

# EMERGENCY POLICIES AND PROCEDURES

This is a partial list of campus emergency procedures. See <http://emergency.uww.edu/Topic/> for further information on these procedures and others.

## Fire

In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety, and evacuate the building by the nearest safe exit. Do not use elevators.

If persons with disabilities cannot safely evacuate, assist them to a safe location near a building exit and notify emergency personnel of their location. Refer also to Building Evacuation for Individuals with Disabilities, below.

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.

Call 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.

Do not return to an evacuated building unless authorized by emergency personnel.

## Inclement Weather

In the event of severe weather conditions, all on-campus operations of the University of Wisconsin-Whitewater will be carried on unless power outages or other critical circumstances preclude the use of UW-Whitewater buildings. Therefore, it should be assumed that scheduled activities will continue unless instructions from the Chancellor's Office direct to the contrary.

Individuals who must travel to or from campus should use their judgment as to whether or not such travel is wise. Should it be necessary to cancel a class due to the absence of an instructor, it is the responsibility of that instructor, to notify all students in the cancelled course by email and through the Learning Management System (Canvas). Instructors must also notify their department chairperson and schedule appropriate make-up session(s) or assignments. All notifications should be made as early as reasonably possible so students can make appropriate changes to travel or other plans. Make-up sessions and assignments must be clearly communicated to students.

The operation of off-campus classes in a weather emergency will be governed by whether the facility in which they are held is open. If the facility is closed, the class will be cancelled. The Office of Continuing Education will notify the instructor of such a cancellation.

## Tornado Warning

**TORNADO WATCH/SEVERE WEATHER WATCH:** means a tornado is likely to develop. Be alert to changing weather situations and be prepared to take action if upgraded to a WARNING.

**TORNADO WARNING:** means a tornado has been spotted in your area. Immediate action may be the difference between life and death.

If you receive notification of a tornado warning or spot a tornado, move to a designated tornado shelter area (look for a tornado shelter sign) or an interior hallway of the building, as quickly as possible. Stay away from windows and areas with large expanses of glass. Protect your head and face. If possible, get under a sturdy table or other structure.

Do not take shelter in auditoriums or gymnasiums, as the roof may collapse during a tornado. Do not use elevators.

Call 911 for emergency needs only during this time.

If persons with disabilities cannot safely move to shelter, assist them to an interior hallway away from windows and areas with large expanses of glass.

## Building Evacuation for Individuals with Disabilities

Persons with disabilities who are able to exit a building during a fire or emergency should do so. Those who cannot exit a building safely should go to the nearest exit or preferred area of rescue to await the arrival of emergency personnel, police, or fire department.

Individuals with mobility impairments who are on the ground floor may be able to exit unassisted. Needs and preferences of a person who is non-ambulatory may vary.

Individuals with visual impairments should follow regular evacuation procedures. Those who are not thoroughly familiar with the immediate surroundings should ask another person for guidance to the nearest emergency exit. The person providing assistance should guide the individual as they walk, describe the pathway and any obstacles, and orient them to the surroundings when they have reached a safe place.

Individuals with hearing impairments may not readily perceive auditory emergency alarms, however there should be visual strobe alarms. They could receive emergency communication through a written note stating the emergency and directions to the nearest emergency exit, or by another person flashing a light switch on/off to gain the individual's attention and indicating by gestures or in writing the nature of the emergency and how to proceed.

Service animals should remain with their owners at all times, including during any evacuation.