

UNIVERSITY OF WISCONSIN
MARATHON COUNTY

EMERGENCY PROCEDURES

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EMERGENCY PROCEDURES GUIDE

This guide has been prepared for your information and review, as a quick reference during emergency conditions on campus. People are most effective in an emergency when they are PREPARED. Please take a few moments to review the material and BE PREPARED.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies of this guide are available from your facility manager.

In some sections informational blanks have been provided and should be filled in immediately. Once the blanks are filled in and the procedures have been reviewed the guide should be kept in a readily accessible location, preferably near your telephone.

This document is not meant to cover every emergency situation that may arise. If you are unsure of what you need to do in your building, please ask your Building Superintendent or Assistant Dean or contact the Wausau Police at 261-7800 voice/TTY. Be sure to check with your Building Superintendent or Assistant Dean for building specific emergency guidelines and policies.



PHONE NUMBERS

In ALL Emergencies Dial 911.

The following numbers are provided for non-emergency situations. Use of these numbers will still provide prompt response from the responsible agency and keep the 911 lines free for emergencies. All 911 calls are voice and TTY.

Wausau Police261-7800
Building and Grounds Superintendent261-6215
Dean261-6223
Assistant Dean261-6222
Associate Dean261-6238
Assistant to the Dean261-6221



PERSONS with DISABILITIES

Individuals with a disability should follow the same procedures as noted. If you have questions or need further information, please call 261-6243.

CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify Wausau Police (Dial 911). Please be prepared to provide as much of the following information as possible:

What is the person doing?

How many people are involved?

Where is it happening?

Physical and clothing description of those involved.

Are weapons involved?

Vehicle description and license plate number, if a vehicle is involved.

Direction of travel if known.

Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher until police arrive and provide additional information, as it becomes available or as the situation changes.

SUSPICIOUS PACKAGE

If a suspicious package is received, notify Wausau Police (Dial 911) 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 material such as masking tape or string
- Visual distraction
i.e., brightly colored wrapping paper, bows, etc.

Criminal Activity

Suspicious Package

BOMB THREATS

In most cases bomb threats will be received by telephone. The person who receives the call should remain calm and obtain as much information as possible. Use the questions below as a guide. Contact Wausau Police (Dial 911).

BOMB THREAT QUESTIONS

Note exact wording of the threat:

Date and time of the call:

Ask and record the answers to the following questions:

1. When will the bomb explode?
2. Where is the bomb?
3. Which building is it in?
4. Who is this?
5. What kind of bomb is it?
6. Why are you doing this?

Note the following:

1. Background noise...traffic, music, voices...
2. Callers voice:
calm...laughing...raspy...angry...sobbing...deep
excited...distinct...cracking...slow...slurred...accent
rapid...nasal...disguised...soft...stutter...male
loud...lisp...female...profane...incoherent...familiar*

*If the voice is familiar, whom did it sound like?

Bomb Threats (continued)

The Wausau Police may request people working in the area assist in looking for the bomb. This is because people working in the area will be most familiar with what does and does not belong. If a suspicious package or object is located, DO NOT TOUCH IT; immediately notify the police.

If a bomb threat is received via written communication, immediately notify Wausau Police by dialing 911. Do not handle the communication any more than is absolutely necessary and turn the document over to the police when they arrive. Try to determine the following information:

Who found it?

Who else was present?

Where was it found or how was it delivered?

When was it found or delivered?

Who has touched it?

Have any previous threats been received?

Bomb Threats

MEDICAL EMERGENCIES / AMBULANCE

1. Do not move the seriously injured person unless they are in a threatening situation. If the victim must be moved, move as a unit, always supporting the head and the neck. Do not bend or twist the victim's body. Do not approach victims of electrocution or toxic exposure unless they are clearly away from hazard.

2. Call 911

Be prepared to give the following information:

- Where emergency is
- What happened
- As much information about the victim(s) as you can provide
- How many need help
- What is being done



DO NOT hang up until instructed to do so by the dispatcher (to avoid giving incomplete information).

3. Stay with victim until help arrives.

4. Restore or maintain breathing and heartbeat.

5. Stop severe bleeding with direct pressure when possible.

6. Keep victim warm.

7. Persons in your area who are trained in Cardiopulmonary Resuscitation (CPR) should be listed.

8. A first aid kit and a CPR kit are located together at _____.

9. An Automated External Defibrillator (AED) and a CPR kit are located together at _____.

Remember universal precautions (protect yourself from blood and body fluids).

FIRE

1. Upon discovering a fire, explosion or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm box, located at _____.

2. Call 911 and be prepared to give

- Building name
- Floor
- Room number
- Type of incident



3. Do not use elevators during a fire emergency.

4. When fire alarm sounds, complete evacuation is required. Walk, do not run, to the nearest stairway exit and proceed to ground level. If stairway contains smoke or fumes, use an alternate stairway exit. Close doors and windows if possible as you leave. *The alarm may not sound continuously.* If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

5. Leave the building and move away from it at least 100 feet, leaving the drives and walks open for arriving fire equipment. Do not return to the building until directed to do so by police officers or firefighters. Persons with disabilities should request assistance from emergency personnel, if needed.

6. Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.

7. Everyone must follow the orders of the firefighters and police officers when they arrive.

8. Notify firefighter on the scene if you suspect someone may be trapped inside the building.

9. Report potential hazards or refer fire prevention questions to the Maintenance Office (261-6215). The nearest fire extinguisher is located at _____.

Medical Emergencies/Ambulance

Fire

CHEMICAL SPILLS (IMMEDIATE DANGER)

1. Sound the building fire alarm. If you have bodily contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with copious amounts of water (with the exception of chemicals that react with water).
2. Call 911 and be prepared to:
 - Identify yourself and the reason you are calling
 - Identify the exact location of the emergency
 - Identify the nature of the emergency
 - Identify any injuries or symptoms involved
 - Identify all hazardous materials involved if you know them.
3. Evacuate the building to a safe distance (at least 100 ft.) and leave clear access for arriving emergency personnel. Do not return to the area until instructed to do so by police or fire personnel. Persons with disabilities should request assistance from emergency personnel if needed.
4. Obtain assistance for those injured or exposed to the effects of the spill (safety shower, medical attention, etc.). Areas of bodily contact should be rinsed for 15 minutes with copious amounts of water.
5. For situations that threaten fire or explosion, and spills in which hazardous vapors are present:
 - Evacuate the area and tell others to evacuate.
 - Close, but do not lock doors behind you to isolate the area.
 - If you have time to do so safely, close fume hood sashes.
 - If you have time to do so safely, post a sign to warn others not to enter the area.
 - If evacuation is necessary, DO NOT use elevators.
 - Be available to advise emergency response personnel when they arrive. Someone responsible for the room or building should be present to provide details of the incident.

CHEMICAL SPILLS (Not IMMEDIATELY DANGEROUS to Life or Health)

1. Attempt to confine the spill as much as possible only if you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical. If you have contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with copious amounts of water.
2. Call 911 and be prepared to:
 - Identify yourself and the reason you are calling (continued)

Chemical Spills (continued)

- Identify the exact location of the emergency
 - Identify the nature of the emergency, any injuries or symptoms involved, and the hazardous materials involved if you can identify them.
3. Rinse areas of bodily contact with copious amounts of water for 15 minutes.

HAZARDOUS ODORS OR LEAKS

REPORT ANY HAZARDOUS GAS LEAKS TO WAUSAU POLICE (Dial 911)

Be prepared to provide the following information:

1. Your name
2. Building name
3. Nature of the incident
4. Floor or area affected
5. Room number
6. Type of incident
7. The name of the chemical or gas

SUSPICIOUS ODORS or LEAKS

Should you detect any suspicious odors or a suspected slight odor of gas, report it to the Wausau Police (Dial 911). They will send someone to check on the problem.

IN THE EVENT OF GAS LEAKS OR VISIBLE FIRE FROM GAS CYLINDERS OR PIPING:

- Evacuate the area and DIAL 9-1-1 to notify the Wausau Police of the incident: follow the dispatcher's instructions.
- If it is an explosive gas (i.e. natural gas) DO NOT use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark with resultant explosion.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area that you can do safely). This will help limit the impact of the leak or fire.
- Notify others in the immediate vicinity, if you can safely do so.

EVACUATION:

- If it is necessary to evacuate the building, activate the building's fire alarm and leave the building (note: DO NOT activate the fire alarm if it is an explosive gas such as natural gas).

Chemical Spills

Hazardous Odors or Leaks

Hazardous Odors or Leaks (cont'd)

- If it is an explosive gas, such as natural gas, exit lower or upper floors via the stairwell. Do not use the elevator.
- Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.
- Notify others in the immediate vicinity.
- Upon exiting the building, get a safe distance from the building (at least 100 feet away). Persons with disabilities should move as far away as possible from the building.
- Remain upwind of the leak.
- Leave adequate room for police and other emergency responders.
- Do not return to the building until given approval by fire or police personnel.
- If you have information about the source of the odor or leak, report in person to any police officer or firefighter at the scene.



PERSONS with DISABILITIES

Individuals with a disability that prevents them from evacuating an affected floor or building should go to an Area of Rescue (AOR). **DO NOT** go to an AOR close to the leak. If you cannot get to an AOR or if there is no AOR in your building, please follow the guidelines listed below.

- Proceed to a safe place away from the incident, to a room near stairs.
- Go to a room with a phone and a window, if possible.
- Note the room number.
- Close the door.
- Call 911. A Wausau Police dispatcher will verify/confirm the room number.
- If there is no phone, close the door and go to the window.
- The person assisting persons with disabilities should inform emergency response personnel that a person with a disability is in the room (number).

UTILITY FAILURES

REPORT ANY UTILITY FAILURE AT:

UWMC Physical Plant Office261-6215

Wisconsin Public Service 1-800-450-7260

BE PREPARED TO PROVIDE THE FOLLOWING INFO:

1. Your name
2. Phone number where you can be reached
3. Building name
4. Nature of the incident
5. Floor(s) or area affected
6. Room number

ELECTRICAL FAILURE

- UWMC Maintenance will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator will provide limited electricity to crucial areas of the building, inclusive of emergency lighting.
- Turn off ALL electrical equipment, including computers. Do not turn any electrical equipment back on until given the approval of your supervisor or the facility manager.
- Be mindful that elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If you are trapped in an elevator, use the elevator's emergency phone. Phone will auto-dial.

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Utility Failures (continued)

STEAM LEAKS

- If the steam leak is inside a building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

WATER LEAKS/FLOODING

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water accumulated, and wait for help. Water makes an excellent conductor of electricity; thus electrical shock is a strong possibility.
- Immediately cease use of all electrical equipment.



PERSONS with DISABILITIES

If the problem is known to be a steam leak, exit the building immediately. You may use the elevators, but **DO NOT** travel past the location of the leak.

If you cannot determine if it is steam or smoke, go to an Area of Rescue (AOR). If there is no AOR in your building,

please follow the guidelines listed below.

- If you cannot exit the building without assistance, a staff person or a student should assist you in getting to a safe place.
- Proceed to a safe place away from the incident, to a room near stairs.
- Go to a room with a phone and a window, if possible.
- Note the room number.
- Close the door.
- Call 911. A Wausau police dispatcher will verify/confirm the room number.
- If there is no phone, close the door and go to the window.
- The person assisting persons with disabilities should inform emergency response personnel that a person with a disability is in the room (number).

SEVERE THUNDERSTORM or TORNADO

Know the location of the nearest emergency shelter for your location! Check with your Building Superintendent for the location of emergency shelters.

SEVERE THUNDERSTORM WATCH:

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

SEVERE THUNDERSTORM WARNING:

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes.
If large hail begins to fall, seek immediate shelter.
- Report any injuries and damage by dialing 911.
- Be prepared to give the following information:
 1. Your name
 2. Building name
 3. Type of injury or damage
 4. The location of any injured person(s) or building damage
 5. Room number you are calling from

TORNADO WATCH:

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

TORNADO WARNING:

Radar or weather spotters have identified a tornado. The emergency siren will sound a pulsating tone with a voice command for three minutes or longer if there is danger in the immediate area.

Take the following actions:

- **SEEK IMMEDIATE SHELTER** (Individuals with disabilities: follow the same procedures): When warning sirens sound, seek shelter, preferably in a basement or below ground evacuation location. A steel-formed or reinforced concrete building provides some protection. In a multi-story building, seek shelter in an interior hallway or lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. Do not open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In a vehicle, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay prone; face down, with your hands covering your head.

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Severe Weather (continued)

- After the all clear, leave badly damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- Do not attempt to return to the building unless directed to do so by Wausau Police. Do not attempt to turn on or off any utilities or other equipment.
- Report any injuries and damage to the Wausau Police dispatcher (Dial 911).
- Be prepared to give the following information:
 1. Your name
 2. Building name
 3. Type of injury or damage
 4. The location of any injured person(s) or building damage
 5. Room number you are calling from



PERSONS with DISABILITIES

Individuals with a disability should follow the same procedures as noted above. If you have questions or need further information, please call Student Services, 261-6243.