

# University of Wisconsin – Green Bay

## EMERGENCY PLAN

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The types of emergencies and crises covered in this manual are:

#### Description

- Airborne, Chemical, Nuclear or Biological Release
- Armed Intruder or Active Shooter
- Behavior Concern
- Bomb Threat
- Building Evacuation
- Civil Demonstration or Disturbance
- Disruptive Person
- Earthquake
- Electrical Power Failure
- Elevator Malfunction
- Explosion
- Fire
- Flooding
- Gas Leak
- Hazardous Materials Spill or Release
- Medical and First Aid
- Psychological Crisis
- Radioactive Spill
- Suicide Threat or Attempt
- Suspicious Letter or Package
- Suspicious Odor
- Tornado / Severe Weather
- Violent or Criminal Behavior
- Water Contamination
- Winter Storm

# University of Wisconsin – Green Bay

## EMERGENCY PLAN

*The University of Wisconsin – Green Bay has adopted the National Incident Management System (NIMS) and the Incident Command System (ICS) as the basis for Incident Management. NIMS and ICS are standardized procedures for managing personnel, communications, facilities, and resources.*

### **1. PURPOSE**

The emergency plan is to provide protection to the lives, property and operations through the effective use of university, community, county and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations. The plan provides for the coordination between the University and other government and emergency units. Additionally, it has been designed to provide a basic contingency manual for administration of the University in order to plan for campus emergencies. The plan cannot cover every conceivable situation; however it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

This plan applies to all faculty, staff, students and visitors and encompasses all buildings and grounds owned and operated by the University.

The UW Green Bay Emergency Plan includes emergency guidelines identifying various types of emergency situations, suggested action and who to call. The Emergency Plan is posted on the UW Green Bay Public Safety Website located at:

[http://www.uwgb.edu/publicsafety/pdf/Campus\\_Plan.pdf](http://www.uwgb.edu/publicsafety/pdf/Campus_Plan.pdf)

In addition to the guidelines listed in the Emergency Plan there are abbreviated UW Green Bay Emergency Action Guidelines which lists various types of emergency situations, suggested action and who to call. These guidelines are posted near the exits of classrooms, office suites, buildings, in public areas, in elevators and above or next to phones located in classrooms, and hallways. They are available to staff and students upon request to post in other locations on campus. They are also published in the Campus Phone Book/Directory, in the students' planners, and are posted on the UW Green Bay Public Safety Website located at:

[http://www.uwgb.edu/publicsafety/emergency/Action\\_Procedures.htm](http://www.uwgb.edu/publicsafety/emergency/Action_Procedures.htm)

### **2. EMERGENCIES DEFINED**

The following definitions are provided as guidelines to assist the UW - Green Bay Administration in determining the appropriate response:

### **LEVEL I:**

Any incident that will not seriously affect the overall function of the University, such as a psychological crisis (suicide threat or attempt) or a broken water pipe, but impacts the university on a limited scope. Emergency Management Team is not normally activated, but some members will be involved in the incident.

### **LEVEL II:**

Any incident which causes or may cause loss of life, serious injury, significant property or environmental damage or affects an entire building or buildings and may disrupt the overall operations of the University. Examples might be a building fire or an uncontrollable chemical spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Policy considerations and decisions will usually be required from the University Administration during the time of a crisis, emergency or disaster. The Campus Emergency Operations Center may be activated by the Chancellor, Provost, Vice Chancellor, Assistant Chancellor or the Director of Public Safety (or designee). The Emergency Management Team may be activated as necessary.

### **LEVEL III:**

Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the University. In some cases, casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In a Level III emergency, the Campus Emergency Operations Center will be activated and the appropriate support and operational plans will be executed (e.g. Tornado damaging UWGB). The Emergency Management Team will be activated.

## **CAMPUS RESPONSE**

In case of emergency, follow the specific guideline located in this document and call 9-911 (from a campus phone) or 911, the designated emergency number. Your personal safety is of utmost concern. Take appropriate precautions to assure your personal safety.

In all other situations follow the specific procedure found in the Emergency Plan and call the appropriate office listed, e.g. Facilities Management, Dean of Students, Public Safety, etc.

Upon notification of an emergency or when conditions permit and an impending emergency situation arises (e.g. an anticipated major snow or ice storm) Public Safety, Dean of Students or Campus Emergency Officer (Vice Chancellor for Business and Finance or alternate) shall facilitate and coordinate the appropriate response by campus resources as appropriate. Public Safety shall ensure that the appropriate off campus emergency responders have been notified. As appropriate, Public Safety will consult with the Campus Emergency Officer regarding the emergency. As necessary, the Emergency Management Team shall be convened by the Campus Emergency Officer (or designee). The team will:

- Review all known information

- Decide on priorities, course of action, proper response, appropriate activities, issue instructions (e.g. cancel classes, close the campus)
- Identify resource needs and shortfalls
- Assign/deploy individuals in support of critical needs
- Disseminate additional information as necessary
- Issue public information reports – All media contact and external inquiries will be directed to Media Relations and University Communications.

## **EMERGENCY COMMUNICATON**

Timely and accurate communication during an emergency is very important. Depending upon the nature of the emergency, the University community will be alerted and kept informed through the use of one or more of the broadcast capabilities of the public address system, e-mail, cellular text messaging, computer network pop-up messages, the university's emergency webpage <http://emergency.uwgb.edu>, the university's website or emergency phone tree. Our campus wide public-address system is capable of warning everyone inside and outside of all academic buildings, Kress Events Center, Weidner Center for Performing Arts, Facilities Management, and multiple Residence Halls (Haevers, Thompson, Liebl, and Pamperin). Public Address System is also used in the University Union. The campus computer network messaging system allows the sending of a computer-generated message that pops up on the screen of any computer logged into the campus network. The telephone system is the primary communications linkage and is intended for the immediate transmission of specific emergency information to all affected campus areas. Phone lines must be made available for emergency use and may be restricted by the University Public Safety communications personnel when appropriate.

When appropriate, the local media will also be notified. Periodic updates will be provided through the same means. Emergency communications, both on and off-campus, will be coordinated by University Communications and Media Relations, unless Public Safety determines that an emergency warning communication needs to be distributed sooner.

*If the University releases an emergency warning or notification, faculty, staff and students are encouraged to pass this information on to friends and family if it is safe to do so. It is beneficial to use as many sources as possible to keep the community informed and everyone plays a vital role in the communication process.*

## **DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a Campus State of Emergency rests with the Chancellor, Provost, Vice Chancellor, or Assistant Chancellor (or their appointed designee).

During the time of any major campus emergency, Public Safety, Emergency Management Team and their areas, along with the areas affected shall place into immediate effect the appropriate procedure necessary to meet the emergency, safeguard persons and property, and maintain facilities. Public Safety shall immediately consult with the Campus Emergency Officer (Vice Chancellor for Business and Finance or alternate) regarding the emergency and the possible need for a Declaration of a Campus State of Emergency.

When the declaration is made, access to the campus may be limited to registered students, faculty, and staff at the discretion of the Chancellor (or designee). Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus may be subjected to arrest in accordance with Wisconsin State Statutes and UWS 18.06 of the Wisconsin Administrative Code.

### **3. GENERAL RESPONSIBILITIES**

#### **ALL EMPLOYEES**

Follow the specific guideline found in the Emergency Plan and call 9-911 (from a campus phone) or 911, the designated emergency number, or call the phone number specified within the guideline. If available, monitor local news broadcasts. Limit non-essential phone usage during an emergency.

Personal safety is of utmost concern. All employees are responsible for taking precautions to assure their safety.

#### **AREA LEADERS, DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND SUPERVISORS**

Every area leader, dean, director, department chair, and supervisor has the following general responsibilities prior to and during any emergency:

1. Emergency Preparedness  
Understand emergency procedures and information as outlined in this plan.
2. Emergency Situations
  - a. Inform all building or area occupants under their direction of the emergency condition.
  - b. Evaluate the impact of the emergency on their activity and take appropriate action. This may include ceasing operations and initiating emergency response.

#### **FACULTY AND STAFF**

Each faculty and staff member has the responsibility to:

1. Educate their students concerning the emergency procedures as outlined in this plan.
2. Inform their students and visitors of an emergency and initiate emergency procedures.

## **EMERGENCY MANAGEMENT TEAM** (Organization and Responsibility)

The following members of campus administration are designated as the Emergency Management Team and may be called upon as needed or required.

Chancellor  
Provost  
Vice Chancellor for Business and Finance  
Assistant Chancellor for University Advancement  
Academic Deans  
Director of Public Safety  
Director of Media Relations  
Director of University Communications  
Director of Facilities Management  
Dean of Students  
Dean of Enrollment Services  
Director of Residence Life  
Director of Health and Counseling Services  
Director of Human Resources  
Campus Safety Manager  
Campus Risk Manager  
Associate Provost for Information Services  
Director of University Union  
Director of Institutional Support

The following University offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel, then those personnel will automatically become part of a pool of reserve personnel to assist as assigned by those coordinating the response.

In emergency situations that require outside emergency service providers, the Emergency Management Team will coordinate with those agencies.

**Chancellor** Responsible for the safe operation of the University.

**Provost** Chief Academic Officer. Ensure that Deans and Directors determine “mission critical” operations with their area and departments.

**Vice Chancellor for Business and Finance (Campus Emergency Officer)** Coordinate and implement the emergency plan and operations, and supervise the coordination between the Campus Emergency Management Team and the emergency response.

**Assistant Chancellor for Advancement** Serve as a member of the Campus Emergency Management Team.

**Academic Deans** Identify and resolve instructional and research issues. Coordinate necessary faculty resources.

**Public Safety** Maintain the Emergency Plan and coordinate law enforcement, crowd control, evacuation, site security, mobile communications, and liaison with on-site fire and medical command personnel.

**Campus Safety Management** Support Emergency Operations Center. Serve as a link with State and Local Environmental/Health and Safety Agencies. Provide expertise with respect to any issues related to health, safety and compliance.

**Campus Risk Management** Support Emergency Operations Center. Identify scope of loss, coordinate loss control and insurance adjustment with UW System.

**Facilities Management** Mitigate facility and grounds damages and restore to functional level. Arrange for fit-up of temporary quarters for displaced units. Assist with creating safety perimeter at the site of the emergency. Provide structural evaluations and repair estimates. Provide stores and transportation services as required. Provide site and building information.

**Media Relations and Director of University Communications** Serve as Public Information Officer (PIO) providing media coordination, distribute information and campus spokesperson.

**Dean of Students** Coordinate student notification and response. Operate emergency call center if necessary.

**Health and Counseling Services** Provide medical information support and back-up. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide onsite medical triage. Assist employees and students in coping with trauma.

**Residence Life** Provide up-to-date housing rosters. Coordinate and obtain emergency shelter, goods and services for Residence Life residents, staff and others. Coordinate evacuation of Residence Life residents and staff.

**Human Resources** Provide up-to-date rosters of faculty and staff. Assist with coordination of identification of persons to be notified in case of injury or death.

**Institutional Support** Obtain emergency goods and services; include pick up and delivery to site of emergency. Provide vehicles, supplies and delivery support for the campus emergency staff and emergency personnel in cooperation with Facilities Management. Provide courier services.

**Information Services** Coordinate temporary telephone, fax, and computer hookups, communications. Provide broadcast capability.

**University Union** Obtain emergency goods and services; include pick up and delivery to site of emergency. Provide food and beverage availability for students and staff and provide space for displaced operations.

**Campus Volunteer Emergency Support Team (V.E.S.T.)** (*comprised of faculty and staff volunteers from the campus community*). Upon notification of an emergency, take immediate action, and assist with emergency communication to building or department occupants of the emergency.

## **EMERGENCY GUIDELINES FOR EMPLOYEES, STUDENTS AND VISITORS**

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

The UW Green Bay Emergency Plan includes the following Emergency Guidelines identifying various types of emergency situations, suggested action and who to call. A copy of this Emergency Plan is posted on the UW Green Bay Public Safety Website located at:

[http://www.uwgb.edu/publicsafety/pdf/Campus\\_Plan.pdf](http://www.uwgb.edu/publicsafety/pdf/Campus_Plan.pdf)

In addition to the guidelines listed in the Emergency Plan there is a UW Green Bay Emergency Action Guideline which lists various types of emergency situations, suggested action and who to call. These guidelines are posted near the exits of classrooms, office suites, buildings, in public areas, in elevators, next to phones located in classrooms, and hallways, and available to staff and students upon request to post in other locations on campus. They are published in the back page of the Campus Directory, in the student planner, and are posted on the UW Green Bay Public Safety website located at:

[http://www.uwgb.edu/publicsafety/emergency/Action\\_Procedures.htm](http://www.uwgb.edu/publicsafety/emergency/Action_Procedures.htm)

A brief description of what to do in each of these situations is provided in this plan.

### **Additional Preparedness Resources**

#### **Brown County Emergency Management**

Phone: (920) 448-4270

#### **Wisconsin Emergency Management**

Phone: (608) 242-3232

<http://www.emergencymanagement.wi.gov/>

#### **American Red Cross Lakeland Chapter**

Phone: (920) 468-8535

<http://www.arclakeland.org/>

#### **National Oceanic & Atmospheric Administration (NOAA)**

Phone: (202) 482-6090

<http://www.noaa.gov>

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

Phone: (800) 621-FEMA (3362)

<http://www.fema.gov/>

#### **U.S. Department of Homeland Security**

Phone: (202) 282-8000 Comment Line: (202) 282-8495

<http://www.dhs.gov/dhspublic/>

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Distribution: UW Green Bay Public Safety Website

[http://www.uwgb.edu/publicsafety/pdf/Campus\\_Plan.pdf](http://www.uwgb.edu/publicsafety/pdf/Campus_Plan.pdf)

UW Green Bay Emergency Management Team



## AIRBORNE CHEMICAL, NUCLEAR OR BIOLOGICAL RELEASE

### EMERGENCY ACTION

- **Close all doors, windows.**
- **Move to an interior room or hall, windowless if possible.**
- **DO NOT evacuate unless told to do so by emergency personnel.**

#### 1. Notification

- In the event of a chemical, nuclear or biological release that would require protective action to be taken by campus occupants, Public Safety would be notified by Brown County Public Safety Communications, Emergency Government or other means.
- Public Safety will utilize phones (emergency call tree) to notify area directors and academic chairs as well as send an e-mail message to all UW-Green Bay employees of the protective action alert.
- Campus occupants will either be directed to “shelter in place” or “evacuate the Campus.”
- Do Not Panic

#### 2. Shelter in Place

- Do not exit building
- If you are in a classroom when the “shelter in place” directive is given, remain in the classroom.
- If you are in a hallway or office area when the “shelter in place” directive is given, move to an interior, windowless room if possible.
- Close all doors and windows.

#### 3. Seal Other Ventilation Sources

- Facilities will turn off all air handlers servicing Campus buildings.
- Minimize use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down.

#### 4. Remain Indoors

- Remain in place until an “all clear” is given. Do not evacuate the building unless told to do so by Public Safety.
- E-mail messages updating conditions will be sent to all Campus e-mail accounts approximately every half hour. Therefore, if you have access to a computer while sheltered in place, log onto the computer, have an e-mail account open so that you can monitor messages as they are sent. Limit use of e-mail messaging while sheltered in place to emergency messages.
- If you do not have access to e-mail while sheltered in place, you may call 2000, for an automated message with current information on incident conditions. This message will be updated approximately every 30 minutes. Limit all other phone use to emergency calls.
- Battery operated radios may be used to monitor local media for emergency information.

## ARMED INTRUDER / ACTIVE SHOOTER

### EMERGENCY ACTION

- **Evacuate or shelter and seek cover**
- **Secure area if possible.**
- **Turn off lights & remain quiet**
- **If you cannot escape, seek cover**
- **Try to warn others without endangering yourself**
- **Call 9-911 (from a campus phone) or 911**

When a hostile person (s) is actively causing death or serious bodily injury or the threat of imminent death or seriously bodily injury to person (s) within a building, we recommend the following options evacuate or shelter.

1. Evacuate or Shelter?
  - Evacuate to a safe location
  - If you cannot escape, seek cover and stay out of open areas
  - Move to a safe location, out of view, or out of the building or area
  - Close doors and lock if possible.
  - If you cannot lock the door to prevent access, you may consider barricading the doorway to prevent or slow down the suspect's ability to gain entry into the room.
  - Turn off lights, and all equipment
  - Remain quiet
  - Stay away from windows.
  - Try to warn others without endangering yourself
  - If safe to do so, call 9-911 (from a campus phone) or 911, the designated emergency number
  - Do not pull the fire alarm. A fire alarm would signal occupants to evacuate the building and thus potentially placing them in harms way as they attempt to exit.
  - Try to remain as calm as possible
2. If you are caught in an open area such as a hall or lounge you must decide what you are going to do. This is a crucial time and it can mean life or death.
  - Try to hide, but make sure you are well hidden
  - If you think you can safely make it out of the building, and then do so.
  - If the person is causing death or serious bodily injury to others and you are unable to run or hide you may choose to play dead if other victims are around you
3. If you are outside:
  - Run away from the threat if you can, and as fast as you can
  - Do not run in a straight line
  - Keep vehicles, bushes, trees or anything that could possibly block your view from the hostile person (s) while you are running
  - If you can get away from the immediate area of danger, summon help and warn others

## BEHAVIOR CONCERN

### EMERGENCY ACTION

Report concerns to:

- Dean of Students 465-2152, (For student behaviors)
- Human Resources 465-2390, (For employee behaviors)
- University Police 465-2300 or 911 (9-911 campus phone) if you suspect possible immediate harm

If you are concerned that a community member (student, faculty, staff, or visitor) is in crisis or contemplating harming themselves or others or about actions you believe may be bias motivated we encourage you to report such incidents to:

- Dean of Students 465-2152, (For student behaviors)
- Human Resources 465-2390, (For employee behaviors)
- University Police 465-2300 or 911 (9-911 campus phone) if you suspect possible immediate harm

Examples of behaviors to report include:

- Causing self-injury, or suicidal thoughts or attempts.
- Erratic and/or threatening behavior toward others.
- Bias motivated incidents, which may include but not limited to the use of degrading language or slurs, spoken or written directed at women, men, gay, lesbian, racist, anti-semitic, etc.
- If you are unsure as to whether or not the behavior warrants reporting, we ask that you still call.

The Dean of Students, Residence Life, Counseling, Human Resources and University Police work together as a team to provide assistance or early intervention, and to address threatening behavior to help prevent incidents. Equally important is to help those in difficult times, and in crisis. Additional information is located on the Dean of Students, Human Resources and Public Safety Websites.

Security and safety on our campus is a shared responsibility. As members of the UW-Green Bay community, let's work together to maintain a safe, secure campus.

### Faculty & Staff — **Student Confrontation**

A confrontation with a student can occur inside or outside the classroom, in person or electronically.

- If the situation is critical, someone is threatening to injure themselves or others, immediately call 911 (or 9-911 from a campus phone).
- If the situation has you concerned but is not critical and you would like to discuss the incident and possible follow-up consult with your unit chair, the Academic Dean's Office or the Dean of Students Office.
- If the confrontation constitutes a student disruption which needs to be addressed or possible violence or threat the Dean of Students Office or the Office of your Academic Dean is available to discuss options and next steps.

## BOMB THREAT

### EMERGENCY ACTION

- **Don't hang up, even if caller is no longer on the line**
- **Call 9-911 (from campus phone) or 911, or**
- **If possible, have someone else call 9-911 or 911, while you are on the phone.**

#### If you receive a bomb threat by phone:

1. **Don't Hang Up!** Even if caller is no longer on the line. Call 9-911 (from a campus phone) or 911, the designated emergency number.
2. If possible, have someone else call 9-911 or 911, while you are on the phone.
3. Keep talking to the caller as long as possible. **Ask:**
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your address
  - What is your name?
  - While talking to the caller listen for: speech pattern, accent, background noise, and other distinguishing characteristics.
4. If caller hangs up, **Do Not** hang up your phone. Use another phone line to immediately notify Police at 9-911 (from a campus phone) or 911, the designated emergency response number.
5. If the threat of an explosion is imminent evacuate the building.
  - While evacuating the building:
    - ***DO NOT USE ELEVATORS*** during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
    - Walk quickly to the nearest marked exit and ask others to do the same. Do NOT pull the fire alarm.
    - Be aware of people with disabilities who may require assistance in an emergency evacuation.
  - If you have a disability and are unable to evacuate:
    - Stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 (from a campus phone), 911 or 2300 and tell the dispatcher where you are or where you will be going.
    - Request persons exiting by stairwell to notify Public Safety or Emergency Personnel of your location.
    - As soon as practical, move into the stairwell and await Public Safety or Emergency personnel.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
7. ***DO NOT RETURN TO AN EVACUATED BUILDING*** unless authorized by the Public Safety or Fire Personnel.

## BUILDING EVACUATION

### EMERGENCY ACTION

- **Leave the building immediately.**
- **Do not use elevators unless instructed to by emergency personnel.**

1. Evacuate a building when:
  - An alarm sounds
  - A public address system announcement is made
  - Notified by emergency personnel, or by other means
2. While evacuating the building:
  - Stay calm and take steps to protect yourself.
  - Evacuate using the nearest uninvolved exit.
  - *DO NOT USE ELEVATORS* during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
  - Walk quickly to the nearest marked exit and ask others to do the same.
  - Once outside, Move Clear Of The Building Allowing Others to Exit. Keep streets and walkways clear for emergency vehicles and crews (see specific emergency for recommended distances).
  - *DO NOT RETURN TO AN EVACUATED BUILDING* until advised by emergency personnel.
  - Be aware of people with disabilities who may require assistance in an emergency evacuation.
3. If you have a disability and are unable to evacuate:
  - Stay calm and take steps to protect yourself.
  - If there is a working telephone, call 9-911, 911 or 2300 and tell the dispatcher where you are or where you will be going.
  - Ask others to assist you
  - Request persons exiting by stairwell to notify Public Safety or Emergency Personnel of your location.
  - In a fire, as soon as practical move into the stairwell and await Fire personnel to assist you.
  - In all other cases, if no one can assist you evacuate by any means possible.

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of the best way to assist during an emergency.

## CIVIL DEMONSTRATION / DISTURBANCE

### EMERGENCY ACTION

- **If damage, threats, or injury exists, call 9-911 (from a campus phone) or 911.**
- **Otherwise call Public Safety at 2300 & press 1.**

1. Keep calm. Resistance may only increase destruction of property and a threat to bodily harm. Do not confront demonstrators.
2. In the event that a demonstration in which injury to persons or property occurs or appears imminent, **call 9-911** (from a campus phone) **or 911**, the designated emergency number.
3. In all other cases, call Public Safety at 2300 & press 1. Provide the following information:
  - Location (building, entrance, floor, room, etc.)
  - Approximate number of leaders
  - Size of group
  - Obvious objective or demand of group
  - Group is: rational, organized, violent, etc.
4. If possible, continue with your work schedule until University Police / Public Safety arrives.
5. When University Police arrive, provide them with an update. Follow their instructions.

Generally, demonstrations are peaceful and non-obtrusive and are not disruptive. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Contact Public Safety call 2300 & press 2 to monitor the situation during non-business hours.
- Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Any assembly or congregation of people may be prohibited if the participants obstruct access to university lands or buildings and prevent the university from carrying on its instructional, research, public service, or administrative functions. Any picketing, rally, parade, demonstration, other assembly, or congregation of people may be declared unlawful if its participants:

1. Physically hinder entrance to, exit from, or normal use of the building, or roadway.
2. Obstruct or seriously impair activities in any of the following conditions:
  - enter or occupy a private office unless invited;
  - obstruct or seriously impair passage;
  - use rooms, enter or occupy any university building or part thereof unless authorized;
  - assemble outside rooms at times when normally in use as classes, study, or research;
  - bring signs supported by standards or sticks into any building.
3. Create noise which unreasonably interferes with authorized activities.
4. Intentionally employ force or violence or threat against the university community or university property.

If any of these conditions exist, notify Public Safety, call **2300 & press 1**.

## DISRUPTIVE PERSON

### EMERGENCY ACTION

- **Remain calm, have supervisor or co-worker assist you.**
- **If alone or need assistance call Public Safety at 2300 & press 1.**
- **If you feel threatened call 9-911 (from a campus phone) or 911.**

#### **For an angry or upset person:**

- Project calmness; move and speak slowly, quietly and confidently.
- Be an empathetic listener: encourage the person to talk and listen patiently.
- Do not challenge or interrupt the person while they are talking.
- Use “I” language, such as:
  - “I see.”, “How can I help?”, “I want to understand.”
- Avoid the use of threatening or derogatory words, such as:
  - “You are wrong,” or “You shouldn’t feel that way.”
- Never belittle the person or make him/her feel foolish.
- Avoid making false statements or promises you cannot keep.
- Acknowledge the person’s feelings. Indicate that you can see he or she is upset.
- If necessary, alert supervisor, co-worker or others of the problem.
- Have supervisor or co-worker come out to assist you.
- Arrange yourself so that a visitor cannot block your access to an exit.
- Avoid any physical contact, finger-pointing or long periods of fixed eye contact. Do not touch the person.
- Position a barrier between you and the person. If no barrier is present, just slowly back away to add distance.
- Try not to position yourself between the person and their exit route.
- Avoid invading the individual’s personal space. Make sure there is a space of 3’ to 6’ between you and the person.

#### **If you feel threatened:**

- Notify University Police, by calling 9-911 (from a campus phone) 911 or 2300 & press 1

#### **Faculty & Staff — Student Confrontation**

A confrontation with a student can occur inside or outside the classroom, in person or electronically.

- If the situation is critical, someone is threatening to injure themselves or others, immediately call 911 (or 9-911 from a campus phone).
- If the situation has you concerned but is not critical and you would like to discuss the incident and possible follow-up consult with your unit chair, the Academic Dean’s Office or the Dean of Students Office.
- If the confrontation constitutes a student disruption which needs to be addressed or possible violence or threat the Dean of Students Office or the Office of your Academic Dean is available to discuss options and next steps.

For additional information go to the UW Green Bay Threats and Violence Policy and Guidelines.

## EARTHQUAKE

### EMERGENCY ACTION

- **Take cover.**
- **Evacuate if alarm sounds or if told to do so by emergency personnel.**

During an earthquake remain calm and quickly follow the steps outlined below:

1. If *INDOORS*, seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
2. If *OUTDOORS*, move quickly away from buildings, utility poles and other structures.  
*Caution:* Always avoid power or utility lines as they may be energized.
3. After the initial shock, evaluate the situation and if emergency help is necessary, call 9-911 (from a campus phone) or 911, the designated emergency number.
4. Damage to facilities should be reported to Facilities Management at 2394. If no answer, call 2300.

**NOTE:** During an earthquake there is a potential for Gas leaks. Refer to Gas Leak Emergency Procedure.

## ELECTRICAL POWER FAILURE

### EMERGENCY ACTION

- **Remain calm.**
- **During business hours call Facilities Management at 2394.**
- **After hours call Public Safety at 2300 & press 2.**

1. Determine probable cause.
  - Electrical power failures may occur in an individual building due to some internal malfunction or they may be area-wide due to a breakdown in the external distribution system. This can be determined by visually checking other buildings, streetlights, etc.
2. Report the failure.
  - Do *NOT* try to correct the problem.
  - Call Facilities Management, 2394, for maintenance and describe the situation.
  - After hours, call Public Safety at 2300 & press 2.
3. Protect building occupants.
  - In the case of a prolonged power failure in the building, contact your supervisor for instructions.
  - Elevators, washrooms, stairways and any areas with restricted egress (exit) should be checked for stranded persons. Once vacated, such areas should be locked if possible.
4. Auxiliary lighting.
  - Most buildings are equipped with auxiliary lighting. The auxiliary system should automatically take over within a few minutes following a power failure. Such systems will provide adequate lighting to evacuate, but are not designed for normal operation of the building and its electrical-mechanical equipment.

## ELEVATOR MALFUNCTION

### EMERGENCY ACTION

- **If trapped in an elevator, remain calm.**
- **Call Public Safety at 2300 & press 2.**
- **Give building location of the elevator car.**
- **Keep occupants calm.**

1. If you are trapped in an elevator, use the emergency phone to notify Public Safety, call 2300 & press 2. If the phone is inoperable, turn on the emergency alarm, which will signal for help. *DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY A CAMPUS OFFICIAL.*
2. If a person is stranded in an elevator, *DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.*
3. Notify Public Safety, call 2300 & press 2. Provide the following information:
  - Your name
  - Building
  - Floor
  - Present situation (Medical Emergency, Injury, Anxious Occupants, Number of People, Are the Lights Working?)
4. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives, **Don't Hang Up.**
5. If you find an inoperative elevator without occupants trapped inside, notify Facilities Management at 2394 immediately.

## EXPLOSION

### EMERGENCY ACTION

- **Take cover, or**
- **Evacuate by nearest available exit.**
- **Activate fire alarm.**
- **Call 9-911 (from a campus phone) or 911.**

1. Immediately take cover under tables, desks or other objects which will give protection against falling glass and debris.
2. Evacuate the building by the nearest available exit.
  - While evacuating the building:
    - *DO NOT USE ELEVATORS* during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
    - Walk quickly to the nearest marked exit and ask others to do the same.
    - Be aware of people with disabilities who may require assistance in an emergency evacuation.
  - If you have a disability and are unable to evacuate:
    - Stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 (from a campus phone), 911 or 2300 and tell the dispatcher where you are or where you will be going.
    - Request persons exiting by stairwell to notify Public Safety or Emergency Personnel of your location.
    - As soon as practical, move into the stairwell and await Public Safety or Emergency personnel.
3. Activate the building fire alarm.
4. Once outside, move to a clear area that is at least 500 feet away from the affected building, or from on top of a building or hallway. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
5. After the initial effects of the explosion have subsided, call 9-911 (from a campus phone) or 911, the designated emergency number.
  - Give your name
  - Describe the location and nature of the emergency
6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by Public Safety, Police or Fire personnel.

## FIRE

### EMERGENCY ACTION

- **Activate the fire alarm.**
- **Evacuate the building.**
- **Call 9-911 (from a campus phone) or 911 from a safe location.**

1. In case of fire or smoke, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.
2. Evacuate the building by the nearest uninvolved exit.
  - While evacuating the building:
    - Stay calm and take steps to protect yourself
    - *DO NOT USE ELEVATORS* during an evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.
    - Walk quickly to the nearest marked exit and ask others to do the same.
    - Check doors with the back of your hand before opening to test to see if the door is hot.
    - Stay low to avoid smoke.
    - Be aware of people with disabilities who may require assistance in an emergency evacuation. Help those needing assistance by first asking how you can help.
  - If you are unable to evacuate:
    - Stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 (from a campus phone), 911 or 2300 and tell the dispatcher where you are or where you will be going.
    - Ask someone leaving to notify Public Safety or Emergency Personnel of your location.
    - As soon as practical, move into the stairwell and await Fire personnel to assist you.
    - If this is an actual fire, Firefighters will check the stairwells of the building and evacuate you.
    - If you are in imminent danger evacuate by any means possible.
3. Call 9-911 (from a campus phone) or 911, the designated emergency number.
  - Give your name.
  - The exact location of the fire (building, floor, room, etc.).
  - Be sure to stay on the phone until released by the emergency operator.
4. Once outside move to a clear area at least 500 feet away from the affected building. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
5. *DO NOT Enter* until all clear give by Public Safety or Fire personnel.
6. Someone familiar with the situation and who knows the area should meet the fire department. Someone with keys, may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of the best way to assist during an emergency.

## FLOODING

### EMERGENCY ACTION

- **Protect yourself.**
- **Keep others from entering affected area.**
- **Call 2394 for assistance, after hours call 2300 & press 2.**

1. Flooding caused by pipe break, sink overflow, or other plumbing problem.
  - Try to identify the source of the water and turn it off if this can be done safely.
  - If flooding is caused by pipe break, sink overflow, or other plumbing problems, notify Facilities Management, call 2394. Do not leave a voice mail message; make sure you talk with Facilities Management staff. After hours notify Public Safety, call 2300 & press 2.
  - Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).
2. Flooding caused by heavy rain.
  - If the flooding is caused by heavy rains, notify Facilities Management, call 2394. Do not leave a voice mail message; make sure you talk with Facilities Management staff. After business hours notify Public Safety, call 2300 & press 2.
  - Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
  - Focus resources on minimizing the spread of water into other areas of the building.
3. ***DO NOT ENTER A FLOODED AREA UNTIL STAFF ELECTRICIANS HAVE DEACTIVATED ALL ELECTRICAL CIRCUITS.***
4. Protect property and equipment.
  - Protect property and records by removing items from floors and / or covering with water resistant coverings.
  - Unplug electrical equipment such as computers and printers, etc. if safe to do so.
  - After business hours, the department head or responsible individual(s) for the area affected should be notified.
  - The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.
5. Evacuate personnel and report additional problems
  - Evacuate personnel as needed. Notify Public Safety, call 2300 & press 2, or utilize the fire alarm system if an immediate evacuation is required.
  - Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

## GAS LEAK

### EMERGENCY ACTION

- **Stop what you are doing.**
- **Evacuate the building.**
- **Call 9-911 (from a campus phone) or 911.**

1. If you smell natural gas and suspect a natural gas leak, cease all operations.
2. *DO NOT SWITCH ON LIGHTS OR USE ANY ELECTRICAL EQUIPMENT.*
3. Evacuate the building.
  - While evacuating the building:
    - *DO NOT USE ELEVATORS* during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
    - Walk quickly to the nearest marked exit and ask others to do the same.
    - Be aware of people with disabilities who may require assistance in an emergency evacuation.
  - If you have a disability and are unable to evacuate:
    - Stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 (from a campus phone), 911 or 2300 and tell the dispatcher where you are or where you will be going.
    - Request persons exiting by stairwell to notify Public Safety or Emergency Personnel of your location.
    - As soon as practical, move into the stairwell and await Public Safety or Emergency personnel.
4. Call 9-911 (from a campus phone) or 911, the designated emergency number.
5. Once outside, move a clear area that is at least 500 feet away from the affected building. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep walkways clear for emergency crews and vehicles.
6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by Public Safety, Police or Fire Personnel.

## HAZARDOUS MATERIALS SPILL OR RELEASE

(Gases, Fumes, Vapors, Solids or Liquids)

### EMERGENCY ACTION

- **Close off the area.**
- **Pull fire alarm, & evacuate building.**
- **Call 9-911 (from a campus phone) or 911.**
- **Move upwind from area of spill or release.**

If you create or discover a spill or release but are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

1. Close off area to prevent further contamination, and restrict access to the area.
2. Activate fire alarm. Evacuate building or area.
  - While evacuating the building:
    - *DO NOT USE ELEVATORS* during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
    - Walk quickly to the nearest marked exit and ask others to do the same.
    - Be aware of people with disabilities who may require assistance in an emergency evacuation.
  - If you are unable to evacuate:
    - Stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 (from a campus phone), 911 or 2300 and tell the dispatcher where you are or where you will be going.
    - Request persons exiting by stairwell to notify Public Safety or Emergency Personnel of your location.
    - As soon as practical, move into the stairwell and await Public Safety or Emergency personnel.
3. Immediately report any spill or release of a hazardous chemical, from a safe location. Call 9-911 (from a campus phone) or 911, the designated emergency number, and provide:
  - Your name
  - Name of material spilled, if known
  - Estimated amount
  - Exact location of spill
  - Report injuries
  - Actions you have taken
4. Once outside, move to an area that is at least 500 feet away from the affected building, and upwind from the area of the spill or release. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
5. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the Public Safety, Police or Fire personnel.
7. Suspicious odors where no one is injured or ill should be reported to Facilities Management at 465-2394.

## MEDICAL AND FIRST AID

### EMERGENCY ACTION

- **Emergency call 9-911 (from a campus phone) or 911.**
- **Do not move the victim unless safety dictates.**
- **For minor injury or illness call 2300 & press 2.**

1. If serious injury or illness occurs on campus immediately call 9-911 (from a campus phone) or 911 the designated emergency number.
  - Give your name
  - Describe the nature and severity of the medical problem
  - The campus location of the victim
  - **Do not hang up** until released by the emergency operator

If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care vendors.

In circumstances involving a person who is unconscious and/or not oriented, notifying the Ambulance and Police is the appropriate response.

2. Keep the victim still and comfortable until help arrives. **Do not compromise your safety by entering a dangerous situation.**
3. Do not move the victim unless the victim's life is in imminent danger because of a threatening situation.
4. If the victim must be moved, move them as a unit, always supporting the head and neck. Do not bend or twist the victim's body.
5. In case of a minor injury or illness notify Public Safety, call 2300 & press 2. Students may go to the University Health Services located in Student Services room 1400.

Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

Persons with conditions that may limit their ability to evacuate a building on their own are asked to contact Public Safety so we might work with you to develop a safety plan.

## PSYCHOLOGICAL CRISIS

### EMERGENCY ACTION

- **If imminent harm to self or others, call 9-911 (from a campus phone) or 911.**
- **Protect yourself.**
- **In all other cases call 2300 & press 1.**

A psychological crisis exists when an individual is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If imminent harm to self or others, call 9-911 (from a campus phone) or 911, the designated emergency number, if a psychological crisis occurs:

1. *STAY CALM.*
2. Notify Public Safety, call 2300 & press 1. Provide the following information:
  - Your name
  - Precise location (building, floor, floor room number)
  - Observed behavior
  - Individual's name, if known
3. Until help arrives, be pleasant, considerate and understanding to avoid aggravating the situation.
4. Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if violent/combative.
5. Have someone meet Public Safety at the entrance to the building and provide up-to-date information.

**NOTE:** Contact the University Health and Counseling Services for further information.

## **RADIOACTIVE SPILL RESPONSE**

### **EMERGENCY ACTION**

**If a spill of radioactive material cannot be controlled or cleaned up with available resources, results in a person being injured and/or there is a fire or explosion, UW-Green Bay's Emergency Response Plan should be activated:**

- **Close off the area.**
- **Pull fire alarm and evacuate building.**
- **Call 9-911 (from a Campus phone) or 911.**

### **RESPONSE TO NON-EMERGENCY RADIOACTIVE SPILLS – NOTIFICATIONS**

Report all spills of radioactive materials to one of the following people:

Jill Fermanich, Campus Safety Officer	465-2273
Warren Johnson, Chair, Radiation Safety Committee	465-2275
James Marker, Radiation Safety Committee	465-2230

If after hours or you are unable to contact one of the above people, notify Public Safety call 2300 & press 2, who can contact members of the Radiation Safety Committee.

### **RESPONSE TO MINOR RADIOACTIVE SPILLS**

Minor spills and emergencies are those spills of a few microcuries of activity where the radionuclide does not become airborne and emergencies where there is no personal injury. Lab personnel can utilize a spill response kit to handle most minor spills.

#### **Prevent spread of contamination**

- Immediately notify all persons in room or area about the spill.
- Limit access to the area of the spill to those persons needed for cleanup purposes. Do not let other persons into the area until spill is decontaminated.
- Confine spill and prevent spread of contamination, (i.e., cover the spill with absorbent materials. If a liquid spilled from an intact container, return container to the upright using gloves or a lever.
- If volatile (dusts, fumes, gases) materials are involved, turn off all fans and shut off room ventilation system, but keep fume hood on to keep the room under negative pressure.
- Limit the movement of persons involved who may be contaminated, and do not let them leave area until they are surveyed for contamination.
- Survey potentially contaminated personnel. If the spill is on clothing, remove / cut contaminated clothing, and package it separately as radioactive. If skin is contaminated, immediately wash it with water and soap (See Personnel Decontamination Procedures).
- Survey the entire area with a thin window GM meter, mark contaminated areas using magic markers.

### **Decontamination Supplies**

- Yellow plastic bags, "Caution Radioactive Material" tape, absorbent materials (e.g., absorbent paper, "floor dry"), decontamination detergents (e.g., mild soap, lava, "Count-Off", vinegar), and rope or tape, bucket of water, decontamination solutions, scrubbers, brushes, mops....etc.
- Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.
- Portable radiation survey meter, wipes and alcohol (to moisten wipes).

### **Pre-Decontamination Procedures**

- Wear protective attire (heavy-duty rubber gloves, lab coat, safety glasses, footwear).
- Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.
- Make a decontamination plan. What to clean first, how many people need to be involved, who should remain in clean area to bring supplies... etc.

### **Decontamination**

- Clean wet spills or wet contamination using absorbent paper/towels by wiping it. Start at the outside edge of the spill and work inward. After the liquid is cleaned, treat the residue as dry contamination (see next item).
- For dry contamination, dampen absorbent paper towel and/or the contaminated surface. (Generally, water may be used, except where a chemical reaction with the water could generate an air contaminant or a chemical or physical hazard. Mineral oil or another predetermined organic solvent should then be used.) Wipe down area starting at the outside edge of the contaminated area and working inward.
- Powder or resin bead spills, do not dry mop it. If dusts are possible, wear appropriate respiratory protection, and decontaminate using a high efficiency HEPA filter vacuum. If HEPA-filtered vacuum is not available, carefully dampen the contaminated area making sure the solution used (e.g., water, Count-off foam, vinegar, etc.) does not react with the spill. Once moistened, clean using the procedures for a wet spill.
- Dispose of the absorbent paper into yellow plastic radioactive waste bags after each use; mark the waste with "Caution Radioactive Material" tape. Decontamination solutions must not be allowed to drip onto other surfaces.

## SUICIDE - THREAT OR ATTEMPT

### EMERGENCY ACTION

- **Imminent threat of harm to self or others, call 9-911 (from a campus phone) or 911.**
- **Protect yourself.**
- **Notify Health and Counseling at 2380.**

If a suicide act is imminent, call 9-911 (from a campus phone) or 911, the designated emergency number, and then contact the Health and Counseling Services (ext. 2380) or the Dean of Students Office (ext. 2152).

Members of the university community becoming aware of a student or employee indicating they are thinking about, or are planning a suicide, are encouraged to inform the Health and Counseling Services, SS 1400, 465-2380 immediately; or if no staff is available, the Office of the Dean of Students, Student Services, Room 2000, 465-2152.

It is the university's desire that each and every threat is to be taken seriously and checked out thoroughly by either Health and Counseling Services or the Dean of Students Office.

Appropriate referrals will be initiated. The person in question will be interviewed as soon as possible and the seriousness of the threat determined. If concern continues, the person may be expected to take one or more of the following alternative steps with the assistance of a staff person:

1. Inform a relative or close friend. (When possible, a parent or guardian of anyone under the age of 18 will be informed.)
2. Arrange to have a friend or relative stay with them.
3. Make arrangements to be seen as an outpatient of a hospital emergency room; or, by a physician, counselor, psychologist, or psychiatrist of their choice.
4. Make arrangements for voluntary hospitalization.

Failure to implement one of the above when the threat is deemed to be serious may result in a request for involuntary hospitalization.

This procedure is intended to represent a concern and a firm commitment to the welfare of any individual for whom suicide is a possibility.

## SUSPICIOUS LETTER OR PACKAGE

### EMERGENCY ACTION

- **Notify Public Safety, call 2300 & press 1.**
- **Isolate the object, do not handle it.**
- **Evacuate the area.**

1. Immediately call Public Safety at 2300 & press 1.
2. Don't handle or open the letter or package.
3. Isolate the letter or package.
  - Cover the letter or package with a wastebasket, towel, paper, or other item.
  - Thoroughly wash your hands with soap and water.
  - If a substance has spilled from the letter or package onto a desk or other area, cover the material with a wastebasket, towel, paper or other item.
4. Lock and secure the room/area where the letter or package is located. Wait outside the room/area for the arrival of Public Safety.
5. Keep others out of the area until the arrival of Public Safety.
6. Assist Public Safety. This may include providing a list of all persons who may have come in contact with the suspicious letter or package.
7. If you are unsure whether a letter or package is suspicious contact Public Safety. An officer will respond and make a threat assessment with your assistance.

### **What Are The Characteristics Of A Suspicious Letter or Package?**

Powdery substance on the outside or inside, excessive postage, handwritten or poorly typed addresses, incorrect titles, title, without a name, addressed to someone no longer with your organization, or otherwise outdated, no return address or one that cannot be verified as legitimate, oily stains, discolorations or odor, excessive weight, lopsided or uneven envelope, protruding wires or aluminum foil, excessive security material such as masking tape, string, etc., visual distractions, ticking sounds, marked with restrictive endorsements, such as "Personal" or "Confidential," shows a city or state in the postmark that does not match the return address, letter or package is unexpected or from someone unfamiliar to you.

## SUSPICIOUS ODOR

### EMERGENCY ACTION

- **If becoming sick or ill, call 9-911 (from a campus phone) or 911.**
- **In all other cases notify Public Safety 2300.**

1. If there is a suspicious odor in your area or building:
  - If safe to do so, attempt to identify the cause of the odor.
  - Discuss the suspicious odors with your co-workers and/or supervisor.
  - If you cannot determine the cause, call 2300.

### **If someone is becoming sick or ill:**

1. Evacuate area.
2. If spill or vapors cannot be contained evacuate building.
  - While evacuating the building:
    - DO NOT USE ELEVATORS during an evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
    - Walk quickly to the nearest marked exit and ask others to do the same.
    - Be aware of people with disabilities who may require assistance in an emergency evacuation.
  - If you have a disability and are unable to evacuate:
    - Stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 (from a campus phone), 911 or 2300 and tell the dispatcher where you are or where you will be going.
    - Request persons exiting by stairwell to notify Public Safety or Emergency Personnel of your location.
    - As soon as practical, move into the stairwell and await Public Safety or Emergency personnel.
3. Immediately report any spill or release of a hazardous chemical from a safe location. Call 9-911 (from a campus phone) or 911, the designated emergency number, and provide:
  - Your name
  - Name of material spilled, if known
  - Estimated amount
  - Exact location
  - Report injuries
  - Actions you have taken
4. Once outside, move to an area that is at least 500 feet away from the affected building, and upwind. Do not evacuate to parking lots unless told to do so by emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the Public Safety, Police or Fire personnel.

## TORNADO/SEVERE WEATHER

### EMERGENCY ACTION

- **Move to the lowest level or an interior corridor or room.**
- **Stay away from windows.**

**Tornado Watch** means atmospheric conditions favor the development of storm in which a tornado may develop. **Severe Thunderstorm Watch** means atmospheric conditions favor the development of severe thunderstorms.

1. Monitor local media for weather conditions.
2. Be prepared to take emergency action if situation changes to a tornado warning.

**Tornado Warning** means a tornado has been spotted in Brown County or the immediate area. Employees/students are expected to take the following action.

1. If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via Brown County Warning Siren (Signified by a 3 minute steady tone), public address system, or weather alert radio.
2. Stay away from windows and areas with a large expanse of glass.
3. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
4. ***DO NOT USE ELEVATORS. DO NOT PANIC.***
5. If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.
7. Monitor local weather broadcasts, if a radio is available.

There are no “all clear” signals. If the National Weather Service cancels a Tornado Warning, information that the warning is cancelled may be broadcast over the emergency radio paging system, so people do not need to remain sheltered.

**Severe Thunderstorm Warning** means a thunderstorm producing lightning and damaging winds may be moving.

1. If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.
2. Notification may be received via local media, public address system, or weather alert radio.

## VIOLENT OR CRIMINAL BEHAVIOR

### EMERGENCY ACTION

- **Protect yourself.**
- **Call 9-911 (from a campus phone) or 911 to report:**
  - **crime against a person**
  - **crime in progress**
- **Call 2300 & press 1 to report all other crimes.**

Everyone is encouraged to assist in providing a safe environment by being alert to suspicious behavior and promptly notifying Public Safety, by calling 2300 & press 1.

1. Call 9-911 (from a campus phone) or 911, the designated emergency number, to report a crime against a person or if there is imminent threat of harm or to report a crime in progress. Call 2300 & press 1 to report all other crimes. Include the following:
  - Your name
  - Nature of the incident
  - Location, date and time of incident
  - Description of person(s) involved
  - Description of property involved
  - Assist the officers when they arrive. Provide additional information upon request.
2. What to do if you are a victim of a property crime:
  - Go to a safe place and notify Public Safety, call 2300 & press 1.
  - Do not touch anything.
  - Meet with the officer at the location the officer requests.
  - Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow officer's instructions.
3. What to do if you are a victim of a violent/personal crime: **Protect Yourself.**
  - Be observant, as the more information you can provide, the better chance the criminal will be apprehended. Information about what they look like such as gender, race, ethnicity, height, weight, hair color, eye color, what they were wearing etc is critical.
  - While a crime is being committed, you have three options:
    - Do what the suspect asks
    - Passive resistance (talking or reasoning with suspect)
    - 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.*

  - As soon as possible, get to a safe place; notify Public Safety at 911, the designated emergency response number. Advise police of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
  - Meet with the officer. Follow the officer's instructions.

## WATER CONTAMINATION

### EMERGENCY ACTION

- **Do not drink any water that has not been boiled for at least 5 minutes.**

This procedure addresses actions to be taken after notification by the Green Bay Water Utility that bacteria (total coliforms) have been identified in the UW – Green Bay water supply. Green Bay Water Utility is required by state and federal law to inform the campus of a violation of the maximum contaminant level for total coliforms in water. State and Federal law requires drinking water to be free of total coliform, bacteria, which are a possible health concern.

Once the Green Bay Water Utility has notified the University, you will be notified to take the following steps:

1. Do not consume campus water.
2. All water used for drinking, cooking or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
3. Ice and any beverages prepared with unboiled water should be discarded.
4. Continue the water boil until notified you that Green Bay has rescinded the recommendation to boil. University administration will make appropriate provisions to provide drinking water to the campus.

## WINTER STORM

### EMERGENCY ACTION

- **Check campus e-mail and website for official message.**
- **Check local Green Bay radio and TV stations for official message.**

### **CAMPUS CLOSING VS. CANCELLATION OF CLASSES**

In almost every case, the decision to be made will be whether classes are to be canceled rather than whether the University will be closed. The University of Wisconsin-Green Bay is a state agency, and an actual campus closing has financial and legal consequences that we will make every effort to avoid.

### **Who makes the decision?**

The decision to cancel classes or close the campus is made by the Chancellor, on the recommendation of the Vice Chancellor for Business and Finance and the Provost. They are advised by the Director of Public Safety, who monitors road conditions in our region and the ability of the campus grounds crew to keep the campus accessible.

### **What if a faculty member is unable to reach the University to hold a scheduled class?**

If an instructor is unable to hold a scheduled class because he or she cannot reach the university during a winter storm, the instructor must notify the campus University Switchboard (920-465-2000). Students call the University Switchboard to learn of classes that will not be held, and we owe it to them to provide this information. Leaving a call at the budgetary unit office or leaving a note on a classroom door is not an acceptable alternative to calling the University Switchboard. I will ask the Deans to monitor this process periodically to determine whether it is working.

### **What are the criteria for making the decision to cancel all classes?**

Recommendations to the Chancellor are based on a number of factors. In formulating a recommendation, the Vice Chancellor for Business and Finance and the Provost take into account reports on area road conditions, forecasts of storm continuation, predicted snow accumulations, temperature and wind chill, and the ability of the grounds crew to keep the campus parking lots cleared. One key indicator is whether city streets are open enough to allow continuation of city bus service to the campus. If city bus service is canceled or it appears that there will be trouble getting buses to campus, the Chancellor receives a recommendation to cancel classes.

### **Who decides whether students, faculty or staff should try to get to campus?**

The judgment about whether or not to come to campus rests with the individual. Nobody who feels it is unsafe should attempt the trip. Driving conditions may vary across the wide geographical region served by UW-Green Bay. Individuals need to take their own local conditions into account as they make their judgments.

### **What should faculty do about students who are unable to reach campus in bad weather?**

Each faculty member has authority to determine how missed class meetings should be handled. Bad weather creates additional complications for students who live in outlying areas and students who have children in schools or child-care centers that have closed. Because we are operating in a context where the expectation is that we will try to keep from canceling classes, it would be reasonable for faculty to be flexible in addressing individual student circumstances. In any event, each faculty member should communicate his or her expectations clearly to their students.

### **Why should the campus set a high standard for canceling classes?**

UW-Green Bay does not use the same standard as the public schools for deciding whether to cancel classes. There are significant differences in our circumstances. First, we have a substantial population of resident students. Second, all of our students are adults who can make their own judgment about road conditions. Unlike the public schools, we do not schedule additional instruction days in anticipation of winter storm closings. Finally, our service area is much broader; there may be poor road conditions in some of our communities while others are quite open.

- Many faculty fully schedule their course syllabi, leaving little time to complete missed work. On any given day, some faculty members will have assignments due or exams scheduled. Canceling classes for the whole campus would have a high probability of creating complications for many instructors.
- Faculty establish expectations for learning at the beginning of the semester when they establish a syllabus. If that syllabus includes scheduled class meetings, then students have a right to expect that those meetings will take place. This is not to say that faculty cannot arrange for alternative forms of learning.
- This policy is not based on the assumption that classes must be held — come what may. It is based on the assumption that instructors have a professional responsibility to follow the expectations they have set. Not holding class in the absence of an established alternative creates confusion and bad feeling. Not holding class because students are engaged in an alternative learning experience that has been defined and established in advance is well within instructors' professional purview.

### **How will an all-campus closing or cancellation of classes be communicated?**

If the entire campus is closed or if classes are canceled by the Chancellor, it will be announced over Green Bay radio and TV as part of the standard "school closing" reports. If you do not hear the announcement, it is highly likely that the campus remains open and classes are expected to be taught.

If a decision is made to close campus or cancel classes, the Director of News and Media Relations will issue the bulletin via e-mail, or other electronic means available. If you do not hear of a closing / cancellation on local radio or receive an e-mail message, presume the University will be open for classes and business.

If a class is cancelled you should receive an email notifying you of its cancellation.