

# **Neillsville Center**

## ***Emergency Procedures***

**General**

**Tornado/Storm Watch/Warning**

**Fire**

**Hazardous Gas, Chemicals, and  
Explosives**

**Medical Emergencies**

**Campus Violence**

**Bomb Threat**

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**Neillsville Center**  
**December 2006**

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**EMERGENCY PROCEDURES – GENERAL**

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

- Describe incident and specific location.
- “I’m calling from Chippewa Valley Technical College at the Neillsville Center located at 11 Tiff Avenue.”
- “There is an emergency in room \_\_\_\_.”
- “Is there any other information you need to respond to this call?”

**2. Alert Authorized Staff Members.**

<b>Staff Member</b>	<b>Job Title</b>	<b>Location</b>	<b>Phone</b>
Weng Liew	Neillsville Center Manager	CF100	738-3852
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.
- 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 East end of hallway or bathrooms. This is the designated shelter area.
- 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.

**5. Complete Critical Incident Report Form.** The person who reported the emergency situation should complete a Critical Incident Report Form (VISTA/Teams/Safety) 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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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**

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

**1. Alert Authorized Staff Members.**

<b>Staff Member</b>	<b>Job Title</b>	<b>Location</b>	<b>Phone</b>
Weng Liew	Neillsville Center Manager	CF100	738-3852
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.

**2. 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 East end of hallway or bathroom. This is the designated shelter area.
- 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.

**3. 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.

**4. Complete Critical Incident Report Form.** The person who reported the severe weather should complete a Critical Incident Report Form (VISTA/Teams/Safety) 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 Chippewa Valley Technical College at the Neillsville Center located at 11 Tiff Avenue."
  - "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.**

<b>Staff Member</b>	<b>Job Title</b>	<b>Location</b>	<b>Phone</b>
Weng Liew	Neillsville Center Manager	CF100	738-3852
Stan Bonk	Safety and Security Officer	ECB108	833-6670
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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 (VISTA/Teams/Safety) 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 Chippewa Valley Technical College at the Neillsville Center located at 11 Tiff Avenue.”
  - “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.

<b>Staff Member</b>	<b>Job Title</b>	<b>Location</b>	<b>Phone</b>
Weng Liew	Neillsville Center Manager	CF100	738-3852
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 (VISTA/Teams/Safety) 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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**MEDICAL EMERGENCIES**

(See VISTA for more detailed procedures)

1. **Dial 9-911 or 911 from any phone in the building.**
  - Describe incident and specific location.
  - “I’m calling from Chippewa Valley Technical College at the Neillsville Center located at 11 Tiff Avenue.”
  - “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. See VISTA for more detailed procedures. 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 VISTA.
  
4. **Employee Injury.** If the injured person is an employee they are required to complete an Employee Accident Report Form available on VISTA.
  
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 available on VISTA.
  
6. **Complete Critical Incident Report Form.** An employee who witnessed a student/visitor accident or injury should complete a Critical Incident Report Form (VISTA/Teams/Safety) 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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**CAMPUS VIOLENCE**  
(See VISTA for detailed procedures)

<b>Threatening Behavior</b>	Includes any behavior, whether intentional or reckless, that by its nature would be interrupted by a reasonable person as an intent to harm another person or damage property belonging to another. Threats may be oral, written or communicated through conventional mail, electronic mail, fax, telephone or any other communication medium and may be direct or implied.
<b>Violent Behavior</b>	Includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property.
<b>Immediate Physical Threat</b>	Any individual who experiences or is aware of campus violence or witnesses someone who possesses clean and present danger to a person or property should follow these guidelines.
<b>Less Immediate Threat</b>	Any individual who witnesses a person acting in a threatening, hostile, or aggressive manner (and is not violent or does not pose immediate danger of physical harm) should follow these guidelines.
<b>Campus Violence</b>	Includes, but is not limited to the following: <ul style="list-style-type: none"> <li>• Physically assaulting a person, including slapping, hitting, punching, pushing, poking or kicking; Physical threats to inflict physical harm;</li> <li>• Arson, sabotage, equipment vandalism; Damaging or destroying property, throwing or hitting objects;</li> <li>• Displaying a weapon or object which appears to be a weapon in a threatening manner; Carrying a firearm or weapon of any kind onto College-owned or controlled property; Using a weapon to harm someone;</li> <li>• Using greater physical size/strength to intimidate another; Intimidating or threatening gestures, bullying or hazing;</li> <li>• Intimidating, threatening, hostile, obscene language, unwelcome name calling or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur;</li> <li>• Stalking another person.</li> </ul>

**ASSESS THE SITUATION**

**Then See Next Page to Report Immediate Physical Threat OR Report Less Immediate Threat**

- Stay calm.
- Determine the intensity of the situation
- Notice who is involved in the altercation
- If weapons are involved, assume that they are real and loaded.
- Avoid trying to disarm the person.
- Remain non-judgmental. How the dispute started is not of concern at the moment. Instead, focus on how the situation can be defused before it becomes more dangerous.
- Assess your options (locate an exit or escape route).
- Respond to the situation appropriately.

### **REPORTING IMMEDIATE PHYSICAL THREAT**

Any individual who experiences or is aware of campus violence or witnesses someone who possesses clear and present danger to a person or property should follow these guidelines.

1. **Dial 911 or 9-911 from any phone in the building or send someone to call 911.**
  - Describe incident and specific location.
  - “I’m calling from Chippewa Valley Technical College at the Neillsville Center located at 11 Tiff Avenue.”
  - “We have a serious situation in room \_\_\_\_\_ that needs police assistance.”
  - “Is there any other information you need to respond to this medical emergency?”
  - Do not attempt to control or disarm a violent person.
  - If possible, seek safety by leaving the area. When at all possible, staff should relocate students, visitors or other staff member to a safer location and send for help.
  - Talk in a calm voice and listen to the person in an attempt to allow an “airing” of the perceived grievance without comment or judgment.
  - Maintain eye contact. It’s a sign of respect and it indicates the person is getting your full attention.
  - Allow the aggrieved party to suggest a solution.
  
2. **Complete Critical Incident Report Form.** The person reporting the serious situation should complete a Critical Incident Report Form (VISTA/Teams/Safety) 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.

### **REPORTING LESS IMMEDIATE THREAT**

Any individual who witnesses a person acting in a threatening, hostile, or aggressive manner (and is not violent or does not pose immediate danger of physical harm) should follow these guidelines.

1. **Keep distance between themselves and the perpetrator.**
  
2. **Complete Critical Incident Report Form.** The person who witnessed the situation should complete a Critical Incident Report Form (VISTA/Teams/Safety) 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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**BOMB THREAT**

**BOMB THREAT RECEIVED BY TELEPHONE**

1. **Keep the caller on the line** as long as possible by asking questions. (See Bomb Threat Documentation form on the next page and also located on VISTA, see Safety Team page).
2. **Motion to a co-worker to dial 9-911.**
  - Describe the incident and specific location.
  - “We have received a bomb threat for Chippewa Valley Technical College at the Neillsville Center located at 11 Tiff Avenue.”
  - “The caller is still on the line.” OR “Here’s what the caller said: \_\_\_\_\_.”
  - “Is there any other information you need to respond to this emergency?”
3. **Proceed with number 4 below.**

**BOMB THREAT RECEIVED BY US MAIL, E-MAIL, NOTE, ETC.**

4. **Alert Authorized Staff Members.** Give them evidence such as the note, e-mail, etc.

<b>Staff Member</b>	<b>Job Title</b>	<b>Location</b>	<b>Phone</b>
Weng Liew	Neillsville Center Manager	CF100	738-3852
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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.

- Describe the detail of the threat.
  - An authorized staff member and/or emergency services personnel will determine whether to evacuate the building.
5. **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 fire alarm and left the building.
  6. **Re-Enter Building When Instructed To Do So.** Authorized staff member will communicate when it is safe to reenter the building.
  7. **Complete Critical Incident Report Form.** The person who received the bomb threat should complete a Critical Incident Report Form (VISTA/Teams/Safety) 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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**BOMB THREAT DOCUMENTATION**

Complete this form to the best of your ability. Include as many details as possible. If items are not applicable, indicate N/A.

Questions to Ask	Answers
Why?	
When is bomb going to explode?	
Where is it right now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Who placed the bomb on campus?	
What is your address?	
What is your name?	

**Exact wording of the threat:**

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. or p.m. Date: \_\_\_\_\_  
 (Circle One)

Number at which call is received: \_\_\_\_\_ Length of call: \_\_\_\_\_

**VOICE CHARACTERISTICS**

- |                                  |                                   |                                   |  |   |
|----------------------------------|-----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Soft     | <input type="checkbox"/> Distinct | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Loud     | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep            | <input type="checkbox"/> Disguised      |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Laughter | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Ragged          | <input type="checkbox"/> Accent         |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Crying   | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Familiar       |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Normal   | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Deep breathing  |   |

If voice is familiar, whom did it sound like?

Other voice characteristic details:

**THREAT LANGUAGE**

- |  |                                     |                                     |  |
|--|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Well spoken<br>(educated) | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped      | <input type="checkbox"/> Message read by<br>threat maker |
|  | <input type="checkbox"/> Foul       | <input type="checkbox"/> Irrational |  |

Other language details:

**BACKGROUND SOUNDS**

- |  |  |                                 |   |                                 |
|--|--|---------------------------------|---|---------------------------------|
| <input type="checkbox"/> Street noises     | <input type="checkbox"/> House noises  | <input type="checkbox"/> Voices | <input type="checkbox"/> Phone Booth      | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music             | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Motor  | <input type="checkbox"/> PA system        |                                 |
| <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Long distance | <input type="checkbox"/> Clear  | <input type="checkbox"/> Office machinery |                                 |

Other background details:

**DO NOT DISCUSS THE THREAT WITH ANYONE ELSE.** In addition to completing this form, the person who received the bomb threat should complete a Critical Incident Report Form (VISTA/Teams/Safety) 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.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Phone Number