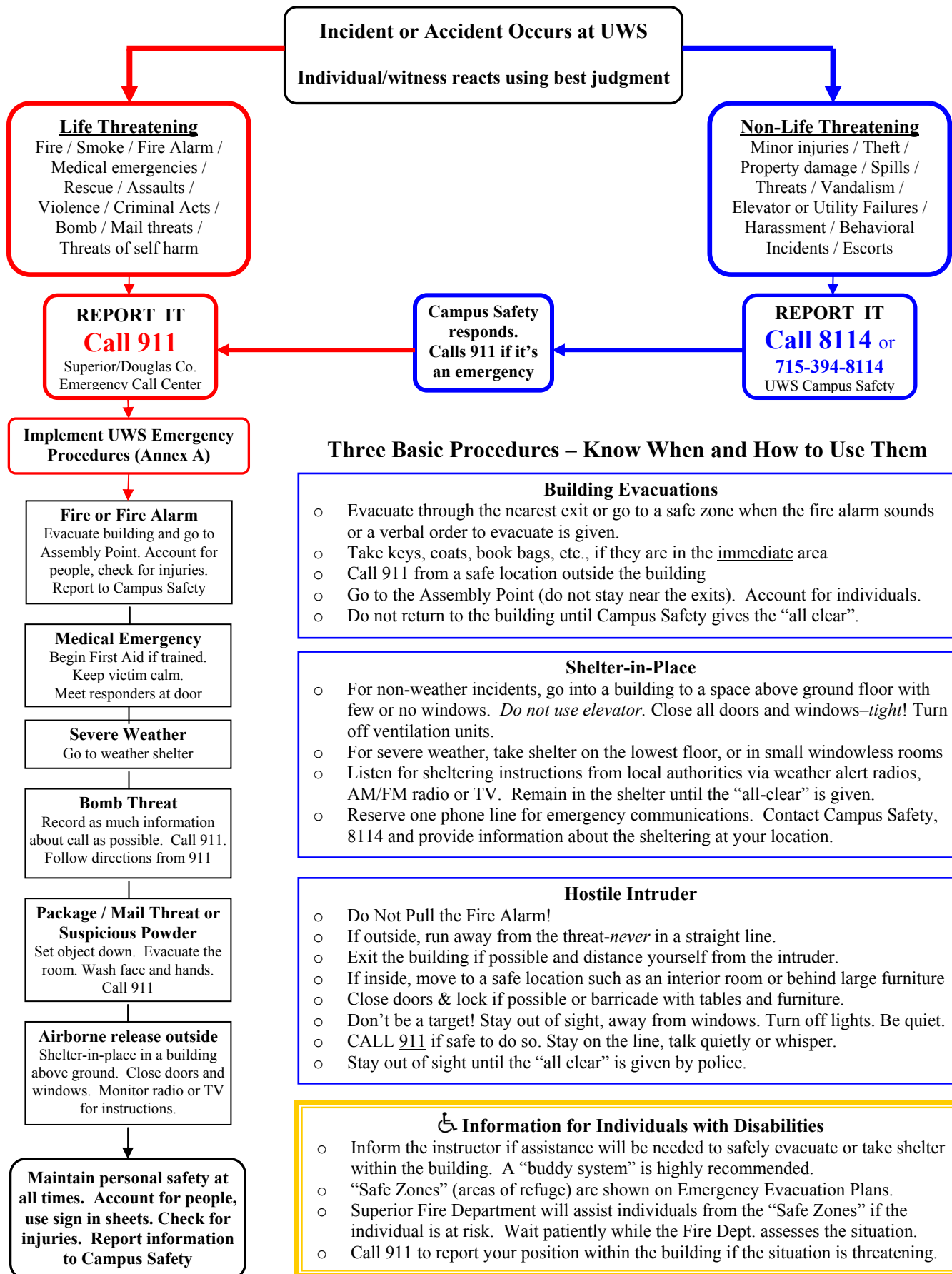


UW Superior Classroom Emergency Response Guide



Three Basic Procedures – Know When and How to Use Them

Building Evacuations

- Evacuate through the nearest exit or go to a safe zone when the fire alarm sounds or a verbal order to evacuate is given.
- Take keys, coats, book bags, etc., if they are in the immediate area
- Call 911 from a safe location outside the building
- Go to the Assembly Point (do not stay near the exits). Account for individuals.
- Do not return to the building until Campus Safety gives the “all clear”.

Shelter-in-Place

- For non-weather incidents, go into a building to a space above ground floor with few or no windows. *Do not use elevator.* Close all doors and windows—*tight!* Turn off ventilation units.
- For severe weather, take shelter on the lowest floor, or in small windowless rooms
- Listen for sheltering instructions from local authorities via weather alert radios, AM/FM radio or TV. Remain in the shelter until the “all-clear” is given.
- Reserve one phone line for emergency communications. Contact Campus Safety, 8114 and provide information about the sheltering at your location.

Hostile Intruder

- Do Not Pull the Fire Alarm!
- If outside, run away from the threat-*never* in a straight line.
- Exit the building if possible and distance yourself from the intruder.
- If inside, move to a safe location such as an interior room or behind large furniture
- Close doors & lock if possible or barricade with tables and furniture.
- Don't be a target! Stay out of sight, away from windows. Turn off lights. Be quiet.
- CALL 911 if safe to do so. Stay on the line, talk quietly or whisper.
- Stay out of sight until the “all clear” is given by police.

♿ Information for Individuals with Disabilities

- Inform the instructor if assistance will be needed to safely evacuate or take shelter within the building. A “buddy system” is highly recommended.
- “Safe Zones” (areas of refuge) are shown on Emergency Evacuation Plans.
- Superior Fire Department will assist individuals from the “Safe Zones” if the individual is at risk. Wait patiently while the Fire Dept. assesses the situation.
- Call 911 to report your position within the building if the situation is threatening.

The Campus Phone Directory is Your ‘Grab and Go’ Reference for Emergencies at UW Superior