



Emergency Guide

Emergency:

To report an accident, fire, serious illness, injury or crime in progress that requires immediate response.

Non-emergency: UW-Green Bay Police

**Call
911**

Call
465-2300

You are in Building:

Building Address Is:

In Room #

SITUATION

ACTION

CALL

Accident

If anyone is injured

- Render assistance.

911

If property is damaged

465-2300

Bomb Threat

If you receive

- Listen carefully to caller.
- Write down what the caller says.
- Don't hang up the phone.

911

Crimes – In Progress

Acts in Progress: e.g. Intrusion, Theft, Violence

- Protect yourself and others.
- Go to a safe location; get victim to safety.
- Stay with victim and call for help.

911

Crimes – Not in Progress

Acts not in Progress: e.g. Theft, Vandalism, etc.

- Protect yourself and others.

465-2300

Disruptive Person

- Contact supervisor/faculty/staff in the area.
- Keep something between you and the person.
- Call for assistance if no supervisor/staff is available.

465-2300

- To report concerns about behaviors that could threaten the well-being of others

465-2300

- If person is threatening, call 911.

911

Explosion

- Protect yourself, take shelter.
- Evacuate to 500 ft. from building.

911

Evacuation for Those Needing Assistance – Except in a FIRE

If you are unable to evacuate on your own using the stairs

- Ask others to assist you.
- Stay calm and take steps to protect yourself.
- If no one can assist you, evacuate by any means possible.

911

Fire

Smoke, fire or fire alarm:

- Stay calm and take steps to protect yourself.
- Evacuate building using the nearest uninvolved exit.
- **DO NOT USE ELEVATORS.**
- Help those needing assistance.
- Pull fire alarm.
- Before opening any door, use back of hand to check for heat. **If hot, do not open.**
- If heavy smoke or fire blocks an exit, use alternate exit.
- Evacuate to minimum of 100 ft. from building or designated assembly area.

911

Evacuation for those needing assistance:

- **If you are unable to evacuate using the stairs:**
- Call 911, tell where you are or where you are going.
- Request persons exiting to notify Public Safety or emergency personnel of your location.
- Ask others to assist you.
- Move into stairwell.
- If this is an actual fire, Firefighters will check the stairwells of the building and evacuate you.
- If imminent danger evacuate by any means possible.

Hazardous Materials

Spill or release you can't clean up or control:

- Close off area.
- If spreading, inform others to evacuate, use nearest exit.
- Pull fire alarm.
- Evacuate to minimum 500 ft. from area and upwind.

911

Medical Attention Needed

Minor injuries:

- Direct or escort students to Health Services.
- Seek medical attention if needed.

465-2300

Unconscious person or serious injuries/illness:

- Check for a medic alert tag/bracelet; call for help.
- Perform CPR/first aid if trained; call for help
- Have another person meet ambulance at an entrance and communicated to the dispatcher.

911

Tornado Watch

Conditions are favorable for tornado to develop

- Monitor local radio or TV for weather conditions.

Tornado Warning

Siren emits steady tone for 3 minutes & Public Address announcement

- Evacuate to lowest level if possible, interior room or hall.
- Help those needing assistance.
- Stay away from windows, glass, large open areas.
- Protect your head and face; under a sturdy surface.
- Monitor local radio or TV for weather conditions.

No all-clear message is announced.

Violence/Threats/Active Killer

Actual or threat of harm to self or others

- Run—Hide—Fight
- <http://www.uwgb.edu/univcomm/email/public-safety/2017.02.05-active-shooter-e-mail/email.html>

911