



**Eau Claire Clairemont Campus
Business Education Center
West Annex**

Emergency Procedures

General

Tornado/Storm Watch/Warning

Fire

**Hazardous Gas, Chemicals,
and Explosives**

Medical Emergencies

CHIPPEWA VALLEY TECHNICAL COLLEGE
Clairemont Business Education Center – West Annex
August 2006

EMERGENCY PROCEDURES – GENERAL

1. Dial 9-911 or 911 from any phone in the building.

- Describe incident and specific location.
- “I’m calling from the Chippewa Valley Technical College, 620 West Clairemont Avenue in the West Annex building. To access the West Annex, take University Drive north and then west to Garfield Avenue, then turn left into CVTC parking lot. The West Annex is located on your left.”
- “There is an emergency in room _____.”
- “Is there any other information you need to respond to this call?”

2. Alert Authorized Staff Members.

Staff Member	Job Title	Location	Phone
Margaret Dickens	Campus Administrator East	ECB220	833-6419
Stan Bonk	Safety and Security Officer	ECB108	833-6670
Doug Olson	Facilities and Central Services Administrator	ECB148	833-6237

If you are unable to reach any of the authorized staff members listed above, or if an emergency arises during evening hours, weekends, or holidays, please call 715-833-6207 to report the emergency incident.

3. Procedures for Evacuation.

- Everyone will leave through the nearest exit and gather at least 100 feet away from the building.
- Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.). Office equipment may be left on. Close doors, and turn off lights.
- Staff members should escort persons requiring assistance to the nearest exit.
- Staff members should notify persons who may not have heard the emergency announcement (i.e., restrooms).
- Leadership and instructors will check their areas of responsibility to ensure that all students, staff, and visitors have responded to the evacuation alarm and left the building.

OR

Procedures for Seeking Shelter

- Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.). Office equipment may be left on. Close doors, and turn off lights.
- Move to the restroom and locker area outside the restroom. Stay away from exterior walls, doors and windows.
- Staff members should escort persons requiring assistance to the designated shelter area.
- Staff members should notify persons who may not have heard the emergency announcement (i.e., restrooms).
- Leadership and instructors will check their areas of responsibility to ensure that all students, staff, and visitors respond to the announcement and move to shelter area.
- If possible, take a radio and cell phone to shelter area.

4. Re-Enter Building When Instructed To Do So. When emergency officials determine that it is safe to leave the shelter or re-enter the building, the authorized staff member will inform students, staff, and visitors to return to classrooms and offices.

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5. **Complete Critical Incident Report Form.** The person who reported the emergency situation should complete a Critical Incident Report Form ([cvtc.edu/Services / Resources/ Safety Information](http://cvtc.edu/Services/Resources/Safety%20Information)) and forward it to the Risk Manager. The authorized staff member must verify that a report is completed and filed for the incident. The Risk Manager will forward informational copies of this form to the appropriate Campus Administrator and Safety and Security Officer.

6. **Emergency Procedures for CVTC Staff and Students at Non-CVTC Locations.** If you are located at a non-CVTC location, such as a high school, job center, clinic, etc., it is your responsibility to familiarize yourself with the emergency procedures of the facility. If you are unable to obtain the procedures from the facility staff, please contact the CVTC Safety and Security Officer.

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TORNADO/STORM WATCH/WARNING

Tornado/Storm Watch	This means that conditions are such that storms capable of producing a tornado may develop.
Tornado/Storm Warning	This means that either a tornado has been sighted or that it is highly probable that one will develop.

- Alert Authorized Staff Members.** In the event of a tornado/storm watch or warning, alert an authorized staff member in the order listed below during normal working hours.

Staff Member	Job Title	Location	Phone
Margaret Dickens	Campus Administrator East	ECB220	833-6419
Stan Bonk	Safety and Security Officer	ECB108	833-6670
Doug Olson	Facilities and Central Services Administrator	ECB148	833-6237

If you are unable to reach any of the authorized staff members listed above, or if an emergency arises during evening hours, weekends, or holidays, please call 715-833-6207 to report the emergency incident.

If necessary, an authorized staff member will announce that everyone should take shelter. An authorized staff member will monitor the tornado/storm conditions.

- If Necessary, Follow Procedures to Take Shelter:**
 - Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.). Office equipment may be left on. Close doors, and turn off lights.
 - Move to the restroom and locker area outside the restroom. Stay away from exterior walls, doors and windows.
 - Staff members should escort persons requiring assistance to the designated shelter area.
 - Staff members should notify persons who may not have heard the emergency announcement (i.e., restrooms).
 - Leadership and instructors will check their areas of responsibility to ensure that all students, staff, and visitors respond to the announcement and move to shelter area.
 - If possible, take a radio and cell phone to shelter area.
- Re-Enter Building When Instructed To Do So.** After threat of severe weather has passed, authorized staff member will announce that people can return to classrooms and offices.
- Complete Critical Incident Report Form.** The person who reported the severe weather should complete a Critical Incident Report Form ([cvtc.edu/Services / Resources/ Safety Information](http://cvtc.edu/Services/ Resources/ Safety Information)) and forward it to the Risk Manager. The authorized staff member must verify that a report is completed and filed for the incident. Risk Manager will forward informational copies of this form to the appropriate Campus Administrator and Safety and Security Officer.

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FIRE

1. **Immediately pull the fire alarm (fire alarms are located near exits and throughout the building).**
2. **Dial 9-911 or 911 from any phone in the building.**
 - Describe the location and extent of the fire.
 - “I’m calling from the Chippewa Valley Technical College, 620 West Clairemont Avenue in the West Annex building. To access the West Annex, take University Drive north and then west to Garfield Avenue, then turn left into CVTC parking lot. The West Annex is located on your left.”
 - “There is a fire in room _____.”
 - “Is there any other information you need to respond to this fire call?”
3. **If Necessary, Follow Evacuation Procedures.**
 - Everyone will leave through the nearest exit and gather at least 100 feet away from the building.
 - Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.) Office equipment may be left on. Close doors, and turn off lights.
 - Staff members should escort persons requiring assistance to the nearest exit.
 - Staff members should notify persons who may not have heard the emergency announcement (i.e., restrooms).
 - Leadership and instructors will check their areas of responsibility to ensure that all students, staff, and visitors have responded to the fire alarm and left the building.
4. **Alert Authorized Staff Members.**

Staff Member	Job Title	Location	Phone
Margaret Dickens	Campus Administrator East	ECB220	833-6419
Stan Bonk	Safety and Security Officer	ECB108	833-6670
Doug Olson	Facilities and Central Services Administrator	ECB148	833-6237

If you are unable to reach any of the authorized staff members listed above, or if an emergency arises during evening hours, weekends, or holidays, please call 715-833-6207 to report the emergency incident.

5. **Re-Enter Building When Instructed To Do So.** When fire officials determine that it is safe to re-enter the building, the authorized staff member will inform students, staff, and visitors to return to classrooms and offices.
6. **Complete Critical Incident Report Form.** The person reporting the fire should complete a Critical Incident Report Form ([cvtc.edu/Services / Resources/ Safety Information](http://cvtc.edu/Services/Resources/Safety%20Information)) and forward it to the Risk Manager. The authorized staff member must verify that a report is completed and filed for the incident. The Risk Manager will forward informational copies of this form to the appropriate Campus Administrator and Safety and Security Officer.

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HAZARDOUS GAS, CHEMICALS, AND EXPLOSIVES

1. Dial 9-911 or 911 from any phone in the building and if necessary, pull fire alarm to evacuate.

- Describe the location and situation.
- “I’m calling from the Chippewa Valley Technical College, 620 West Clairemont Avenue in the West Annex building. To access the West Annex, take University Drive north and then west to Garfield Avenue, then turn left into CVTC parking lot. The West Annex is located on your left.”
- “There’s _____ in room _____.”
- “Is there any other information you need to respond to this emergency call?”

2. Alert Authorized Staff Members. Describe the incident and specific location.

Staff Member	Job Title	Location	Phone
Margaret Dickens	Campus Administrator East	ECB220	833-6419
Stan Bonk	Safety and Security Officer	ECB108	833-6670
Doug Olson	Facilities and Central Services Administrator	ECB148	833-6237

If you are unable to reach any of the authorized staff members listed above, or if an emergency arises during evening hours, weekends, or holidays, please call 715-833-6207 to report the emergency incident.

The authorized staff member will determine whether to evacuate the building (unless the fire alarm has already been pulled and the building has already been evacuated).

3. If Instructed, Follow Evacuation Procedures.

- Everyone will leave through the nearest exit and gather at least 100 feet away from the building.
- Turn off all equipment that may be hazardous if left unattended (equipment such as saws, lathes, etc.). Office equipment may be left on. Close doors, and turn off lights.
- Staff members should escort persons requiring assistance to the nearest exit.
- Staff members should notify persons who may not have heard the emergency announcement (i.e., restrooms).
- Leadership and instructors will check their areas of responsibility to ensure that all students, staff, and visitors have responded to the evacuation and left the building.

4. Re-Enter Building When Instructed To Do So. The emergency officials will determine that it is safe to re-enter the building and the authorized staff member will inform students, staff, and visitors to return to classrooms and offices.

5. Complete Critical Incident Report Form. The person who reported the emergency situation should complete a Critical Incident Report Form ([cvtc.edu/Services / Resources/ Safety Information](http://cvtc.edu/Services/Resources/Safety%20Information)) and forward it to the Risk Manager. The authorized staff member must verify that a report is completed and filed for the incident. The Risk Manager will forward informational copies of this form to the appropriate Campus Administrator and Safety and Security Officer.

MEDICAL EMERGENCIES

1. **Dial 9-911 or 911 from any phone in the building.**
 - Describe incident and specific location.
 - “I’m calling from the Chippewa Valley Technical College, 620 West Clairemont Avenue in the West Annex building. To access the West Annex, take University Drive north and then west to Garfield Avenue, then turn left into CVTC parking lot. The West Annex is located on your left.”
 - “We have a serious medical emergency in room _____.”
 - “Is there any other information you need to respond to this medical emergency?”

2. **Stay with the injured person until the ambulance arrives.**
 - Do not expose yourself to another person’s blood/body fluids. A bleeding injury has the risk of exposing persons to bloodborne diseases including hepatitis B and HIV.
 - Do not clean up any blood or body fluids yourself. Contact a custodian who has been trained in the proper procedures for cleaning blood and body fluids. While waiting for custodial assistance to arrive, keep others away from the area.

3. **Exposure to Blood/Body Fluids.** If you were exposed to another persons blood/body fluids, you should report to the nearest emergency room for evaluation. If you are an employee who assisted in this accident, and were exposed to blood/body fluids, you must also complete an Employee Accident Report Form available on the CVTC internal web site.

4. **Employee Injury.** If the injured person is an employee they are required to complete an Employee Accident Report Form available on the CVTC internal web site.

5. **Student/Visitor Injury.** If the injured person is a student or visitor, they can choose to voluntarily report the accident by completing a Student/Visitor Accident Report Form ([cvtc.edu/Services / Resources/Safety Information](http://cvtc.edu/Services/Resources/Safety%20Information)).

6. **Complete Critical Incident Report Form.** An employee who witnessed a student/visitor accident or injury should complete a Critical Incident Report Form ([cvtc.edu/Services / Resources/Safety Information](http://cvtc.edu/Services/Resources/Safety%20Information)) and forward it to the Risk Manager. The authorized staff member must verify that a report is completed and filed for the incident. The Risk Manager will forward informational copies of this form to the appropriate Campus Administrator and Safety and Security Officer.