



# EMERGENCY GUIDEBOOK

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Detailed emergency procedures at  
**[uwosh.edu/emergency](https://uwosh.edu/emergency)**  
Click on *Emergency Procedures*

**EMERGENCIES DIAL 911**

Download UWO Mobile: App Store | Google Play

# INTRODUCTION

This emergency guidebook has been prepared to provide University of Wisconsin Oshkosh faculty, staff, students and visitors with information in case of an emergency. The purpose of this guide is to help ensure the safety of life and property at the UW Oshkosh in the event of an emergency or hazardous situation.

- Please start at the top of each topic section, read thoroughly and understand the steps to take before an emergency occurs.
- Keep this quick reference handy or post it where it is readily accessible such, as hanging on the wall near your phone.
- Write personal notes and reminders in the blank sections of this guide. This guide is only a summary of key emergency response steps.

All employees are encouraged to read through and know these procedures so you know what to do before an emergency occurs! Contact the UW Oshkosh Emergency Manager at (920) 424-1212 with questions.

**TITAN ALERT** is an emergency communication alert system allowing students, faculty and staff to be additionally notified in the event of a campus emergency. The system is designed to provide information about active, credible emergency situations posing a threat and requiring immediate action.

The emergency alert system is capable of delivering messages to you:

- UW Oshkosh email address
- Mobile phone (text)
- Personal email (can be added through Rave)
- UW Oshkosh mobile app
- Emergency clocks (Oshkosh campus)
- Social media (Twitter and Facebook)



### **No spam! Just emergencies**

All faculty, staff and students are automatically registered to receive Titan Alerts via their University email accounts via their mobile phones if they have a registered mobile phone in Titan Admin (Peoplesoft).

**Keep these accounts updated**, they serve as the basis for your Titan Alert account.

▶▶▶ [uwosh.edu/titanalert](http://uwosh.edu/titanalert)

## **What is an emergency?**

An emergency is an immediate threat to life and/or property. If you are not sure, err on the side of caution and report.

**▶▶▶ FOR ALL EMERGENCIES, CALL 9-1-1**

## **When Reporting an Emergency:**

- Provide the address, location and description of the emergency
- Provide the phone number at your location
- Provide a thorough description of the incident
- Hang up only after you have been told
- Stay on the line until all requested information is provided

## **After calling 9-1-1,**

- Recount the basic incident information
- Police will assess the situation and implementation of additional procedures.

# EMERGENCY

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# CALL 9-1-1

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## FIRE | POLICE | MEDICAL

The following numbers are provided for nonemergency situations.

### **SAFETY CONTACTS:**

#### **UW Oshkosh Police**

(920) 424-1212

#### **Environmental Health and Safety**

(920) 424-3215

#### **Workers Compensation**

(920) 424-3215

#### **Facilities Management**

(920) 424-3466

#### **Marketing and Communications**

(920) 267-0628

# MEDICAL EMERGENCIES

## 1. Call 9-1-1

Be prepared to give the following information:

- Location of emergency.
- What happened?
- Is the injured person(s) conscious?
- Is the injured person(s) breathing?
- Is there severe bleeding?

### Stay on the line

The 9-1-1 dispatcher may give you some first-aid instructions to perform prior to the arrival of emergency personnel.

## 2. Call UW Oshkosh Police at (920) 424-1212.

3. **Keep area clear.** If possible, have someone stay with the victim.

4. Have someone waiting at the entrance to direct emergency personnel to victim(s).

5. **Offer first aid**, including CPR/AED if trained and willing to do so, and aid is needed and allowed. Do not move victim. One or more AEDs are located in all UW Oshkosh general use buildings.

6. **Follow instructions received from emergency personnel.**

7. **If blood exposure occurs** follow the Bloodborne Pathogens policy. Contact UW Oshkosh Police at (920) 424-1212 or Environmental Health and Safety (EHS) Officer at (920) 424-3215.

8. **Do not drive victim to the hospital or allow them to drive.**

**Automated External Defibrillator (AED)/  
First Aid Kits/Biohazard Kits** are located throughout campus in all building AED cabinets. First aid kits may also be available within departments.

**My nearest AED/First Aid Kit is located:**



## COMPLETION OF POST-INJURY REPORTS

- **UW Oshkosh work-related injuries**

Supervisors complete with employee the worker's compensation reports. Visit [uwosh.edu/safety](http://uwosh.edu/safety) or call (920) 424-3215 for assistance.

- **Non-UW Oshkosh employee injuries**

Complete a general incident report. This report can be found at [uwosh.edu/safety/forms](http://uwosh.edu/safety/forms). For assistance, contact Risk Management at (920) 424-3215.

# HAZARDOUS MATERIALS RELEASE

## RESPONSE

1. Stand clear and warn others to remain clear of the hazard.  
Use signage as necessary.
2. Isolate the release area and assess degree of hazard.
3. Based on assessment follow appropriate response procedures below.

## LOW HAZARD RELEASES

Incidental release that is not a hazard beyond ordinary and immediate area:

- Secure the immediate area, as necessary.
- Trained and properly equipped departmental personnel clean up release.
- Contact the Chemical Hygiene Officer at (920) 424-1488 for guidance.

## HIGH HAZARD/MAJOR RELEASES

Material poses a hazard immediately dangerous to life, health or the environment. **Call 9-1-1 from a safe location. Provide:**

- Name and telephone number. Exact location of spill.
- Time. Type of incident. Material involved.
- Extent of injuries or threats to human health or to the environment.

Follow General Evacuation Procedures as necessary. Evacuate upwind. Contact Facilities Management at (920) 424-3466 to control ventilation, as necessary.








Obtain Safety Data Sheets (SDS) for material released. UW Oshkosh Police will contact EHS Officer/Chemical Hygiene Officer and follow established procedures in control and cleanup. Building personnel will not be readmitted until authorized by Incident Command.

### If exposed to chemicals:

- Follow release and first-aid guidance from Safety Data Sheet (SDS). SDSs for the access campuses are kept in the departments where chemicals are used. For the Oshkosh campus, see below.
- Seek medical attention, if necessary (dial 9-1-1).
- Provide Hazmat details to first responders.



Overview of key GHS pictograms used for hazard materials ID  
**Hazard Communications - Pictograms**

<p><b>HEALTH HAZARD</b></p> <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory</li> <li>• Target Organ</li> </ul> 	<p><b>FLAME</b></p> <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul> 	<p><b>EXCLAMATION MARK</b></p> <ul style="list-style-type: none"> <li>• Irritant</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Other</li> </ul> 
<p><b>GAS CYLINDER</b></p> <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul> 	<p><b>CORROSION</b></p> <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul> 	<p><b>EXPLODING BOMB</b></p> <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul> 
<p><b>FLAME OVER CIRCLE</b></p> <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul> 	<p><b>ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul> 	<p><b>SKULL AND CROSSBONES</b></p> <ul style="list-style-type: none"> <li>• Acute Toxicity</li> </ul> 

**Signal Words** = Danger (more severe) / Warning (less severe)

**SAFETY DATA SHEETS (SDS) ARE LOCATED:**

**Oshkosh Campus:** <https://jr.chemwatch.net/chemwatch.web/home>  
**Account:** Oshkosh | **Username:** Everyone | **Password:** UWChemwatch

**HAZARDOUS MATERIALS RELEASE**

# GENERAL EVACUATION PROCEDURES

Prior to an emergency, be familiar with the nearest building exits. Never ignore an evacuation alarm.

## Response

In the event of a fire or other event (e.g. chemical spill requiring evacuation)

### 1. PULL FIRE ALARM AND EVACUATE BUILDING.

- Alert others to the nature and location of emergency on the way out.
- Remain calm, do not panic.
- If the exit is blocked or crowded, use a secondary exit.

If you observe staff or students not taking an alarm seriously, encourage them to do so. It may save lives and reduce risks to responding emergency personnel.

2. If time permits, shut down hazardous equipment or processes.

### 3. Evacuate the building using stairs and the closest exit.

4. From a safe location, **call 9-1-1**. Provide information about the emergency and your location.

5. **Move away from the building upwind a minimum of 100 yards** (or to your designated upwind meeting location, if applicable) unless instructed otherwise by emergency personnel.

6. Ensure you are accounted for by your supervisor, hall director or faculty.

7. **Do not re-enter the building** until authorized by emergency personnel.

8. Advise responding emergency personnel if anyone requires medical treatment.

## ALWAYS FOLLOW DIRECTIONS OF POLICE AND FIRE PERSONNEL

**My designated meeting location is:**

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

## EVACUATIONS OF PEOPLE WITH DISABILITIES

If you are aware of an individual unable to self-evacuate, immediately **notify 9-1-1** of that person's location.

**For non-emergency evacuation**, (such as elevator failure) call UW Oshkosh Police at (920) 424-1212, they will contact Oshkosh Fire Department for assistance.

## PERSONS NEEDING ASSISTANCE TO EVACUATE

1. **If you are on a building floor WITHOUT exit doorways directly to the outside** and need to evacuate, go to an area of refuge/rescue assistance immediately and close the door.

### AREAS OF REFUGE/RESCUE ASSISTANCE MAY INCLUDE:

- **Stairwell landings** (preferred location) are preferred because, generally, exit stairwells are enclosed with fire protective materials and landings provide quicker response and access for emergency personnel.
  - **If unable to reach stairwell**, rooms with windows to the outside.
2. **Call 9-1-1** and request **"IMMEDIATE ASSISTANCE TO EVACUATE"**
    - Provide operator with your exact location, phone number, building name, floor and room number.
  3. **If unable to communicate or call from a safe area:**
    - Get in front of a window and signal emergency responders to alert them of your presence. Use towel or other means to draw attention to your location.
    - If there is a fire, try to seal any cracks, vents, etc. where smoke might enter. Follow other applicable **Fire/Explosion** procedures.

***My nearest area of refuge/rescue assistance is located:***

## GENERAL EVACUATION PROCEDURES

## IF YOU DISCOVER A FIRE

1. If you see smoke or fire **PULL FIRE ALARM AND FOLLOW GENERAL EVACUATION PROCEDURES**
  - Alert others to the nature and location of emergency on your way out.
  - Remain calm, do not panic.
  - If the exit is blocked or crowded, use a secondary exit.
2. If time permits, shut down any hazardous equipment or processes.
3. Evacuate the building using stairs and closest exit.

## DO NOT USE ELEVATOR DURING FIRES.

4. Provide assistance to those with special needs, if able.
  - Provide their locations to emergency responders.
5. Report to your building/department's designated gathering point.
6. From a safe location, **call 9-1-1.**
  - Provide them with information about the emergency and:  
**Address, Floor, Room #**  
**Building Name**  
**Your Name**
7. Do not re-enter the building until authorized by Emergency Personnel.

## REMEMBER: USE THE BACK OF YOUR HAND TO CHECK IF DOORKNOBS ARE WARM/HOT.

### DOORKNOB IS WARM OR HOT

Leave door closed and find an alternate route out of the building.

### DOORKNOB IS COOL

Ensure all room windows are closed, brace yourself against the door and open it slightly to check for presence of smoke or fire. If the hallway appears clear, exit the building. If time permits, close windows and doors behind you.

## IF TRAPPED IN A BUILDING

1. Close all doors and windows between you and the fire.
2. Wet and place towels, blankets or similar materials around and under the door to prevent smoke from entering.
3. Check outside window for presence of rescue crews and signal them by hanging an object out the window (i.e. sheet, jacket).
4. **Call 9-1-1**, inform the dispatcher of your station and exact location.

## IF CAUGHT IN SMOKE

1. Stay low. Smoke and gas kill more people than fire.
2. Place a towel or cloth over your head and face. Wear something that can be easily discarded if it catches on fire such as a blanket.
3. Breathe through the towel.
4. Exit building.

***Should your clothes catch fire, stop, drop and roll to put it out.***

## USING A FIRE EXTINGUISHER

1. Report the fire - Call 9-1-1.
2. Use a fire extinguisher only if:
  - You have been trained to do so
  - Fire is small, contained and in early stages (e.g. wastebasket, few rags, etc.).
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.

**P**ull the pin

**A**im low, pointing the extinguisher nozzle at base of fire.

**S**queeze the handle to release extinguishing agent.

**S**weep from side to side at the base of the fire until fire is out.

Watch the area. If fire re-ignites, repeat steps above.

**Report all fire extinguisher use to Facilities Management at (920) 424-3466.**

**My nearest fire extinguisher is located:** \_\_\_\_\_

# SUSPICIOUS OBJECTS / ACTIVITIES / PEOPLE

If you observe a suspicious object, package, vehicle, mail, letter or potential hazardous device on campus, **do not handle the object!**

## RESPONSE

1. Clear the area.
2. From a safe location, **call UW Oshkosh Police at (920) 424-1212 and follow directions.** The person discovering the threat should provide information to emergency personnel.
3. Do not attempt to locate, move or disarm a suspicious item.
4. Isolate package/letter and other potentially contaminated items. Secure room to prevent others from entering the area. Do not shake, open, smell or taste any substance on or within the object. If exposed, immediately wash hands and exposed skin thoroughly with soap and water and seek emergency medical attention.

**DO NOT USE mobile phones or portable radios near suspicious packages.**



5. If a hazard is imminent or you are ordered by emergency personnel to evacuate the building using the nearest available exit, follow **General Evacuation Procedures.**
6. Once outside, move to a clear area that is **at least 100 yards away from affected building.** Keep streets and walkways clear for emergency vehicles and personnel.
7. Do not return to evacuated building unless authorized by emergency command personnel.
8. Emergency personnel will determine if, how and where the suspicious package should be transported or disposed.

## HOW TO IDENTIFY SUSPICIOUS PACKAGES, LETTERS, VEHICLES, ACTIVITIES AND PEOPLE

### Some characteristics of suspicious packages and letters:

- Excessive postage
- Incorrect titles, no name
- Oily stains, discolorations or odor
- Excessive weight
- Protruding wires or aluminum foil
- Packages wrapped in string
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address
- Addressee is not expecting the package
- Hand delivered or "dropped off for a friend" packages or letters
- Letters or packages arriving before or after a phone call from an unknown person asking if the item was received
- Pressure or resistance may be noted when removing contents from an envelope or parcel
- Buzzing, ticking or sloshing sound is heard from the package

- Poorly addressed
- Misspelled words
- Missing or suspicious return address
- Lopsided or uneven envelope
- Excessive security material such as tape
- Visual distractions

### Be aware of and report any of the following:

- People in buildings or grounds that do not appear to be conducting legitimate business
- Unauthorized personnel or photography in restricted, sensitive or private areas
- Unauthorized persons requesting sensitive information, such as security information
- Abandoned or suspicious vehicles
- Unexpected or unfamiliar delivery trucks
- Vehicles arriving and being left behind at odd hours
- Unauthorized individuals near or tampering with ventilation equipment
- Illegal weapon activity

**If you see something, say something. Report suspicious behavior.**

**UW Oshkosh Police** (920) 424-1212 | **Oshkosh Police** (920) 236-5700

**Menasha Police** (920) 967-3500 | **Fond du Lac Police** (920) 906-5555

# BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious.

- 1. REMAIN CALM. Keep caller talking.**  
**Obtain as much information as possible.**  
**DO NOT put caller on hold.**  
**DO NOT transfer call.**
- 2. Pay close attention to the caller and his/her words and speech.**  
**Listen for background noises.**
- 3. Follow the Bomb Threat Call Checklist on the next page**  
as soon as practical.
- 4. DO NOT HANG UP YOUR PHONE, EVEN IF THE CALLER HANGS UP.** Wait for the authorities to arrive. Use a different phone to call authorities.
- 5. Immediately** call or have another person call **9-1-1** from a different phone than the one on which the threat was received. If possible, do not use the involved phone until authorized by authorities.
- 6. Follow General Evacuation Procedures** if one is ordered.



## BOMB THREAT CHECKLIST

Stay calm and collect as much information as you can.

DATE: \_\_\_\_\_

TIME (CALL RECEIVED): \_\_\_\_\_

PHONE #: \_\_\_\_\_

### ASK CALLER: (Exact words used to make threat if possible)

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What will cause it to explode? \_\_\_\_\_
5. Did you place the bomb? Yes / No

### CALLERS VOICE

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Stutter  |

### THREAT LANGUAGE

- |   |
|---|
| <input type="checkbox"/> Well spoken                  |
| <input type="checkbox"/> Foul                         |
| <input type="checkbox"/> Irrational                   |
| <input type="checkbox"/> Message read by threat maker |

Sex: \_\_\_\_\_

Est. Age: \_\_\_\_\_

Accent: \_\_\_\_\_

Time Hung Up: \_\_\_\_\_

**REPORT CALL  
IMMEDIATELY  
TO 9-1-1**

# SEVERE WEATHER

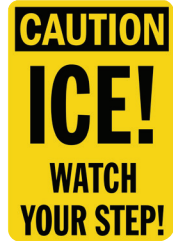
## KNOW THE NEAREST STORM SHELTER FOR YOUR FACILITY!

Follow your department specific plans during severe weather emergencies.



## ICE/SLEET/SNOW

- Don't rush or take shortcuts.
- Wear high traction footwear and fully wipe your boots on floor mats.
- Report unsafe conditions to Facilities Management ((920) 424-3466).
- Pay close attention to weather authority website (NOAA/NWS), radio and news channels.



**Whether driving or walking, ice and snow, take it slow!**

## SEVERE THUNDERSTORMS

### WATCH

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

### WARNING

- Severe thunderstorms are occurring.
- Notify affected individuals and discontinue exterior work.
- Move to shelter if threatening weather approaches.
- Remain indoors, away from windows until the severe storm passes.
- If large hail begins to fall, immediately seek shelter.



## TORNADO

### WATCH

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

### WARNING

- Radar or weather spotters have identified a tornado.
- The emergency sirens will sound.
- A Titan Alert will be launched instructing all to seek shelter.

### TAKE THE FOLLOWING ACTIONS DURING TORNADO WARNINGS:

- **SEEK IMMEDIATE SHELTER** - Go to the nearest storm shelter location. **AVOID** wide-span structures (gyms, pools or large classrooms).
- Take shelter in a basement or below ground evacuation location.
- Stay away from windows.
- If you are unable to get to the lowest area, go to an interior room or stairwell away from windows and exterior doors.
- Take cover under sturdy objects, duck and cover your head with your arms.
- Bring a flashlight, weather radio and mobile phone.
- **Remain in your shelter area until the warning is canceled.**

**IF DRIVING**, park your car and seek shelter away from the car in a nearby ditch or ravine. Avoid areas with power lines, poles, or signs.

**AFTER A TORNADO**, watch for **secondary hazards** such as electrical wires and other dangerous wreckage.

**My nearest storm shelter location is:**

# POWER OR OTHER UTILITY FAILURE / GAS LEAK

**In the event of a utility failure, contact Facilities Management and/or UW Oshkosh Police and follow procedures below.**

## POWER FAILURE

1. Report any utility failure to Facilities Management (during regular business hours) or UW Oshkosh Police (after business hours).

**Facilities Management** - (920) 424-3466

**Police Department** - (920) 424-1212

2. Be prepared to provide the following information:
  - Your name/phone number
  - Nature of the incident
  - Floor(s), room(s) and/or the area affected
3. Cautiously and slowly move away from any electrical equipment or machinery to avoid further injury. If it's safe to do so and you know how to, shut down all electrical equipment and stay clear of machinery.

**Do not turn any equipment back on until authorized.**

4. **During the failure, remain in a safe location.** Back up generators will supply emergency lighting to various areas. Announcements will be made regarding dismissal of students and employees in the event of an extended power failure.
5. Occupants should **notify UW Oshkosh Police of persons trapped in elevators or equipment that may present a hazard upon re-energization of the building.** Department staff should conduct safety checks of their areas.
6. **No one should be in a work area that has no lights.**
7. It's recommended that departments have flashlights available for employees to use during power outages.
8. Lab Users should follow these precautions:
  - Put vital equipment on emergency circuits, if available.
  - Make a list of equipment that must be reset or re-started.
  - Keep fume hood sashes closed and all containers capped.
  - Check cold storage items. Use dry ice, if necessary.

## **WATER FAILURE/FLOOD**

### **Report failures/floods immediately**

- DURING REGULAR BUSINESS HOURS - Facilities (920) 424-3466
- OTHER TIMES - UW Oshkosh Police (920) 424-1212

During a flood, do not come in contact with flood waters and do not go near electrical equipment.

## **STEAM LEAK**

### **Evacuate the area** keeping away from steam and **notify:**

- DURING REGULAR BUSINESS HOURS - Facilities (920) 424-3466
- OTHER TIMES - UW Oshkosh Police (920) 424-1212

Doors should be closed to isolate the affected area. Steam can cause severe burns and displace oxygen, and moisture from steam can conduct electricity.

## **NATURAL GAS LEAK**

If a natural gas leak is suspected or detected, follow the response instructions below:

1. Stop all operations and immediately evacuate the area to a safe location.
2. Be certain to PREVENT IGNITION SOURCES, by not operating any electrical equipment, switches, lights, heaters, hot water, telephones, heat ventilation air conditioning systems (HVAC), outlets, lighters, matches, etc. during a hazardous gas leak.
3. **Do not use elevators unless authorized.**
4. From a safe location away from the leak, REPORT INCIDENT to: Facilities Management, (920) 424-3466 and UW Oshkosh Police at (920) 424-1212. If they are unavailable, Wisconsin Public Service is to be contacted at 800-450-7280.
  - Provide name
  - Exact location of the leak (room, floor, etc.)
  - Other applicable safety information
5. Do not re-enter building until all clear is given by emergency personnel.

# VIOLENCE / CRIME

**Report all acts of theft, vandalism and violence immediately to your local Police Department or dial 9-1-1 from a safe location if it's an emergency situation.**

Pay close attention to the perpetrator's appearance and provide that information to responding authorities. Include the following information:

- Your name.
- Nature of the incident.
- Location, date, and time of the incident.
- Description of the person(s), property and other details involved.
- If there are weapons involved.
- Description and licenses of vehicles involved.  
Note direction of travel.
- **Post Incident Counseling** is available to students and employees. Contact UW Oshkosh Counseling Center at (920) 424-2061.

## PROPERTY CRIME/THEFT/VANDALISM

- 1. Go to a safe place. Notify police.**
- 2. Do not touch anything.** Follow above guidance and direction of officers.
- 3.** Contact Risk Management for vandalism or damage to property at (920) 424-3215 to file a claim.

## WORKPLACE VIOLENCE

- 1. Call 9-1-1** or UW Oshkosh Police at (920) 424-1212.
  - Inform them of the situation and if medical assistance is required. Provide requested information as discussed above.
- 2. Leave the area if it's safe to do so. Follow the Evacuation Procedures.**
  - Attempt to secure the affected area while evacuating to prevent others from entering.
- 3. If unable to safely evacuate,** find a safe location inside away from the violence.
- 4.** Follow workplace violence guidelines and procedures outlined for your specific area.

## VIOLENT/PERSONAL CRIME

- 1. Go to a safe place** and call your local police department (UW Oshkosh Police (920) 424-1212).
  - Advise the police of the nature of the incident as discussed above.
  - **Call 9-1-1** if it's an emergency.
- 2.** Follow instructions of police personnel.
- 3.** Follow medical emergency procedures, if immediate medical assistance is required.
- 4. Be observant**, the more information you can provide the better.
- 5.** If a crime is actively occurring, there are three general options:
  - Submit to the suspect. Recommended if no physical threat.
  - Passive resistance (talking or reasoning with suspect).
  - Active resistance (physical intervention).



**Your safety is the most important thing to remember.**

## SEXUAL ASSAULT

- 1. Call UW Oshkosh Police at (920) 424-1212 (9-1-1 if you're in imminent danger)** and report the assault as soon as possible.
- 2.** Seek medical attention as soon as possible. Request a SANE exam.
- 3.** Contact a Victim Advocate to help you connect with available resources.
- 4. To press charges**, contact your local police department (**UW Oshkosh Police (920) 424-1212**). All reported criminal incidents will be investigated.
- 5.** Speak with the Dean of Students Office by calling (920) 424-3100
- 6. Go to [uwosh.edu/titleix](http://uwosh.edu/titleix)** for resources and information.

**Respect individual's confidentiality.**

# ACTIVE THREAT

Once known, an Active Threat situation will be announced to the campus community as:

## "UWO TITAN ALERT - ACTIVE SHOOTER"

UW Oshkosh will make attempts to notify campus utilizing email, text message, UWO Mobile, campus-wide clocks and social media.

Quickly determine the most reasonable way to protect your life by following one or more of the steps below:

### **1. RUN (EVACUATE)** – when the threat is in your vicinity.

- Have an escape route and plan with a safe location in mind.
- Leave your belongings behind.
- Keep your hands visible on the way out.

### **CALL 9-1-1 WHEN IT IS SAFE TO DO SO**

### **HIDE (BARRICADE DOORS)** – when evacuation isn't possible.

- Find an area out of the shooter's view.
- Lock the door(s), block and barricade the entrance(s), turn the lights off, and look for a secondary exit, if safe to do so.
- Silence devices in the room and remain quiet.

### **CALL 9-1-1 WHEN IT IS SAFE TO DO SO**

### **FIGHT** – As a last resort and only if your life is in danger.

- Attempt to incapacitate the threat
- Act with physical aggression

## **INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 9-1-1 DISPATCHER**

- Location of the active threat
- Number of threats (how many people are threats?)
- Physical description of the threat(s)
- Number and type of weapons held by the threats
- Number of potential victims at your location
- Severity of the injuries



## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions of emergency personnel
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers (e.g. holding on to them for safety)
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

### **The first officers to arrive on scene will not stop to help injured.**

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons.

**Once you have reached a safe location**, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

**Do not leave** the safe location until law enforcement authorities have instructed you to do so.

## HOW TO RESPOND IF NOT IN THE AFFECTED BUILDINGS

Upon notification of UWO TITAN ALERT - ACTIVE SHOOTER:

- **DO NOT** go near affected building(s).
- **Stay in safe location** and lock doors.
- Remain in safe location until notified by authorities or campus (e.g. stay in secure classroom/office, residential hall, etc.).

If you receive the notification when off-campus, **REMAIN OFF CAMPUS** until notified by authorities it is safe to return to campus.

**For more information or additional training opportunities**, contact **UW Oshkosh Police** at **(920) 424-1212** or **uwopolice@uwosh.edu**.





**Winnebago County Emergency Management**

4311 Jackson St.  
Oshkosh, WI 54901  
Oshkosh: (920) 236-7460  
Neenah: (920) 727-2880  
[co.winnebago.wi.us/emergency-management](http://co.winnebago.wi.us/emergency-management)

**Fond du Lac County Emergency Management**

160 S. Macy St  
Fond du Lac, WI 54935  
Phone: (920) 929-3288  
[fdlco.wi.gov/departments/departments-a-e/communications-and-emergency-management](http://fdlco.wi.gov/departments/departments-a-e/communications-and-emergency-management)

**ReadyWisconsin**

[readywisconsin.wi.gov](http://readywisconsin.wi.gov)

**Federal Emergency Management Administration (FEMA)**

[fema.gov](http://fema.gov)

**FEMA's Ready.gov**

[ready.gov](http://ready.gov)

**American Red Cross Wisconsin Northeast Chapter**

Oshkosh Office: (920) 231-3590  
[redcross.org/local/wisconsin/about-us/locations.html](http://redcross.org/local/wisconsin/about-us/locations.html)

**National Weather Service**

[weather.gov](http://weather.gov)

**UW Oshkosh Police**

(920) 424-1212  
738 High Ave.  
Oshkosh, WI 54901  
[uwosh.edu/police](http://uwosh.edu/police)

**UW Oshkosh  
Risk and Safety Department**

(920) 424-3215  
800 Algoma Blvd.  
Oshkosh, WI 54901  
[uwosh.edu/riskmanagement](http://uwosh.edu/riskmanagement)  
[uwosh.edu/safety](http://uwosh.edu/safety)

**Fond du Lac  
Police Department**

(920) 906-5555  
126 N. Main St.  
Fond du Lac, WI 54935  
[fldpolice.com](http://fldpolice.com)

**Menasha Police Department**

(920) 967-3500  
430 1st St.  
Menasha, WI 54952  
[cityofmenasha-wi.gov/departments/police](http://cityofmenasha-wi.gov/departments/police)