



University of Wisconsin  

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Stevens Point

# Emergency Guidebook

Detailed *Emergency Procedures* at

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

*Click on Emergency Procedures.*

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

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

## INTRODUCTION

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

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

This guide is only a summary of key emergency response steps. The full Emergency Management Plan may be found at [www.uwsp.edu/rmgt](http://www.uwsp.edu/rmgt).

**If you are unsure of what to do in an emergency contact your supervisor or Protective Services at 715-346-3456.**

All employees are required to follow these procedures and attend Emergency Management Plan training (contact your Supervisor). Know what to do before an emergency occurs! Contact the Emergency Management Specialist at 715-346-4464 with questions.



THIS DOCUMENT SPONSORED BY THE  
ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE

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

The emergency alert system is capable of delivering messages to your

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

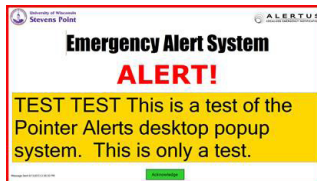


## No spam! Just emergencies



All faculty, staff and students are automatically registered to receive Pointer Alerts via their University email accounts and their cell phone information provided in the Student Information System (SIS) in myPoint and the Employee Self-Service at My UW System.

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



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

**POINTER ALERTS**

# REPORTING EMERGENCIES / IMPORTANT NUMBERS

## What is an Emergency?

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

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

**For all Emergencies, CALL 9-1-1**

### **When Reporting an Emergency:**

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

**After calling 9-1-1,  
CALL Protective Services at 715-346-3456**

- *Recount the basic incident information*
- *Protective Services will assess the situation and implement additional procedures as necessary*

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



The following numbers are provided for nonemergency situations.

<b>SAFETY CONTACTS</b>	
Protective Services	715-346-3456
Environmental Health and Safety	715-346-2320
Risk Management Workers Compensation	715-346-3901
Facility Services (Maintenance)	715-346-4219
Housing (Maintenance)	715-346-2397
University Centers (Maintenance)	715-346-4291
University Relations and Communications*	715-346-3046

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

## MEDICAL EMERGENCIES

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

Be prepared to give the following information:

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

### **STAY ON THE LINE**

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

### 2. **Call Protective Services at 715-346-3456.**

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

4. Have someone waiting at the entrance to direct emergency personnel to victim(s).

5. **Offer first aid**, including CPR/AED if trained, willing to do so, and aid is needed and allowed. Do not move victim. One or more AEDs are located in all UW-Stevens Point general use buildings.

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

7. **If blood exposure occurs**, follow the Bloodborne Pathogens policy. Contact Protective Services at 715-346-3456 or Environmental Health and Safety (EHS) Officer at 715-346-2320.

8. **Do not drive victim to the hospital or allow them to drive.**

**Automated External Defibrillator (AED)/First Aid Kits/Biohazard Kits** are located throughout campus in all building AED cabinets. First aid kits may also be available within departments.



**MY NEAREST AED/FIRST AID KIT IS LOCATED:**

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## **COMPLETION OF POST INJURY REPORTS**

- **UW-Stevens Point Work-related Injuries**  
Supervisors complete with employee the worker's compensation reports. Contact 715-346-2618 for assistance.
- **Non-UW-Stevens Point Employee Injuries**  
Complete the non-employee injury report. Contact 715-346-2618 for assistance.

## **MEDICAL EMERGENCIES**

# HAZARDOUS MATERIALS RELEASE

## RESPONSE

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

## LOW HAZARD RELEASES

Incidental release that is not a hazard beyond ordinary and immediate area:

- Secure the immediate area as necessary.
- Trained and properly equipped departmental personnel clean up release.
- Contact EHS at 715-346-2320 (CHO for lab 715-346-4154) for guidance.

## HIGH HAZARD/MAJOR RELEASES

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

- **Call 9-1-1** and then **Protective Services 715-346-3456** from a safe location. Provide:
  - Name and telephone number. Exact location of the spill.
  - Time. Type of incident. Materials involved.
  - Extent of injuries or threats to human health or to the environment.
- Follow **General Evacuation Procedures** as necessary. Evacuate upwind.
- Contact Facility Services (715-346-4219) to control ventilation as necessary.
- Obtain Safety Data Sheets (SDS) for material released.
- Protective Services will contact EHS Officer/CHO/area management and follow established procedures in control and cleanup.
- Building personnel will not be readmitted until authorized by incident command.










### If exposed to chemicals:

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



Overview of key GHS pictograms used for hazard materials ID.

### Hazard Communications - Pictograms

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

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

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

MY DEPARTMENT SAFETY DATA SHEETS (SDS) ARE LOCATED:

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**HAZARDOUS MATERIALS RELEASE**

# GENERAL EVACUATION PROCEDURES

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

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

## RESPONSE

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

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

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

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

2. If time permits, shut down any hazardous equipment or processes.



### 3. **Evacuate the building using stairs and closest exit.**

4. From a safe location, **call 9-1-1** and **Protective Services** at **715-346-3456** with information about emergency and location.

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

6. Ensure you are accounted for by your Supervisor, Hall Director or Faculty.

7. **Do not reenter the building** until authorized by emergency command personnel.

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

Advise responding emergency personnel if anyone requires medical treatment.

**MY DESIGNATED MEETING LOCATION IS LOCATED:**

*Primary:* \_\_\_\_\_

*Secondary:* \_\_\_\_\_

## EVACUATIONS OF PEOPLE WITH DISABILITIES

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

**For nonemergency evacuation,** (such as elevator failure) call Protective Services at 715-346-3456, they will contact Stevens Point Fire Department to request evacuation assistance.

## PERSONS NEEDING ASSISTANCE TO EVACUATE

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



### AREAS OF REFUGE/RESCUE ASSISTANCE MAY INCLUDE:

- **Stairwell Landings** (*preferred location*) Stairwell landings are preferred because generally, exit stairwells are enclosed with fire protective materials *and* landings provide quicker response and access for emergency personnel.
  - **If unable to reach stairwell,** rooms with windows to the outside and equipped with a telephone.
2. **Call 9-1-1** and **request "IMMEDIATE ASSISTANCE TO EVACUATE"**
    - Provide operator with your exact location, phone number, building name, floor and room number.
    - Remain by the phone.
  3. **If unable to communicate or call from a safe area,**
    - Get in front of a window and signal emergency responders to alert them of your presence. Use towel or other means to draw attention to your location.
    - **If there is a fire, try to seal any cracks, vents, etc. where smoke might enter.** Follow other applicable **Fire/Explosion** procedures.

MY NEAREST AREA OF REFUGE/RESCUE ASSISTANCE IS LOCATED:

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## GENERAL EVACUATION PROCEDURES

## FIRE / EXPLOSION

### IF YOU DISCOVER A FIRE

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

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

2. If time permits, shut down any hazardous equipment or processes.

3. **Evacuate building using stairs and closest exit.**

### **DO NOT USE ELEVATOR DURING FIRES.**



4. Provide assistance to those with special needs, if able.  
Provide their location to emergency responders.

5. Report to your building/department's designated gathering point.

6. From a safe location, **call 9-1-1 and Protective Services at 715-346-3456** with information about emergency and location.

Your name  
Building name  
Address, Floor, Room #

7. Do not reenter the building until authorized by the Fire Department.

### **REMEMBER:**

*Use the back of your hand to check if doorknobs are warm or hot.*

### **DOORKNOB IS WARM OR HOT**

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

### **DOORKNOB IS COOL**

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. **If all exits are blocked, go to the closest area of rescue assistance and follow the next instruction.**

## IF TRAPPED IN A BUILDING

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

## IF CAUGHT IN SMOKE

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

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

## USING A FIRE EXTINGUISHER

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



**P**ull the pin.  
**A**im low, pointing the extinguisher nozzle at base of fire.  
**S**queeze the handle to release extinguishing agent.  
**S**weep from side to side at the base of the fire until fire is out.  
**Watch the area. If fire re-ignites, repeat steps above.**

**Report all fire extinguisher use to Facility Services  
at 715-346-4219.**

MY NEAREST FIRE EXTINGUISHER IS LOCATED:

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## SUSPICIOUS OBJECT / ACTIVITY / PERSONNEL

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

**DO NOT HANDLE THE OBJECT!**

### RESPONSE

#### 1. CLEAR THE AREA.

2. From a safe location, **call Protective Services 715-346-3456** and follow directions.

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

3. Do not attempt to locate, move or disarm suspicious item.
4. Isolate package/letter and other potentially contaminated items. Secure room to prevent others from entering area. Do not shake, open, smell or taste any substance on or within the object. If exposed, immediately wash hands and exposed skin thoroughly with soap and water and seek emergency medical attention.

**DO NOT USE cellphones or portable radios near suspicious packages.**



5. If a hazard is imminent or you are ordered by emergency personnel to evacuate the building using the nearest available exit, follow **General Evacuation Procedures**.
6. Once outside, move to a clear area that is at least 500 feet away from affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. Do not return to evacuated building unless authorized by emergency command personnel.
8. Emergency Personnel will determine if, how and where the suspicious package should be transported or disposed.

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

### *Some characteristics of suspicious packages and letters:*

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

### *Be aware of and report any of the following:*

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

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

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

**SUSPICIOUS OBJECT / ACTIVITY / PERSONNEL**

## BOMB THREAT

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

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

## CHECKLIST - WHEN YOU RECEIVE A BOMB THREAT

The checklist should be immediately available.

All personnel should become familiar with the following Bomb Threat Checklist. It may become the only means of determining what happened and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.



## **BOMB THREAT CHECKLIST**

**Stay calm and collect as much information as you can**

DATE \_\_\_\_\_ TIME (CALL RECEIVED) \_\_\_\_\_ PHONE # \_\_\_\_\_

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

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

### **CALLERS VOICE:**

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

### **BACKGROUND SOUNDS:**

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

### **THREAT LANGUAGE:**

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

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

**Report call IMMEDIATELY to 9-1-1**

**BOMB THREAT**

## SEVERE WEATHER

### **Know the nearest storm shelter for your facility!**

**Check with your facility manager or building postings  
for the location of shelters.**

Building floor plans (storm shelter locations) are online at  
[www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans](http://www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans)



## ICE/SLEET/SNOW

Don't rush or take shortcuts.

- Wear high traction footwear and fully wipe your boots on floor mats.
- Report unsafe conditions to building manager.
- Refer to the University **Inclement Weather Policy**, obtained from Human Resources at 715-346-2606.
- Pay close attention to weather authority websites (NOAA/NWS), radio and news channels.



**Whether driving or walking, Ice and Snow, Take it Slow!**

## SEVERE THUNDERSTORMS

### **WATCH**

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

### **WARNING**

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



# TORNADO

## WATCH

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

## WARNING

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

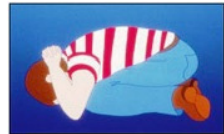
## TAKE THE FOLLOWING ACTIONS DURING TORNADO WARNINGS:

**SEEK IMMEDIATE SHELTER - Go to nearest storm shelter location**  
*AVOIDING wide-span structures (gyms, pools or large classrooms).*

- Take shelter in a basement or below ground evacuation location.
- Stay away from windows.

*If you are unable to get to the lowest area, go to an interior room or stairwell away from windows and exterior doors.*

- Take cover under sturdy objects, duck and cover your head with your arms.



Bring flashlight, weather radio and cell phone.

**Remain in your shelter area until the warning is cancelled.**

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

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

MY NEAREST STORM SHELTER LOCATION IS:

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## POWER OR OTHER UTILITY FAILURE / NATURAL GAS LEAK

*In the event of a utility failure, contact Maintenance and/or Protective Services and follow procedures below.*

### POWER FAILURE

1. Report any utility failure to Maintenance (during regular business hours) or Protective Services (after hours).

Be prepared to provide the following:

- Your name /phone number
- Nature of the incident
- Floor(s)/room number/area affected

2. Cautiously move slowly away from any electrical equipment or machinery to avoid injury should it restart suddenly. If able, shut down all electrical equipment and stay clear of all machinery during 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 various areas. Announcement will be made regarding dismissal of staff and students *in the event of an extended power failure.*
4. Occupants should **notify Protective Services 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 their areas.
5. **No one should be in a work area that has no light.**
6. Each Department should make flashlights available to employees for use during a power outage.
7. **Lab users** should follow these precautions:
  - a. Put vital equipment on emergency power circuits if available.
  - 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.

#### REPORT FAILURES

##### During Business Hours

Maintenance  
715-346-4219

##### After Hours

Protective Services  
715-346-3456

## WATER FAILURE/FLOOD

### Report failures/floods immediately

- DURING REGULAR BUSINESS HOURS - Maintenance 715-346-4219
- OTHER TIMES - Protective Services 715-346-3456

During a flood, do not come in contact with flood waters and do not go near electrical equipment.

## STEAM LEAK

### Evacuate the area

 keeping away from steam and **notify**

- DURING REGULAR BUSINESS HOURS - Maintenance 715-346-4219
- OTHER TIMES - Protective Services 715-346-3456

Doors should be closed to isolate the affected area. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.

## NATURAL GAS LEAK

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

1. Stop all operations, turn off gas valves, open doors and windows, if able, 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 Maintenance Department, 715-346-4219 and Protective Services at 715-346-3456.

*If they are unavailable, Wisconsin Public Service is to be contacted at 1-800-450-7280.*

**Provide your name**

**Exact location of the leak (room, floor, etc.)**

**Other applicable information**

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

## POWER OR OTHER UTILITY FAILURE / NATURAL GAS LEAK

## VIOLENCE/CRIME

**Report all acts of theft, vandalism and violence immediately to Protective Services at 715-346-3456 or dial 9-1-1** from a safe location if emergency.

Pay close attention to the perpetrator's appearance and provide that information to responding authorities.

Include the following:

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

**Post-incident counseling** available to students and staff.  
Contact UW-Stevens Point Counseling Center, 715-346-3553.

Below provides general guidance on various violent situations:

### PROPERTY CRIME/THEFT/VANDALISM

1. **Go to a safe place. Notify Protective Services 715-346-3456.**
2. **Do not touch anything.** Follow above guidance and directions of officer.
3. Contact Risk Management (715-346-3901) to file a claim for recovery of loss, if applicable.

### WORKPLACE VIOLENCE

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

## VIOLENT/PERSONAL CRIME

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

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



## SEXUAL ASSAULT

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

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

3. **To press charges**, contact the Stevens Point Police Department, Portage County Sheriff's Office or Protective Services (715-346-3456). All reported criminal incidents will be investigated.
4. Follow procedures and resources spelled out in UW-Stevens Point Community Rights and Responsibilities and Counseling Centers resource page.

**Respect individual's confidentiality.**

## VIOLENCE/CRIME

## ACTIVE SHOOTER / CODE REACT

Once known, an active shooter situation will be announced to the UW-Stevens Point Community as **“CODE REACT – ACTIVE SHOOTER on CAMPUS”**.

*UW-Stevens Point will make all attempts to notify campus utilizing email, computer pop-up screens, verbal or other, and notifications via available speaker systems (through the fire alarms) in those buildings equipped with such systems.*

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

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

1. **EVACUATE/RUN** *(When an active shooter is in your vicinity)*

- Have an escape route and plan to a safe location in mind
- Leave your belongings behind
- Keep your hands visible

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

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

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors. Turn off lights.
- Silence your cell phone and/or pager. Remain quiet.

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

3. **TAKE ACTION** *(A last resort AND only if your life is in danger)*

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

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

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



## HOW TO RESPOND - WHEN LAW ENFORCEMENT ARRIVES

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

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

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

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

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

## REMAINDER OF CAMPUS COMMUNITY

### HOW TO RESPOND - IF NOT IN THE AFFECTED BUILDINGS

Upon notification of CODE REACT/ACTIVE SHOOTER:

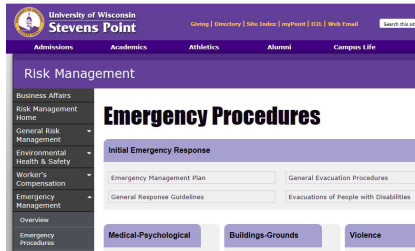
- **DO NOT** go near affected building(s).
- **Stay in safe location** and lock doors.
- Remain in safe location until notified by authorities or campus (i.e. stay in secure classroom/office, residential hall, etc.).

*If you receive the notification when off-campus, **REMAIN OFF CAMPUS** until notified by authorities it is safe to return to campus.*

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

### OTHER EMERGENCY PROCEDURES

Many other hazard/emergency response details may be found at the **UW-Stevens Point Emergency Procedures** Web page at:  
[www.uwsp.edu/rmgt/Pages/em/procedures](http://www.uwsp.edu/rmgt/Pages/em/procedures)



This page includes information on

- elevator malfunction
- suicide (Hopeline 1-800-442-4673)
- death
- contagious disease outbreak/pandemic
- psychological crisis
- civil disturbances
- hostage situations
- terrorism
- Behavioral Intervention Team (BIT)
- and other specialized instructions.

## SPECIFIC BUILDING INSTRUCTIONS / NOTES

### TRAINER NATURAL RESOURCES BUILDING (TNR)

All work order requests for the Trainer Natural Resources Building need to be submitted by

**TNR Building Manager**  
**715-346-4238**  
**Room 196 Trainer Natural Resources**

After normal hours and weekend emergency work orders should be placed directly by calling either Facilities Services, at 715-346-4219, or Protective Services, at 715-346-3456.



## **Additional Preparedness Resources**

### **Portage County Emergency Management**

1462 Strongs Ave  
Stevens Point WI 54481  
Phone: 715-346-1265  
FAX: 715-343-6232  
[www.co.portage.wi.us/emergency](http://www.co.portage.wi.us/emergency)

### **Wisconsin Emergency Management**

2400 Wright Street  
PO Box 7865  
Madison, WI 53707-7865  
Phone: 608-242-3232  
FAX: 608-242-3247  
[www.emergencymanagement.wi.gov](http://www.emergencymanagement.wi.gov)

### **ReadyWisconsin**

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

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

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

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

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

### **American Red Cross**

North Central Wisconsin Chapter  
3057 Michigan Ave.  
Stevens Point, WI 54481  
Phone: 1-877-618-6628  
[www.redcross.org/wi/wausau](http://www.redcross.org/wi/wausau)

### **National Weather Service**

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

University of Wisconsin - Stevens Point  
Risk Management  
1925 Maria Dr.  
Stevens Point, WI 54481  
715-346-4464  
[www.uwsp.edu/rmgt](http://www.uwsp.edu/rmgt)

University of Wisconsin - Stevens Point  
Protective Services  
1925 Maria Dr.  
Stevens Point, WI 54481  
715-346-3456  
[www.uwsp.edu/protsv](http://www.uwsp.edu/protsv)