

GENERAL RULES

- If requested, assist emergency crews.
- Keep streets and walkways clear for emergency vehicles.
- Disabled persons should be assisted in moving to shelter or evacuating from building.
- Do not visit emergency areas. This may hamper rescue and other emergency operations.

SAFETY STATEMENT

Wisconsin Indianhead Technical College has an inherent responsibility to minimize danger to life, property and campus operations arising from emergency situations. Staff and students bear an obligation to conduct their tasks in a manner that does not endanger their health and well-being or the health and well-being of others.

This quick reference is made available to all faculty, staff, and students. It's purpose is to provide suggestions that will serve as reminders during times when decisions must be made quickly.



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Emergency Procedures

A Quick Reference for Students and Staff

SITUATIONS AND APPROPRIATE RESPONSES

EVACUATION

Building maps of the quickest exit routes have been posted in each area in the event of an Evacuation. The building alarm will sound and, evacuation will occur in response to the following incidents:

- Bomb Threat
- Earthquake (if structural integrity of building is compromised)
- Explosion
- Fire
- Gas Leak
- Internal Airborne Release and/or Hazardous Material Spill
- Power Outage and/or Communications Failure (network, telephone, etc.)

1. **Evacuate** the building by the quickest route and move directly to a safe distance from the building's perimeter.
2. **Do not** use elevators, open drawers or cabinets, or turn on or off any lights.
3. **Do not** return to the building unless told to do so by emergency or college officials.

LOCKDOWN

Blue strobe lights and lockable doors on all rooms have been provided at all WITC locations in the event of a lockdown. The blue strobe lights will be activated and a Lockdown will occur in response to the following incidents:

- External Airborne Release
 - Violent or Criminal Behavior
1. Lock and secure door, shut off lights, close blinds.
 2. Move to safe areas of the room, away from glass and door areas.
 3. Maintain silence.
 4. **Do not** call the office.
 5. **Do not** use radios, TV, computer, cell phones, etc.
 6. Once hidden, **NO ONE should leave** under any circumstances.
 7. Be prepared to remain in lockdown status for an extended period of time.
 8. Wait for assistance from emergency personnel or until an "all clear" has been announced.

TORNADO WARNING

Signs have been posted in all WITC buildings identifying Tornado Safe areas and maps identifying the quickest route to a Tornado Safe Area have been posted in each room. In the event of a Tornado Warning:

1. Immediately move to a designated Tornado Safe Area.
2. Do not switch on lights or any electrical equipment.
3. Do not use cell phones or pull fire alarm.
4. Stay in the Tornado Safe Area until an "All Clear" has been announced.

MEDICAL EMERGENCY

For minor injuries or illness, individuals should contact their campus College Health Nurse in Health Services.

Persons with serious or unusual medical problems should notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem.

Maps identifying the nearest entry for emergency personnel are posted in each room/area. In the event of a medical emergency:

1. If serious injury/illness or psychological crisis occurs, **immediately DIAL 911.**
 - Give exact location
 - Describe the medical emergency
 - Give the location of nearest entry for emergency personnel
 - Do not hang up until released by the emergency operator.
2. Dial "0" for switchboard operator and notify them of medical emergency.
3. Assign an escort to meet emergency personnel at nearest entry.
4. Remember to keep personal safety in mind and take precaution when in contact with victim's blood.
5. AED equipment is on premises and locations are identified on maps posted in each room.
6. Wait for assistance from emergency personnel or until an "all clear" has been announced.

PANDEMIC

In the event of a pandemic, students will be kept informed of events via the student email system, the College web page, posters and signs, and information relayed through faculty in classes.