

University of Wisconsin-Eau Claire



EMERGENCY CONTINGENCY PLAN

December 2016

PREFACE

This Emergency Contingency Plan has been designed to provide a basic contingency manual for UWEC administration in order to plan for campus emergencies and minimize the size of the disaster/emergency as it occurs. While this guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The UW-Eau Claire policies and procedures described herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in this guide. Campus emergency operations will be conducted within the framework of the University guidelines. Any exceptions to those crisis management procedures will be conducted by, or with the approval of, those University administrators directing and/or coordinating emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Office of Loss Prevention and Safety for technical review. The Office of Loss Prevention and Safety will forward all recommended changes in writing to the Vice Chancellor for Student Affairs for approval.

The Office of Loss Prevention and Safety will review and update this document every January. Changes will be distributed to all holders of this document. This handbook is provided to those who may need to respond to an emergency situation. A list of emergency contingency plan holders can be found in Appendix A. A separate quick reference emergency procedure brochure is made available to all faculty, staff and students.

The Director of Loss Prevention and Safety will work with other units to ensure policies and plans referenced in this document are kept up-to-date.

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INTRODUCTION

PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through the effective use of campus and community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the Chancellor, or his/her designee may declare a state of emergency, and these contingency guidelines may be implemented.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

SCOPE

These procedures apply to all personnel, buildings, and grounds owned and operated by the University and include those peripheral areas adjoining the University of Wisconsin-Eau Claire, including Simpson Athletic Field and Bollinger Fields. See map found in Appendix C.

DEFINITIONS

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

- a. **MINOR INCIDENT:** Any incident, potential or actual, which will not seriously affect the overall function of the University.
- b. **EMERGENCY:** Life-threatening
- c. **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operation of the University. Outside emergency services will probably be required as well as major efforts from campus support services. Major policy considerations and decisions will be required from the University Administration during a major emergency.
- d. **DISASTER:** Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the University. In some cases, personnel casualties and severe property damage may occur. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Incident Command Center will be activated, and operational plans will be developed and executed.

ASSUMPTIONS/GUIDELINES

The University Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines:

- a. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- b. The succession of events in an emergency is not predictable; hence, published support and operations plan will serve only as guides and checklists and may require field modification in order to meet the requirements of the emergency.
- c. Disasters may affect the geographical location surrounding the University; therefore, City, County and Federal emergency services may not be available or may be delayed in providing assistance.
- d. This document serves as a guideline and, in many cases, refers the user to policies, plans, statutes, etc., that were already in place. If a major emergency or disaster were to occur, University Police personnel would follow existing rules and policies, including the Emergency Management Plan for Eau Claire County prepared by the Eau Claire County Office of Emergency Government.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the University Chancellor or his/her designee.

During the period of any campus major emergency or disaster, the University Police Office may place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain facilities. University Police shall immediately consult with the Chancellor regarding the emergency and the possible need for a declaration of a campus state of emergency.

When a state of emergency has been declared, only registered students, faculty, staff, appropriate emergency personnel, and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Representatives from the Press should be referred to the Executive Director of University Communications.

Only those individuals who have been assigned a member of the Chancellor's Emergency Response Team and/or who have been issued an emergency pass by the Campus University Police department will be allowed to enter the immediate disaster site.

Any emergency which has the potential for publicity should be promptly reported to the Executive Director of University Communications Office at 715/836-4742.

COMMAND CENTER

An Incident Command Center may be established to direct building evacuations, coordinate rescue operations, dispatch victims to local hospitals, and otherwise control the situation at the scene of the disaster. This center will provide direct communication with area hospitals, emergency vehicles, police and fire personnel, and other local, county and state assistance agencies. The Coordinator of the Chancellor's Emergency Response Team will determine if a command center is needed, and if so, where it will be located.

DISABLED PERSONS

Disabled persons should be assisted by their group members--class or work unit--in moving to shelter or evacuating from a building.

- Vision or hearing impaired persons should be assisted in moving to shelter or evacuating from a building.
- Mobility impaired persons should go to the nearest uninvolved (smoke free) stairwell landing. If possible, occupants of the building should assist the disabled person to shelter or out of the building. Leave all wheelchairs in the building, out of the pathway. If a disabled person cannot be taken from the building, a designated staff person would meet emergency response personnel and advise if there are any individuals in need of assistance, and where they are located.

REMINDER: In case of fire or explosion, **DO NOT USE THE ELEVATORS.**

ACCOUNTING FOR ALL PERSONS

It is suggested that keeping persons together by their naturally occurring groups, such as by classroom or residence hall floor and wing, provides the most natural and workable framework for "head counting".

CLOSING THE UNIVERSITY

If necessary, the Chancellor may close the University to the public, may cancel classes, and release employees. However, it takes an order by the Governor to close the University completely.

When inclement weather threatens operations, the University will remain in operation to the extent possible. Refer to the Inclement Weather Policy (2:17) located in the University Policy-book.

POST-INCIDENT CRITIQUE

A post-incident critique will be conducted as soon as practical following an emergency and/or disaster. The Directors of the Offices of University Police and Loss Prevention & Safety should jointly write the report incorporating input from members of the Chancellor's Emergency Response Team. The report will be shared with the Chancellor and his/her administrative staff.

Chancellor's Emergency Response Team

Rev. 12/2016

	Office	Cell	Home
<u>Administration</u>			
Chancellor James Schmidt	715/836-2327		
Provost, Patricia A. Kleine	715/836-2320		
Mike Carney	715/836-4494		
MJ Brukardt	715/836-2320		
Teresa O'Halloran	715/836-2387		
Suzanne Olson	715/836-2327		
<u>University Police</u>			
Dave Sprick	715/836-2222		
<u>Division of Student Affairs</u>			
Beth Hellwig	715/836-5992		
Joseph Abhold	715/836-5992		
<u>Loss Prevention</u>			
John Baltes	715/836-4414		
<u>Facilities</u>			
Troy Terhark	715/836-2178		
<u>Communications</u>			
Mike Rindo	715/836-4742		
Julie Poquette	715/836-3985		
<u>LTS</u>			
Daren Bauer	715/836-5286		

Chain of Command:

- **James Schmidt, Chancellor**
- **Patricia A. Kleine, Provost and Vice Chancellor**
- **Beth Hellwig, Vice Chancellor of Student Affairs**
- **Mike Carney, Associate Vice Chancellor-Academic Affairs**

Other Emergency Contacts

Rev. 12/2016

	Office	Cell	Home
Administration			
Suzanne Cooley Olson	715/836-2327		
University Police			
General - 24 hours	715/839-4972		
Division of Student Affairs			
Jodi Thesing-Ritter	715/836-2325		
Lynn Wilson	715/836-5521		
Student Health Service			
Laura Chellman (SHS & CS)	715/836-4311		
Pat Kress (SHS)	715/836-4311		
Luke Fedie (CS)	715/836-5521		
Colleen Marchwick (CIE)	715/836-4874		
Housing and Residence Life			
Quincy Chapman	715/836-3630		
Deb Newman	715/836-3675		
Facilities/Loss Prevention			
Diane Hunter	715/836-3999		
Heating Plant	715/836-4412		
Communications			
Judy Berthiaume	715/836-4745		
Jean Piper	715/836-4003		
LTS			
Tyler Schroeder - Web	715/836-2360		
Eric Stevens - Servers	715/836-6026		
Tom Paine - Network	715/836-3078		
Non-University Contacts			
Eau Claire Police/Sheriff	715/839-4972 (non-emergency)		
Eau Claire Fire	715/839-5012 (non-emergency)		
Eau Claire County Emergency Planning	715/839-4736 (24 hours)		

CHANCELLOR'S EMERGENCY RESPONSE TEAM

When an emergency or disaster is impending or first occurs, the Director of University Police shall immediately begin contacting members of the Chancellor's Emergency Response Team which consists of the following:

<u>TEAM MEMBER</u>	<u>JOB TITLE</u>	<u>WORK PHONE</u>
Emergency Director	Chancellor of UWEC or designee	715/836-2327
Emergency Coordinator	Director of University Police	715/836-2222
Damage Control	Director of Facilities Management	715/836-5278
University Police Office	University Police Officers & Staff	715/836-2222
Public Information	Exec. Dir. of Univ. Communications	715/836-4742
Hazardous Materials Mgmt./ Loss Prevention & Safety	Director of Loss Prevention & Safety	715/836-4414
Dean of Students	Dean of Students	715/836-5992
Information Technology	Learning and Technology Services	715/836-5286
Academic Affairs	Provost/Vice Chancellor	715/836-2320
Academic Affairs	Associate Vice Chancellor	715/836-2033
Chancellor's Office	Strategic Planning Director	715/836-5775
Affirmative Action	Special Assistant to the Chancellor	715/836-2387
Vice Chancellor	Student Affairs	715/836-5992

EMERGENCY DIRECTOR: Chancellor or designee

- a. Responsible for the overall direction of the UW-Eau Claire Emergency Response Team.
- b. Works with the University Police Director and others in assessing the emergency and preparing the University's specific response.
- c. Declares and ends, when appropriate, the campus state of emergency.
- d. Notifies and conducts liaison activities with University administration, governmental agencies, Chancellor's Emergency Response Team, and others as necessary.

EMERGENCY COORDINATOR: Director of University Police

- a. Responsible for the overall coordination of the university emergency response.
- b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command center.
- c. Initiates immediate contact with the Chancellor and University administrative staff; begins assessment of the University's condition.
- d. Notifies and utilizes police, Office of University Police personnel, and, if necessary, student aides in order to maintain safety and order.
- e. Notifies the members of the Chancellor's Emergency Response Team; advises them of the nature of the emergency.
- f. Notifies and conducts liaison activities with appropriate outside organizations such as the Fire Department, Police Department, Division of Emergency Government, etc.
- g. Ensures that appropriate announcements are made to faculty, staff, and students, as well as the general public.
- h. Performs other related duties as may be directed by nature of the campus emergency.
- i. In conjunction with the Director of Loss Prevention & Safety, prepares and submits a report to the Chancellor appraising the final outcome of the emergency.

DAMAGE CONTROL: Director of Facilities Management

- a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricade placement, damage assessment, debris clearance, emergency repairs, and equipment protection.
- b. Provides vehicles, equipment, and operators for transportation of personnel and supplies; assigns vehicles to the Chancellor's Emergency Response Team for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting systems as required.
- e. Surveys habitable space and relocates essential services and functions.
- f. Provides emergency generator fuel during actual emergency or disaster periods.
- g. Provides for storage of vital records at an alternate site; coordinates with building coordinators (see Appendix B) for liaison and necessary support.

UNIVERSITY POLICE OFFICE: University Police Officers and staff

- a. Maintains the University Police Office in a state of constant readiness.
- b. Takes immediate and appropriate action to protect life, property, and University records as necessary.
- c. Obtains assistance from the City, County, and Federal Government as required.
- d. Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.
- e. Establishes site for the emergency command center, if necessary.
- f. Maintains liaison with Ameritech for telecommunications support as necessary.

PUBLIC INFORMATION: Executive Director of University Communications

- a. Establishes liaison with the news media for dissemination of information as requested by the Chancellor or designee.
- b. Establishes liaison with local radio and TV services for public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Advises the Chancellor or designee of all news concerning the extent of the disaster affecting the campus.
- e. Prepares news releases for approval by the emergency director; distributes news releases concerning the emergency to the media.

HAZARDOUS MATERIALS AND RISK MANAGEMENT: Director of Loss Prevention and Safety

- a. Provides technical and safety assistance to reduce hazards prior to and during emergency or disaster conditions.
- b. Investigates and evaluates campus hazards for environmental health and industrial safety.
- c. In conjunction with the Director of University Police, prepares and submits a report to the Chancellor appraising the final outcome of the emergency.
- d. Coordinates restoration of services/property for insurance purposes.

STUDENT AFFAIRS and DEAN OF STUDENTS: Vice Chancellor of Student Affairs and Dean of Students

- a. Establishes liaison with residence halls and University centers.
- b. Liaison with parents of students.

INFORMATION TECHNOLOGY: Learning and Technology Services

- a. Technology advisor to emergency response team.

ACADEMIC AFFAIRS: Provost and Vice Provost

- a. Represent academic issues.

CHANCELLOR'S OFFICE: Strategic Planning Director

- a. Advisor to emergency response team.

AFFIRMATIVE ACTION: Special Assistant to Chancellor

- a. Advisor to emergency response

RESPONSIBILITIES

FIRST RESPONDER

- a. Secure area and/or evacuate if appropriate.
- b. Call 9-911 or tell someone to do so.
- c. Assume that all threats of violence or destruction of property is real.
- d. Comply with demands if an intruder is involved and avoid escalating the confrontation.
- e. Discourage independent actions.
- f. Stay calm.
- g. Provide reassurance to students and staff.
- h. Do not speculate.
- i. Use professional judgment.
- j. Document the incident by providing a brief written summary.

ADMINISTRATORS, DEANS, AND DEPARTMENT CHAIRS

- a. Inform all employees under their direction of the emergency condition.
- b. Evaluate what impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- c. Maintain communication with Chancellor's Emergency Response Team.
- d. Report all safety hazards to University Police and the Office of Loss Prevention and Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Facilities Management.

BUILDING COORDINATORS

- a. Report all emergencies by calling 9-911.
- b. Inform occupants of the building of the emergency condition.
- c. Know where people should be directed.
- d. In the event of major building damage, help coordinate with Facilities Management alternate storage of vital records.

See Appendix B for a list of building coordinators.

FACULTY AND STAFF SUPERVISORS

- a. Educate their students and/or employees concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of the emergency condition.
- c. Evaluate what impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuations.
- d. Report all safety hazards to University Police and Office of Loss Prevention and Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Facilities Management.

COMMUNICATION/NOTIFICATION SYSTEMS

EQUIPMENT

The telephone is the primary means of emergency notification at UWEC. During an emergency/disaster, the phone system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus and MUST be restricted to University business only.

In the event of a disabled telephone system, communication can be accommodated through the use of existing two-way radios and cellular telephones. The Office of University Police is responsible for providing the equipment and would be the focal point for two-way transmission of official emergency telephone communications.

CHAIN OF NOTIFICATION

In the case of an emergency/disaster, the Director of the University Police Office, or his/her designee, notifies:

	<u>Work</u>	<u>Room #</u>	<u>Home</u>
Chancellor	715/836-2327	S204
Executive Director of Communications.....	715/836-4742	S204
Provost and Vice Chancellor.....	715/836-2320	S206
Dean of Students	715/836-5992	S240
Vice Chancellor Student Affairs	715/836-5992	S240
Executive Director-ASK Center	715/836-2517	B273

The administrators listed above are responsible for notifying all departments under their direction.

COMMUNICATION FAILURE

In case of communication outage:

1. Notify ATT as soon as possible:
 - a. Dial 1-877-888-5622 press 5 and 1 for ATT Repair Service.
 - b. Dial 715/839-5649 or 715/410-2206 (cell) or call Mark Mohr 608/250-8711 for local ATT Manager.
 - c. If you cannot locate a phone, go to the Office of University Police (Crest Wellness Center 119), and they will contact ATT.
2. Report the following information:
 - a. *Type* of damage (e.g., fire in main telephone room in Schofield Hall)
 - b. *Extent* of outage.
 - c. *Duration* of outage.
3. Do not assume someone else has contacted ATT unless their vehicles are on campus.
4. ATT will determine how long it will take to restore services. Alternative routing or communications will be considered at this time. Once the restoration time is determined, members of the Chancellor's Emergency Response Team will decide whether alternative routing and/or other means of communication are needed.
5. The following phones should be restored first:

<u>AREA</u>	<u>TELEPHONE NUMBER</u>		<u>LOCATION</u>
University Police.....	836-2222	836-4262.....	Crest Wellness Center 119
	836-2102	836-2880	
	836-5986	836-2402	
	836-6010		
Chancellor's Office.....	836-2327	836-3566.....	Schofield 204
	836-5607	836-4742	
	836-2320	836-4353	
	836-5305	836-5775	
University Communications.....	836-4741	836-3985.....	Schofield 201
	836-4745		
Facilities Management.....	836-5278.....		Maintenance & Central Stores 102
Custodial Services	836-5817.....		Hibbard Hall 110
Residence Halls.....	Housing 836-3674	Oakridge 855-4598	Lobby of
	Bridgman 855-4910	Putnam 855-4600	Residence
	Governors 855-4401	Sutherland 855-4667	Halls
	Horan 855-4469	Thomas 855-4726	
	Murray 855-4531	Chancellors 855-2614	
	Towers (north & south) 855-4727		
Facilities Planning.....	836-5125.....		Maintenance & Central Stores 107
Children's Nature Academy.....	836-2178.....		Campus School 100A
Telephone Services.....	836-3000 or 836-4272.....		Schofield 17B
University Centers & Programs.....	836-2263 or 836-2637.....		Davies Center 107
Student Health Services.....	836-4311.....		Crest Wellness Center 150
Heating Plant.....	836-4412.....		Heating Plant
Human Resources.....	836-2513.....		Schofield 226

SOURCES OF ASSISTANCE

ON-CAMPUS

Executive Director – Ask Center	715/836-2517
Assistant Chancellor for Facilities	715/836-4742
Central Stores.....	715/836-3742
Chancellor.....	715/836-2327
Counseling Services.....	715/836-5521
Deans:	
College of Arts and Sciences	715/836-2542
College of Business.....	715/836-5509
College of Education and Human Sciences	715/836-3671
College of Nursing and Health Services	715/836-5287
Dean of Students.....	715/836-5992
Emergency Dispatcher	9-911
Facilities Management	715/836-5278
Facilities Planning.....	715/836-5125
Housing and Residence Life	715/836-3674
Human Resources	715/836-2513
Learning and Technology Services.....	715/836-5711
Loss Prevention and Safety.....	715/836-4414
Multicultural Affairs	715/836-3367
Provost and Vice Chancellor.....	715/836-2320
Purchasing.....	715/836-5171
Receiving	715/836-3742
Student Affairs	715/836-5992
Student Health Services	715/836-4311
Student Senate.....	715/836-4646
Telephone Services	715/836-3000
University Centers	715/836-2263
University Communications Office	715/836-4742
University Police.....	715/836-2222
After 4:30 p.m. and on weekends and holidays, call	715/577-9045

SOURCES OF ASSISTANCE

OFF-CAMPUS

American Red Cross	877/618-6628
Chemtrec	1-800-262-8200
City-County Health Department	715/839-4718
County Highway Departments:	
Eau Claire County	715/839-2952
Department of Natural Resources	715/839-3700
Department of Transportation	715/836-2891
Fire Department	9-911
Non-Emergency	715/839-5012
Hospitals:	
Mayo Clinic Health System (Emergency)	715/838-3311
Sacred Heart (Emergency)	715/717-4222
Law enforcement agencies	9-911
E.C. non-emergency	715/839-4972
Local ambulance services	9-911
E.C. non-emergency	715/839-4972
Dept. of Health & Family Services	715/836-5362
Nuclear Regulatory Commission (Region III)	1-800-522-3025
Poison Control	1-800-222-1222
Region V Federal Emergency Management Agency (FEMA)	312/408-5500
Salvation Army	715/834-1224
State of Wisconsin:	
Department of Commerce/Safety and Buildings Division	608/266-3151
Division of Emergency Government	715/839-3825
Department of Natural Resources Field District	715/839-3700
Regional Planning Commission	715/836-2918
State Law Enforcement Mutual Aid System	1-800-943-0003
State Office of Emergency Services	1-800-943-0003
State Patrol	715/839-3800
U.S. Corps of Engineers (St. Paul District)	651/290-5200
Xcel Energy (Customer Business Office)-Emergency	1-800-895-1999

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ACTIVE SHOOTER

An active shooter is a person who is using a firearm or other weapon with the intent to injure or kill others. Law enforcement personnel will deploy to the location of the active shooter with the primary goal of stopping the shooter.

An active shooter incident can occur under a variety of circumstances, so no one set of guidelines is able to cover specific actions to take in every situation. Even so, familiarity with the following information can help with planning your own survival strategy in a variety of incidents.

Research shows that if you have thought in advance about what you would do in the event of an incident, your chances of survival are greatly improved.

You may be notified of an incident through the UW-Eau Claire Emergency Notification System, which includes use of text message notification, campus wide public address (PA) system, computer pop ups, social media notices and campus wide email distribution.

If you are asked to “Shelter in Place”, please secure yourself in a safe place where you are at and wait for further instructions. This may include further instructions through the Emergency Notification System or direct contact with emergency personnel.

Survival Strategies in the Event of an Active Shooter

If you can remember three words, **“RUN HIDE FIGHT!!!”**

RUN – get out of the area and call 911

Your best option is always to run, get out, and get away. Put as much distance between you and the shooter.

If possible, take care of your safety first by getting to a safe place. Run first, hide first, barricade or lock the door first, then call 911. If it is safe, stay on the line and give the dispatcher the best information you can.

HIDE

If you are not able to get out, find a place to hide. If there is no way to get out or hide, playing dead could save your life. If you are hiding when the police come, realize that they will not know if you’re a victim or shooter. FOLLOW THEIR INSTRUCTIONS.

If you can’t get out, lock or barricade the door to the room you are in. Make sure the barricade stays in place, holding it from a safe position if necessary.

FIGHT!!

If you are unable to flee the area and you are faced with a life or death situation, fight back and take out the shooter. This is a last resort, but could mean the difference between life and death.

When exiting the building in an active shooter incident:

- Have a route pre-planned
- Do not carry anything such as back packs or jackets
- Move quickly and keep your hands visible with palms upraised
- Do not attempt to treat or remove injured persons, but note their locations so that you may provide the information to emergency personnel
- Proceed to a safe location away from the scene, but stay in the general area in case law enforcement personnel need to speak with you
- Always comply with commands from law enforcement officers

What to expect from responding officers:

Police officers responding to an active shooter may be wearing regular uniforms or special tactical gear, but they will be clearly identified as law enforcement officers.

- Responding officers will point firearms at you while seeking the threat. This is a normal part of their training and response. Avoid any sudden furtive movements and obey all officer commands. Keep your hands visible to officers at all times.
- Responding officers are trained to proceed immediately to the area where shooting is taking place to neutralize the threat. If you are injured, they will not stop to assist you.
- Another group of officers and/or tactical medics will follow to provide medical assistance and help with evacuation.
- Remain calm and immediately comply with all commands from law enforcement officers.

REMEMBER “RUN HIDE FIGHT”

BOMB THREAT

1. In the case of a bomb threat or discovery of a suspicious object, the decision to evacuate the building is made by a University Police Officer, Administrator, and/or building coordinator.
2. The decision to search a building is made by a University Police Officer.
3. If necessary, the University Police Office will contact Fort McCoy's Emergency Detonation Division at 608/388-2000 and/or the FBI at 715/835-3761 or 414/276-4684.
4. All persons responsible for a bomb threat/scare will be prosecuted under Wisconsin State Statute 941.31.
5. If a suspicious object or potential bomb is discovered, do not handle it, do not open any drawers or cabinets or turn any lights on or off. Do not use elevators. Do not activate the fire alarm.
6. If a bomb threat is received by phone:
 - A. Keep the caller on as long as possible and try to get answers to the following questions:
 - 1) When will it explode?
 - 2) Where is it located?
 - 3) What kind of bomb is it?
 - 4) What does it look like?
 - 5) Why did you place the bomb?
 - 6) Who are you? (Name)
 - B. Do NOT hang up the phone-even if the caller hangs up.
 - C. Make sure to record the time of call; age and gender of the caller; speech pattern, accent, etc; emotional state of the caller; and background noise.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive.

If any of the following conditions exists, contact the Dean of Students Office (715/836-5992) for assistance. After normal business hours, call University Police (715/577-9045). The Office of University Police will be responsible for contacting and informing the Dean of Students, Chancellor, and other offices and individuals as appropriate.

- a. The disturbance/demonstration interferes with normal University operations.
- b. The disturbance/demonstration prevents access of offices, buildings, etc.
- c. There is a threat of physical harm to persons or damage to University property.

To manage civil disturbances or demonstrations, the University will follow procedures established under UWS Chapter 18.06 (23), Conduct on University Lands, and UWS Chapter 17, Student Non-academic Disciplinary Procedures.

DISASTER RECOVERY FOR LEARNING AND TECHNOLOGY SERVICES

The Contingency/Disaster Recovery Plan for Learning and Technology Services was written by and is maintained by Learning and Technology Services. The purpose of the plan is to document actions necessary to resume operations after a disaster which disrupts the Learning and Technology Services equipment or facility. The plan assumes that the University will continue uninterrupted operation and that administrative process will be sustained. If an emergency/disaster has occurred which disrupts the Learning and Technology Service's equipment or facility, contact one of the following individuals:

Craig Mey.....715/836-3263(w)
Kent Gerberich.... 715/836-3161(w)
Chip Eckardt.....715/836-2381(w)
Sally Eckwright.....715/836-4405(w)

If none of the above are available, call the Office of University Police at 715/836-2222 during normal working hours or 715/839-4972 during weekends and holidays.

EMERGENCY TELEPHONE SYSTEM

Eighteen emergency telephones have been installed throughout the campus. See Appendix C.

The phones are located in blue cylindrical casings that stand over eight feet tall. The telephones integrate a two-way, hands-free voice communication system and an automatic blue police type identification strobe light.

The telephones are designed so that a single touch on the large bright red button activates a bright blue flashing strobe and, at the same time, sends a telephone signal via 9-911 to the Eau Claire Emergency Communications Center. This action instantly opens a two-way communication between emergency personnel and the person who pressed the button.

The system advises the communications center which unit has been activated by displaying the telephone number. The communications center will immediately dispatch appropriate emergency personnel to that location.

EVACUATION PROCEDURES

BUILDING EVACUATION

- a. All building evacuations will occur when an alarm sounds and/or upon notification of University Police or the Building Coordinator.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

CAUTION: The building alarms ring only **INSIDE** the building. The alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone: 9-911.

- c. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. In case of fire or explosion, **DO NOT USE THE ELEVATORS.** Assist the handicapped out of the building.
- d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- e. **DO NOT** return to an evacuated building unless told to do so by an Emergency Official.

CAMPUS EVACUATION

- a. Evacuation of all or part of the campus grounds will be announced by University Police as directed.
- b. Students and staff are to immediately vacate the site in question and relocate as directed.

ACCOUNTING FOR ALL PERSONS

It is suggested that keeping persons together by their naturally occurring groups, such as by classroom or residence hall floor and wing, provides the most natural and workable framework for "head counting."

EXPLOSION ON CAMPUS

1. Notify the Fire Department (9-911) immediately.
2. If necessary, or when directed to do so, activate the building alarm.

CAUTION: The building alarms ring only INSIDE the building. The alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone (9-911).

3. When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire.
DO NOT LOCK DOORS.
4. ***ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS.***
5. Depending on the amount of damage, an Incident Command Center may be set up near the emergency site.

MEDICAL AND FIRST AID

1. If a serious injury or illness occurs on campus, immediately dial 9-911.
2. Trained personnel are requested to give emergency care.
3. Keep personal safety in mind and use precautions to minimize contact with the victim's blood.
4. Time shall be allowed for training employees in emergency techniques--if their position description requires it.

FIRE

1. In all cases of fire, the Eau Claire Fire Department must be notified immediately (9-911).

If necessary, or when directed to do so, activate the building alarm.

CAUTION: The building alarms ring only INSIDE the building. The alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone (9-911).

2. When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire. **DO NOT LOCK DOORS.**
3. ***ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS.***
4. Depending on the amount of damage, an Incident Command Center may be set up near the emergency site.

HAZARDOUS SUBSTANCE SPILL OR RADIATION SPILL/RELEASE

1. Any major spill of a hazardous substance or radioactive material must be reported immediately, first to the Eau Claire Fire Department (9-911) and then to Environmental Health & Safety Manager at 715/836-3999.
2. Key contacts are:

Diane Hunter...715/836-3999(w)
John Baltes.....715/836-4414(w) - Library 5011
3. Personnel on site should be vacated from the affected area at once. Seal off the contaminated area to prevent further contamination until the arrival of trained responders.
4. Persons who may be contaminated by a spill/release are to:
 - a. avoid contact with others as much as possible,
 - b. remain in the vicinity,
 - c. give his/her name to University Police.
5. Required first aid and cleanup by trained responders should be started at once.

FLOODING

BACKGROUND

Flood-producing storms in the Eau Claire area are of two types: long duration, moderately heavy rainfall over a large area, or short duration, heavy thunderstorms of a more localized character. Major floods along the Chippewa River in the Eau Claire area are generally the result of the large area, prolonged storms. Spring floods associated with snow melt and limited rainfall occur frequently, but the major floods of record have all been the result of summer storms and saturated ground conditions.

PREPAREDNESS

The City of Eau Claire Engineering Division (715/838-4934) monitors the Chippewa River elevation daily. Xcel Energy (1-800-895-1999) operates nine (9) hydroelectric facilities along the Chippewa and Flambeau Rivers and has been very helpful in providing advance warning and prediction information. The National Weather Service River Forecast Office in Minneapolis/St. Paul maintains a current computer model of the Chippewa River which generates forecasts and predicted changes in river levels.

University officials work closely with city of Eau Claire officials, Xcel Energy, the National Weather Service, and Eau Claire County Emergency Government operations to coordinate flood control efforts. Specific responsibilities for monitoring flood conditions are outlined in the University of Wisconsin-Eau Claire Emergency Flood Plan which is located in the Facilities Management Office. The Office of University Police is in constant readiness for emergency service. Officers are available for traffic control, notification of the campus community, and patrolling affected areas to maintain security.

IF FLOOD CONDITIONS OCCUR:

The Emergency Flood Plan dated 7/93 is maintained in the Facilities Management Office. If flood conditions have occurred, contact one of the individuals from Facilities Management at 715-836-3411

SEVERE WEATHER/TORNADO

DESCRIPTION:

SEVERE WEATHER/TORNADO WATCH: A watch is an indication of where and when weather conditions may present severe weather or tornadoes. The National Weather Service will issue a bulletin to local authorities as well as local television and radio stations.

SEVERE WEATHER/TORNADO WARNING: When severe weather or tornadoes are approaching Eau Claire County, the National Weather Service will notify local authorities, radio, television stations and Eau Claire County Siren System will be activated.

SIREN ACTIVATION RESPONSE:

(Beginning April, 2008 sirens will only sound for locations in the path of severe weather based on the National Weather Service data available at the time. Instead of issuing a warning for an entire County, they will issue it based on the path of the storm.)

ALERT MODE – campus initial response to sirens

- ▶ **Use available means to find out more emergency or severe weather information** (radio, television, weather alert radio, internet services, etc.)
- ▶ **Communicate information to others**
- ▶ **Know where emergency/severe weather shelters can be located in your building, if needed.**

The Office of University Police will, if time permits, notify the Chancellor, Provost, and Vice Chancellors and Housing Director. These offices will in turn notify departments under their direction.

TAKE SHELTER IMMEDIATELY – if severe weather is imminent at your location

- ▶ **All persons should immediately seek shelter** in the nearest designated severe weather or emergency shelter and assist in protecting the safety of others who may need assistance or direction.
- ▶ **Go to the basement or an interior room of the nearest building**, if the location of an emergency is unknown.
- ▶ **Avoid rooms with large roofs.** (auditoriums, gymnasiums, or similar large rooms), and
- ▶ **Stay away from all windows and exterior doors**

Note: The Eau Claire County Siren System is tested at 11:00 a.m. on the first Monday of each Monday.

STUDENT CRISIS

The Division of Student Affairs and Dean of Students Office responds to crisis situations that involve University of Wisconsin-Eau Claire students. This office will use the Emergency Contingency Plan in the following situations:

- Alcohol related problems
- Crises arising from environmental or ecological disaster
- Death of a student, friend, or family member
- Discipline problems
- Drug related problems
- Mental health-related problems
- Serious injury
- Sexual assault
- Threats to the public welfare

If an incident involving a student has occurred, contact:

Joseph Abhold.....715/836-5992(w)
Beth Hellwig.....715/836-5992(w)

If none of the above is available, call the Office of University Police at 715/836-2222 during normal working hours or 715/839-4972 during weekends and holidays.

SUSPICIOUS PACKAGE

If a suspicious package is received notify University Police immediately.

Tips for identifying suspicious packages:

- No return address
- Insufficient postage
- The addressee is not familiar with the name or address of the sender
- The addressee is not expecting a package
- Return address and postmark are not the same area
- Wrapped in brown paper with twine
- Grease stains or discolored paper
- Strange odors
- Foreign Mail, Air Mail, or Special Delivery
- Restrictive markings such as confidential, personal, etc.
- Excessive postage
- Incorrect titles
- Titles but no names
- Misspelling common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or foil
- Excessive securing materials such as masking tape or string
- Visual distractions, (*i.e., brightly colored wrapping paper, bows, etc.*)

VIOLENT OR CRIMINAL BEHAVIOR

ACTIONS TO TAKE:

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Remember, however, to always avoid personal risk.
2. All violent/criminal behavior should be reported by calling 9-911 as soon as possible.

RULES:

1. When a person has crossed from anger to rage do not attempt to control the person or the situation. He/she is in control.
2. The first 15 seconds in a violent situation are the most dangerous.
3. The passage of time increases the chance of a peaceful settlement.
4. The key to getting through the situation is to respond appropriately to the emotions you see.

UTILITY FAILURE

All utility failures must be reported to Facilities Management as soon as possible:

- During normal working hours (7:30-4:30 Monday-Friday) call 715/836-3411.
- If utility failure occurs after hours, weekends, or holidays, notify the University Police Office at 715/577-9045 or 715/839-4972.
- If there is potential danger to building(s) and/or its occupants, call 9-911.
- If telephone service is not available, go to the University Police Office (Crest Wellness Center Room 119) and request them to contact facilities management.
- Xcel Energy can also be contacted to help shut down the natural gas or electricity. They can be reached by calling 1-800-895-1999.

APPENDIX A

EMERGENCY CONTINGENCY PLAN DISTRIBUTION LIST

OFFICE OF THE CHANCELLOR

Chancellor	Human Resources
Affirmative Action	Institutional Planning
Alumni Office	Internal Audit
Administration & Finance	Loss Prevention & Safety
Ask Center	
Business Services	Strategic Planning
Facilities Management	Student Affairs
Facilities Planning	University Communications Office
Foundation	University Police
	University Senate

OFFICE OF ACADEMIC AFFAIRS

Provost and Vice Chancellor	Dean College of Nursing and Health Sciences
Admissions	Financial Aid
Associate Vice Chancellor for Academic Affairs	Honors Program
Associate Vice Chancellor for Undergraduate Studies	International Education
Career Services	Library
Dean College of Arts and Sciences	Registrar
Dean College of Business	Student Support Services
Dean College of Education & Human Sciences	Director – Center for International Education

DIVISION OF STUDENT AFFAIRS AND DEAN OF STUDENTS

Vice Chancellor	Housing and Residence Life
Dean of Students	Multicultural Affairs
Associate Dean of Students	Research & Sponsored Programs
Assistant Dean of Students	Student Health Services
Athletics	University Centers and Programs
Children's Nature Academy	University Recreation and Sports Facilities
Counseling Services	

OTHERS

Building Coordinators	Eau Claire Fire Department
Department Chairs	Eau Claire Police Department
Student Senate	Eau Claire County Sheriff
WI Dept. of Natural Resources (Jill Schoen)	Eau Claire County Communication Center

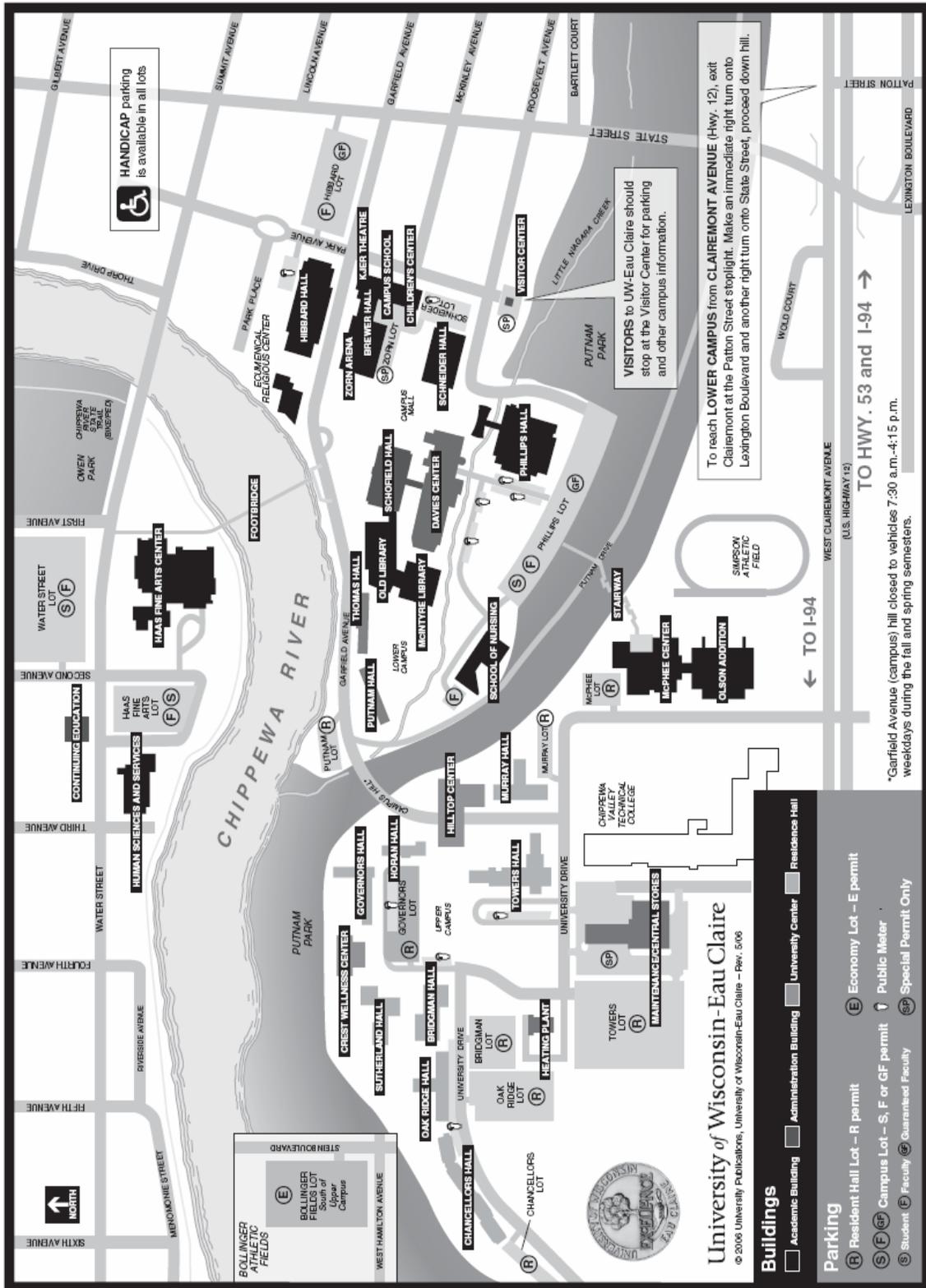
APPENDIX B

2016-17 Building Coordinators

BUILDING	COORDINATORS	EMAIL	DEPARTMENT	OFFICE
Bollinger Fields	Andy Jepsen		University Recreation & Sports Facility	715/836-2176
Brewer Hall/ Campus School	Daniel Schumacher		Athletics	715/836-5858
Centennial Hall	Jill Prushiek		College of Education & Human Sciences	715/836-5710
Centennial Hall	Audrey Robinson		Education Support Floors 1 & 2	715-836-5844
Davies/Crest	Charles Farrell		University Centers	715/836-3734
Wellness Center	Andy Jepsen			
Haas Fine Arts	Christos Theo		Music & Theater Arts	715/836-3634
Hibbard Hall	Lori Bica		Psychology	715/836-5524
Hilltop Center	Andy Jepsen		University Recreation & Sports Facilities	715/836-2176
Human Sciences & Services	Vicki Samebon		Communication Sciences and Disorders	715/836-4861
Housing	Quincy Chapman		Housing/Residence Life	715/836-3630
McIntyre Library	Trista Anderson		Library	715/836-3715
Maintenance & Central Stores	Troy Terhark		Facilities Management	715/836-4218
McPhee/Ade Olson	Neil Ostlud		University Recreation & Sports Facilities	715/836-2176
Nursing	Lois Slattery		College of Nursing & Health Sciences	715/836-4060
Old Library	Darwin Long		Learning & Technology Services	715/836-3884
Phillips	J. Erik Hendrickson		Physics & Astronomy	715/836-5834
Schneider	Faith Bogstad		College of Business	715/836-2500

Schofield	Sally Eckwright	Director of Financial Aid	715/836-3373
The Priory	Peter Rejto	Children's Nature Academy/Housing	715/836-3630
Zorn	Charles Farrell	University Centers	715/836-3734

APPENDIX C



APPENDIX D

UW Campus Emergency Contacts at UW System Administration

Below are UWSA staff to contact in case of a significant event at campus. It may be of value to include a copy of this in your campus Response Plan.

For significant events with public relations implications please contact by phone or email:

Jessica Tormey, Chief of Staff, Interim Vice President of University Relations

W: 608.265.5953 C: 608.347.2298 E: jtormey@uwsa.edu

Alex Hummel, Associate Vice President of Communications

C: 920.424.1398 E: ahummel@uwsa.edu

David Miller, Vice President of Administration

W: 608.262.4048 C: 608.347.6189 E: dmiller@uwsa.edu

For natural disasters, property losses such as fires or floods, or Information Technology Security Breach please contact one of the following people who will work with the insurance company to respond to the event:

Tom Joestgen, Risk Manager

W: 608.890-4792 C: 608.553.7137 E: tjoestgen@uwsa.edu

Dave Pulda, Director of Risk Management

W: 608.263-4381 C: 608.577.7950 E: dpulda@uwsa.edu

Amy Spohn, Health and Safety Manager

W: 608.262-4792 C: 608.642.3246 E: aspohn@uwsa.edu

Ruth Anderson, Associate Vice President of Administrative Services

W: 608.263-4378 C: 608.334.0419 E: randerson@uwsa.edu

UPDATED 6.6.16

The creation of this document was made possible through the collaboration of the following offices: Loss Prevention & Safety, University Police, Facilities Planning, Student Affairs, and Learning and Technology Services.