

# Health Science Center Emergency Information

*January 2023*

The Health Science Center follows the University of Wisconsin-La Crosse's "Emergency Response and Preparedness Plan (<https://www.uwlax.edu/police/emergency-management/emergency-response-plan/>) and active shooter information (<http://www.uwlax.edu/Police/Active-Shooter/>) with the addition of items marked "\*\*\*HSC-ONLY"

UW-L Police are contracted to provide security and emergency response services to the HSC. They include the HSC email distribution list in any emergency notifications.

Below is an **EXCERPT** from the UW-L Emergency Plan that includes items of interest to HSC occupants. The full plan can be found at <https://www.uwlax.edu/police/emergency-management/emergency-response-plan/>.

## Emergency response plan

**When to Call the University Police- RIGHT AWAY!**

### University Police

Designated Emergency Response Number 608-789-9999

- Any incident involving any **weapon being displayed**.
- Any incident where a **person has been injured** by the actions of another.
- Any incident where a **threat to harm or kill someone** was made.
- Any **suicide attempt or mention of suicide**.
- Any substantial **property damage**.
- Any incident involving a **hate crime**.
- Any **arson**.
- Any **crime in progress**.
- When you **smell fire, a burning odor, or see smoke**.
- When **rescue or emergency medical assistance** is needed.

IF IN DOUBT, call and let trained personnel decide!

University Police officers cannot provide the best quality service without the cooperation of responsible spectators, volunteers and coaches. They expect YOU to call and tell them

whenever you observe suspicious persons or actions. Some people fail to call the police simply because they are not aware that seemingly innocent activities might be suspicious. Others may notice suspicious activity and be hesitant to call. Still, others take it for granted that someone else has already called.

Call the police immediately about all suspicious activity. Don't worry about bothering them because it is the duty of the police officers to investigate any and all possible threats to campus safety. Don't worry about being embarrassed if your suspicions prove unfounded. Think, instead, about what COULD have happened if you had not called!

### **Timely Warning Policy - RAVE (UWL ALERT)**

Campus Police are responsible for issuing a timely warning when a crime is reported to or brought to the attention of the Campus Police that there is a serious or on-going threat to the safety of members of the campus community. Information also comes from other law enforcement agencies. Every attempt will be made to distribute the warning promptly; however, the release is subject to the availability of accurate facts concerning the incident.

### **Timely Warning Procedure**

[RAVE](#) is used to enable local government officials to record, send and track personalized messages to thousands of residents in minutes. RAVE user base has grown to include institutions of higher education, including multiple UW system schools. By registering, any message generated by the university for any reason will be sent via the method chosen by the registered user. Available choices of notification are email, text or call notification.

Campus Police will prepare a warning whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or on-going threat to the safety of students, faculty, and staff. Warnings will be e-mailed as quickly as possible to faculty, staff, and students, and distributed throughout the campus, provided to campus media, and if appropriate, posted in off-campus areas frequented by students.

Campus crime timely warnings typically include the following information:

1. A brief statement of the incident.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Other relevant and important information.
5. Response Requirements.

## Emergency Response and Preparedness Plan

### CAMPUS EMERGENCY NOTIFICATION

Dial 608-789-9999 - When Life Threatening Emergency

608-789-9000 - Requests for Assistance or Dispatch

608-785-8000 - UWL Switchboard/Directory Information

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# UNIVERSITY OF WISCONSIN-LA CROSSE

## EMERGENCY RESPONSE AND PREPAREDNESS PLAN

### XII. EMERGENCY PROCEDURES

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

#### **Emergency Procedures Included in Plan:**

#### **A. AIRBORNE RELEASES**

##### **University Police**

**Designated Emergency Response Number: 608-789-9999**

**UWL Physical Plant/Facilities Services: 608-785-8585**

The County Local Emergency Planning Committee has developed a plan in accordance with Federal and State laws to help respond to an airborne release of hazardous substances. University Police will be notified in the event of an airborne release. The University Police Department will then notify University administration, directors, and other campus personnel. University Police will contact UWL Physical Plant Facilities Services to request that all ventilation systems components be shut down.

During an airborne release, follow these steps:

1. If directed, evacuate the building site and move to a designated safe location.
2. If not informed to evacuate, close all windows and doors to the outside.
3. If the airborne release starts to bother you, hold a wet cloth or handkerchief over your nose and mouth.
4. Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
5. Tune to the emergency broadcast station on (on campus WLSU 88.9 FM) your radio or television for further information and guidance.

The lead time of an airborne release incident could be from zero to thirty minutes. As a result, this short time may not allow for a safe evacuation. An evacuation under these conditions may expose the population to airborne hazardous substances; therefore, the recommendation is to shelter in place.

Preferred areas for protective sheltering would be interior hallways, rooms without windows or exterior doors, enclosed stairways, and rooms on the side of the building away from where the hazard is approaching.

**Note:** This procedure relates to both on and off campus airborne releases.

## **B. BITTER COLD WEATHER (MUNICIPAL POWER FAILURE)**

### **University Police**

**Designated Emergency Response Number: 608-789-9999**

1. If, during bitter cold weather, residences of the city of La Crosse suffer a power failure, the university will offer the use of Mitchell Hall, or Recreational Eagle Center building, as designated by the Chief of University Police.
2. The campus police officer on duty, when notified, will open those buildings designated and contact the Chief of University Police, a custodial supervisor, and the La Crosse County Emergency Government coordinator.
3. The La Crosse County Emergency Government, Red Cross, and the Salvation Army will supervise those people being housed at UW-La Crosse.
4. The Chief of University Police will contact the building directors for those buildings being used for this event. The building directors will notify the department chairs so that, if needed, alternate plans be made for any affected classes.

## **C. BOMB THREAT (Also see Employee Handbook)**

### **University Police**

**Designated Emergency Response Number: 608-789-9999**

1. If you observe a suspicious object (including mail) or potential bomb on campus **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call University Police at the designated emergency response number 608-789-9999.
2. Any person receiving a bomb threat should ask the caller:
  - a. Exact location of bomb (building, floor, room, etc.).
  - b. Time bomb is set to explode
  - c. Kind of bomb, timing device, etc.
3. Keep talking to the caller as long as possible and record the following:
  - a. Date and time of call
  - b. Location of alleged bomb
  - c. Detonation time of alleged bomb
  - d. Type of bomb

- e. Speech pattern, accent, distinguishing characteristics, etc.
  - f. Background noise
  - g. Critical statements made by caller
  - h. After hanging up, pick up and listen for dial tone and dial 157 for call trace.
4. If the threat of an explosion is imminent, activate the fire alarm and evacuate the building.
  5. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat. Alert emergency personnel of their location.
  6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
  7. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the University Police.

## D. CHEMICAL SPILL

### University Police

**Designated Emergency Response Number: 608-789-9999**

1. Report any spill of hazardous chemicals immediately to UWL University Police at the designated emergency response number, 608-789-9999. University Police will call the UWL Environmental Health, Safety and Risk Manager (608-785-6800).
2. When reporting, provide the following information:
  - a. Your name
  - b. Name of material spilled
  - c. Estimated amount
  - d. Exact location of spill
  - e. Report injuries
  - f. Actions you have taken
3. Vacate the affected area at once and seal it off to prevent further contamination.
4. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from spill site. Alert emergency personnel of their location.
5. Once outside, move to an area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the Campus Environmental Health, Safety and Risk Manager, the Fire Department, or University Police.

## F. EARTHQUAKE

### University Police

**Designated Emergency Response Number: 608-789-9999**

**UWL Physical Plant/Facilities Services: 608-785-8585**

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

1. If **INDOORS** seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
2. If **OUTDOORS**, move quickly away from buildings, utility poles and other structures. *Caution* : Always avoid power or utility lines as they may be energized.
3. After the initial shock, evaluate the situation; and if emergency help is necessary, call University Police at the designated emergency response number. Report any injuries.
4. Damage to facilities should be reported to Physical Plant Facilities Services.
5. If there is a strong odor of natural gas, please relay this information to University Police and evacuate the building.

## G. ELEVATOR MALFUNCTION

### University Police

**Designated Emergency Response Number: 608-789-9999**

**UWL Physical Plant/Facilities Services: 608-785-8585**

1. If you are trapped in an elevator, pick up the emergency phone to notify University Police. The telephone will automatically ring at the UWL dispatch console. If the phone is inoperable, turn on the emergency alarm which will signal for help. *DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY EMERGENCY RESCUE STAFF.*
2. If a person is stranded in an elevator, *DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.*
3. If you receive notice that an elevator has malfunctioned, notify University Police at the designated emergency response number. Provide the following information:
  - a. Your name
  - b. Building
  - c. Floor
  - d. Present situation
4. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.

5. If you find an inoperative elevator without occupants, notify University Police and Physical Plant/Facilities Services.

## H. EXPLOSION

### **University Police**

**Designated Emergency Response Number: 608-789-9999**

### **La Crosse Fire Department**

**Designated Emergency Response B=Number: 911**

In the event of an explosion on campus, take the following action:

1. Immediately take cover under tables, desks, or other objects which will give protection against falling glass and debris.
2. After the initial effects of the explosion have subsided, notify the University Police Department at the designated emergency response number (608-789-9999). Give your name and describe the location and nature of the emergency. Notify La Crosse Fire Department at the designated emergency response number (911).
3. Activate the building fire alarm.
4. Evacuate the building through the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their location.
5. *DO NOT USE ELEVATORS.*
6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by a La Crosse Fire Official or University Police.

## I. FIRE

### **University Police**

**Designated Emergency Response Number: 608-789-9999**

### **La Crosse Fire Department**

**Designated Emergency Response Number: 911**

1. In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety. If a fire is in a room, and all people have exited the room, close the door to the room.

2. When you are in a safe area, away from the fire, call the La Crosse Fire Department at the designated emergency response number (911). Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator. If you have additional information, follow-up with a call to University Police at the designated emergency response number (608-789-9999).
3. Evacuate the building through the nearest un-obstructed exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest un-obstructed stairwell. Alert emergency personnel of their location.
4. Always evacuate a building when the alarm is ringing.
5. *DO NOT USE ELEVATORS.*
6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. *DO NOT RETURN TO OR ENTER AN EVACUATED BUILDING* unless authorized by a City of La Crosse Fire Department official.

## K. INFECTIOUS DISEASE OUTBREAK

### **University Police**

**Designated Emergency Response Number: 608-789-9999**

### **Health Center**

**Designated Emergency Number: 608-785-8558**

The UWL Student Health Center will most likely be involved in the assessment and management of an infectious disease outbreak. If not, contact the Director of the Student Health Center, the Medical Supervisor or the Head Nurse at the number above.

1. The Health Center personnel will contact Keith Butler, Emergency Government Coordinator of La Crosse County, 608-789-4811 and the Dean of Students, 608-785-8150.
2. Notify the La Crosse County Health Department at 608-785-9872. Wisconsin Statute Chapter 143 and Administrative Rule Chapter HSS 145 require reporting of communicable diseases using the Acute and Communicable Disease Report. The Student Health Center staff will complete this report.
3. In cooperation with UWL Administration, County and State health officials, the Health Center will manage infectious outbreaks according to CDC, County, State and ACHA guidelines.
4. If the situation requires emergency medical care, follow emergency procedures by calling 911 to provide immediate health care.
5. Student Health center web site: </student-health-center/>

## L. LIFE THREATENING EMERGENCIES OR DEATH

### University Police

**Designated Emergency Response Number: 608-789-9999**

In the event of a life-threatening emergency or death at UW-La Crosse take the following action:

1. Notify the designated emergency response number (911) and University Police (608-789-9999). A University Police officer will proceed to the scene immediately and meet the La Crosse Emergency Responders.
2. The scene will be secured by a University Police officer.
3. Emergency care will be provided as needed pending Emergency Medical Service (E.M.S.) arrival. The officer will start with a preliminary investigation, and inform the Chief of University Police.
4. The University Police will turn the scene over to La Crosse Police Department or La Crosse County Sheriff's Department, if indicated.
5. In the event of a death of a student, the Chief of University Police (or if unavailable, the officer on duty) will contact the Student Life Office and proceed to the scene. The UWL Student Life Response Plan, available in the Student Life Office, will be followed under the direction of the Assistant Dean of Student Life. ( [See Appendix 1](#) ).
6. In the event of a death of a staff member, the Chief of University Police will contact the Provost/Vice Chancellor's Office and proceed to the scene.

## M. MEDICAL AND FIRST AID

### University Police

**Designated Emergency Response Number: 608-789-9999**

1. If a serious injury or illness occurs on campus, immediately call 608-789-9999 for an ambulance. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim. Do not hang up until released by the emergency operator. Officers will respond with medical supplies, automated defibrillator (AED), and oxygen.

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

In circumstances involving a person who is unconscious and/or not oriented, call

608-789-9999. All police officers are trained in First Response Care, C.P.R., and AED.

2. Keep the victim still, calm, and comfortable until help arrives. Do not move the victim.
3. In case of a minor injury or illness, students may go to the Student Health Center or have a trained person provide appropriate first aid.
4. First-Aid and CPR training is available through various resources within the community. Individuals whose position description does not require them to provide first aid are acting as good Samaritans.
5. Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

## N. NATURAL GAS LEAK

### University Police

**Designated Emergency Response Number: 608-789-9999**

### Physical Plant/Facilities Services: 608-785-8585

1. If you smell natural gas and suspect a gas leak, evacuate area and activate fire alarm ***OUTSIDE*** the area of the leak.
2. ***DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.***
3. Evacuate the building by the nearest exit. While evacuating, notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
4. ***DO NOT USE ELEVATORS. DO NOT PANIC.***
5. Notify University Police at the designated emergency response number. State the location and extent of the gas leak.
6. Once outside, move away from the building at least 100 feet. Keep walkways clear for emergency crews.
7. ***DO NOT RETURN TO AN EVACUATED BUILDING*** unless authorized by University Police.
8. For minor leaks during normal business hours (6:00 a.m. to 4:30 p.m., Monday - Friday) contact the Physical Plant Office at 608-785-8585. If no response or after hours, contact University Police at 608-789-9999.

## O. PSYCHOLOGICAL CRISIS

### University Police

**Designated Emergency Response Number: 608-789-9999**

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. *STAY CALM.*
2. Notify University Police at the designated emergency response number. Provide the following information:
  - a. Your name
  - b. Precise location
  - c. Observed symptoms of behavior
  - d. Individual's name, if known
3. Until help arrives, be pleasant, considerate, and understanding to avoid aggravating the situation.
4. Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if he/she is violent/combative.
5. If another person is available and able to leave the area, have them meet University Police at the entrance to the building and provide up-to-date information.
6. Notify the Director of the UWL Counseling and Testing Center.

## P. RADIATION EMERGENCY

*(Note: UW-La Crosse has no radioactive materials that would pose an airborne radiation hazard, unless the materials were involved in an explosion.)*

### University Police

**Designated Emergency Response Number: 608-789-9999**

**Radiation Safety Officer    Office Number: 608-785-6800**

**Mobile Number: 608-790-5600**

**Home Number: 608-781-2774**

## Fire Emergencies Involving Radiation

1. Evacuation all personnel from room. Close doors when all occupants have vacated room.
2. Set off fire alarm.
3. Call 608-789-9999 and give nature and location of fire.
4. Inform emergency personnel that radiation hazard may exist.
5. Notify Radiation Safety Officer.

## Medical Emergency Involving Radiation

Call 608-789-9999 for immediate threat to life or 789-9000 for other medical incidents.

1. Inform medical personnel that a radiation hazard may exist.
2. Notify Radiation Safety Officer.
3. Injured individuals, if able to walk, with or without the aid of others, should move from the area of contamination to a decontamination zone. If an injured person cannot move, a minimal number of emergency medical providers should enter the contaminated area to stabilize and move the injured person to the decontamination zone.
4. If a skin wound occurs, thoroughly wash it with running water, allow some bleeding, then bandage.
5. The Radiation Safety Officer or an Authorized User of radioactive materials needs to evaluate injured person(s) for radioactive contamination along with any emergency providers that had to enter the contaminated area. Showering or additional cleaning may be needed.
6. Removal or cutting away contaminated portions of clothing may be needed. Place contaminated items in designated collection containers or plastic bags. The Radiation Safety Officer will manage these items. The contaminated clothes shall not leave the laboratory or established decontamination zone.

### **Radiation Spill Emergency Procedures (Applies to spills contaminating greater than one square foot)**

Clear unnecessary persons from area(s) that could be contaminated with radioactive materials. Personnel without radiation badges or other personal radiation dosimetry must not enter the spill area.

1. If evacuation is needed, assemble personnel in nearby safe area until Radiation Safety Officer, Authorized User of radioactive material, or others working under the direction of an Authorized User can verify that they are not contaminated.

2. Thoroughly wash hands, other exposed body areas, and surfaces until the radiation monitor indicates the absence of contamination.
3. Remove or cut away contaminated portions of clothing. Place contaminated items in designated collection containers or plastic bags.
4. Prevent spread of contamination from accident site. Use nearest telephone for communications and avoid walking throughout the building.
5. Notify the Radiation Safety Officer. Notify University Police if contamination has spread into public spaces outside of the laboratory.
6. Close doors to limit access into and out of area that could be contaminated with radioactive materials. Place warning signs indicating potential radiation and/or contamination hazards.
7. Mark all contaminated surface areas.
8. Decontamination of rooms and building shall be supervised by the Radiation Safety Officer or an Authorized User of radioactive materials.

## Q. SEXUAL ASSAULT

### University Police

**Designated Emergency Response Number: 608-789-9999**

### UWL Dispatch: 608-789-9000

1. In the event of a case of sexual assault, UWL dispatch will take the following action:
  - a. Immediately send a University Police officer to the scene.
2. The officer will assess the situation and determine if the incident involved force or attempted use of force.
3. If force was involved, the officer will contact a police supervisor promptly. A decision regarding potential mutual aid will be made.
4. The following procedure should apply:
  - a. Attempt to obtain written statements from the victim including non-consent to the offense, if applicable. The interviews should be conducted outside the suspect's presence. Do not ask the victim if they want to press charges.
  - b. Attempt to obtain a signed medical release from the victim(s).
  - c. Prepare an area where the photographs can be taken if needed. The victim should be encouraged to contact New Horizons and Counseling & Testing for support and intervention.
  - d. Attempt to obtain statements from the witnesses.
  - e. Complete a follow-up investigation including suspect interviews.
  - f. The information is shared only with those offices with a need to know. Depending on the residence of the student, the type of emergency or the follow-up required, the list of offices with a need to know will vary

from one situation to the next. Care must be taken to protect the confidentiality of the individual/s involved as much as possible throughout the process.

5. The officer will notify the Director of the Counseling and Testing Center.
6. Inter-Agency Cooperation - Prosecuting Attorney's Office
  - a. The Chief of University Police will monitor sexual assault related reports and inform the District Attorney.
  - b. University Police personnel will work with the District Attorney and Victim's Witness Unit when additional information or evidence is requested.
  - c. The Chief of University Police will be responsible for on-campus notifications and distribution of reports to university resources and departments as appropriate.

## **R. TORNADO/SEVERE WEATHER**

### **University Police**

**Designated Emergency Response Number: 608-789-9999**

A tornado watch/severe weather watch means tornadoes are likely to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if upgraded to a warning. A tornado warning means a tornado has been spotted in the immediate area. Employees/students are expected to take the following action.

1. If you receive notification of a tornado **warning** or sight a tornado, move to the lowest level in an interior hallway of the building as quickly as possible.
2. Stay away from windows and areas with a large expanse of glass.
3. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
4. *DO NOT USE ELEVATORS.*
5. If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.

## **S. UNSAFE WATER SUPPLY**

### **University Police**

**Designated Emergency Response Number: 608-789-9999**

This procedure addresses actions to be taken after notification by the city of La Crosse Water Utility that harmful contaminants have been identified in the water supply. La Crosse Water Utility is required by state and federal law to inform the campus of a violation of the maximum contaminant level for certain contaminants in water.

Once the La Crosse Water Utility has notified UWL University Police, you will be notified to take the following steps:

1. Do not consume campus water.
2. If bacterial contaminants are present, all water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
3. Ice and any beverages prepared with contaminated water should be discarded.
4. Continue the no use and/or water boil order until the city of La Crosse Water Utility or University Police notifies you that the city has rescinded the warning or alert.

## T. VIOLENT OR CRIMINAL BEHAVIOR

### University Police

**Designated Emergency Response Number: 608-789-9999**

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to University Police at the designated emergency response number.

1. If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify University Police at the designated emergency response number and report the incident, including the following:
  - a. Your name
  - b. Nature of the incident
  - c. Location, date, and time of incident
  - d. Description of person(s) involved
  - e. Description of property involved
2. Assist the officer(s) when they arrive by providing additional information upon request.
3. Take the following action if you are a victim of a property crime:
  - a. Go to a safe place and notify University Police.
  - b. Do not touch anything.
  - c. Meet with the officer at the location the officer requests.
  - d. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.
4. Take the following action if you are a victim of a violent/personal crime:
  - a. Be observant! The more information you can provide, the better chance the criminal will be apprehended.

*Remember: Whatever you decide to do, you must be prepared both*

*mentally and physically. Your safety is the most important thing to remember during any attack.*

- b. As soon as possible get to a safe place and notify University Police at the Designated Emergency Response Number. Advise officers of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
- c. Meet with the officer. Follow the officer's instructions.

#### **XIV: EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES**

Every individual must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. This is even more critical to the safety of those individuals with mobility impairments because the use of elevators during emergencies is dangerous and should be avoided. Thus, individuals will need to use alternative methods of leaving a building. Because of constantly changing populations and building occupancy patterns, it is not possible for the University to make reliable arrangements for the evacuation of specific individuals from the many buildings they may occupy in the course of a week. In the absence of this ability, the following suggestions are advised for individuals to increase the chances of their safe evacuation from a building in an emergency situation.

Recommendations for persons with disabilities or persons who provide assistance to persons with disabilities are included in the following list.

1. Contact in advance the Disability Resource Services Office to discuss building evacuation procedures for individuals with disabilities.
2. Identify in advance and be familiar with at least two exit routes from every area and building you occupy. An emergency exit route should not include an elevator.
3. Identify in advance possible volunteers, such as classmates, faculty or fellow workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
4. If you are unable to exit a building, contact University Police or civil authorities or arrange others to inform University Police or civil authorities with your location.
5. Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
6. If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand.

7. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
8. Carry a loud whistle or similar device you can operate for use in the event you become trapped.
9. Individuals who need to work in isolated areas after normal building occupancy hours should determine telephone availability. If a telephone is not available, they should contact University Police in advance and provide their location and occupancy times.

## **UWL EMERGENCY PHONE NUMBERS**

### **CAMPUS CONTACTS**

*The contacts listed below may be contacted after hours by calling UWL Police Dispatch at 608-789-9999*

<b>Name</b>	<b>Primary Number</b>
<b>Campus Emergency Director/ Chief of University Police</b>	608-789-9999 608-785-8108 608-789-9000
UWL Dispatch	608-785-8000
Campus Switchboard	
<b>Student Health Center</b> Ben Crenshaw	608-785-5104
<b>Radiation Safety Officer</b> Dan Sweetman	608-785-6800