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The University of Wisconsin-Manitowoc
Emergency Response Plan

I. INTRODUCTION

This plan is designed to guide UW-Manitowoc staff members through various incidents. Because every scenario cannot be predicted, it is necessary to have a response plan that can be quickly adapted to events as they unfold. The following plan designates areas of responsibility and defines the administrative framework necessary to respond to incidents. The overall University response needs to be quick, professional, supportive, and meet the changing demands of the situation.

ADMINISTRATIVE FRAMEWORK

UW-Manitowoc Emergency Response Plan functions:
- Provide a coordinated response to incidents occurring on campus
- Provide particulars regarding what steps should be taken in the event of an emergency
- Identify specific routes of entry into and exit from the facility in response to emergencies
- Ensure that the appropriate university departments are notified

If an incident occurs within or adjacent to this facility, the Dean or Assistant Dean for Administrative Services is expected to provide a coordinated response to the incident and assist as outlined in the Administrative Framework section of this plan. They are expected to work with local, state, and University of Wisconsin agencies, as appropriate, to resolve the issue at hand.

The purpose of the plan is to create a coordinated response for all emergencies. This is an “All Hazards” plan which provides staff with the direction necessary to respond to any incident, some of which are natural disasters, bomb threats and power outages. This plan will be updated annually by the campus safety committee in conjunction with the Dean, Assistant Dean for Administrative Services, and the Building and Grounds Superintendent.

This Emergency Response Plan shall be controlled by the Assistant Dean for Administrative Services to ensure appropriate updates, changes and reviews are incorporated in all distributed copies of the plan. A copy of this plan shall be maintained at the following locations:
- Dean’s office
- Assistant Dean for Administrative Services office
- Building and Grounds Superintendent office
- Campus Library
- Posted on Campus Website & SharePoint
II. TESTING THE PLAN

Various elements of this plan shall be validated through annual exercises and after any emergency event to evaluate emergency response capabilities and to ensure that facility administrative and support personnel are prepared to respond appropriately in an emergency situation. This plan can be tested in conjunction with the Continuation of Operations Plan (COOP) exercise.

Annual exercises of the plan are designed to test the adequacy and effectiveness of organizational command and control, implementation procedures, emergency notification and communications networks, and overall emergency preparedness and program performance.

Exercises to evaluate this emergency response plan should be conducted on an annual basis. A detailed evaluation of the exercise and after-action reports should be reviewed after the conclusion of the exercise to discuss the following issues:
1. Revision or changes to applicable state or federal regulations
2. Whether or not particular deficiencies were identified
3. If there was a substantive change in key university personnel or cooperation with outside agencies
4. If there were substantial physical changes (e.g. remodeling) of the facility and, if so, if that area was covered by this plan

III. CRISIS COMMUNICATION PLAN

When an unpredicted situation or condition exists, it will most likely be reported to the Manitowoc Police Department. Facility employees are instructed to dial 9-911 from a campus phone.

For non-emergencies, call 686-6500. If you are unsure of the seriousness of the situation do not hesitate to dial 9-911. Both numbers will be answered by the local police dispatcher. Tell the dispatcher your name, the nature of the incident or emergency, and the exact location (building and room number). After calling the local police personnel, use the contact list to contact applicable university personnel.

IV. ROLES AND RESPONSIBILITIES

The office of the Dean (dial ext. 4710 or if you are calling from a non-campus phone, 683-4710) should be considered the center of communications and response to any kind of emergency. The Dean’s office should be kept informed when any emergency arises and should be the source of current information on what is happening.

The Director of University Relations coordinates the e-alert system for this campus. Media relations are very important during an emergency. The Dean and Director of University Relations are the contact persons for release of information to the public. They will provide
timely and accurate information to the media. Refer all media questions to them. The Dean will contact UW Colleges Central Administration.

A Crisis Management Team has been appointed by the Dean to assist in times of major emergencies (Appendix A). The Crisis Management team includes the Dean, Assistant Campus Dean for Administrative Services, Assistant Campus Dean for Student Affairs, Associate Dean, Chair of the Steering Committee, Director of University Relations, and Superintendent of Buildings and Grounds.

In the absence of the Dean, the order for determining who shall be in charge during a crisis situation shall be: Assistant Campus Dean for Administrative Services; Assistant Campus Dean for Student Affairs; Associate Dean; Chair of Steering Committee.

Between 4:30 PM and 6:00 PM, for a non-emergency situation, contact Administrative Services Office at ext. 4700 and the administrative assistant will follow through. For an emergency dial 9-911.

V. EMERGENCY SITUATIONS

A. General Facility Information

The health and safety of students, citizens and staff is the most important issue. In the event of an emergency, after notifying emergency personnel at 9-911, the Dean or Assistant Dean for Administrative Services will be notified as quickly as possible of the situation and told what actions are taking place in response to the emergency. If the emergency warrants, the Dean or Assistant Dean for Administrative Services may need to have staff remain on duty until the emergency is resolved.

Facility emergency response plans should address three possible evacuation scenarios.

1. **In-place evacuation**: Keeping students, citizens and staff in place, but in a particular location for the emergency that has presented itself. A good example of this would be a tornado emergency.

2. **On-site evacuation**: Movement of students, citizens, and staff out of rooms or areas that are affected by the emergency and relocating them to other areas on campus.

3. **Off-site evacuation**: Movement of students, citizens, and staff out of the entire facility and free to go home. Crisis management team would meet at Silver Lake College to use as a designated shelter.
B. Fire

1. Fire Evacuation Plan
   - Mapped emergency egress/escape routes are posted at the exit of each room.
   - Supervisors/Faculty shall be accountable for their people during evacuation
   - The preferred means of reporting fires and other emergencies to the local fire department is to dial 9-911, then pull the building’s fire alarm system
   - The Dean or Assistant Dean for Administrative Services can be contacted for further explanation of staff duties relating to the evacuation plan

2. Fire Safety Plan
   - The procedure for reporting a fire or other emergency – 9-911, fire alarm system
   - Campus occupants are directed to evacuate the building and proceed to their assembly point(s)
   - See Appendix D for the assembly points, fire hydrant and emergency vehicle access map
   - See Appendix E for the floor plans identifying the locations of the following:
     ✓ Manual fire alarm pull stations
     ✓ Portable fire extinguishers
     ✓ Automated External Defibrillators (AEDs)
   - A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures is listed in Appendix J
   - The Superintendent of Buildings and Grounds, is responsible for maintenance of systems and equipment installed to prevent or control fire
   - The Superintendent of Buildings and Grounds, along with the Assistant Dean for Administrative Services are responsible for maintenance, housekeeping, and controlling fuel hazard sources
The following information should be discussed with every campus staff member to help reduce confusion during an emergency.

3. Response to Fire

In case of a fire, the area must be evacuated immediately, the fire alarm system must be activated, and the Dean or Assistant Dean for Administrative Services must be notified.

Evaluate the situation as to the location of the fire within the facility, the size of the fire, and the nature of the fire. The nature of the fire is important in determining the proper response. The first thing to do is to evacuate the area, and then decide whether or not to try to extinguish the fire. If evacuation is necessary, staff should ensure that the door to the area they are evacuating is closed when the last person exits.

If the fire is not controllable, activate the fire alarm or announce that there is a fire in the facility. The Manitowoc Fire Department should be notified of the situation by dialing 9-911.

If the fire is small and is not located in a room where students, citizens or staff is present, a fire extinguisher may be used to put out the fire. This should only be done if the staff member responding to the fire has received the proper training. Also, the staff should not fight the fire if there is any imminent threat to their safety.

- **The facility fire extinguishers are located in the following areas:**
  - In most University buildings, fire extinguishers are located in each hallway, with no more than 75 feet between extinguishers
  - All labs, except the geology/geography lab are equipped with at least one type of fire extinguisher
  - Posted maps of evacuation routes have the locations marked showing where to find fire extinguishers, fire alarm pull stations, and emergency exits (See Appendix E)
  - Doors to classrooms and office should be closed upon the exit of all individuals

If the fire requires that 9-911 be called, the Dean or Assistant Dean for Administrative Services must go to a visible location to help direct the Fire Department to the facility.

Once the Fire Department arrives on scene, the Dean or Assistant Dean for Administrative Services must establish contact with the Local Fire Department representative or the Fire Department incident command vehicle.
The students and staff should gather and remain at the designated assembly point until
they are told otherwise by the Dean or Assistant Dean for Administrative Services. If
there is any threat to students and staff at this location, an immediate evacuation to a
different location will be necessary.

Both students and staff need to be evacuated in the shortest time possible during an
emergency.

The Dean or Assistant Dean for Administrative Services also needs to ensure that no
student, citizen or staff attempts to re-enter the facility until cleared by the Fire or Police
Department.

C. Inclement Weather

Know the location of the nearest emergency shelter for your building. (See Appendix
F). Check the Tornado Shelter document for the location of emergency shelters. During
the day, if the weather becomes severe, the Administrative Services office receives
warnings through an Emergency Government monitor. For evening classes, UW-
Manitowoc maintenance personnel will monitor severe weather situations and will keep
you informed.

1. Severe Thunderstorm

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 9-911 or the campus non-
  emergency numbers
- Be prepared to give the following information:
  ✓ Your name
  ✓ Building name
  ✓ Type of injury or damage
  ✓ The location of any injured person(s) or building damage
  ✓ Room number you are calling from
2. Tornado

**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 steady tone for three minutes or longer if there is danger in the immediate area. UW-Manitowoc is also notified via the emergency government monitor located in the administrative services office.

Students and faculty will be notified by megaphone with the following announcement: “ATTENTION: TORNADO WARNING, SEEK SHELTER”. Time permitting, an e-alert will also be sent.

Take the following actions:

- **SEEK IMMEDIATE SHELTER** (Individuals with disabilities: follow the same procedures): When warning sirens sound or you hear the warning over the megaphone, seek shelter, preferably in a basement or below ground evacuation location. Steel formed or reinforced concrete building provides some protection. In a multi-story building, seek shelter on a lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. Do not open windows.
- Interior hallways away from glass windows or rooms on lower floors offer good shelter.
- Sitting on the floor with your head between your knees is the safest position.
- Stay in the shelter area until the all clear is given by administrative staff personnel.
- 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.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>NEAREST SHELTER AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakeside Hall</td>
<td>1. Hallways outside the piano labs – away from windows</td>
</tr>
<tr>
<td></td>
<td>2. Practice Rooms L116 through L126</td>
</tr>
<tr>
<td></td>
<td>3. Interior offices</td>
</tr>
<tr>
<td></td>
<td>4. Theater lobby – all doors closed</td>
</tr>
<tr>
<td></td>
<td>5. Faculty / Staff Lunch Room L175</td>
</tr>
<tr>
<td></td>
<td>6. Bathrooms</td>
</tr>
<tr>
<td>Founders Hall</td>
<td>1. Next Step Program F106</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td></td>
<td>2. Fitness Room in the Basement</td>
</tr>
<tr>
<td></td>
<td>3. Basement Hallway</td>
</tr>
<tr>
<td></td>
<td>4. Rooms F135, F137, F139, F133, F144</td>
</tr>
<tr>
<td></td>
<td>5. Bathrooms</td>
</tr>
<tr>
<td>Hillside Hall</td>
<td>1. Locker and Shower Rooms</td>
</tr>
<tr>
<td></td>
<td>2. Corridor near IT</td>
</tr>
<tr>
<td></td>
<td>3. West end of the first floor corridor</td>
</tr>
<tr>
<td></td>
<td>4. Bathrooms</td>
</tr>
</tbody>
</table>

3. Severe Winter Weather

The Dean may cancel or delay classes because of severe winter weather. The Dean’s office will advise the media pursuant to the Class Cancellation Procedures. You should refer to local radio and television stations for closure and/or delay information.

Morning Concerns: If there is a need to declare a late start of classes or cancel classes entirely for the day, the decision will be made by 6:00 AM at the latest and contact made with the radio and television stations listed below to make the announcement as soon as possible.

Radio Stations:  
- WQTC-FM 102.3
- WLTU-FM 92.1
- WAPL-FM 105.7
- WLKN-FM 98.1
- WIIX-FM 101

- WNCY-FM 100
- WOMT-AM 1240
- WCUB-AM 980
- WHBY-AM 1150

TV Stations:  
Channels 2, 5, 11, and 26

Afternoon/Evening Concerns: If afternoon classes are in session and weather conditions worsen, students, faculty and staff will be notified in one of the following ways: a messenger will be sent to classrooms, information will be placed on the hallway TV monitors, and Radio and Television stations will be notified. If evening classes need to be cancelled, the decision will be made and announced by 4:00 PM. Once again, all the radio and TV stations listed above will be informed of an early dismissal and/or cancellation of evening classes. Announcements about severe weather will also be posted on the TV monitors in the halls.

If classes are cancelled, then ALL classes and events on campus are cancelled for that specified period.

If classes are not cancelled, all faculty are expected to hold class unless they cannot make it to campus because of the weather. Call (920)683-4700 and leave a message.

Whether the facility is closed or in full operation, in extreme winter weather, students and staff are expected to make their own judgment regarding the safety of the roads.
D. Illness or Injury

The following information is a general response to injuries or illnesses that may present themselves on campus. In every situation, staff members should evaluate the situation and only address the situation when their safety is not compromised.

9-911 should be called and staff should only attempt to assist or treat the injured or ill person if trained and/or certified to do so. Otherwise, untrained staff should try to keep the person calm and as comfortable as possible without moving the person. The only exception would be if the person would be in greater danger if they were to remain in the area (e.g., a fire, gas leak, carbon monoxide exposure, etc.).

1. Major Illness or Injury

- If medical attention is required immediately, campus staff will contact 9-911.
- The Dean or Assistant Dean for Administrative Services will be notified.
- If the illness or injury does not require immediate medical attention, but requires a doctor’s care, the Dean or Assistant Dean for Administrative Services or designated staff member can encourage the ill or injured person to seek medical attention. It should be noted that the person may refuse to be treated and as an adult they have that right.
- If a staff person is ill or injured, his or her supervisor should be notified.
- If the illness or injury was the direct or indirect result of faulty equipment, unsafe work conditions, not wearing the required safety equipment, etc, then the situation should be reviewed and rectified as soon as possible to prevent repeated incidents.
- If the ill or injured staff person is transported to a local hospital for treatment, the supervisor of that employee should attempt to notify the next of kin of the situation.
- If the campus student, staff or attendee has fallen from a high place, do not move the person unless there is a life-threatening situation.
- If a student may have consumed some type of poison, campus staff will contact Poison Control at 800-222-1222 (24 hours).
- If a citizen is ill or injured within the building, the Dean or Assistant Dean for Administrative Services should be notified and attempt to make contact
with the ill or injured party. The nature, cause or reason for the injury or illness should be documented as soon as reasonably possible.

2. Response to Death

If a death occurs on campus, the following entities must be contacted immediately:

- The first staff member on scene will call 9-911 to contact local law enforcement, and allow them to notify the family members that the facility attendee is deceased. If the Dean or Assistant Dean for Administrative Services is not on site, the call should be made notifying them of the situation.

- The body should not be touched or moved. The body may be covered to shield it from public view.

- Appropriate staff members should move all students, citizens and staff to another location of the facility.

- The students, citizens and staff in the immediate area should only be told what is essential for them to know about what has occurred. Staff members should offer any comfort or counseling needed to each other.

- No news or other media should be informed of the situation. If a news reporter is aware of the situation and asks for information, the UW-Manitowoc Public Relations Office will field all questions from the media.

3. Response to Missing or Abducted Campus Visitor or Staff Person

The following information is a general response to a missing or abducted student or staff person.

- If a student or staff person is not accounted for, the staff member responsible for the student should search the premises. Each area of the facility where the student or staff person could possibly be should be searched, as well as any outdoor areas.

- The staff member should make contact with the emergency contact person or known relatives.

- If the facility attendee or staff person is not located after the building has been searched, the Dean or Assistant Dean for Administrative Services should be notified that a student or staff person is missing.

- The Dean or Assistant Dean for Administrative Services should gather pertinent information, such as the missing person’s name, age, sex, clothing
description, vehicle description, height, weight, hair color and last known
location if possible, and call 9-911.

• While the Manitowoc Police Department is en route to the campus, staff
continue to search the facility for the missing student or staff person

• The Dean or Assistant Dean for Administrative Services will stay on the
campus premises to be the contact person for both the Manitowoc Police
Department, and the missing student’s relatives, spouse, etc.

If the person missing is a child, the Dean or Assistant Dean for Administrative
Services should consult with the Manitowoc Police Department to determine
whether the Amber Alert system should be activated

E. Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately
notify the Manitowoc Police Department (dial 9-911). Examples of criminal activity
include an assault, a person carrying a weapon, disorderly or threatening behavior,
robbery, theft of property, and vandalism.

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.

Acts of vandalism can cause serious damage to the campus and can be very costly.
Please watch for and report any vehicles that leave the roadways, any hit-and-run vehicle
accidents, any vehicle-pedestrian accidents or near misses, and any skateboarders on
campus. The number(s) that you use to report these acts of vandalism should be based
on the seriousness of the incident and whether or not the incident is in progress.
F. Response to Physical and Verbal Threats

The following information is a general response to physical threats on campus. This includes threats that come from outside as well as inside the facility. In every situation, the Dean or Assistant Dean for Administrative Services or staff members should evaluate the situation, and only address the situation when their safety is not compromised. If any person on campus does not feel safe in the situation, 9-911 should be contacted.

- All physical threats made inside or outside the facility should be taken seriously.

- Any physical threats directed towards students or staff members will be reported to the Dean or Assistant Dean for Administrative Services and documented. In the evening, if you feel threatened call 9-911 and inform the Dean or Assistant Dean for Administrative Services of the threat the next day.

- If the physical threat comes from within campus, the Dean or Assistant Dean for Administrative Services will notify the Manitowoc Police Department of the incident and communicate with staff members who were involved in the incident.
  
  ✓ Staff members involved in the altercation should be separated. The incident should be investigated by an appropriate staff person.
  
  ✓ If citizens or guests on campus are involved in a physical disturbance or if threats have been made, call 9-911 or the non-emergency telephone number 686-6500.
  
  ✓ Students, citizens and staff should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved if it can be done in a safe manner.

- If the physical threat comes from outside the facility, the Dean or Assistant Dean for Administrative Services or the employee’s supervisor will be notified of the incident. The Dean or Assistant Dean for Administrative Services, or the supervisor will notify the Manitowoc Police Department of the incident.
  
  ✓ Students, citizens and staff should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved if it can be done in a safe manner.

- All verbal threats will be treated the same way as physical threats.
**G. Armed Intruder**

If you hear gunshots or see an individual with a gun:

**FIGURE OUT – Decide you best course of action:**

- Get out – Can you safely escape?
- Hide out – Is there a good place to hide?
- Take out – will you take out the shooter?

**GET OUT**

- If you can get out safely – ESCAPE
- Do not attempt to carry anything
- When safely away from danger, call 9-1-1
- If you encounter police entering the building as you are exiting, follow their instructions as they do not know if you are the shooter
- When large numbers of individuals are exiting a building at the same time you will be asked to raise your hands up and spread your fingers so that police can easily see that you are not carrying a weapon

**HIDE OUT - If you are unable to leave the building or if the armed intruder is outside:**

- Conceal your whereabouts so that the shooter is unlikely to find you.
- Place heavy furniture in front of the door – tables, bookcases, etc.
- Turn off the lights.
- Stay clear of the door.
- Close the shades to the room to darken it
- In a classroom situation, have everyone down on the floor and out of sight from the glass panel by the door.

**CALL OUT**

- Call 9-1-1 from one phone if possible to inform police of where you are located stay on the line so that the police can inform you that it is safe to leave.
- Do not respond to unfamiliar voices as it may be the intruder. Stay on the line and the dispatcher can tell you when the police are inside.

**TAKE OUT - If the armed intruder enters your classroom or office:**

- Stay calm and make a plan.
- As a last resort, have students or anyone in the room throw objects at the intruder if there are multiple individuals in the room.
- While the intruder is distracted, several individuals should subdue the intruder. Do whatever it takes to neutralize the situation.
H. Utilities and Maintenance Emergencies

All utility and maintenance emergencies will be reported to the Assistant Dean for Administrative Services or the Buildings and Grounds Superintendent who will report all utility failures by calling the following numbers:

<table>
<thead>
<tr>
<th>Maintenance Department</th>
<th>683-4716</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manitowoc Public Utilities</td>
<td>Electric</td>
</tr>
<tr>
<td>Manitowoc Public Utilities</td>
<td>Water</td>
</tr>
<tr>
<td>Wisconsin Public Service</td>
<td>Gas</td>
</tr>
</tbody>
</table>

BE PREPARED TO PROVIDE THE FOLLOWING INFO:

- Your name
- Phone numbers where you can be reached
- Building name
- Nature of the incident
- Floor(s) or area affected
- Room number

1. Electrical Failures

- The UW-Manitowoc Maintenance team will assess the situation and determine the appropriate course of action.
- Turn off ALL electrical equipment, including computers. Do not turn any electrical equipment back on until given the approval of your supervisor or the Buildings and Grounds Superintendent.
- 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 to notify UW-Manitowoc Maintenance personnel. If the emergency phone in the elevator does not work, trigger the elevator's emergency alarm button.

2. 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.
- Immediately cease use of all electrical equipment. Water makes an excellent conductor of electricity; thus electrical shock is a strong possibility.
3. Loss of Telephone Service

- The Assistant Dean for Administrative Services or Dean should be notified promptly of the telephone service loss
- The Assistant Dean for Administrative Services or Dean should contact the telephone company, (1-800-222-1000).

4. Loss of Heat/Air Conditioning

- The Assistant Dean for Administrative Services or the Buildings and Grounds Superintendent should be notified promptly of the loss of heat or air conditioning
- The Dean or Assistant Dean for Administrative Services or the Buildings and Grounds Superintendent should contact the installer of the system or the company that is used to service the system

5. Plumbing Problem

- The Assistant Dean for Administrative Services or the Buildings and Grounds Superintendent should be notified promptly of the plumbing problem
- The Assistant Dean for Administrative Services or the Buildings and Grounds Superintendent should contact the facilities plumbing contractor

6. Problem with Locks and Keys

- The Assistant Dean for Administrative Services or the Dean should be notified promptly of the problem with locks or keys

I. Hazardous Odors and Leaks

All hazardous odors and leaks should be reported to the Assistant Dean for Administrative Services or the Dean who will report all hazardous odors or leaks by calling the following numbers:

<table>
<thead>
<tr>
<th>Maintenance Department</th>
<th>683-4716</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manitowoc Public Utilities</td>
<td>Electric 683-4622</td>
</tr>
<tr>
<td>Wisconsin Public Service</td>
<td>Gas 1-(800) 450-7280</td>
</tr>
</tbody>
</table>

Be prepared to provide the following information:
- Your name
- Building name
- Nature of the incident
• Floor or area affected
• Room number
• Type of incident
• The name of the chemical or gas

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

• Evacuate the area and dial 9-911 to notify the Manitowoc Police Department 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 buildings fire alarm and leave the building (note: **DO NOT** activate the fire alarm if it is an explosive gas such as natural gas).
• 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.

J. Hazardous Chemical Spill

Those staff and students working with chemicals should be familiar with the Chemical Hygiene Plan. This plan is maintained by the Chemistry Department and is distributed to all chemistry students. Material Safety Data Sheets (MSDS) should be kept current and should be readily accessible. All staff and students should be made aware of the nearest eyewash station as a component of their orientation. Signage or maps locating the nearest eyewash station and emergency showers are placed in the classrooms or laboratories.
Chemical Spills causing an Immediate Danger

Evacuate all students and staff in the immediate area and contact the Buildings and Grounds Superintendent or the maintenance staff (air handlers will be shut down immediately).

If bodily contact has been made 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.

Call 9-911 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

Evacuate the building to a safe distance (at least 100 ft.) and leave a 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 move at least 100 ft. from the building and request assistance from emergency personnel if needed.

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.
- 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 you can safely do so, visibly mark the spill area using rope or tape.
- 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 causing an Immediate Danger

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.

Call 9-911 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, any injuries or symptoms involved
• Identity any hazardous materials involved if you know them.

Continue to rinse areas of bodily contact with copious amounts of water for 15 minutes.

The following section is a general response to a hazardous chemical spill in the facility. When handling chemicals, be sure to follow the instructions written on the product. Never mix products together.

• Evacuate the area immediately if a hazardous chemical is spilled
  ✓ Extinguish all open flames
  ✓ Do not turn any electrical switches on or off when exiting the room
  ✓ Evacuate to an area upwind and uphill from the location of the spill if possible

• The Dean or Assistant Dean for Administrative Services facility manager or designee will contact 9-911 and notify them that there has been a hazardous materials spill. In certain buildings on campus, the staff in charge or the building Grounds Superintendent should assess and advise incoming emergency services personnel on the response to the spill

• If the identity of the spilled chemical is known and clean up can be attempted without risk, begin clean up and send another person to the Dean or Assistant Dean for Administrative Services or the facility manager for assistance

• Do not attempt to respond to an unidentified spill

• Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill

• Any person who comes in contact with hazardous chemicals during a chemical spill should be instructed to seek medical treatment, even if they say they feel OK. An accident or injury report should be completed in a timely manner and the person who has come into contact with a hazardous material should wash the chemical off their person immediately

• No person should enter the facility until authorized by the authority responding to the spill. If you can safely do so, visibly mark the spill area using rope or tape.

K. Bomb Threats

The following section is a general response for the unlikely event of a bomb threat being made against the facility.
a. General Precautions

- Any bomb threat should be taken seriously and treated as a real situation until proven otherwise. Notify the Dean or the Assistant Dean of Administrative Services immediately and they will call 9-911.

- Any suspicious packages or letters should be reported to Local Police Department, who will advise whether or not to evacuate the building.

- If evacuation is necessary, it should be out of the facility and to another location as far from the facility as possible. The area that is being evacuated should be searched quickly for information that may be important to responding law enforcement officers.

- Upon evacuation, the windows and doors should be left open to minimize shock damage from a possible explosion.

- Upon arrival of the Manitowoc Police Department’s response team, the Dean or Assistant Dean for Administrative Services will assist with any questions that the response team may have.

- No person should enter the facility until the Manitowoc Police Department’s response team has been consulted and the situation has been resolved.

- See appendix H for a more detailed Bomb Threat checklist.

b. Special Instruction for Telephone Threat

- The staff member taking the call should notify the Dean and the Assistant Dean for Administrative Services that a bomb threat is in progress so that:

  - The Dean or Assistant Dean for Administrative Services will contact the Manitowoc Police Department via 9-911.

  - Police will advise whether or not to evacuate the building.

- The staff member talking to the caller should keep the caller on the line as long as possible.

- Information should be recorded as quickly and accurately as possible. The following information should be taken down:

  - The time the call was received

  - The caller’s exact words
✓ A description of the caller’s voice

- If possible, the staff member should also ask the following questions:
  ✓ Where is the bomb located?
  ✓ When is the bomb set to go off?

- See appendix H for a more detailed Bomb Threat checklist

c. Special Instruction for Written Threat

- The staff member that receives the written threat should handle the letter as little as possible, and should save all materials that came with the letter.

- The Manitowoc Police Department should be contacted via 9-911. All materials involved in the threat should be turned over to the Police Department.

- The Dean or Assistant Dean for Administrative Services should be notified of the letter.

- The building should be evacuated, if advised to do so by the Manitowoc Police Department, until it is determined that there is no longer any danger.

L. Suspicious Package

If a suspicious package is received, call the Dean or Assistant Dean for Administrative Services immediately. The following are 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...

**M. Response to Weapons of Mass Destruction (WMD)**

The following section gives a general response to a weapon of mass destruction incident. Since this is a worst-case scenario for the campus and the community as a whole, the safety of students, citizens and staff should be the major concern.

- If there is reason to suspect that a WMD event has originated in or near your facility, contact 9-911
  - 9-911 emergency response protocols must be followed
- If the facility needs to respond to a WMD event, the Dean or Assistant Dean for Administrative Services or designee should monitor the battery-powered radio for updates
- If the situation calls for shelter-in-place, take the following steps:
  - Staff will close and lock all windows and doors
  - The Assistant Dean for Administrative Services or the Dean will notify maintenance to turn off the heating, ventilation and air conditioning system if he or she is capable
  - The students and staff should move to a designated interior room, located in the highest place possible
  - The Dean or Assistant Dean for Administrative Services should continue to monitor the battery-powered radio for information updates, in case an announcement is made for evacuation
- If the situation calls for evacuation of the facility, take the following steps:
  - The Dean or Assistant Dean for Administrative Services will monitor the battery-powered radio for directions on where to relocate and the proper routes to take
  - Until the campus is ready to be evacuated, the staff will shut all windows
✓ Staff will follow all the general evacuation procedures outlined earlier in this procedure

✓ The Dean or Assistant Dean for Administrative Services should obtain/borrow a cellular phone to maintain contact with Manitowoc Police Department and other emergency services personnel

N. Hazards from Outside the University

The university and its students may also be exposed to hazards that originate off campus.

- Hazardous chemical spills from train derailments or other nearby business facilities can occur and faculty and students will follow Manitowoc County Emergency Management protocol
- In the unlikely event of a nuclear reactor incident, UW-Manitowoc will follow the Manitowoc County Emergency Management protocol
APPENDIX A
UW – Manitowoc Crisis Management Team

Charles Clark
Campus Dean
683-4711

Bruce Peters
Asst. Dean, Admin.
Services
683-4712

Chris Beloin
Asst. Dean, Student
Affairs
686-6040

John Wright
Associate Dean
683-4722

Jessica VanSlooten
Chair, Steering
Committee
683-2747

Teresa Satori
Director,
University
Relations
683-4713

David Grunke
Superintendent,
Buildings &
Grounds
683-4716
APPENDIX B
EMERGENCY CONTACT LIST

Facility Information
Name: UW-Manitowoc
Address: 705 Viebahn Street
City, State, Zip Code: Manitowoc, WI 54220
Telephone number: 683-4700

In Emergencies, as defined in this document, dial 9-911. From a campus phone, you must dial 9 first then 911 (noted as 9-911 in this document).

The following numbers are provided for non-emergency situations. The numbers are listed in the order that you should call.

<table>
<thead>
<tr>
<th>PERSON</th>
<th>PHONE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s Office</td>
<td>683-4710</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Assistant Dean for Admin. Services</td>
<td>683-4712</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Building and Grounds Superintendent</td>
<td>683-4716</td>
<td>6:00 am – 3:00 pm</td>
</tr>
<tr>
<td>Emergency – Dean</td>
<td>715-498-2112</td>
<td>After 10:00 P.M / Weekends</td>
</tr>
<tr>
<td>Emergency – Assistant Dean</td>
<td>682-7525</td>
<td>After 10:00 P.M / Weekends</td>
</tr>
<tr>
<td>Manitowoc Police Department</td>
<td>686-6500</td>
<td></td>
</tr>
<tr>
<td>Manitowoc County Sheriff Dept.</td>
<td>683-4200</td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td>1-800-222-1222</td>
<td></td>
</tr>
<tr>
<td>Hazardous Material Contractor</td>
<td>1-800-688-4005</td>
<td></td>
</tr>
<tr>
<td>Manitowoc County Emergency Management</td>
<td>683-4207</td>
<td></td>
</tr>
<tr>
<td>Manitowoc Public Works</td>
<td>686-6550</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C
CAMPUS EGRESS ROUTES

There are evacuation maps located at the exits of each classroom and public area showing the primary egress route from each building and public area.
APPENDIX D
OUTSIDE ASSEMBLY POINT, FIRE HYDRANT &
EMERGENCY VEHICLE ACCESS MAP

[Map of UW-Manitowoc showing outside assembly points, fire hydrants, and emergency vehicle access]

Legend
- Primary Access - Fire Trucks
- Secondary Access - Fire Trucks
- Fire Assembly Points
- Fire Hydrants on Campus
- Fire Hydrants Along Street

Scale: 2000 feet = 200 feet

NORTH
Prepared by City of Manitowoc
Public Works
3613 N. 14th St.
Manitowoc, WI 54220
(920) 608-3030

City of Manitowoc creates, develops, and maintains the public works infrastructure and provides a wide range of services to the City and its citizens.

Released under the City of Manitowoc Public Works Department

[Map scale and legend details]
APPENDIX E
FIRE EXTINGUISHER, FIRE ALARM PULLS, AND AED MAPS

Founders Hall First Floor – Appendix E-1
Founders Hall Second Floor – Appendix E-2
Founders Hall Basement – Appendix E-3

Hillside First Floor – Appendix E-4
Hillside Second Floor – Appendix E-5

Lakeside Curve North – Appendix E-6
Lakeside Curve South – Appendix E-7
Lakeside Second Floor – Appendix E-8

Maintenance Shop/Vehicle Garage – Appendix E-9
APPENDIX F
TORNADO SHELTER AREAS

The following areas have been designated tornado shelter areas and anyone at the university should seek shelter immediately when a tornado warning is issued.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>NEAREST SHELTER AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakeside Hall</td>
<td>2. Hallways outside the piano labs – away from windows</td>
</tr>
<tr>
<td></td>
<td>2. Practice Rooms L116 through L126</td>
</tr>
<tr>
<td></td>
<td>3. Interior offices</td>
</tr>
<tr>
<td></td>
<td>4. Theater lobby – all doors closed</td>
</tr>
<tr>
<td></td>
<td>5. Faculty / Staff Lunch Room L175</td>
</tr>
<tr>
<td></td>
<td>6. Bathrooms</td>
</tr>
<tr>
<td>Founders Hall</td>
<td>6. Conference Room F106</td>
</tr>
<tr>
<td></td>
<td>7. Fitness Room in the Basement</td>
</tr>
<tr>
<td></td>
<td>8. Basement Hall</td>
</tr>
<tr>
<td></td>
<td>9. Rooms F135, F137, F139, F133</td>
</tr>
<tr>
<td>Hillside Hall</td>
<td>1. Locker and Shower Rooms</td>
</tr>
<tr>
<td></td>
<td>2. Corridor near IT</td>
</tr>
<tr>
<td></td>
<td>3. West end of the first floor corridor</td>
</tr>
</tbody>
</table>
APPENDIX G
BOMB THREAT PROCEDURES

If you should receive a bomb threat by telephone, there are some things to keep in mind that can be helpful to you:

1. **Remain Calm.** When bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
   a. **DO NOT put the caller on hold**
   b. **DO NOT attempt to transfer the call**
   c. **DO NOT hang-up even after the call has concluded.** Leaving the line open will aid the telephone company in tracing the last incoming call.

2. The person taking the call will immediately notify the highest-ranking staff person in the office area, with the use of another telephone, preferably while the caller is on the initial telephone.

3. Pay close attention to the caller and his/her words, to determine:
   a. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation, or using a microphone, a recorder or other device?
   b. Is the caller angry, excited, irrational or agitated?
   c. Is the caller a man or woman, young, middle-aged, old?
   d. If you have caller ID, please note the phone number of the caller.

4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).

5. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT

The Checklist should be immediately available (under your phone or other accessible location).

All personnel should become familiar with the following Bomb Threat Checklist. It can become the only means of determining what is happening and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.

After receiving a bomb threat of any kind, immediately contact the Manitowoc Police at 9-911. The Police Department will notify all appropriate officials and will assist in the evacuation as needed.
BOMB THREAT CHECK LIST
(STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN)

NAME OF PERSON
Who Received Threat:

DATE & TIME
A.M. P.M.
Threat Received:

How was THREAT REPORTED: Telephone E-mail Give Phone Number (include Area Code):
In Person Voice-Mail Fax
By MAIL Carrier (e.g. FED EX):

LOCATION THREATENED:
(Give name of Bldg/dept/site/agency, etc.)

EXACT WORDS USED to make the threat (if possible):

QUESTIONS TO ASK THE PERSON MAKING THE THREAT:

1. WHEN IS THE BOMB GOING TO EXPLODE?

2. WHERE is the bomb located?

3. WHAT kind of bomb is it?

4. WHAT does it look like?

5. WHO placed the bomb?

6. WHY was the bomb placed?

7. Where are you calling from?

DESCRIPTION OF THE CALLER'S VOICE (Give identity if known):

Caller's Name:

Male (man) Female (woman)

Young Old Middle-Aged Accent Race

Tone of voice (e.g. excited, calm, angry, loud, stuttered)

Was Voice-Language: Taped Well-spoken Irrational Is voice familiar

if so, who did it sound like:

Other Voice characteristics:

Background or Other Noises:

REMARKS:

Completed by: Phone:
APPENDIX I
EMERGENCY SUPPLIES, FIRST AID KIT
CONTENTS/LOCATIONS

First Aid Kits are located in the following locations:

Founders Hall
Mail/Copy Room-F136, Student Services Office-F120, Bookstore Room-F110, Chemistry Labs-F220 & F228, Biology Labs-F162 & F166, Physics Lab-F171, Art Department-F149.

Hillside Hall
Geography Lab- H204, Athletic Area-H115A.

Lakeside Hall
Kitchen-L165, Theater Workshop.

There are also small first aid kits located in each classroom.

Eyewash Stations:
Chemistry Labs- F220 & F228, Biology Labs-F162 & F166, Art Department-F149, Athletic Area-H115A

The following items are in the first aid kits for use in emergency situations:

- Two pairs of latex or sterile gloves
- Sterile dressings to stop bleeding
- Cleansing agents, such as soap or antibiotic wipes, to disinfect an area
- Antibiotic ointment to prevent infection
- Adhesive bandages
- Scissors and tweezers

Persons on campus with first aid training:

Catherine Buchner - ext. 4707
Jared Dalberg – ext.4737
Georgia Fay - ext. 4680
Rick Hein - ext. 4730
Berel Lutsky – ext. 4735
Bruce Peters - ext. 4712
Tammy Scholten - ext. 4716
Persons on campus with AED training:

Catherine Buchner - ext. 4707
Jared Dalberg – ext. 4737
Georgia Fay – ext. 4680
Gerry Fitzgerald – ext. 4716
Dave Grunke – ext. 4716
Rick Hein - ext. 4730
Randy Kabat – ext. 4716
Berel Lutsky – ext. 4735
Bruce Peters - ext. 4712
Karen Peterson – ext. 2745
Tammy Scholten - ext. 4716
Phil Walters – ext. 4716

AED(s) are located in the following areas:
In Lakeside Hall on the wall next to the front entrance of the cafeteria
In Hillside Hall on the wall outside of the gym entrance
APPENDIX J  
PRIMARY FIRE HAZARDS

Based on a Fire Hazard Analysis of the UW-Manitowoc campus the five primary fire hazards are: a Kitchen Fire, an Electrical Fire, a Laboratory Fire, an Arson Fire, or a Grass Fire. In 1965, the UW-Manitowoc campus experienced an arson fire which did extensive damage to the library and cafeteria. In 2004, there were a small lab fire and electrical fire that were taken care of immediately and no one was hurt nor was there any damage. Fires which occur during operational hours have the potential to cause injuries to building occupants but less damage to the buildings since the fire would be detected by a building occupant and either extinguished or the fire department notified. Fires which occur when the buildings are closed would cause more extensive damage to the building because they would burn longer before being noticed by someone in the area or a neighbor. However, the risk to students, staff, and community would be greatly reduced since they would not be at the facility.

MAINTENANCE STORAGE CLOSETS WITH BLEACH AND CHEMICALS

If a building were to experience a fire, the following locations are areas where bleach and other chemical cleaning agents are stored which could cause a chemical reaction if heat from the fire melted the storage containers:

Hillside Hall: H104

Founders Hall: F020; F125; F151; F221; and F 223

Lakeside Hall: L128
APPENDIX K
SUSPICIOUS MAIL

If a suspicious package is received, call the Dean's Office immediately.

SUSPICIOUS MAIL ALERT
If you receive a suspicious letter or package:

1. Handle with care. Don’t shake or bump.
2. Isolate it immediately.
3. Don't open, smell, touch or taste.
4. Treat it as suspect. Call local law enforcement authorities.

If a parcel is open and/or a threat is identified . . .

For a Bomb:
- Evacuate immediately
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

For Radiological:
- Limit Exposure - Don't Handle
- Evacuate Area
- Shield Yourself From Object
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
- Isolate - Don’t Handle
- Evacuate Immediate Area
- Wash Your Hands With Soap and Warm Water
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit
APPENDIX L
PERSONAL SECURITY

Your personal security and the security of others require you to be prepared, to use common sense and to never take risks that may endanger yourself or others. These principles should be used in a situation involving disruptive, violent, or threatening/stalking behavior, regardless of cause of the behavior.

- In an emergency situation, dial 9-911 for the Local Police or Fire Department.
- If the situation is not an emergency, dial 686-6500 for police assistance if warranted or contact the Dean at 683-4711 or Assistant Dean for Administrative Services at 683-4712.
- Avoid becoming isolated or alone with the source of the disturbance. Always attempt to place yourself between the exit of the room and the source of the disturbance.
- Use the “buddy system” when walking out to your automobile when it is dark or move your automobile to the Visitor’s lot.
- Faculty, staff, or student decisions should provide for the best possible care, welfare, safety and security of all those involved.
- No action should be taken which would place or create risk of injury to any person.
Beloin, Chris

Full Name: 1a: Admissions & General Information  
Last Name: Admissions & General Information  
First Name: 1a:  
Job Title: Assistant to the Director  
Company: Recruitment & Outreach  
Business Address: Division of Student & Multicultural Affairs  
Dept. of Recruitment & Outreach  
Bolton Hall, Room 120  
P.O. Box 2174  
Milwaukee, WI 53201-2174  
Business: direct # (414) 229-6235  
Home: http://www4.uwm.edu/  
Other: For student visits, call 229-2222  
E-mail: ksteinba@uwm.edu  
E-mail Display As: Kate (Katherine) aa Admissions: Steinback (ksteinba@uwm.edu)  
E-mail 2: www.uwm.edu/4moreinfo  
E-mail 3: www.uwm.edu/4moreinfo  
Web Page: https://www4.uwm.edu/future_students/transfer/index.cfm  
Other Phone 2: cell: (414) 750-4569  
PalmPilot Category: College Contact  

UW Milwaukee Jobs: https://jobs.uwm.edu  
Transfer Student Portal: https://www4.uwm.edu/future_students/transfer/index.cfm  
Department of Recruitment & Outreach: (414) 229-4397 (main)  
Enrollment Services: 414-229-5932  
Kate Steinback - direct # (414) 229-6235 - ksteinba@uwm.edu - UWM Dept. of Recruitment and Outreach – See www.uwcolleges.uwm.edu or (414) 581-4787  
Transfer Coordinator: Darlene Bergman (414) 229-2871  
Triena Bodart, Assistant Director of FA (414) 229-2404 or (414) 229-6392 tbodart@uwm.edu  
Angela Rodriguez arodrig@uwm.edu - University of Wisconsin-Milwaukee  
Department of Financial Aid, Student Employment and Military Education Benefits Associate Administrative Program Specialist (414)229-5990  
Sue Minzlaff, Financial Aid - UW Milwaukee - (414) 229-2554 - skm@uwm.edu