

Health Science Center Emergency Information

April 2015

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

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

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

Emergency Response and Preparedness Plan

CAMPUS EMERGENCY NOTIFICATION

Dial 911 - When Life Threatening Emergency

(Provide follow-up notification to University Police - 789-9999)

789-9999 - Other Emergencies contact UW-L University Police

789-9000 - Requests for Assistance or Dispatch

785-8000 - UW-L Switchboard/Directory Information

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[Active Shooter Response](#) (in separate section of UW-L website:
<http://www.uwlax.edu/Police/Active-Shooter/>)

*****HSC-ONLY:** [HSC Safety Standards Document](#)

*****HSC-ONLY:** [Lab Animal Research Facility Emergency](#)

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UNIVERSITY OF WISCONSIN-LA CROSSE EMERGENCY RESPONSE AND PREPAREDNESS PLAN

I. PURPOSE

The purpose of the emergency procedures outlined in this plan is to provide protection to the lives, property, and operations through the effective use of university, community, county, and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations through the coordination between the University and other government and emergency units. Additionally, it has been designed to provide a basic contingency manual for the administration of the University in order to plan for campus emergencies. The plan does not cover every conceivable situation; it does, however, supply the basic administrative guidelines necessary to cope with most campus emergencies.

It is understood that the University of Wisconsin-La Crosse and will make every effort to respond to individuals who are affected by a crisis or emergency with compassion and concern.

V. DEFINITIONS OF EMERGENCIES

The University Police Chief is designated to serve as the Campus Emergency Director during any major emergency or disaster. The following definitions of an emergency are

provided as guidelines to assist the campus emergency staff in determining the appropriate response:

1. **MINOR EMERGENCY:** Any incident which does not seriously affect the overall functional capacity of the University, such as minor plumbing problems or an inoperative elevator.
2. **MAJOR EMERGENCY:** Any incident which affects an entire building or buildings and which will disrupt the overall operations of the University. Examples are a building fire or chemical spill during which outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of crises. The Central Emergency Command Post in the Police Services Office will be activated by the Chief of University Police.
3. **DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Central Emergency Command Post (Police Services Office) will be activated and the appropriate support and operational plans will be executed

VI. EMERGENCY RESPONSE

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. In all life threatening emergencies dial 911 and follow up with a call to University Police at 789-9999. All other emergencies should be directed to University Police at 789-9999. University Police and Telephone Services staff will be responsible for contacting designated responders and administrative officials and initiating the specific guidelines in this plan.

It is not the intent of this document to address off-campus emergencies. If a life-threatening emergency occurs while on University business, dial 911. If 911 is not available in the area, dial 0 for the local operator. Follow up with a call to University Police at 608-789-9999.

Your personal safety is of utmost concern. Take appropriate precautions to assure your personal safety.

XII. EMERGENCY PROCEDURES

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

A. AIRBORNE RELEASES

University Police

Designated Emergency Response Number: 789-9999

UW-L Physical Plant/Facilities Services: 785-8585

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

During an airborne release, follow these steps:

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

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

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

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

C. BOMB THREAT (Also see Employee Handbook)

University Police

Designated Emergency Response Number: 789-9999

1. If you observe a suspicious object (including mail) or potential bomb on campus **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call University Police at the designated emergency response number 789-9999.
2. Any person receiving a bomb threat should ask the caller:
 - a. Exact location of bomb (building, floor, room, etc.).
 - b. Time bomb is set to explode
 - c. Kind of bomb, timing device, etc.
3. Keep talking to the caller as long as possible and record the following:
 - a. Date and time of call
 - b. Location of alleged bomb
 - c. Detonation time of alleged bomb
 - d. Type of bomb
 - e. Speech pattern, accent, distinguishing characteristics, etc.
 - f. Background noise
 - g. Critical statements made by caller
 - h. After hanging up, pick up and listen for dial tone and dial 157 for call trace.
4. Immediately notify the University Police at the designated emergency response number, 789-9999.
5. If the threat of an explosion is imminent, activate the fire alarm and evacuate the building.
6. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat. Alert emergency personnel of their location.
7. 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.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the University Police.

D. CHEMICAL SPILL

University Police

Designated Emergency Response Number: 789-9999

1. Report any spill of hazardous chemicals immediately to UW-L University Police at the designated emergency response number, 789-9999. University Police will call the UW-L Environmental Health, Safety and Risk Manager (785-6800).
2. When reporting, provide the following information:
 - a. Your name
 - b. Name of material spilled
 - c. Estimated amount
 - d. Exact location of spill
 - e. Report injuries
 - f. Actions you have taken

3. Vacate the affected area at once and seal it off to prevent further contamination.
4. If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from spill site. Alert emergency personnel of their location.
5. Once outside, move to an area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
6. *DO NOT RETURN TO AN EVACUATED BUILDING* unless authorized by the Campus Environmental Health, Safety and Risk Manager, the Fire Department, or University Police.

I. FIRE

La Crosse Fire Department

Designated Emergency Response Number: 911

University Police

Designated Emergency Response Number: 789-9999

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

L. LIFE THREATENING EMERGENCIES OR DEATH

Designated Emergency Response Number: 911

University Police

Designated Emergency Response Number: 789-9999

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

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

M. MEDICAL AND FIRST AID

La Crosse Fire Department

Designated Emergency Response Number: 911

University Police

Designated Emergency Response Number: 789-9999

1. If a serious injury or illness occurs on campus, immediately call 911 for an ambulance. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim. Do not hang up until released by the emergency operator. Call University Police at the designated emergency response number to inform them of the emergency and inform them that the Fire Department/Ambulance has been notified. Officers will respond with medical supplies, automated defibrillator (AED), and oxygen.

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

In circumstances involving a person who is unconscious and/or not oriented, call the Emergency Dispatch Center and University Police. All police officers are trained in First Response Care, C.P.R., and AED.

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

O. PSYCHOLOGICAL CRISIS

University Police

Designated Emergency Response Number: 789-9999

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

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

R. TORNADO/SEVERE WEATHER

University Police

Designated Emergency Response Number: 789-9999

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

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

T. VIOLENT OR CRIMINAL BEHAVIOR

Life Threatening Number: 911

University Police

Designated Emergency Response Number: 789-9999

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

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

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

XIV: EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

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

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

- A. Contact in advance the Disability Resource Services Office to discuss building evacuation procedures for individuals with disabilities.
- B. Identify in advance and be familiar with at least two exit routes from every area and building you occupy. An emergency exit route should not include an elevator.
- C. Identify in advance possible volunteers, such as classmates, faculty or fellow workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
- D. If you are unable to exit a building, contact University Police or civil authorities or arrange others to inform University Police or civil authorities with your location.
- E. Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
- F. If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand.
- G. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.

- H. Carry a loud whistle or similar device you can operate for use in the event you become trapped.
- I. Individuals who need to work in isolated areas after normal building occupancy hours should determine telephone availability. If a telephone is not available, they should contact University Police in advance and provide their location and occupancy times.

HSC-ONLY: EMERGENCIES AFFECTING THE HEALTH SCIENCE CENTER LAB ANIMAL FACILITY (LAF)

Plan affects the animals and the animal facility ONLY
Health Science Center Rooms - 0104 – 0121

MAIN CONTACT

Amy Cooper, Facility Manager
Work - 608-785-5195 Cell - 608-790-4157 Home - 608-857-3615

Because the University prioritizes the safety of humans during emergencies, all personnel in the LAF must immediately evacuate the facility in accordance with established policy. Personnel may not re-enter the building unless directions to do so are received from UW-L Protective Services.

Upon re-entering the building, and in the case of preparing for a disaster, the LAF Manager will evaluate the situation and address the following potential scenarios.

TOTAL POWER FAILURE

In the event of a power failure, the stand by generator will supply electricity to the Heating, Ventilation and Air Conditioning (HVAC) system, lighting, alarms, and convenience outlets.

HVAC FAILURE

The animal facility does have a back-up chiller and space heaters are available from the Physical Plant for additional heat, but there is no back-up ventilation system. If the HVAC system fails, euthanasia or evacuation of the animals may be necessary, depending on the expected length of the outage and the weather conditions.

EVACUATION PROCEDURES

If animals must be evacuated, and it is safe to do so, the following facilities are available (if unaffected by disaster/emergency situation) for short-term rodent housing:

La Crosse Veterinary Clinic - 608-781-3466
Globe University Veterinary Technology Program – 608-779-2621
University of Wisconsin-Oshkosh – Contact Dr. Dana Merriman – 920-424-3076

Extra food, bedding, caging and cleaning equipment should also be moved with the animals, as well as any medical supplies that may be needed.

EUTHANASIA

In certain situations, it may be necessary to euthanize animals to prevent further or future suffering or pain, or if the animals are a bio-safety risk. Euthanasia is to be done only by trained personnel by one of the following methods:

- CO2 Inhalation
- Overdose of Isoflurane Anesthesia

All methods require a 2nd method for assurance of death.

CONTAMINATION/SHUT DOWN OF WATER

The following are temporary solutions and possible sources of water in the event of a water shutdown:

- Bottled water purchased from a local grocery store
- Autoclaving available water (if there is power)
- Bleach can be used to purify drinking water
- Solid-water gel packs are available from Harlan Products in Madison, 800-483-5523 (ask for Marie Moone), as a temporary source of moisture

CONTAMINATED/DESTROYED FEED AND BEDDING

Feed and bedding can be picked up/delivered from Harlan Products in Madison, 800-483-5523 (ask for Marie Moone).

LAB ANIMAL RESEARCH FACILITY EMERGENCY PHONE NUMBERS

Name	Office Number	Home Number	Cell
Amy Cooper Facility Manager	608-785-5195	608-857-3615	608-790-4157
La Crosse Veterinary Clinic Consulting Veterinarian	608-781-3466		
Dr. Greg Sandland IACUC Chair	608-785-6892	608-797-0193	

4/14/15