP)

UW-Stevens Point Continuity of Operations (COOP) plans outline the University's primary mission essential functions and how these essential functions and operations will be sustained during an emergency and throughout the recovery process to the highest level possible.

Planning Objectives

COOP plans aid in minimizing disruption to the University of Wisconsin-Stevens Point should a business interruption occur that disrupts the campus essential operations. This can only be accomplished by pre-planning and by taking steps to limit any potential disruption to a predictable, acceptable period of time.

It is the policy of the University to be prepared and capable to recover and resume performance of primary mission essential functions within 12 hours of interruption, or as soon as achievable thereafter, with pre-emptive priority over all other continuity efforts. The University and its functional subdivisions are required to achieve and maintain adequate capacity and readiness to timely respond and recover from interruptions of primary essential functions that occur with and without prior warning and to continue to sustain operations for periods of interruption that may span 30 consecutive calendar days. *For more information, see the Campus Overall COOP plan.*

Succession of Command

The University of Wisconsin-Stevens Point Emergency Operations Plan delegates the Chancellor's authority to specific individuals in the event that he/she is unavailable. In the absence or unavailability of the Chancellor, this order of succession will be followed:

1. Provost and Vice Chancellor for Academic Affairs
2. Vice Chancellor for Business Affairs
3. Vice Chancellor for Student Affairs
4. Vice Chancellor for University Advancement

If the above-mentioned are unavailable, University of Wisconsin System appoints a successor or assumes control.

Relocation of College/Department

Each college/department/unit is responsible for designating alternate facilities that will accommodate the relocation of the displayed unit(s). For planning specifics per campus unit, please refer to the unit's respective Continuity of Operations (COOP) plan.

Preservation of Records

Each college/department is responsible for maintaining all legal documents affecting the organization and administration of their essential functions.

Administration, Finance, and Logistics

Funding and Accounting

The EOC Manager will defer to the campus Controller for any campus emergency purchasing procedures.

Records and Reports

Documentation of records is vital prior to, during, and after an incident. Records are utilized to determine reimbursement; therefore, detailed documentation of assets and expenditures is necessary.

Incident Command will be instrumental in monitoring and documenting all needs and requests to the Emergency Operations Center (EOC). The EOC Logistics and Finance Sections document available resources and requests as well as keep disaster records (expenses, time, assistance and recovery). Careful accounting is necessary to document and retain all event records, and the costs associated with the incident. *If the campus EOC is activated,*

submit copies of all purchases and/or related service agreements to the Emergency Operations Center (Finance Section). Otherwise, follow standard campus Financial Operations procedures.

An estimate of campus damages (to infrastructure, injuries and fatalities) will be reported to Portage County Emergency Management as requested.

Agreements and Understandings

In the event there is a need for emergency mass shelter areas to temporarily house students or staff, the Emergency Operations Team (EOT) will assign appropriate locations and announce to affected campus areas through available communication methods. These can include but are not limited to the Centers, Marshfield Clinic Health System Champions Hall, Resident Halls, or other designated areas as reviewed with American Red Cross and Portage County Emergency Management. In addition, the Emergency Operations Team will procure adequate food, water, and other life necessities. Further directions on these will be provided to campus by the EOT.

Plan Development, Maintenance and Training

The University has an inherent responsibility for minimizing danger to life, property, and University operations arising from emergency situations. In order to meet these responsibilities, the University has developed this plan.

Maintenance

Emergency Management has the responsibility for maintaining the plan. The Emergency Management Specialist reviews the content and makes any necessary changes. Revisions are reviewed with the Vice Chancellor for Business Affairs. Approved changes are distributed to all holders of this Plan and appropriate re-training conducted, as needed.

All requests for procedural changes, suggestions, or recommendations may be submitted in writing to the Emergency Management Specialist.

Changes

Changes will be made to the campus Emergency Operations Plan and appendices when the documents are no longer current. For example, changes in planning documents may be needed:
- When hazard consequences or risk areas change
- When the concept of operations for emergencies changes
- When departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents
- When warning and communications systems change
- When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
- When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents
- When State/territorial or Federal planning standards for the documents are revised

Plan Revision/Formal Plan Change

A revision is a complete rewrite of the existing Emergency Operations Basic Plan, Annex or Appendix that essentially results in a new document. A formal change to the Emergency Operations Plan involves updating

portions of the document by making specific changes to a limited number of pages. All updated documents will be given a new date and require Chancellor approval.

Training Objectives

The requirements of this Plan necessitate that the University maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This can be accomplished only through a carefully planned and continuous program of training, drills, and exercises. The following lists the objectives of the training function:

1. To respond effectively to the actual occurrence of an emergency.
2. To enhance emergency response capabilities.
3. To validate plans and assure preparedness.

Training Coordinator Responsibilities

Training Coordinator

- The Emergency Management Specialist will serve as the Training Coordinator for the Emergency Operations Plan.
- Facilitate along with University Police and other key management training, drills, and exercises to assure the stated objectives are met.
- With the University Police Chief, act as a liaison to local emergency organizations to maximize outside emergency response.
- Circulate emergency training information within the University community.
- Report results of exercises and give advice concerning areas for improvement.
- Oversee plan review and revision to incorporate new training activities when necessary.

Training Exercises and Testing of Procedures

Procedures for testing the emergency response and evacuation procedures.
The points below outline the key aspects of the required training exercises.
- Communication systems shall be tested at least annually to ensure operation.
- Exercises and testing (mock emergency situations) should be conducted annually. Fire drills (evacuation procedure) will be conducted annually in each building. Severe weather drills shall involve the entire campus annually. Exercises should be as realistic as possible.
- Appropriate external agencies shall be invited to assist and participate in the exercises.
- Each drill shall be evaluated, and deficiencies corrected.

Other training, testing and drills as needed will be determined and implemented by the Emergency Planning Team.

Authorities and References

The following provides the guidance, authority and responsibility to manage emergencies at UW-Stevens Point.

FEDERAL LEGISLATION

- [44 CFR Chapter 1](#) (Emergency Management and Assistance)
- [Disaster Relief and Emergency Assistance Act](#) (Stafford Act.) (PL 100-707)
- [Disaster Mitigation Act of 2000](#) (PL 106-390)
- Emergency Planning and Community Right-to-Know Act (EPCRA) (42 USC 11001 11050) [Chapter 116](#)
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, [42 USC 9601-9675](#)
- Occupational Safety & Health Administration (OSHA) [1910.38 Emergency Action Plans](#)
- [Jeanne Clery Act](#)

STATE LEGISLATION

- [Wisconsin Chapter 36](#) – University of Wisconsin System
- [Wisconsin Statute 101.055](#) – Public employee safety and health
- [Wisconsin Chapter 323](#) – Describes the organization, duties and powers for state and local emergency management programs as well as emergency powers and duties for the Governor, the Adjutant General and local government officials
- [Governor's Executive Order #81](#) – Designation of the National Incident Management System (NIMS) as basis for incident management in the State of Wisconsin

UW-SYSTEM

- Board of Regents Letter titled: "Emergency Response Program" dated October 30, 1970

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Appendices

Appendix A – Acronyms

A

B

C

CDC – Centers for Disease Control

CERCLA – Comprehensive Environmental Response, Compensation, and Liability Act

COOP – Continuity of Operations

CPG – Comprehensive Preparedness Guide

D

E

EHS – Environmental, Health & Safety

EPCRA – Emergency Planning Community Right-to-Know Act

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EOT – Emergency Operations Team

F

FDA – Food and Drug Administration

G

H

HSEEP – Homeland Security Exercise Evaluation Program

I

IAP – Incident Action Plan

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Command System

J

JIC – Joint Information Center

K

L

LNO – Liaison Officer

M

N

NIMS – National Incident Management System

O

P

PA – Public Address

PCHHS - Portage County Health and Human Services

PIO – Public Information Officer

Q

R

S

T

TSO – Telephone Support Office

TV – Television

U

UW – University of Wisconsin

USAR – Urban Search and Rescue

UWS – University of Wisconsin System

W

WEM – Wisconsin Emergency Management

Appendix B – Definitions

Activation: When a continuity plan has been implemented, whether in whole or in part, it is considered "activated."

Alternate Facilities: Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. Locations may include nontraditional options, such as teleworking.

Chief: The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Continuity: An uninterrupted ability to provide services and support, while maintaining organizational viability before, during, and after an event.

Continuity of Operations (COOP): An effort within individual agencies to ensure that they can continue to perform their Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs) during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

Continuity of Operations (COOP) Plan: Defines how mission essential functions will continue without normal supports until those supports are restored.

Crisis: Critical or unstable situation that is a significant threat to the university (people, operations, property, welfare, reputation, etc.) and will require extraordinary response. A major emergency may result in a crisis. However, crises may also result from controversial or problematic issues.

Delegation of Authority: Identification, by position, of the authorities for making policy determinations and decisions. Generally, predetermined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

Devolution: The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

Emergency: Any unplanned incident that has the potential to affect personal health or safety, property damage, or to disrupt normal university operations. Examples might include severe weather, civil disturbances, power outage, a building fire or chemical spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crises.

Emergency Personnel: Trained and authorized personnel responding to an emergency call and having authority over operations. This may include, but is not limited to: Fire Department, Paramedics, Police, Sheriff, UW-Stevens Point University Police, FEMA, FBI, etc.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities takes place.

Emergency Operations Center (EOC) Members: EOC Members fill the Command and General Staff positions during EOC activation. EOC Members are drawn from campus departments and agencies involved directly in managing emergencies or large-scale events and may include representatives from Risk Management, Facility Services, University Police, University Communications and Marketing and Financial Operations.

Emergency Operations Team (EOT): Comprised of management staff responsible for the health, safety, and continued operations of the University. The EOT includes three groups: the Executive Policy Group, Emergency Operations Center Members and Technical Experts as needed. Personnel will be selected and assigned by the Executive Policy Group/EOC Manager to participate in the Emergency Operations Team dependent on emergency needs. It is critical that the team include the Executive Policy Group to ensure resources and decision-making authority is available to assure timely and efficient response.

Executive Policy Group (or Policy Group): The Executive Policy Group serves as the primary policy setting group during a major campus emergency and during emergencies outside the campus which have the possibility of affecting campus operations. The Group will consist of the Chancellor and a number of key advisors from the Chancellor's Cabinet. The Executive Policy Group is intended to be incident-specific, thus, not every Cabinet member will be assigned to the Executive Policy Group during every emergency.

Finance/Administration Section: The Section responsible for all incident costs and financial considerations.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System (ICS): The Incident Command System (ICS) is an element of the Command and Management component of the National Incident Management System (NIMS). ICS is designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The organizational structure is capable of responding to all levels of emergencies from simple to complex and provides the flexibility to respond to an incident as it escalates in severity. The purpose of ICS is to:
- Provide an organizational structure that can grow rapidly in response to the requirements of the emergency;
- Provide the Incident Commander with the control necessary to direct and coordinate all operations and all agencies responding to the incident;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Activate only those positions needed to manage a particular incident or level of incident; and
- Promote proper span of control and unity of command.

Incident Objectives: Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

Line Officer: The UW-Stevens Point Line Officers include the Chancellor and Vice Chancellors.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and materials for the incident.

Memorandum of Understanding (MOU): Written agreements between departments/agencies that require specific services to be accomplished by one agency in support of the other.

Mission Essential Functions (MEFs): The limited set of functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards.

National Incident Management System (NIMS): NIMS is a structured framework used nationwide by governmental and nongovernmental agencies to prepare for, respond to and organize the management of natural and/or human-made disasters at the local, state, and federal levels. NIMS consists of the following components:

1. Communications and Information Management
2. Resource Management
3. Command and Coordination

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The period scheduled for execution of a given set of operation actions as specified in the Incident Action Plan or Emergency Operations Center Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident.

Orders of Succession: Provisions for the assumption of senior agency offices during an emergency if any of those officials are unavailable to execute their legal duties.

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from incidents. Preparedness is a continuous process. Preparedness involves identifying threats, determining vulnerabilities, and identifying required resources.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Primary Mission Essential Functions (PMEFs): The department's essential services that must continue with no or minimal disruption. The performance of the primary mission essential function:

1. Cannot be interrupted for more than 12 hours;   OR
2. Enables the university to provide vital human services, preserve civil authority, maintain public safety, protect assets, comply with state/federal laws, or sustain   financial viability.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Reconstitution: The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

Recovery: The implementation of prioritized actions required to return an organization's processes and support functions to operational stability following an interruption or disaster.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/Administration.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Technical Experts: Personnel with special skills that can be used anywhere within the ICS organization.

Threshold Incident: any emergency incident which requires notification of senior University officials. These include serious incidents involving a loss of or threat to life, major property damage, major regulatory or legal risk, and/or significant media interest.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Vital Records: Electronic and hardcopy documents, references, and records to support essential functions during a continuity event. The two basic categories of vital records are (1) emergency operating records and (2) rights and interests records.

Appendix C – Record of Changes

Date Completed	Part Affected	Completed By
1/2014	Updated personnel contacts and added ICS position descriptions	Emergency Management Specialist
8/2015	Entire plan revised – inclusion of ESFs	Emergency Management Specialist
2018	Updated contact numbers – Annex B Added Hazardous/Severe Weather Plan	Emergency Management Specialist
2/14/19	Updated – Basic Plan and Appendices	Emergency Management Specialist
11/10/22	Updated – Basic Plan and Appendices, removed key contacts from Appendix I	Emergency Management Specialist
10/18/23	Updated – Basic Plan and Appendices (added EOC levels graphic, fixed broken links, edited Appendix D)	Emergency Management Specialist

Appendix D – Record of Distribution

The Emergency Operations Plan (EOP) is distributed to designated university personnel (see the distribution list below), local response agencies and is available to the campus at large online.

POSITION/DEPARTMENT	POSITION/DEPARTMENT
VC for Business Affairs	Director, DATC
Chancellor	Assoc. VC for Teaching, Learning, & Strategic Planning
VC for Student Affairs	Assoc. VC for Personnel, Budget, and Grants
Provost/VC for Academic Affairs	Assistant Dean of Students
VC for University Advancement	Assoc Dean CNR - AA
Chief Marketing and Enrollment Officer	TNR Building Manager
Chief of Staff	Associate Dean of Students
Executive Director Economic Engagement	Dean, CNR
University Police Chief	Dean, CPS
Sustainability Coordinator	Dean, University College
HR Manager	Chemical Hygiene Officer
Director, Housing	Campus Executive (Wausau)
Director, Counseling	Biological Safety Officer
Director, Facilities	Director, OIE
Director, Strategic Communications	CBB Building Manager
Associate Director, University Centers	
Dining Customer Service Manager	
Medical Director	
Director, Facilities Planning	
Emergency Management Specialist	
EHS Specialist	
Chief HR Officer	
Dean of Students	
University College Business Manager	
Risk Manager	
Purchasing Director	
Facilities Operations Coordinator	
Chief Information Officer	
Campus Executive (Marshfield)	
Asst. AD, Facilities	
Director, University Centers	Portage County Emergency Management
Dean, COFAC	Portage County Sheriff's Office
Director, Conferences & Events	Portage County Health and Human Services
Director, Athletics	Stevens Point Police Department
Dean, COLS	Stevens Point Fire Department

Appendix E – Emergency Procedures for Students, Faculty, Staff and Visitors

General Emergency Response Guidelines

For all life/property threatening emergencies dial 9-1-1. University Police should then be called at 715-346-3456. When calling emergency personnel, stay on the line until all requested information is provided. Hang up only after you have been told by the dispatcher.

As quickly as possible, people at the scene of an emergency must determine the basic incident facts (who, what, when, where, and how) and get this information to University Police. University Police assesses the situation and if warranted will contact Emergency Operations Team member as necessary. Together they will assess the seriousness of the event and follow process described in *Functional Annex B – Emergency Operations Center (EOC) Activation* (confidential) for activation of Emergency Operations Center, if warranted.

> **REPORT EMERGENCIES Call 9-1-1**
> **Notify University Police**
> **715-346-3456**

Campus Map - A UW-Stevens Point campus map can be found in **Appendix G** or at http://www.uwsp.edu/landing/Pages/campusMap.aspx.

Maps: Evacuation Routes and Storm Shelters – Campus floor plans showing the building evacuation routes and severe weather storm shelters are found online on the Facilities Planning intranet.

General Evacuation Procedures

Evacuation from buildings may be required due to emergencies such as fire, chemical spill, bomb or other threats, terrorism, or during other immediate safety and health crisis. Supervisors, Faculty, Department Heads, Managers, and other staff must advise their employees, visitors, and students on evacuation procedures.

Be familiar with all exit locations of buildings you frequent prior to an emergency. Never ignore an evacuation alarm. To do so puts your life and responding emergency personnel lives in extreme danger. **It is your responsibility to evacuate and is also required by Wisconsin law. Violators will be fined.**

In the event of a fire or other event (e.g., chemical spill) requiring building evacuation:
1. **Pull a fire alarm and leave the building.** Notify others to the nature and location of emergency on your way out. Remain calm and do not panic, proceed calmly to the exterior, and never push others. If the exit is blocked or crowded, use a secondary exit.
2. If time permits, shut down any hazardous equipment or processes.
3. Provide assistance to those with special needs, if able. If not able, reassure them that you will send help. Provide their location to emergency responders.
4. **Evacuate the building using stairs and closest exit.** Do not use an elevator during fires.
5. **From a safe location and distance, dial 9-1-1 and call University Police at 715-346-3456** with information about the emergency and its location. *Note: When a fire alarm is pulled, University Police receives an electronic alarm signal stating location of the incident.*
6. Once evacuated, move away from the building a minimum of 100 yards and go to your designated meeting location. Ensure you are accounted for by your Supervisor, Hall Director, or Faculty. Follow directions of fire, police,

and University Police. If you are aware of an individual unable to self-evacuate or in need of medical care, immediately call 9-1-1 and tell the dispatcher the exact location of the person(s). Expanded evacuation may be required depending on the hazards present. Follow directions.

7. For individuals with disabilities, see the following section, *Evacuations of People with Disabilities* for applicable instructions.
8. The individual that pulled the alarm and/or persons with information regarding stranded occupants or other emergency details must notify responding emergency personnel.
9. Do not reenter the building until authorized by emergency command personnel.
10. If you observe staff or students not taking an alarm seriously, please encourage them to do so. It may save their life and will reduce the risks to responding emergency personnel.

Evacuations of People with Disabilities

In the event of an evacuation, UW-Stevens Point University Police and Emergency Personnel will check the stairwells and the building to determine if any person(s) require evacuation. The Stevens Point Fire Department will provide emergency evacuation services for personnel with disabilities. If you are aware of an individual unable to self-evacuate, immediately call 9-1-1 and tell the dispatcher the exact location of the person.

It is the responsibility of the disabled person to follow evacuation procedures. The Building Manager, Dean, Department Chair, or Director shall ensure that the evacuation procedures are made available to all students and employees. UW - Stevens Point employees and students are not required to evacuate disabled individuals. *Any assistance that is rendered is voluntary.*

Emergency Procedure for Persons Needing Assistance to Evacuate
1. If you are on a building floor **WITHOUT** exit doorways directly to the outside, and you hear a fire alarm, or are informed of fire or another emergency:
    a. Go to a safe area immediately and close the door. Safe areas should have a closable door and may include:
        i. **Stairwells** (*preferred location).* Stairwell landings are preferred because generally exit stairways have fire prevention construction and landings provide visibility, quicker response and access for emergency personnel.
        ii. If unable to reach stairwell, rooms with windows to the outside and equipped with a telephone.
    b. Inform or ask someone, a building occupant or manager, to alert 9-1-1 of your presence and location.
2. If possible, call 9-1-1 to ensure rescue personnel are notified of your location and:
    a. Request **"IMMEDIATE ASSISTANCE TO EVACUATE"**, especially if threatened by smoke or toxic fumes;
    b. Provide operator with your exact location, building name, floor and room number;
    c. Give phone number you are calling from;
    d. Remain by the phone. Police have radio contact with officers at the scene and will keep you informed of situation.
3. If unable to communicate or call from a safe area, get in front of a window and signal emergency responders from the window to alert them of your presence. Use towel or other means to draw attention to your location. Try to seal any cracks, vents, etc. where smoke might enter. Follow other applicable **Fire procedures found in Appendix E.**
4. If you are on a ground floor (main floor) with exit doors, leave the building by normal means following the above applicable general evacuation procedures.

Designated Meeting Locations
Each Department should (in advance) designate exterior meeting locations at least 100 yards away from the building for their employees, students, staff, or visitors to meet at in the event of an evacuation. This meeting point must be

communicated in advance to affected personnel. The Department must designate an individual who will be charged with accounting for all persons and reporting missing individuals to emergency personnel. Due to work patterns and other variables, knowing where everyone is in a building is not always feasible, but each department can review this based on their circumstance. *Note: exterior meeting locations may not be available due to potential emergency conditions. Be prepared to take orders from emergency response personnel. Report any missing individuals to emergency response personnel with name and possible locations in building.*

Resources
Knowing the location and operation of a fire alarm pull-station is essential. **Alarm pull-stations are most commonly found near exits and stairwells.** Simple directions on its use are written on the pull-station. *Know where pull-stations are located in the areas that you frequent on campus.* Instantly sounding the alarm at the first sign of the need to evacuate is critical. Rapid initiation of an alarm may mean the difference between life and death.

Medical/Health/Psychological Emergencies

Medical Emergencies

If you see someone in medical distress or for any medical emergency call 9-1-1 immediately.   Additional response guidelines below:

Response

> **REPORT EMERGENCIES Call 9-1-1**
> **Notify University Police**
> **715-346-3456**

1. **DIAL 9-1-1** (or designate someone). State your name, the location, nature and severity of the medical/emotional emergency. If available, have someone remain with the victim while the call is made.
2. **STAY ON THE LINE**: The 9-1-1 emergency dispatcher may give you some first aid instructions to perform on the patient prior to the arrival of emergency personnel. University Police must also be contacted at 715-346-3456.
3. **Assess the situation** – quickly determine if victim is breathing and has a pulse.
4. **Keep area clear**. In general, victims should not be moved unless other hazards pose an immediate threat to life. If possible, have someone stay with the victim.
5. **Have someone waiting** at the entrance to direct emergency personnel to the victim(s).
6. **Offer first aid**, including cardiopulmonary resuscitation (CPR)/automated external defibrillator (AED) if trained, willing to do so, and aid is needed and allowed.
7. Follow any further instructions received from emergency personnel.
8. Use protective equipment if possible and refer to the UW-Stevens Point Bloodborne Pathogens policy for any cleanup procedures if bodily fluids are present.
9. **If you may have been exposed to blood or other infectious materials through the provision of first aid or through a needle stick, contact University Police at 715-346-3456 or Environmental Health and Safety at 715-346-2320** for information regarding medical attention and injury reporting.
10. Do not drive a medical emergency victim to the hospital or allow them to drive.

Completion of Post Injury Reports

- **Work-related injuries**

Supervisors, together with the employee, must complete the worker's compensation reports. Contact Environmental Health and Safety for assistance.

- **Non-UW-Stevens Point Employee Injuries**

Complete the nonemployee injury report. Contact Environmental Health and Safety for assistance.

Resources

- [UW-Stevens Point Student Health Service](#)
- UW-Stevens Point Emergency Management 715-346-4464

Suicide

Response to Suicide Threats or Concerns

When a threat is immediate, but no suicide attempt has actually occurred, stay with the person or have someone stay with the person and get immediate assistance. Contact any of the following for assistance:

- Applicable Hall Director
- Director of Housing and Residence Life
- Dean of Students (for students)
- 9-1-1
- University Police at 715-346-3456
- UW-Stevens Point Counseling 715-346-3553

Establish a caring, supportive, assuring, accepting and firm relationship. Elicit suicidal thoughts and do not remain vague. If the person says, "I wish I were dead," respond, "Are you thinking of suicide?" You will not contribute to a suicide by discussing these feelings directly; you may well prevent a suicide.

When the suicide threat is not immediate, but suggested, identify with the person a contact for support. Make sure to regularly follow up with them. Refer the person to the UW-Stevens Point Counseling Center or a treatment center of their choice.

Ensure the individual has a list of professional agencies to contact for assistance:

24-Hour Crisis Assistance	9-8-8
University Police	715-346-3456
Stevens Point Police Department	715-346-1500
In Case of Emergency	**9-1-1**

Contact the UW-Stevens Point Counseling Center, 715-346-3553, for confidential assistance in all suicide threats or with general questions or concerns.

Prevention/Resources
- [UW-Stevens Point Counseling Center, 715-346-3553](#)
- [American Foundation for Suicide Prevention](#)
- [IMAlive](#): live online chat

Response after Suicide Attempt

If a suicide attempt has already been made, follow the [Medical Emergencies - Emergency Management | UWSP](#) response procedures. Perform first aid if trained. Attempt to get the details of the timing and method (i.e., item ingested, amount taken, weapons used, etc.).

After emergency responders have arrived, contact the following as applicable:

- **For students living in a residential hall,** contact respective Residence Hall Director.
- **For student suicide attempts,** contact Dean of Students at 715-346-2611
- **For staff suicide attempts on campus,** contact Human Resources Director.

On-Campus Death

Medical Emergencies response procedures are to be followed first in the event of a death or suspected death. **ALWAYS Call 9-1-1.**

Response

The response steps below are to be followed after the Medical Emergencies response steps have been completed and Stevens Police have responded. In the event of a confirmed death on campus:

> **REPORT EMERGENCIES Call 9-1-1**
>
> **Notify University Police 715-346-3456**

1. Do not interfere with scene of event and follow directions from emergency response personnel.
2. Secure area and keep crowds at a safe distance.
3. In the event of a death of a student, University Police (715-346-3456) and Dean of Students (715-346-2611) are to be contacted immediately.
4. In the event of a death of an employee or visitor, University Police (715-346-3456) and Vice Chancellor for Business Affairs (715-346-2641) are to be contacted immediately.
5. The Dean of Students, Vice Chancellors along with University Communications and Marketing will ensure appropriate notification and procedures are arranged and completed for all deaths on campus. This will include:
   a. Notification to family of victim following established policy.
   b. Notification to University officials, victim's roommates, closely affected campus population, and the entire campus community.
   c. Determine the need to call an Emergency Operations Team meeting.
   d. Make arrangements for alternate temporary living quarters as required. Ensure any affected areas are remediated.
   e. Publish fact sheets to be released as needed.
6. For death of UWSP employee as result of work-related incident, Human Resources (715-346-2618) must be notified immediately. See Injury Reporting section for details.
7. Refer affected students to UW-Stevens Point Counseling Center.
8. Refer affected employees to the Employee Assistance Program.

Psychological Crisis

A psychological crisis exists when an individual is threatening to harm themselves or others or is substantially out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested.

Response

If a psychological crisis occurs:

1. Remain calm. Do not attempt to handle a dangerous situation. Evacuate immediate area if needed.
2. Notify University Police at 715-346-3456.
3. **Call 9-1-1 if immediate threat to safety.** Provide the following information:
   a. Your name.
   b. Precise location.
   c. Observed symptoms of behavior.
   d. Individual's name, if known.
   e. Until help arrives, be pleasant, considerate, and understanding to avoid aggravating the situation.
4. Do not argue with the individual. Try to determine and recognize the individual's point of view. Do not confront / detain the individual.
5. Have someone meet law enforcement at the entrance to the building and provide up-to-date information. University Police will provide direction from that point forward. UW-Stevens Point Counseling Center will be called at 715-346-3553 for assistance as needed.
6. Refer to Violent or Criminal Acts section as required.

> **REPORT EMERGENCIES Call 9-1-1**
>
> **Notify University Police 715-346-3456**

Resources

- UW-Stevens Point Counseling Center, 715-346-3553
- IMAlive: live online chat network
- UW-Stevens Point Report a Concern online form
- 24-hour Crisis and Suicide Lifeline – chat or text **9-8-8**

Contagious Disease Outbreak

Response

1. Contact UW-Stevens Point Student Health Service at 715-346-4646 in the event of an actual or suspected contagious disease outbreak.
2. Student Health Service staff or Residential Living staff notifies UW-Stevens Point Director of Health Services of a possible contagious disease outbreak. The two primary categories are [foodborne illness,](#) and [meningitis,](#) which is spread by exposure to respiratory secretions.
3. UW-Stevens Point Student Health Service Director calls Portage County Health and Human Services (PCHHS) with case data. They jointly determine if an epidemic is threatened and if preventive action is necessary.
4. University Police is informed of the situation and is instructed that the situation is being actively investigated. Emergency Management is notified for emergency planning purposes.
5. Incident description and causative agent exposure concerns are communicated by Student Health Service to the Vice Chancellor for Student Affairs who communicates with Chancellor to determine if an Emergency Operations Team shall be assembled.
6. The PCHHS Department works with the UW-Stevens Point Student Health Service to:

   - Notify local hospital and other health care providers of the incident and coordinate information exchange and medical and transportation needs
   - Identify causative agent
   - Review standing links and make available information links regarding causative agent/disease. See [Diseases and Conditions.](#)
   - Determine isolation measures
   - Communicate information preventive measures throughout the community.
   - Establish phone banks to provide information
   - Triage possible victims
   - Obtain necessary medications, supplies, location(s), and staff
   - Set up treatment center(s)
   - Update and further advise the Emergency Operations Team

Prevention/Resources

- The Environmental Department of the PCHHS conducts regular inspections of food services and campus swimming pools.
- Persons exposed to serious contagious diseases should avoid public places and classrooms.
- University Student Health Service staff is trained in recognizing contagious disease syndromes and alerting supervising medical officers.

Local, state, and national health resources include the following:

Influenza

Influenza, or flu, is a contagious respiratory disease, not a stomach or intestinal disease.

Main symptoms are fever, chills, headache, extreme tiredness, dry cough, sore throat, and muscle aches.

Flu Viruses are primarily spread mainly from person to person in close contact (3ft or less) through coughing or sneezing by people with the flu. Sometimes people may become infected by touching something – such as a surface or object – with the flu virus on it and then touching their mouth or nose.

The single best way to prevent influenza is to get vaccinated each year. In addition, good health habits like covering your cough and washing your hands often can help stop the spread of germs and prevent respiratory illnesses. Below are

three basic steps that are excellent prevention measures everyone can follow. *See Take Preventative Actions. Prevent Flu!*

Stay Home When You are Sick! Until at least 24 hours after the fever is gone, or after symptoms have improved (at least 4-5 days after symptoms started).

Covid-19 versus Flu – How can you tell the difference?
- Influenza (flu) and Covid-19 are both contagious respiratory illnesses.
- Flu and Covid-19 are caused by different viruses.
- Covid-19 seems to spread more easily than flu.
- Covid-19 can cause more serious illnesses in some people.
- Symptoms of flu, Covid-19, and other respiratory illnesses are similar.
- Testing is needed to tell what the illness is and to confirm and diagnosis.

See the CDC's webpage for the best available information: Similarities and Differences between Flu and Covid-19

It can be difficult to tell the difference as both share the same symptoms. Colds are usually milder than flu. Special tests can tell if a person has the flu. See the CDC's page: Cold Versus Flu

Take Preventative Actions. Prevent Flu!
1. Get Vaccinated. The single best way to prevent the flu is to get vaccinated each year.
   - Influenza vaccinations for university students may be obtained at Student Health Services
   - Employees, contact your health care provider.
2. Stop Germs. Good health habits like covering your cough and washing your hands often can help to stop the spread of germs and prevent respiratory illnesses like the flu.
   - Avoid close contact with people who are sick.
   - Stay home when you are sick.
   - Practice excellent respiratory etiquette. Cover your mouth and nose with a tissue when coughing or sneezing. Don't use hands. It may prevent those around you from getting sick. Wash hands afterward. Throw away tissue when done.
   - Washing your hands often will help protect you from germs.
   - Avoid touching your eyes, nose, or mouth.
   - Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
3. Antiviral Drugs. If one becomes ill, seek necessary care from your health care provider and follow their directions. This may include prescription of antiviral drugs.
   - If personals with flu symptoms must leave their residents (i.e., to seek medical attention), they should cover their nose and mouth with coughing or sneezing. A surgical loose-fitting mask or a tissue may be helpful.
   - If possible, persons with flu symptoms who wish to seek medical attention should contact their health care provider or Student Health Services to report illness by telephone or other remote means for guidance before seeking care in an effort to reduce the spread of the virus.

When should I seek emergency medical attention?
Seek medical attention immediately if you are experiencing any of the following:
- Difficulty breathing or shortness of breath
- Purple or blue discoloration of the lips
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Seizures

- Flu-like symptoms that improve but then return with a fever and worse cough

Other UW-Stevens Point Actions
- Departments/Units should have hand sanitizer (with at least 60% alcohol), disposable disinfectant wipers, and Kleenex available for general use. Wipes can be used by employees and students to routinely wipe down frequently used surfaces. Ensure items are disposed of properly in garbage containers. UWSP Departments/Units should order these items directly for their respective areas.
- Campus General Supplies: Hand sanitizer, disposable sanitizing wipes, dispensers, and tissue are all available to order through UW-Stevens Point Central Stores
- Departments and Maintenance areas are to establish regular schedules for frequent cleaning of high-touch surfaces (e.g., bathrooms, doorknobs, elevator buttons, rails, shared computers, food service areas, remote controls, and tabletops). Custodial steps up their cleaning efforts throughout campus, however all individuals can help in this effort by keeping their individual work and study areas clean. Most household disinfectant cleaners and detergents are effective for influenza.
  Any cleaner questions contact Environmental Health and Safety at 715-346-2320.
- Areas with high frequency of hand-to-hand exchanges, such as monetary or paper exchanges should have procedures in place to help reduce the risk of spreading the virus such as hand sanitizer, education posters, surface cleaning products and procedures, Kleenex availability, etc.
- Residential Living sends specific guidance for UW-Stevens Point residents. We encourage students to frequently clean their living quarters, including high-touch surfaces.
- We encourage all campus community to help in education of all individuals at UW-Stevens Point. Pass on key information to students, employees, family, friends, others. This can be done at employee meetings, beginning of class, prior to meetings, discussions, etc.
- Students may contact Student Health Services with health-related questions or concerns at 715-346-4646.

Pandemic

A pandemic is a global disease outbreak. It is determined by how the disease spreads, not how many deaths it causes. For example, when a new influenza A virus emerges, a flu pandemic can occur. Because the virus is new, the human population has little to no immunity against it. The virus spreads quickly from person-to-person worldwide.
UWSP monitors pandemic conditions and has Pandemic response plans developed.
Also see Disease Outbreak News (who.int)

Buildings and Grounds Emergencies

Fire/Explosion

The procedures below outline the general response to fires and explosions.

Response

1. If you see smoke or fire, shout "fire" and activate the nearest fire alarm or pull station.
2. Leave the building following general evacuation procedures. Alert other occupants to evacuate. Use stairs, not elevators.
3. From a safe location, call 9-1-1 and University Police at 715-346-3456. (Give name, building name, address, floor, location, etc.).
4. In addition to standard evacuation procedures, follow these specific Fire Evacuation Instructions:
    a. Don't use a fire extinguisher unless you have first called 9-1-1.
    b. Portable Fire Extinguisher use allowed only if:
        i. User is properly trained.
        ii. Fire is small, contained, and in early stage (e.g., wastebasket, few rags, etc.).
        iii. **Report ALL fire extinguisher use to Facility Services at 715-346-4219.**
    c. **Before opening a door,** touch the doorknob with the back of your hand to feel if it is warm or hot. If it is, DO NOT OPEN THE DOOR, USE ALTERNATE EXIT ROUTE. If you encounter smoke, stay low. Place a towel or cloth over your head and face. Breathe through the towel by taking short breaths through your nose. Wear something that can be easily discarded if it catches on fire such as a blanket. Should your clothes catch fire, stop, drop, and roll to put it out.
    d. **If the doorknob is not hot,** ensure all room windows are closed, brace yourself against the door and 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. Follow the same procedure through all doors as you exit the building. If all exits are blocked, go to the closest safe room, and follow the next instruction.
    e. **If all paths are blocked by fire or heavy smoke and height of building floor does not allow for window exit**, check outside window for presence of rescue crews and signal them by hanging an object out the window (i.e., sheet, jacket) or by other means. Keep doors closed between you and the fire. If possible, call 9-1-1 and inform dispatcher of your situation and exact location. Open windows only when necessary. Seal cracks around the door and at other places where smoke appears to be entering with wet towels, blankets, or similar materials.
    f. Upon exiting building, notify fire department of source of fire, explosion or other pertinent information.
    g. **Do not reenter building until authorized by fire department.**

Flooding

Flooding may include storm water, building infiltration, sewer backups, or plumbing sources.

Response

1. In all flooding situations, be aware of electrical equipment, appliances, cords, power strips, outlets, light/appliance switches, and other electrically connected items.

REPORT EMERGENCIES Call 9-1-1

Notify University Police 715-346-3456
_____

Report ALL Kitchen Fires to Environmental, Health and Safety 715-346-2320

Report ALL Fire Extinguisher Use to Facility Services 715-346-4219

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    a. **Do not** go near water that is touching or near electrical items.

    b. **Do not** touch or go near electrical objects in contact with water. If electrical circuits or items appear to be getting wet, leave the area immediately.

    c. **Do not** enter an area where electrical equipment or service may be in contact with water.

    d. **Do not** contact water involving sewage backup without proper personal protective equipment.

    e. Secure areas to prevent access as needed.

2. **Notify Facility Services** at 715-346-4219 and **University Police** at 715-346-3456 for all flooding situations.

    a. Try to identify the source of water and turn it off if this can be done safely.

    b. Evacuate personnel to higher ground, as needed, and attempt to protect property and records by removing items from floors or covering with water resistant coverings.

3. If the flooding is caused by torrential rain, attempt to close doors and windows to prevent water from entering. Also, attempt to protect property and records by removing items from floors.

4. Evacuation and other decisions will be made by the Emergency Operations Team and directions communicated to the campus. Portage County Emergency Management will be contacted to coordinate community evacuation and response in the event of a serious flood caused by torrential rain or river overflow.

5. Facility Services will contact a restoration company if such services are needed. Contact Risk Management for property insurance claim guidance.

Hazardous Materials Release

Hazardous materials releases may occur on campus from maintenance, laboratory, vehicle, facility or other activities involving the use of hazardous substances.

Prevention of Hazardous Materials Release

- Identify hazardous materials in the work environment
- Ensure containers are properly labeled, have adequate headspace, secure storage, properly capped and are in good condition
- Ensure incompatible materials are not stored next to each other
- Inspect hazardous material storage locations weekly
- Ensure employees receive hazard communication, chemical hygiene, hazardous waste, and other applicable safety training as appropriate
- Read and understand the *UW-Stevens Point Hazardous Materials Contingency Plan*

Response

1. Stand clear and warn others to remain clear of the hazard.
2. Isolate the release area, evacuating the immediate location.
3. Consult ***Determining Appropriate Hazardous Material Response*** for response guidance.
4. Assess the seriousness of the release and if necessary, contact University Police 715-346-3456 or dial 9-1-1 from a safe location. Provide the following information:

> **REPORT EMERGENCIES Call 9-1-1**
> **Notify University Police**
> **715-346-3456**

   - Name and telephone number of the reporter.
   - Location of the spill including name and address of facility or grounds location (e.g., Lot D, CNR Building, UW-Stevens Point Campus).
   - Time and type of incident (e.g., spill occurred at exact time).
   - Identification and quantity of materials involved (e.g., 50 gallons isopropyl alcohol waste at CNR parking lot D).
   - Extent of injuries (e.g., no injuries).
   - The possible hazards to the environment and human health outside the facility (e.g., possible contamination of ground water).
5. University Police will contact EHS to assess situation and activate appropriate response as described in this section.

The sections below provide further response instructions given the amount and degree of hazard of the hazardous material release.

Low Hazard Incidental Releases

- If the release does not represent a hazard beyond its immediate location:
  - Instruct the occupants to leave and secure the immediate area.
- Have staff member **post signs** outside area stating **"Danger – Hazardous Material Keep Away"**
- Arrange for cleanup. If trained and properly equipped, departmental personnel may clean up small incidental hazardous material releases. Waste materials are to be sent to EHS. *Contact EHS at 715-346-2320 for guidance and training resources.*

High Hazard/Major Releases

If the material is unknown or if it poses a hazard beyond its immediate location because of fire, toxicity, or explosion (e.g., very large quantity, highly volatile or toxic compound), follow Evacuation Procedures. If possible, to do so safely, post signs or other warning outside the immediate spill area to direct traffic away from the spill so those exiting the building do not go through affected area.

If deemed necessary, facility personnel may also be evacuated by the responding UW-Stevens Point emergency personnel, the Stevens Point Fire Department, Spill Response Company, Building/Department management, or other authority. If evacuation is necessary, the facility fire alarm system will be activated and Evacuation Procedures followed. Personnel will be expected to exit the building using the nearest safe exits. Personnel will not be re-admitted until an authorized by the Fire Department.

EHS will assess the situation. If necessary, resources are available (equipment and trained staff) clean-up procedures will be initiated. This may include use of Portage County Hazardous Material Response team or a State contracted Veolia **ES 1-800-688-4005** or WRR Environmental Services Co., Inc., **1-800-669-4162**. *Do not clean up unless trained and authorized.*

If a hazardous material/waste spill results in a release to the environment, the EHS Office will call
- Wisconsin Department of Natural Resources
- the National Response Center (for a major release)
- and UWSA Office of Risk Management to report the incident and provide pertinent information.

If the spill may represent a hazard to building occupants, Facility Services should be contacted to control ventilation in a manner that will minimize contaminant migration within the building. This may include controlling the supply and/or exhaust ventilation sources depending on the type of release. Facility Services can be reached at **715-346-4219.**

If exposed to chemicals, individuals must remove any contaminated clothing and flush all areas of the bodily contact with copious amounts of water (with the exception of chemicals that react with water) and seek medical attention immediately (see Medical Emergencies Procedure).

Hazardous Material Response Resources
- UW-Stevens Point Environmental, Health and Safety, 715-346-2320
- Emergency Response Guidebook
- WISER (Wireless Emergency System for Emergency Responders)
- SDS for given substance (available in applicable department)
- UW-Stevens Point *Hazardous Materials Contingency Plan*

Tornado/Severe Weather

Severe weather can occur throughout each season in the Stevens Point region. Tornados have been documented to occur in every month except February in Wisconsin. Other potential severe storms include thunderstorms, high wind, ice, hail, snow, blizzard, and rain. *See the National Weather Service website for detail weather information (additional sites referenced below).*

Watch versus Warning

Watches	
Conditions are favorable or expected but not occurring or imminent.	
Tornado	Atmospheric conditions are favorable for the development of severe thunderstorms capable of producing tornadoes.
Severe Thunderstorm	Atmospheric conditions are favorable for the development of severe thunderstorms (i.e. – producing hail at least 1 inch in diameter and/or 50 knot [58 mph] or greater wind speeds).
Warnings	
Conditions are occurring or imminent.	
Tornado	A severe thunderstorm has developed and has either produced a tornado or radar has indicated intense low level rotation in the presence of atmospheric conditions conducive to tornado development.
Severe Thunderstorm	A severe thunderstorm has developed, capable of producing hail greater than 1 inch in diameter and/or 50 knot (58 mph) wind speeds.

Source: National Oceanic and Atmospheric Administration

Response

1. **General Severe Weather Response** - Stay away from windows and exterior doors during all severe weather. Notification of a tornado warning will be made by:

   - County outdoor sirens.
   - The National Weather Service and Emergency Alert System via the broadcast media, NOAA weather radios, and email alerts (if equipped). **If conditions are present for possible severe weather formation, you must monitor and keep aware of severe weather possibilities. Always be prepared to take action!**
   - **For tornado warnings** – University Police will announce via voice public address systems in buildings equipped with voice-capable warning systems and by person in certain areas when possible. In addition, a Pointer Alert will be sent to campus.

Recipients of warnings must quickly disseminate weather information throughout their areas. This can be in the form of a phone tree or by walking through the area and verbally spreading the word.

2. Tornado **Watch** Response
   Tornado watch means that *weather conditions are favorable for the formation of a tornado*, but that no tornado has actually been sighted.
   - Monitor the local media, weather radios, and weather Internet sites for weather updates.
   - Be alert to changing weather conditions.

- Be prepared to take action if the weather situation is upgraded to a tornado warning.

3. Tornado **WARNING** Response
   - A **tornado warning** means a *tornado is occurring or developing*. Seek shelter immediately! When a tornado warning is issued, building occupants should take shelter in the lowest level interior room without window exposure - preferably in a basement.
   - See building floor plans online for shelter locations at UWSP.
   - Take a flashlight, battery-operated weather or other radio, and cell phone to the shelter area.
   - Shield yourself as well as possible by seeking shelter under sturdy objects, duck and cover your head with your arms, or by other available means.
     - o NOTE: If you are unable to get to the lowest area, go to an interior room or stairwell away from windows and exterior doors. Avoid wide-span structures such as gyms, pools, or large classrooms.
   - If for some reason you are unable to flee to a safer area, get under a desk, heavy table, or other object that could shield you from flying debris.
   - Remain in your shelter area until instructed to do otherwise by National Weather Service broadcasts, department management, or University Police.
   - 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. Never try to outrun a funnel cloud or tornado in a vehicle.
   - After a tornado, watch for secondary hazards such as electrical wires and other dangerous wreckage. If surrounded by debris, be aware that moving it may cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.

4. Severe Thunderstorm Response
   - Severe thunderstorm warning notifications will be made by NOAA Weather Radios and local broadcast media.
     - o Notify affected individuals and discontinue exterior work that may place persons in danger of the immediate storm.
     - o Seek interior shelter away from windows and exterior doors and close blinds and drapes.
   - If conditions worsen, individuals may be advised to relocate to the designated storm shelters as discussed above in the **Tornado Warning** section.

5. Ice/Sleet/Snow Response
   - Notification of a severe ice/sleet/snowstorm will be made by the same sources mentioned above.
   - Refer to the UW-Stevens Point Inclement Weather Policy, which can be obtained from the Human Resources Office at **715-346-2606**.
   - **WEATHER FOCUS: Facility Services' Ice/Snow Removal Process**
     - o When snow/ice removal is significant or overly complicated, Facility Services will declare a "Weather Focus" and issue a campus Message of the Day (MOD) announcement. Staff will temporarily shift from less critical tasks (e.g., cleaning, trash, and recycling pickup) to weather-related tasks (operating plow vehicles, sweepers, salters, snow blowing, shoveling and corridor clean-up) until after the "Weather Focus" concludes.
   - Exercise caution on outdoor walkways and while driving.
     - o Don't rush or take shortcuts.

o   Wear high taction footwear and fully wipe your boots on floor mats.
o   Report unsafe conditions to Facility Services (during business hours) 715-346-4219 and University Police (after hours) 715-346-3456.
o   **Whether driving or walking, Ice and Snow, take it slow!**

Resources See the emergency procedures [Severe Weather](#) webpage for additional resources.

Power or Other Utility Failure

In the event of a power, water, or other utility failure, contact UW-Stevens Point Facility Services at 715-346-4219 or University Police at 715-346-3456 and follow the procedures below.

Power Failure Response

> **REPORT ALL UTILITY FAILURES**
>
> *During Business Hours*
> **Facility Services 715-346-4219**
> _____
>
> **After Hours University Police 715-346-3456**

1. Report outages immediately to Facility Services at 715-346-4219 during regular business hours or University Police at 715-346-3456 during other times.
2. 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 as necessary and stay clear of all machinery during the power outage. Do not turn any equipment back on until authorized.
3. During the failure, remain in a safe location. Back-up generators will supply emergency lighting to most areas. Supervising staff/faculty must decide whether to dismiss staff/students in the event of an extended power failure.
4. Occupants should check and notify University Police of persons trapped in elevators or equipment that may present a hazard upon re-energization of the building. Department staff should conduct safety checks of all areas to determine if any person requires assistance.
5. No one should be in a work area that has no light. If the condition exists, move people to an area with at least minimal light (enough to locate an exit path).
6. *Each Department should make flashlights available to employees for use during a power outage.* In the event that emergency lighting fails, use flashlights to evacuate and conduct safety checks.
7. Lab users should follow these precautions:
    a. Put vital equipment on emergency power circuits if available. Check with Facility Services.
    b. Make a list of equipment that must be reset or re-started.
    c. Keep fume hood sashes closed and all containers capped.
    d. Check cold storage items. Use dry ice if necessary.

8. Facility Services and University Police will ensure that all affected equipment, security systems, and other alarms are reset.

Water Failure/Flood Response
1. Report outages immediately to Facility Services at 715-346-4219 during regular business hours or University Police at 715-346-3456 during other times.
2. Municipalities will provide additional directions regarding a water failure, including any water boil requirements.
3. During a flood, do not come in contact with flood waters and do not go near electrical equipment.

Steam Leak Response

Employees should do the following during emergencies caused by steam leaks:

1. If the steam leak is inside a building, employees should evacuate the area keeping away from steam and call Facility Services at 715-346-4219 during regular business hours or University Police at 715-346-3456 during other times.
2. Doors should be closed to isolate the affected area. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
3. Be aware that a steam leak may cause the building's fire alarm to sound. Employees should be advised to exit the building immediately even if it is ascertained that the problem is a steam leak.

Natural Gas Leak

If a natural gas leak is suspected or detected, follow the response instructions below.

Response

1. Stop all operations; turn off gas valves, open doors and windows, as you exit the building.
2. Immediately evacuate area.
3. Be certain to **prevent ignition sources** by not operating any electrical equipment, switches, lights, heaters, hot water, telephones, heat ventilation air conditioning systems (HVAC), outlets, lighters, matches, etc. during a hazardous gas leak.
4. **Do not use elevators unless authorized**.
5. From a safe location away from the leak, report incident to the Facility Services Department, 715-346-4219 and University Police at 715-346-3456. *Call 9-1-1 if an emergency.*

   If they are unavailable, contact Wisconsin Public Service at 1-800-450-7280.
      a. Provide your name
      b. Exact location of the leak (room, floor, etc.)
      c. Other applicable information

6. **Do not reenter building** until all clear is given by emergency command personnel.

Elevator Malfunction

Certain University buildings are equipped with elevator services. Emergency procedures involving elevators are covered below.

Response

   If you are trapped in an elevator,
1. Use the emergency phone to authorities. *Elevators are linked to temporary emergency generator power for phones, alarms, and emergency lights.*
2. If the phone is inoperable, turn on the emergency alarm/bell that will signal for help.
3. **DO NOT attempt to exit a stalled elevator** unless directed to do so by law enforcement, facility maintenance, or the fire department. If the alarm is inoperable, signal others outside the elevator by voice or other means.

   If a person is stranded in an elevator,
1. **DO NOT** attempt to force open elevator doors.
2. Push the elevator call button and provide the following information:

- Your name
- Building
- Floor
- Present situation

3. A person stranded in an elevator needs to be reassured that his/her situation has been noticed and help is coming. Keep in contact with stranded individuals until help arrives.

If you find an inoperative elevator without occupants,

- Notify your campus maintenance department.

Violence, Criminal, and Threat Related Emergencies

The following sections provide direction on various responses to violent/criminal activities, threatening activities, and suspicious activities. This included general response as well as response to specific incidents.

Everyone on campus is asked to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to University Police. Violent or criminal behavior may include but is not limited to, physical assault, sexual assault, thefts, vandalism, and workplace violence.

> **REPORT EMERGENCIES Call 9-1-1**
> **Notify University Police 715-346-3456**

General Violent / Crime / Threat Response

If you are the victim or observe a criminal act below are the general procedures to follow:

1. As soon as possible go to a safe location away from the violence and call 9-1-1 and provide them with:
    a. Your name.
    b. Nature of the incident.
    c. Location, date, and time of the incident.
    d. If medical assistance is needed.
    e. Description and location of person(s) involved.
    f. Description of property involved.
    g. If there are weapons involved.
    h. Description and license of any vehicles involved. Note direction of travel.
    i. Other relative information.
2. Follow Medical Emergencies procedure if immediate medical assistance is required.
3. Be observant, as the more information you can provide, the better chances are that the criminal will be apprehended.
4. While a crime is being committed, you have three options:
    a. Submit to suspect.
    b. Passive resistance (talking or reasoning with suspect).
    c. Active resistance (physical intervention). Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
5. Meet with the officer and follow his/her instructions.

Resources

University Police, 715-346-3456	UW-Stevens Point Counseling Center, 715-346-3553	UW-Stevens Point Human Resources, 715-346-4419
9-1-1	Stevens Point Police Dept. 715-346-1500	211 Info line
Private counselor/psychologist	Portage County Health & Human Services, 715-345-5350	Family Crisis Center: 715-344-8508.

Property Crime/Theft/Vandalism Response

The below provides guidance on property crimes. If crime involves threat to personal safety as well, follow other appropriate response.

Response
1. Go to a safe place and notify law enforcement.
2. Do not touch anything.
3. Meet with the officer at the location the officer requests.
4. Explain to the officer everything you observed, including telling the officer if you touched or moved anything. *Follow the officer's instructions.*
5. Contact Risk Management to fill an insurance claim for recovery of loss, if applicable.

Workplace Violence Response

Workplace violence may include a combination of the various emergency situations found in this section. Follow those instructions as necessary. However, below are some general response principles.

Response
1. Call 9-1-1 from a safe location following steps in General Violent Crime Response.
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.

Sexual Assault

Whether an acquaintance, partner, family member or stranger has sexually assaulted you, it is not your fault. There are things you can do right now to help yourself and to facilitate your recovery.

1. Find a safe place away from your attacker
2. Tell a person whom you trust, or call one of the following resources for support
   - University Police: 715-346-3456
   - Sexual Assault Victim Services (SAVS): 715-343-7125
   - UW-Stevens Point Counseling Center: 715-346-3553
   - UW-Stevens Point Student Health Service: 715-346-4646
3. **Options for reporting the incident to local or campus authorities**

Have you witnessed or received a report of a sexual assault? Any University employee who witnesses a sexual assault on campus or receives a report that a student has been sexually assaulted is required by 1989 WI Act 177 to report the assault to the Dean of Students.

1. Report forms are located in the offices of the Chancellor, Counseling Center, Student Health Service, Dean of Students, Residence Hall Directors, University Police, Academic Deans, and Department Chairs.
2. *Submit completed reports to the Dean of Students, Old Main, Room 212.* Such reporting is for statistical purposes only; no other action is required unless a victim should desire it. This is to ensure the victim remains in control of the decisions made and to respect their privacy.

Policies, procedures and resources

- UW-Stevens Point Dean of Students Sexual Assault Information page Includes information such as, what to do after an assault, how to report an assault, legal definitions, common feelings after being assaulted, recovering from an assault, etc.
- UW-Stevens Point Counseling Center resource page Includes services/support available for victims of sexual assault and prevention measures.

Active Shooter – (RUN, HIDE, FIGHT)

An active shooter can be defined as *an armed person(s) (i.e., handgun, rifle, etc.) who has used deadly physical force on other person(s) and continues to do so while having unrestricted access to additional victims.* Every active shooter situation is unpredictable and will require individual judgment and alterations given unique circumstance of each situation. However, basic recommendations to follow to help protect in these situations is provided below.

The campus will make all attempts to notify campus utilizing email, full-screen computer pop-ups, verbal or other and notification via available speaker systems (emergency audio broadcasts) in those buildings equipped with such systems or other means. *See Emergency Communications and Public Warning section for further details on notifications.*

Response

Voice commands from responding emergency personnel shall be followed at all times. However, if you are not under the direction of emergency response personnel and you hear the term **ACTIVE SHOOTER** announced or made otherwise aware of an active shooter, follow the options depending upon your location and the given circumstances listed in the scenarios below:

RUN: If in the affected building and able to escape shooter's area
1. Exit the building immediately using the nearest exit or window (if safe), move to a safe location.
2. Warn others on way out of emergency and need to exit immediately.
3. Call 9-1-1 from a safe location. (Use phone in other building, cell phone, or Blue Light phones). Provide police with the following:

> # When safe to do so, Call 9-1-1

   a. Your name and location.
   b. Nature of the incident.
   c. Location of the incident and location of shooter.
   d. Number of shooters involved, if known.
   e. Identification or description of the shooter(s).
   f. Weapon or weapons involved (i.e., rifle, handgun, etc.)
   g. If medical assistance is needed. *Follow Medical Emergencies procedure if immediate medical assistance is required.*
   h. Other requested information.
   i. If requested, meet emergency response personnel in safe location for further debriefing.
4. If law enforcement have already responded when evacuating follow their orders exactly and answer their questions. **Keep your hands empty, raised and in plain view at all times.** Carry nothing that could be mistaken for a weapon. ***Remember law enforcement do not know who the shooter is.*** *Stay away from affected building(s).*
5. Wait for directions from emergency personnel and campus.

Follow directions below for "NOT in Affected Buildings".

HIDE: If in the affected building and able to escape shooter's immediate area but unable to exit the building
1. As soon as possible go to a safe location away from the violence and danger. Notify anyone you may encounter to do the same.
2. Go to the nearest room or office that is safe and lock door if able. Draw window shades if available. Barricade entrance if possible with desks, chairs, etc. Do not answer the door.
   a. For classrooms – stay in classroom and lock door if able. Faculty leading classrooms are to follow these instructions and direct their students in these steps.
3. Spread out if able. Do not huddle together. Keep calm and keep others calm.

4. Call 9-1-1 when it is safe to do so. Provide police with the following:
    a. Your name and location.
    b. Nature of the incident.
    c. Location of the incident and location of shooter.
    d. Number of shooters involved if known.
    e. Identification or description of the shooter(s).
    f. Weapon or weapons involved (i.e., rifle, handgun, etc.)
    g. If medical assistance is needed. Follow Medical Emergencies procedures if immediate medical assistance is required.
    h. Other requested information.
    i. If requested meet emergency response personnel in safe location for further debriefing.
5. Turn off lights, go to the back of the room and remain quiet. Act as if no one is in the room. Stay down at ground level (kneel or lay down). Take protective cover under desk or other location. Stay away from windows and doors. Think of plan of action if shooter enters your room (see below for direct conflict guidance).
6. Wait until law enforcement respond and provide direction. When you encounter the law enforcement follow their orders exactly and answer their questions. Keep your hands empty, raised, and in plain view at all times. Carry nothing that could be mistaken for a weapon. Remember law enforcement do not know who the shooter is.

FIGHT: If unable to escape shooter's area and in direct conflict with shooter

1. There is no one exact procedure in these excruciating situations. **Call 9-1-1 if at all possible and leave phone line open if unable to talk.**
2. If able to escape – do so immediately and follow instructions above.
3. If unable to escape, use your best judgment and what you are capable of. Only you can decide what you are capable of. Below are possibilities:
    a. Commit to your actions and act as aggressively as possible against the shooter.
    b. Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
    c. Be prepared to cause severe or lethal injury to the shooter.
    d. Throw items and improvise weapons to distract and disarm the shooter.

Remainder of Campus Community NOT in the Affected Buildings:

1. Upon notification of ACTIVE SHOOTER:
    a. DO NOT go near affected building(s).
    b. Stay in safe location and lock doors.
    c. Remain in safe location until notified by authorities or campus (i.e., stay in secure classroom/office, residential hall, etc.).

If you hear the notification off-campus, REMAIN off campus until notified by authorities it is safe to return to campus.

Other Information for Active Shooter

- For Faculty teaching course – direct your students in above steps.
- Supervisors/Managers shall direct their employees in above steps.
- Remain as calm as possible in these situations and keep focused on survival. Be familiar with the building rooms, routes, and exits. See building maps on walls of the buildings on the Facilities Planning Intranet. Prepare in advance.

- University Police and the Stevens Point Police Department will respond to these situations and take incident command. These units will evaluate the situation to determine the best course of action for the safety of the UW-Stevens Point community.
- As stated, every situation is unique. Use the procedures above as well as follow closely directions from responding law enforcement.
- University Counseling Center, 715-346-3553, will be made available after any active shooter situation. Announcement will be made with necessary details.

Training

Training in the above procedures prior to event is critical for all of the campus community so that response is a reaction, not a question. **Contact UW-Stevens Point University Police (715-346-3456) to schedule training.**

Hostage Situation (not Active Shooter)

For any hostage situation, IMMEDIATELY CALL 9-1-1 and University Police at 715-346-3456. Follow emergency procedures below.

NOTE: *For situations involving Active Shooter, see previous section.*

> **REPORT EMERGENCIES Call 9-1-1**
> **Notify University Police 715-346-3456**

Response

For Those Held Hostage

1. The initial 45 minutes are the most dangerous. Be patient, calm, and follow instructions. Don't make any sudden abrupt movements that may jeopardize your well-being. Avoid heroics. Don't threaten or intimidate. Keep a safe, non-intimidating distance. Keep your hands clearly visible.
2. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor or make promises that cannot be kept. Avoid appearing hostile. Maintain eye contact but do not stare. Treat the captor as friendly as possible.
3. Comply with instructions as well as you can. Do not argue and be alert.
4. Look for a place to dive or jump. Negotiations may not always be effective, be thinking about a potential escape plan for yourself and others. Move laterally away from the threat, put as many barriers as possible (e.g., desk, walls, doors) between yourself and the threat.
5. Be observant. Try to remember all distinguishable characteristics. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone should a line be patched to your location. Attempt to establish rapport with the captor. If medications or first aid are needed by anyone, say so.

For Those Outside the Hostage Situation

1. Ensure 9-1-1 has been called.
2. Using either the intercom or messenger, notify affected departments, classes, and individuals to evacuate away from the hostage situation. Isolate hostage area to prevent others from entering and evacuate the area.
3. Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage, and other witness information.
4. Provide law enforcement with floor plans of area and arrange for any assistance as necessary.
5. Law enforcement will take command of situation. Follow their subsequent directions until situation is resolved.

Bomb Threat

In the event a bomb threat is received follow the procedures below:
Response

1. **If the bomb threat is by phone**, **keep talking to the caller and attempt to get as much information as possible**. On display phones write down the number that the call is coming from, the time, and date of the call.
2. Fill out the Bomb Threat Call Checklist as soon as practical. Take exact notes. The Police Department and University Police will use this information.
3. Ask the caller the exact location of the bomb (building, floor, room, etc.), the time the bomb is set to go off, the kind of bomb, the timing device. Note the caller's speech pattern, accent, lisp, distinguishing characteristics, and any background noises. Record all statements made by caller.
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 9-1-1 and then notify University Police at 715-3456 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.

Evacuation of Buildings

The Stevens Point Police Department and Fire Department can give a lawful order to evacuate a building. Campus University Police, Line Officers, and Directors may also order an evacuation. Follow Evacuation Procedures if one is so ordered.

UW-STEVENS POINT POLICE Bomb Threat Checklist

All bomb threats are taken seriously until proven otherwise. In the event a bomb threat is received by any means, follow the below procedures. Contact University Police (346-3456) or 911 immediately after the call.

In-Person: Sometime people make threatening comments out of frustration or as a joke. Contact University Police with the details of what was said for follow-up. Note the date, time, location and exact quotes if possible.

Written Message: Contact University Police. If written on a wall, do not erase or destroy. Written note or letter: save for police, handle as little as possible. Photograph if possible.

Email or Text: Contact University Police. Do not delete. Do not turn off computer or device. Take a screen shot or photograph if possible.

Phone: Remain calm, do not hang up. Try to keep caller talking to learn more information. Ask questions on this checklist. Document caller ID information.   Contact University Police (#3456) or 911 immediately after the call.

DATE: _____   TIME: _____

Receivers Name: _____

PHONE # that received call: _____ PHONE # that placed call: _____

Callers Name (if known): _____

Ask Caller	Information about Caller
Where is the Bomb located: _____	
When is the bomb going to explode:_____	Estimate: Age _____ Sex ____ Race _____
What does it look like?_____	Location: _____
What kind of bomb is it?_____	Background noises? (street, people, animals, music) _____
What will cause it to explode?_____	
Did you place the bomb?_____	Callers Voice: (calm, nervous, angry, accent, whisper) _____
Why?_____	Does voice sound familiar_____
What is your name?_____	Threat Language (well spoken, incoherent, read, recorded) _____
What is your address?_____	Length of Call _____
	Additional Information:

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!** Follow the procedures below.

Response
1. Clear the area and from a safe location immediately call University Police at 715-346-3456. **DO NOT USE cellular phones or portable radios near suspicious packages.**
2. Do not attempt to locate, move or disarm any suspicious items. Inform authorities of the item. Alert others to stay clear of it.
3. Follow any instructions received from law enforcement.
4. Isolate package/letter and other potentially contaminated items and secure contaminated room to prevent others from entering the area. Do not shake, open, smell or taste any substance on or within the object. If you have already touched the object, place it in a sealed plastic container or bag. 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 ordered by emergency personnel, evacuate the building using the nearest available exit. Follow Evacuation Procedures if one is so ordered. If disabled personnel cannot safely evacuate the building, assist to the nearest stairwell away from bomb threat area and follow Evacuations of People with Disabilities.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. The person discovering the threat should provide information to emergency personnel.
7. Do not return to an evacuated building unless authorized by emergency personnel.
8. Emergency Personnel will determine if, how, and where the suspicious package should be transported or disposed.
9. See Terrorism section for response steps to actual Nuclear/Biological/Chemical (NBC) terrorist attacks.

How to identify Suspicious Packages, Letters, Vehicles, Activity, and Personnel.
Some characteristics of suspicious packages and letters include the following: excessive postage, poorly addressed, incorrect titles, no name, misspelled words, oily stains, discolorations or odor, missing or suspicious return address, excessive weight, lopsided or uneven envelope, protruding wires or aluminum foil, excessive security material such as tape, packages wrapped in string, visual distractions, 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.

In regards to suspicious vehicles, activity, and personnel 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 in restricted, sensitive, or private areas.
- Unauthorized photography.
- 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.

Resources
The following provide guidance on suspicious items:

- U.S. Postal Service Suspicious Mail
- Tip Poster

Civil Disturbances

For civil disturbances that could threaten safety or property, the below procedures should be followed.

Response
1. Keep calm. Resistance may only increase the destruction of property and a threat to bodily harm.
2. Do not confront demonstrators.
3. Call University Police at 715-346-3456 or 9-1-1 if immediate threat to safety. Provide the following information:
    a. Location (building, floor, room, entrance, etc.).
    b. Approximate number of leaders.
    c. Description of person(s) causing the disturbance.
    d. Size of group.
    e. Obvious objective or demand of group.
    f. Describe if group is rational, organized, violent, etc.
4. If possible, continue with your normal work schedule until University Police arrive. If your safety is threatened, evacuate affected area.
5. When University Police and/or police arrive, provide them with an update. Follow their instructions.

Terrorism

Likely targets of a Nuclear/Biological/Chemical (NBC) terrorist attack are enclosed and densely populated areas. NBC attacks may be apparent or completely indistinguishable. Therefore, consistent observation of one's surroundings is critical. Attacks could involve UW-Stevens Point directly or the entire community. Direction will be provided by emergency personnel (e.g., law enforcement, fire, FBI, FEMA, etc.).

Evacuation orders will be contingent upon the amount, type, and degree of hazard present. Be prepared to assess the situation. Depending on the circumstances and the nature of the attack, emergency governmental authorities will provide information as to the need to evacuate or shelter in place (stay indoors) during an NBC attack. University Police, the media, Emergency Alert System, and other listed communication methods will communicate this information throughout campus. Monitor reports and follow directions.

If emergency personnel are not able to provide information on what is happening and what you should do, use your knowledge to determine whether to evacuate or shelter indoors. For example, use available information to assess the situation. If you see large amounts of debris in the air, or the air is obviously badly contaminated, you may not be able to safely step outside thus requiring the need to shelter indoors. On the other hand, if the strike is miles away and the threat is not immediate you may need to evacuate upwind, away for the attack.

Response - Broad guidelines for response to a potential NBC attack

1. Report all suspicious packages or activity immediately to University Police at 715-346-3456. Be alert for unusual and/or unexplained items such as: spraying materials, peculiar pools of liquids, fogs, devices, odors, packages, environmental signs, vehicles, medical signs and symptoms, unauthorized personnel, or other irregular activities or items.
2. When reporting, provide the following information:
   a. Your name.
   b. Description of the emergency.
   c. Exact location.
   d. Actions you have taken.
   e. Where to meet emergency personnel.
   f. Stay on line until told to hang up.

3. University Police will contact the necessary emergency personnel to respond.
4. DO NOT touch, smell, move, taste, or otherwise handle any suspicious items.
5. Vacate and seal the affected room(s) if possible. Go to a safe area, avoiding additional contamination of other personnel. As practical and if instructed, take precautions to limit the spread of contamination to other areas by closing/sealing doors and windows of affected room, and alerting others. Wash your hands as soon as possible.
6. If ordered by emergency authorities to shelter indoors during an NBC attack:
   a. Go indoors immediately. You can provide a minimal amount of protection to your breathing by covering your mouth and nose with a damp cloth.
   b. Close all doors to the outside and close and lock all windows.
   c. Turn off fans, heating and air conditioning system. Close other ventilation system dampers and inlets. Minimize use of elevator to only essential needs.
   d. Go to an interior room as directed with the fewest windows and doors. Take or have available emergency nonperishable food, water, flashlights, battery radio, and other emergency supplies. Keep away from windows and doors.
   e. If instructed, seal with tape and plastic around doors, windows, fans, outlets, registers, vents, grills, or other sources of outside air. Wet towels or other fabric items and jam them in the crack under the door. Use plastic (trash bags are good) to cover all windows and doors. Use tape to seal the edges of plastic.
   f. If you become bothered by the gaseous release hold a wet cloth or handkerchief over your nose and mouth. If you experience medical difficulties call 9-1-1.
   g. Stay in the room and listen to the radio until you are told all is safe or you are told to evacuate.
7. If the threat is imminent and known (e.g., gas emitting from room) that requires complete withdrawal from the building/area in order to protect life **or** if ordered by emergency personnel to evacuate area, initiate building evacuation following [Evacuation Procedures](#). Wait for further instructions from emergency personnel regarding evacuation procedures (e.g., expanded evacuation may be required). Emergency personnel will order all other evacuations in less apparent and hazardous situations (e.g., unknown powder on table).
8. When evacuating, cover your nose and mouth with a damp cloth (e.g., handkerchief). Doing this may filter out some hazardous particles which may be in the air. Evacuate upwind of the affected area a minimum of 100 yards away or as directed and wait for further instructions from emergency personnel. Evacuate to an area apparent to emergency personnel and communicate to them your status upon arrival.
9. Decontamination may be required, therefore wait for instructions before leaving the evacuation gathering location. If attacked, your clothes may have trapped vapors or particles. It may be required to remove your clothing so you or others don't get contaminated from residual materials.

10. If professional decontamination is not available, take off known contaminated clothing. Attempt to self-decontaminate by using soap and excessive amounts of water. Leave discarded clothes in a single designated area that will inhibit spread of any harmful substance. Do not taste, eat, smell or touch anything during an NBC attack.
11. Facility Services will adjust building ventilation system as needed.
12. Buildings downwind and those surrounding the affected area will be evacuated as directed by emergency personnel.
13. Individuals with any information regarding the attack must report it to emergency personnel.
14. Do not return to an evacuated building unless authorized by emergency command. Warn others outside not to enter the affected building(s).

National Homeland Security Advisory System

The United States Department of Homeland Security has developed an advisory system to warn the country of potential terrorist attacks. The system and any current threats can be found at the U.S. Homeland Security Department website. In addition, media, emails, and the State of Wisconsin's Emergency Management office will broadcast advisories.

Upon notification of an advisory, University Police, in conjunction with the Emergency Operations Team, will provide necessary information to the campus through communication methods listed and institute appropriate actions to respond accordingly.

Resources/Preparation Links for Further Information

- [U.S. Department of Homeland Security](#)
- [Ready.Gov](#)
- [Wisconsin Emergency Management](#)
- [CDC General Bioterrorism Information](#)
- [Anthrax Threat Guidelines](#)
- [CDC Infographic: Nuclear weapon](#)
- [CDC Infographic: Where to go in a radiation emergency](#)
- [What to Do During a Radiation Emergency](#)
- [DHS Infographic: Recognize the Signs of Terrorism-related Suspicious Activity](#)

Other Emergency Response/Information

International Travel Incident

The UW-Stevens Point Office of International Education has developed an emergency plan for international travel entitled *Emergency Management Plan for Study Abroad.*

Emergency Guidebook

The Emergency Guidebook provides a summary of commonly used emergency plans for quick desk reference.

Residential Living

The UW-Stevens Point Residential Living department has internal emergency policies and procedures addressing specific issues related to their area of responsibility. See the **Residential Living Handbook** for specific residence hall emergency procedures. Many of the procedures provided in the Residential Living Handbook are equal to procedures provided in this Plan, however, they have been tailored to meet the needs of the Housing community.

Threats to Public Reputation

Threats to the University's public reputation, such as illegal activity by UW-Stevens Point personnel, ethical issues, environmental concerns, financial conflicts, or other public relation issues will be managed on a case-by-case basis. The below provides general guidelines to follow in the event of a threat to public reputation:

1. Review all situations with your supervisor and UW-Stevens Point University Communications and Marketing for directions.
2. Early warning to anticipate and manage threats before they develop into serious problems is critical. If one perceives a threat to UW-Stevens Point's public reputation or potential threat to reputation, contact supervisor, director, department chair, or dean as applicable. The appropriate Vice Chancellor shall then be contacted who will then inform University Communications and Marketing and the Chancellor. The Chancellor will determine if formulation of the Emergency Operations Team is required. The Emergency Operations Team or other individual(s) assigned by the Chancellor will be responsible for addressing and resolving the threat.
3. Establish the facts of the situation quickly and accurately.
4. Utilize communication principles in **Emergency Support Function (ESF) #15 - External Affairs** as a guide when communicating both internally and externally regarding UW-Stevens Point matters.
5. Ensure any victims or potential victims are secure and afforded appropriate UW-Stevens Point resources as necessary.
6. Ensure University is in compliance with all applicable laws and regulations. Contact UW System Administration Legal Department for assistance as needed.
7. A strategic response is to be developed that details the remediation steps, assignment of responsibilities, and timeframe for completion.
8. Ensure the highest ranking and/or most knowledgeable University official is available to address questions and provide frequent updates on the situation to both internal and external parties. This would include detailing the steps that have been taken and highlighting the overall strategic response.
9. Monitor the situation continuously and provide updates to appropriate parties as necessary.
10. Conduct post review to evaluate incident and implement preventative measures as identified.

Appendix F – Building Floor Plans (with Storm Shelters)

See Facilities Planning site for current campus floor plans.

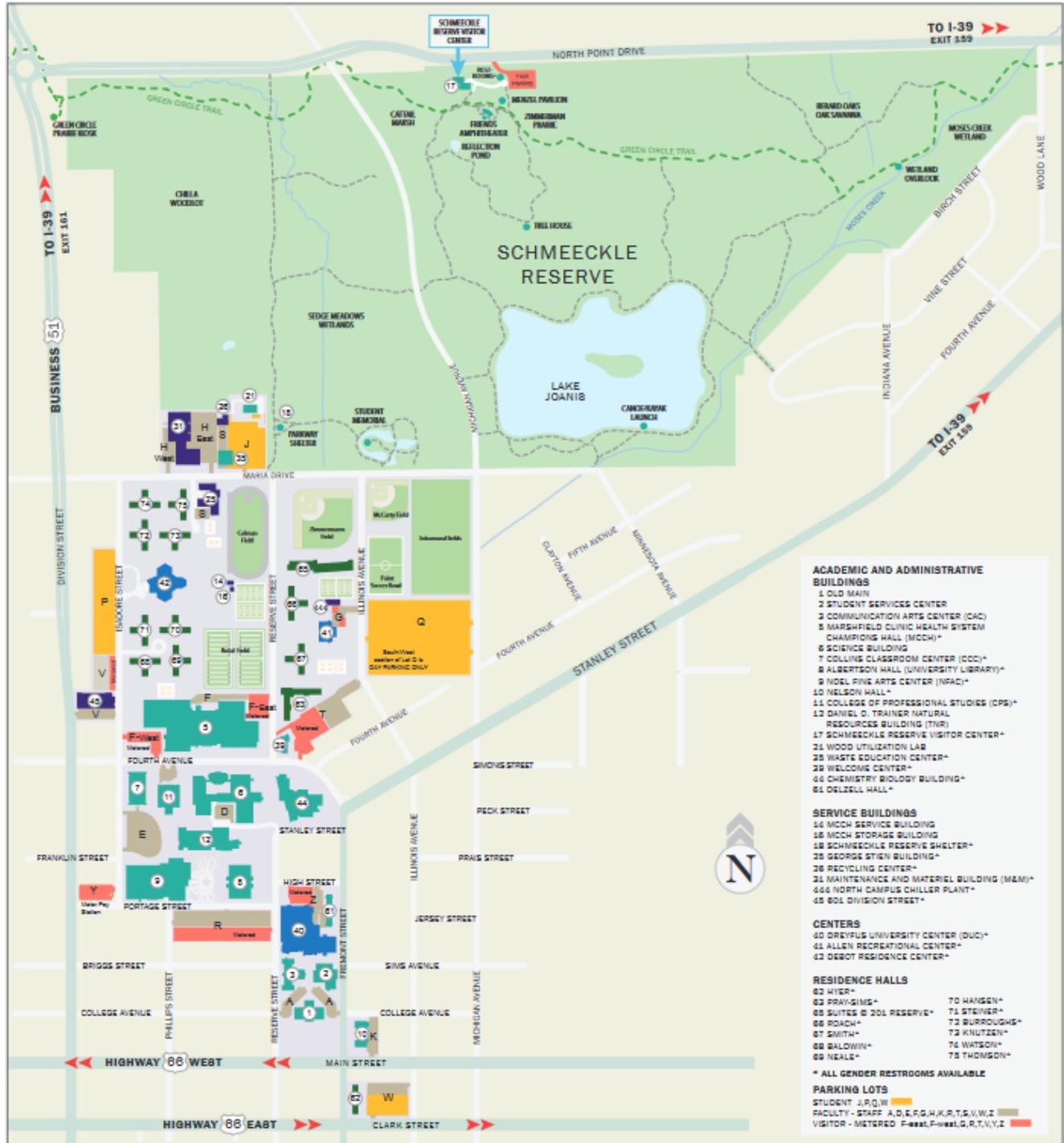Hard copies of all building floor plans located in each campus Emergency Operations Center.

Appendix G – Campus Map

Double click on map to retrieve PDF. Map also available online.

Appendix H – Other Maps

Some hard copy maps are located at each Emergency Operations Center location.

Electronic Maps:

- Portage County Maps at:
  - portagecowi.maps.arcgis.com/apps/webappviewer/index.html?id=1406812931d14616a1b4577c8c288978
- Marathon County Maps at:
  - www.co.marathon.wi.us/Departments/ConservationPlanningZoning/GEOServices/GeographicInformationSystem(GIS)/OnLineMaps.aspx
- Wood County Maps at:
  - gis.co.wood.wi.us/Land-Records-Viewer-001/index.html
- Lincoln County Map maps.co.lincoln.wi.us/webapps/gisportal/
- Bayfield County Map www.bayfieldcounty.wi.gov/713/Interactive-Web-Maps
- State of WI Maps:
  - wisconsindot.gov/Documents/travel/road/hwy-maps/statemap.pdf
- EOC Members: See EOC Manager for electronic versions of certain maps (in the event internet not available).

Appendix I – Emergency Numbers

Emergency (Police/Fire/EMS)   **9-1-1**
University Police   715-346-3456

For all emergencies dial 9-1-1. Emergency contact numbers (including private home and cell numbers) and additional instructions are in Functional Annex B (CONFIDENTIAL) and for use by the Emergency Operations Team (EOT).

Enhanced 9-1-1
UW-Stevens Point has the enhanced 9-1-1 Public Emergency Reporting System. 9-1-1 is for emergency situations when Police, Fire, or Ambulance services are needed.

You may dial [911] or [9-911]. Dialing either way will direct you to Portage County Emergency Services. They will contact UWSP Protective Services. After dialing, speak slowly and clearly. Listen carefully to the questions being asked. Keep in mind; there will be approximately seven (7) seconds of silence before you hear your call ring. DO NOT HANG UP! Your call is automatically sent when you complete dialing, you just don't hear it happening. We realize this can seem longer in emergency situations, but during those few seconds your call is being routed to the proper 9-1-1 Communications Center. This process identifies the location of the call. It displays the telephone number, name, street and address, building name, floor, and room number. This information will appear automatically on the Communications Center computer screen.

If you dial [9-1-1], or [9-9-1-1] by mistake, stay on the line! The operator must be told of the mistake otherwise they will call back. If there is no answer on the call back, the 911 Communication Center will send emergency services to the location.

Online Campus Directory
- Stevens Point campus www.uwsp.edu/landing/Pages/directory.aspx
  www3.uwsp.edu/about/Pages/directory.aspx
- Wausau campus www3.uwsp.edu/wausau/directory/Pages/default.aspx
- Marshfield campus www3.uwsp.edu/marshfield/directory/Pages/default.aspx