

James R. Connor University Center

Emergency Procedures

UW-W Campus Emergency Plan Website:

Use this site for additional Campus Emergency Information: <http://emergency.uww.edu>

University Center Emergency General Guidelines:

These policies and procedures are for use in the UW-Whitewater James R. Connor University Center:

1. It is the responsibility of all staff members to be familiar with UC Emergency Procedures.
2. Take appropriate precautions to assure your own safety, then help others as possible.
3. In case of emergency, follow these procedures and call University Police at **911**. Phone usage during an emergency should be limited to official use only. Do **NOT** use phones during a gas leak, it may set off a gas explosion!
4. All emergency announcements should be made by the University Center Facilities Coordinator, delegated UC staff member, or police/fire officials, ONLY.
5. In emergencies, avoid using elevators to avoid creating additional potential problems.
6. If persons confined to wheelchairs are blocked from exiting the building, instruct them to wait at stairwells for emergency personnel. Note their location and what floor they are on and relay this information to emergency personnel, who will help evacuate the person with a disability. For more information on helping patrons with disabilities.
<http://emergency.uww.edu/Topic/Details/1004>
7. The University Center has designated four areas where all UC employees should meet in an emergency that requires the building to be evacuated. The four areas are: the area between Hyland Hall and the Minneiska Water Feature, parking lot #13 (between Winther Hall and Heide Hall), the South Mall in front of Hyer Hall, and finally over the crest of the hill on the sidewalk by the Log Cabin.
8. After an evacuation or other emergency, you must wait for an "all-clear" from the University Center Building Supervisor or emergency personnel to avoid hampering the efforts of the situation.

Fire Alarm:

Student Staff --- Exit the building to a distance of **AT LEAST 500 FEET**.

Fulltime Staff --- Shut your office door if you have one. If time and safety allows, close doors/gates to department areas (HawkCard/Reservations/Graphics/Warhawk Alley/Info. Services, etc.) and encourage all others to leave the building. Exit the building to a distance of **AT LEAST 500 FEET** and look for other UC employees. If necessary, assist in clearing a path for emergency vehicles. **Wait for an "all-clear" from Emergency officials before re-entering the building.**

Inclement Weather/Tornado:

Watch vs. Warning

A tornado **watch** or severe weather **watch** means a tornado or storm may develop. It is not necessary to seek shelter or issue an emergency announcement for a severe weather watch, but be alert to changing weather and be prepared to take action if the **watch** is upgraded to a **warning**.

A **tornado warning** means a tornado has been spotted in the area. Immediate action may be the difference between life and death.

It is not necessary to seek shelter or issue an emergency announcement for a **Thunderstorm Warning**

Student Staff --- Use stairwell and proceed downstairs to designated shelter areas --- either the Warhawk Alley bowling area or the Horicon Rooms hallway, whichever is closer.

Fulltime staff --- Shut your office door if you have one. If time and safety allows, close doors/gates to department (HawkCard/Reservations/Graphics/Warhawk Alley/Info Services, etc.) areas and encourage all others to seek shelter in designated shelter areas. Use stairwells and proceed downstairs to designated shelter areas and look for other UC employees.

Designated University Center Shelter Areas:

1. **Best Choice = Basement:** Warhawk Alley bowling area or the Horicon (old Royal Purple) hallway.
2. If you cannot reach the basement go to **bathrooms** near Old Main Ballroom, The Hamilton Room, or Career and Leadership Development (C&LD).
3. **AVOID** windows and large rooms (Hamilton Room, Ballroom, etc.)

Wait for an "all-clear" from UC Facilities Coordinator or emergency personnel before leaving a designated sheltered area.

Belligerent, Violent, or Criminal Behavior:

Your main goals in the event of violent behavior:

1. Get to a safe place.
2. Call Police at **911**.

Your safety is the most important thing to remember during any attack.

If you are involved while a crime is being committed, you have three options:

1. Submit to suspect (do what the suspect tells you to do).
2. Passive resistance (talking or reasoning with suspect).
3. Active resistance (physical intervention).

Remember that whatever you decide to do, you must be prepared both mentally and physically.

What to do if you are a victim of violence or a crime: Be observant - the more information you can provide to Law Enforcement, the chances are better that the criminal will be apprehended.

If you are a victim or a witness, meet with a police officer and follow their instructions. Inform the police of the following:

1. The nature and location of the incident.
2. Whether or not medical assistance is required.
3. Description of the incident/person(s) involved.

Elevator Malfunction:

If you become trapped in an elevator, press the emergency campus police communication intercom (red button on the panel below the elevator control panel). Do not attempt to exit a stalled elevator unless told to do so by a campus official.

Notify Facilities Planning & Management at 262-472-1320 and campus police at **911**. Be prepared to give them:

1. Your name
2. What building you are in
3. What floor you are on
4. Describe the incident

If a UC patron is stranded in an elevator, do not attempt to force open the elevator doors. Ask the patron to be patient. If the patron has not pushed the alarm, inform them to do so. A person stranded in an elevator needs to be reassured that help is on the way. Keep in contact with the person until help arrives.

Gas Leak:

If you suspect a gas leak, evacuate the building immediately.

Student Staff - Exit the building to a distance of **AT LEAST 500 FEET**.

Fulltime Staff -- One person should immediately **exit the building** and notify Facilities Planning & Management & Campus Police. **DO NOT USE A PHONE WITHIN 500 FEET OF THE BUILDING**. Exit the building to a distance of **AT LEAST 500 FEET**.

Wait for an "all-clear" from emergency personnel before re-entering building.

IMPORTANT - IN THE EVENT OF A GAS LEAK:

1. Do **NOT** switch on lights or any electrical equipment.
2. Do **NOT** activate the fire alarm, public service announcement, or telephone (switching on electrical equipment could generate a gas explosion).
ONLY WHEN OUTSIDE 500' EVACUATION RADIUS notify Campus Police by phone at 911.
3. Notify departments to assist in coordination of evacuating the UC. **Do NOT do this by phone.**
4. Instruct patrons not to use the elevator or cell phones.
5. If possible and time permitting, close doors to help minimize possible additional damage.
6. Once outside, move to a clear area **that is at least 500 feet away** from the affected building.
7. Keep streets and walkways clear for emergency vehicles and crews.

Explosion:

In the event of an explosion in the UC, activate the building fire alarm and call police at **911**.

Student Staff -- Exit the building to a distance of **AT LEAST 500 FEET**.

Fulltime Staff -- Shut your office door if you have one. If time and safety allows, close doors/gates to departmental areas (HawkCard/Reservations/Graphics/Warhawk Alley/Info. Services, etc.) and encourage all others to leave the building. Exit the building to a distance of **AT LEAST 500 FEET** and look for other UC employees. If necessary, assist in clearing a path for emergency vehicles.

Wait for an "all-clear" from emergency personnel before re-entering building.

Bomb Threat:

DO NOT HANDLE, TOUCH OR MOVE SUSPICIOUS OBJECTS!

Clear the area and immediately call Campus Police at **911** if you observe a suspicious object or potential bomb on campus. Any person receiving a bomb threat should attempt to gain as much information from the caller as possible, including:

1. Exact location of bomb (building, floor, room, etc.).
2. Time bomb is set to go off.
3. Characteristics of bomb (timing device, etc.).

Keep talking to the caller as long as possible and record the following information:

1. Date and time of call.
2. Speech pattern, accent, distinguishing characteristics, etc.
3. Background noise.
4. Critical statements made by caller.

Immediately notify Campus Police at **911**.

Student Staff -- Exit the building to a distance of **AT LEAST 500 FEET**.

Fulltime Staff -- Shut your office door if you have one. If time and safety allows, close doors/gates to Department areas (HawkCard/Reservations/Graphics/Warhawk Alley/Info. Services, etc.) and encourage all others to leave the building. Exit the building to a distance of **AT LEAST 500 FEET** and look for other UC employees. If necessary, assist in clearing a path for emergency vehicles.

Wait for an "all-clear" from emergency personnel before re-entering building.

If the threat of an explosion is imminent, evacuate the building. Activate the fire alarm.

Do **NOT** use elevators. Do **NOT** panic.

**EMERGENCY REPORTING PROCEDURES
UW-WHITEWATER JAMES R. CONNOR UNIVERISTY CENTER
2020**

If an emergency occurs, UC students/staff have been instructed to follow certain protocol. This involves determining immediate action, gather pertinent information (student names, address, ID#, etc.) as well as reporting the events of the emergency. This also includes notifying appropriate individuals as listed below and filling out a written report.

Incidents that are minor **DO NOT** need to be communicated to a level above the professional staff member. As a guide, any incident where a student is transported off campus (to a medical facility or to jail), or any incident where someone in the administration may get a call from a parent, the news media, etc., should be communicated to the appropriate administrators.

TYPE OF INCIDENT	WHO TO NOTIFY	SPECIAL PROCEDURES
Mechanical Emergency or Electrical Interruption	Tom Federer, Jay Craggs, Angela Meldonian	Tom will contact the appropriate mechanic
Fire	911, Tom Federer, Jay Craggs, Angela Meldonian, Artanya Wesley	Notify Artanya Wesley & Jay Craggs immediately
Medical Issue or Death	911, Jay Craggs, Angela Meldonian, Artanya Wesley	Notify Artanya Wesley & Jay Craggs immediately
Sexual Assault	911, Jay Craggs, Angela Meldonian, Artanya Wesley, SART Team	Notify Artanya Wesley and SART immediately,
Large Group Demonstration	911, Jay Craggs, Angela Meldonian, Artanya	Notify Angela Meldonian & Jay Craggs
Bomb Threat	911, Jay Craggs, Angela Meldonian, Artanya	Notify Angela Meldonian & Jay Craggs
Drug, Physical Assault, Domestic Abuse, or other violent arrest	911, Jay Craggs, Angela Meldonian, Artanya Wesley	Notify Angela Meldonian & Jay Craggs immediately
Suicide Gesture/Attempt	911, Jay Craggs, Angela Meldonian, Artanya	Notify Angela Meldonian & Jay Craggs
Large unexpected event with news media attention	Jay Craggs, Angela Meldonian, Artanya	Notify Angela Meldonian & Jay Craggs
Service Interruption (Electrical outage, etc.)	Tom Federer, Jay Craggs, Dave Halbach, Artanya Wesley	Notify Angela Meldonian & Jay Craggs immediately

Phone Numbers

NAME	OFFICE	MOBILE
Tom Federer	262-472-4939	262---903---6077
Angela Meldonian	262-472-1656	414---218---2432
Dave Halbach	262-472-5749	920---650---6089
Jay Craggs	262-472-1176	262---949---9329
Artanya Wesley	262-472-1051	
Sexual Assault Response Team (SART)	262-472-4660	

