

EMERGENCY TELEPHONE NUMBERS

Dial 911 in the event of an emergency.

If you are ever in doubt about a situation being an “emergency”, it is better to treat it as an emergency!

Cell phones can be a valuable asset in an emergency, but there is a possibility that the call is received by an agency outside of your geographical area. You must be prepared to provide as much information as possible, including detailed description of your location.

Police-Fire-Ambulance	911
University Police	342-1584 (after hours calls are forwarded to the Platteville Police)
City of Platteville Police	348-2313 (24 hours)
Dean of Students	342-1854
Facilities Management	342-1155
Hazardous Waste/Safety	342-1188
Employee Assistance Program	342-1530
University Counseling	342-1865
University Health Services	342-1891
Southwest Health Center	348-2331 (24 hours)
Unified Counseling	1-800-362-5717 (24 hour emergency line)
Family Advocates	348-3838 / 1-800-924-2624 (24 hours)
University Human Resources	342-1176

BEHAVIOR REVIEW AND RECOMMENDATION TEAM

UW-Platteville uses a Behavior Review and Recommendation Team when concerns are raised about the behavior of a student or employee. You may reach the team by contacting the Dean of Students Office during office hours or by utilizing the Online submission form found here: <https://www.uwplatt.edu/brrt>.

It is important to note that the above contact information should only be used for non-emergency situations. For emergencies, call 911. For urgent situations that are not emergencies, contact University Police at 608.342.1584.

EMERGENCY CALL BOXES

The emergency call boxes should be used for emergencies requiring immediate police, fire or ambulance services. They are not intended for routine service requests.

The emergency call boxes are radios that operate on the University Police radio frequency. When the call box PUSH FOR HELP button is pressed, all on-duty police officers monitoring the University Police frequency, including the Platteville Police and the Grant County Sheriffs Department, receive the announcement providing the location of the activated call box alarm. Police response to the alarm does not rely on the caller's ability to provide information on his/her location, or ability to speak.

How to Use the Emergency Call Boxes

- Press the PUSH FOR HELP button located on the front panel of the call box.
- A green indicator light will light up momentarily, signaling that the call has been sent to all on-duty police officers via radio. In addition there will be a general message informing you that the call has been sent.
- A police officer may speak directly to you or respond to the location if close to the area.
- If additional information is being requested through the call box, you must press the PUSH FOR HELP button when speaking. After completing your message you must release the PUSH FOR HELP button. Your message should be short, and speak as normally as possible.

MEDICAL EMERGENCIES

In the event of a medical emergency or a suspected emergency, contact an Emergency Services Dispatcher by dialing 911. Be prepared to provide the following information:

- location of the sick/injured person
- symptoms or injuries
- what happened
- what is currently being done
- **DO NOT** hang up the telephone until you are asked to do so by the dispatcher

University police officers are dispatched to assist for all ambulance calls on campus. It is likely that the police officers will arrive prior to the ambulance, with the possible assistance of the Platteville Police. The police officers will assume care of the person until the ambulance service arrives. If possible, have someone meet the police/EMTs and escort them to the sick/injured person's location.

A seriously injured person should not be moved unless he/she is in a threatening situation. Also, do not forget to check the area to make sure it is safe for you to be present. If possible, someone should remain with the person, keeping him/her warm, and monitor the person's breathing. If necessary, severe bleeding should be controlled by using direct pressure.

If an adult person is conscious and oriented, that person has the right to determine his/her own health care needs and the response to those needs. If the patient is unconscious and/or not oriented, the Platteville Ambulance Service will transport the person to Southwest Health Center Emergency Room.

If you suspect the patient has suffered a heart attack, an Automatic External Defibrillator (AED) can help restart the patient's heart. UW-Platteville currently has AEDs in the following locations:

- Ullsvik Hall – Middle floor near Student Affairs office suite
- Williams Fieldhouse – Main Lobby
- Center for the Arts – Main Lobby
- Bridgeway – Center Entry
- Karmann Library – Checkout Desk
- Pioneer Farm – Ag Tech Center
- Royce Hall – Student Health Services
- Markee Pioneer Student Center – Information Desk, 2nd floor

The nearest first aid kit is located at _____

FIRE

The fire alarm system on campus sends an announcement over the University Police radio frequency if an alarm is activated for any reason. If you know an alarm has been activated accidentally, contact the University Police immediately at 342-1584. All fire alarms are treated as an emergency unless the on-duty officer is informed otherwise.

In the event of an actual fire, smoke or explosion, pull the fire alarm immediately if it has not activated itself, and evacuate the building. The Emergency Services Dispatcher should be contacted by dialing 911 **after** evacuating the building.

When a fire alarm sounds, complete evacuation is required unless told otherwise by a member of the police or fire departments. People should use the nearest exit or stairway exit unless smoke or fumes are present. No one should use an elevator during a fire alarm. In most cases, the elevator will automatically shut down once an alarm is activated. Doors and windows should be closed as you evacuate the building if it is safe to do so.

People should be at least 100 feet away from the evacuated building, and remain in a group to account for all that should have evacuated. The Fire Department needs to be notified immediately if there is a possibility that someone may not have been able to safely evacuate or a disabled person was left in an area of rescue.

Report potential hazards or refer fire prevention questions to the University Safety Office, 342-1188.

Familiarize yourself with locations of fire alarm pull stations and locations of fire extinguishers in your work area(s).

Location of pull stations: _____

Location of fire extinguisher: _____

PERSONS WITH DISABILITIES

Pre-planning to evacuate or shelter in place is an essential part of emergency planning, and it is a critical issue for anyone with a disability.

Persons Using Crutches, Canes or Walkers

The type of assistance will depend on the individual's mobility and request for help. Someone should stay with the individual in the event that circumstances change, and the individual would need to move. Individuals using crutches, canes or walkers should be treated as if they were injured if they require or request assistance. If necessary have the individual sit on a sturdy chair in order to carry the individual to an area of safety.

Non-ambulatory persons

Evacuation may not be necessary or advisable depending on the circumstances. Many stairwells are designed to provide temporary protection from fire or other danger. Fire/stairwell doors should be closed for added protection. In addition, someone should stay with the person, while a second person notifies emergency responders of the location. If possible, the person should not be moved unless it becomes unsafe to remain in the location reported to emergency responders.

If immediate evacuation is necessary, the following needs to be considered:

- Wheelchairs have movable parts, and some are not designed to withstand stress of lifting.
- You may need to remove the chair batteries; is life support equipment connected to the batteries or part of the chair?
- In a life threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous to the individual's well being.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. It may be more critical to remove the individual from smoke or fumes before considering anything else.
- Evacuation routes need to be checked for obstructions before removing the person.
- Others not assisting with the individual should be designated to bring the wheelchair.
- As soon as the person is in a safe location, the person should be returned to his/her wheelchair.
- A person utilizing a wheelchair is the best person to provide advice, ask the person:
 - How many people are needed to assist?
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - Whether to carry forward or backward on a flight of stairs
 - Whether seat cushion or pad should be brought along if the wheelchair is being left behind
 - In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, etc.?
 - Is medical assistance (EMT) needed?

Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide”; offer your elbow and escort the person to a safe place. Remember to inform the person of any obstacles and the location you are going. Once you arrive at a safe place, orient the person and ask if there is any additional assistance needed.

Hearing Impaired Persons

Because persons with impaired hearing may not perceive an emergency alarm, another method may have to be used to inform the individual of an emergency. A written note with a brief description of the emergency and the nearest evacuation route; or gaining the attention of the individual and providing gestures are two alternatives.

PSYCHOLOGICAL EMERGENCY

Psychological emergencies may include drug/alcohol overdoses, mental illness, violent behavior, or simply someone under a great deal of stress. In the event that the person becomes an **imminent danger** to him/herself or others, Wisconsin Statutes provides law enforcement officers with the authority to take that individual into protective custody.

If there is an **imminent danger or threat** an Emergency Services Dispatcher should be contacted by dialing 911. If necessary, go to another location away from the individual to make the telephone call or have someone else call. Be prepared to provide the Dispatcher with a detailed summary of the behavior involved, including any threats or weapons present, and if drugs or alcohol is involved.

While waiting for help to arrive, it is very important to be supportive, and avoid upsetting the individual. If possible, have someone meet the police officer to provide any additional information prior to the police officer approaching the person.

If at any time you are afraid the individual will become violent, as quietly as possible, leave the area for a safe place.

VIOLENT OR CRIMINAL BEHAVIOR

All acts of violence should be reported to the police as soon as possible. If you are not comfortable with reporting to the police, then discuss the behavior with a supervisor. The behavior should be documented. What may appear to just a one time fit of anger, may be an indicator that there is a serious problem that needs to be addressed before escalating.

Violent behavior may occur anywhere, anytime. It is difficult to be prepared for the unexpected, but taking time to think about what you would do in certain situations could help prepare yourself for such an event.

HOSTILE INTRUDER

When a hostile person enters a building threatening or causing harm to others, the following procedures are recommended:

- Get out of the building if possible
- If you must hide out, keep the intruder out. If the door opens in, close and barricade door by blocking it with a chair or door wedge at the base of the door.
- Shut off lights, move away from doors and windows and spread out.
- Call 911
- **DO NOT** sound the fire alarm system. A fire alarm would cause people to evacuate, and possibly place them in a potentially harmful situation.
- Keep the room secured and quiet until emergency response staff gives you additional instructions.
- If an intruder is in the room with you, options to consider include:
 - Take out: active resistance to the intruder
 - Trying to escape thru other exits or past the intruder
 - Sheltering behind furniture
 - Dialog with the intruder

NOTE: In the situation of an intruder in the same room, these are options to consider but you have to decide on what actions to take.

If you are in an open area, you need to make an immediate decision regarding your safety. You may have to find a safe place to hide; make a decision to run from the area, fight or even attempt to negotiate with the individual(s).

When emergency response teams respond to situations such as a hostile intruder, they do not immediately know who the “suspect” is. For the safety of all, police will direct all individuals to the ground, to keep hands held up in the air, or possibly even begin to handcuff people.

Hopefully you will never have to be involved in a hostile intruder situation. However you should spend sometime evaluating your work area(s), and become aware of potential escape routes. Ask yourself what would you do if someone came into your work area with the intentions of hurting your or someone else.

For detailed advice on how to deal with these situations, view “Shots Fired on Campus: When Lightning Strikes” at www.uwplatt.edu/police/sfoc.html

Suspicious Activity

If you observe an activity that is suspicious or criminal, please contact the University Police as soon as possible. A majority of crimes that occur on campus are solved by timely information received from members of the campus community.

Individuals who wish to report suspicious or criminal activity may remain “anonymous.” Anyone with a cell phone can now use text messaging to report crime information anonymously to the UW-Platteville Police Department. To send a tip, just text the word UWPTIP and your information to 847411. Your tip will be forwarded to the on-duty police officer. If needed, the tip411 system allows the officer to send you a text message reply with questions or instructions, while keeping your cell phone number completely anonymous.

Anonymous information can also be provided to the Grant County Crime Stoppers, 608-723-4271.

CLOSING CAMPUS/CLASS CANCELLATION AUTHORITY

The State of Wisconsin has delegated authority to the UW System for decisions concerning the cancellation of classes or the closing of campuses to the public due to inclement weather. At UW-Platteville, the Chancellor determines whether or not to cancel classes. The Chancellor also determines, in consultation with UW-System Administration, whether or not to close the campus to the public. Only the Governor has the authority to close state offices, including University offices.

CANCELLATION OR CLOSING ANNOUNCEMENTS

If at all possible, people should avoid contacting local police for questions regarding road conditions or class cancellations unless an emergency exists. In the event of severe weather, anyone wishing information on whether a particular class or event will be postponed or canceled should contact the department or faculty member for that information.

The Chancellor will notify the University Public Information Officer whenever a decision is made to cancel classes or close the campus to the public. In the event that the Chancellor is not available, the Provost has the responsibility for taking this action. Once the Public Information Officer is notified, a press release will be issued to local media outlets; a campus wide e-mail will be issued, information will be posted on www.uwplatt.edu, a text message will be sent to those signed up for the emergency text message system and the information may be placed on the UW-Platteville Update Line - 342-7000.

EVENING CLASSES

Cancellation decisions are made in each College. The College Dean, Department Chair and faculty members will make the decision to postpone and reschedule evening classes on and off campus. Classes will be rescheduled by the faculty in conjunction with the students in the class. As soon as cancellations/postponements decisions are made, a message notifying the students can be received by calling a specified telephone number furnished by the instructor for emergency class information or e-mail/web notification.

STORM WARNING

Severe Thunderstorm – a thunderstorm that produces hail at least ¾ inch in diameter and winds of 58 mph or stronger.

Tornado Watch – weather conditions are favorable for a tornado. People are encouraged to watch for changing weather conditions, and be prepared to take safety precautions if necessary.

Tornado Warning – a tornado has been spotted, either by a trained spotter or the National Weather Service in the area, or reported to be traveling towards the area.

Additional storm information can be found at

<http://www.weather.gov/om/severeweather/index.shtml>

CITY OF PLATTEVILLE NOTIFICATION SYSTEM

The City of Platteville provides storm warning notification by sounding the storm sirens for three minutes. These sirens are tested the first Wednesday of every month if you wish to become familiar with the sounds. The local radio, television stations and various web sites serving the Platteville area provide additional storm warning information.

In addition to the storm siren, the Platteville Fire Department utilizes a fire siren as a back-up notification system in the event that the fire paging system fails. People should be familiar with both sirens. You may listen to the fire and storm sirens by going to the City of Platteville web page, www.platteville.org, and selecting City Departments - Public Safety

UNIVERSITY NOTIFICATION SYSTEM

In the event that the University Police receives a severe storm or tornado warning, the on-duty officer activates the public address system to notify as many people as possible of the weather conditions. If time allows, on-duty officers will attempt to contact as many people as possible attending outdoors events, or in buildings that may not be served by the public address system.

WHAT TO DO FOR A TORNADO WARNING ON CAMPUS

When a tornado warning is issued, building occupants should find interior shelter immediately:

1. All occupants should stay together and move to the lowest level, interior hallway or other designated shelter area. Avoid auditoriums, gymnasiums and other large rooms with free-span roofs and areas with large expanse of glass.
2. If time permits check all areas to see that all persons are sheltered.
3. If the tornado is imminent, assume a protective position; on elbows and knees facing an interior wall with hands over back of your head, using a large book or other item for additional head protection.

There will NOT be an all clear provided. An assessment should be made of your area regarding damage in order to make a determination of whether it is safe to move from the area, or remain in place until help arrives. When you feel safe to move, account for all occupants and if possible prepare a list of those who are safe to the University Police. You should prepare a separate list for persons with injuries or who are unaccounted for.

SEXUAL ASSAULT

If you believe someone is being sexually assaulted, call 911 immediately. You should be prepared to provide the Emergency Services Dispatcher with as much information as possible, and remain on the telephone until the dispatcher tells you to hang up.

If a victim, who is not in immediate danger, reports a sexual assault to you, it should be the victim's choice to report it to a law enforcement agency. The victim should be encouraged to have a physical exam as soon as possible even if the victim does not wish to pursue a criminal investigation.

If a rape date drug is suspected, it is extremely important that the victim seek medical treatment as soon as possible.

If neither you nor the victim is sure of the services available to assist the victim, you may contact any of the agencies listed below. The victim's identity will be kept confidential.

Dean of Students	342-1854
University Counseling	342-1865
University Health Services	342-1891
Southwest Health Center	348-2331 (24 hours)
Family Advocates	348-3838 or 1-800-924-2624 (24 hours)
Unified Counseling Services	1-800-362-5717 (24 hours)
University Police	342-1584 (24 hours)
City of Platteville Police	348-2313 (24 hours)
Grant County Sheriff	723-2157 (24 hours)

Mandatory reporting: Any university employee who witnesses or receives a report of a sexual assault involving a student is required to report the assault to a the Dean of Students for statistical reporting required by WI State Statute. The name of the victim is **NOT** required.

SHELTERING IN PLACE PROCEDURES

For certain types of emergencies, you will be requested to shelter in place rather than evacuate a building. Sheltering in place is normally utilized during a weather/tornado warning, but may occur in other emergencies as well.

In most cases, if you are requested to shelter in place, emergency personnel are already aware of the situation and there is no need to contact 911, unless there is a life threatening injury or illness.

General Guidelines

- Stay inside the building or if outside seek indoor shelter immediately
- Do not use elevators
- If possible, go to a room or corridor where there are no windows and few doors
- Pre-plan by learning where the emergency shelters are located within your buildings

In the event of an airborne release

- Close windows and doors
- If possible seal cracks with anything available, wet towels if available
- Turn off fans or air conditioning that has local area controls
- Seal ventilation ducts (Physical Plant would have to shut off HVAC systems)
- Avoid drinking tap water

Additional information is located in the Psychological, Criminal or Violent Behavior section.

BOMB THREAT

If you receive a bomb threat by telephone:

- If you have a caller id telephone, what number is identified?
- Were you able to distinguish whether the call came from on or off campus?
- The exact time the call was received
- Listen to the voice to determine sex, age, accents, lisps, etc
- Listen for background noises
- Do not make any remarks that would anger the caller, and if possible engage the caller into a conversation
- Notify a co-worker or supervisor, if possible, while keeping the caller on the telephone
- A Bomb Threat Report should be completed as soon as possible after receiving the call (A copy is on the back of this flip chart)

The use of cell phones, radios or any other piece of equipment that could create a spark should not be used within 300 feet of the area identified by the threat. If the area is evacuated, the area should be cleared at least 500 feet from the area.

People are more aware of their own work areas, and can easily identify something that is out of place. A quick visual scan of the work area for anything that appears strange or unidentified packages, containers, or other suspicious articles should only take a few minutes. Areas which should be searched/checked include:

- All unlocked cabinets, drawers, classroom furniture, trash receptacles and other unsealed containers
- Seats of chairs, benches, and stools that are pushed under tables and desks
- High shelves or ledges

Suspicious items should not be touched or moved, and reported immediately to the police.

SUSPICIOUS PACKAGES OR LETTERS

If you receive a suspicious package or letter you should avoid handling it and follow the steps listed below.

- Do not open the letter or package
- Gently set the letter or package down; if possible cover it to prevent any type of airborne release
- Do not allow anyone else to handle the letter or package
- If someone else is present, have that person contact the University Police
- Evacuate the area, and if possible, restrict access to the area until police arrive
- Do not touch anything unless absolutely necessary, and thoroughly wash your hands
- Remember to clean under fingernails, and pay special attention to cuts or sores
- Anyone who was in the area, or who may have handled the package or letter should be identified. If possible, everyone who was present should stay together in a separate area while waiting for the police to arrive.

How to identify a suspicious package or letter:

- Is the envelope or package properly addressed to the recipient?
- Addressed to someone who is no longer employed by the University. (Please consider how long the person has been gone.)
- No return address or one that cannot be verified as legitimate. (Please remember a number of credit card companies and advertisers avoid using return addresses.)
- The envelope or package has a restrictive endorsement, such as “Personal” or “Confidential”
- The address is badly typed or written, and may have misspelled words
- Does the postmark correspond with the return address?
- Was an excessive amount of postage used?
- Was the postage affixed by the Post Office or an excessive number of stamps used?
- Excessive amount of tape or string used to seal the envelope or package
- Parcel bombs may be wrapped with several different types of tape, marked “Fragile-Handle with care” or “Rush – Do Not Delay”
- Unusual weight, given the size of the item.
- Does the envelope feel as if it contains some type of substance, a “squishy” feeling?
- Packages may have irregular shape, soft spots or bulges.
- Strange odors or stains on the envelope or wrapping

BOMB THREAT REPORT
Any information that can be provided may help.

Date the threat was received: _____ Time received: _____ Length of call: _____
Person receiving the call: _____ at telephone #: _____

Office: _____

If the threat was not received by telephone, how was it received? _____

Exact words of the caller: _____

Questions to ask and if possible provide direct quotes:

When is the bomb set to go off?

Where is the bomb now?

What kind of bomb is it?

What does the bomb look like?

What will set the bomb off?

Did you place the bomb yourself?

Why a bomb would be placed on campus

Would you give me your name?

Could you tell me where you are calling from?

Do you live there or close by?

Can you tell me where you live?

Is there someone I can contact to help you?

Are you a current student or employee of the University?

Any information that can be obtained from the caller will help the investigation, so don't be afraid to ask questions that are not listed above. The important thing to remember is not to say anything that may anger the caller or cause the caller to hang up the phone. It is also possible that the caller may agree to speak with someone else in the work area if you are having a difficult time communicating with the caller.

Description of the caller's voice:

Male Female Young Old Accent Speech Impediment Race/Ethnic

Speech:

Slow Excited Disguised Angry Whispered Crying Distinct Rapid Loud Broken
Deep Laughter Calm Normal Lisp Sincere Slurred Raspy Soft Nasal Clearing Throat
Deep Breathing Cracking

Threat Language:

Well spoken Irrational Incoherent Reading message Taped
Specific words or phrases used repeatedly:

Background sounds:

Street noises House noises Other voices Animal noises Clear Music Factory machinery
Static Office machinery Motor running PA system

Could you tell if the call was local or long distance?

Was the call from a cell phone?