

EMERGENCY RESPONSE GUIDE

Emergency Number 911

Emergency Response Team Number 715-365-4999

Emergency Response Team Members

Elizabeth Burmaster, President
Ron Skallerud, Executive Director
Roxanne Lutgen, Vice President
Kenneth Urban, Vice President
Sandy Kinney, Executive Director
Pete Vanney, Director of Facilities
Jason Goeldner, Director of Protective Services
Dan Groleau, Director of Human Resources
Kyle Gruening, Behavior Intervention Team Co-Chair
Greg Miljevich, IT Manager

Campus Security (Non-Emergency)

| | |
|-----------------|------------------------------|
| Campus Security | 715-365-4420 |
| Ron Skallerud | 715-365-4644 or 715-499-2100 |
| Jason Goeldner | 715-365-4534 or 715-490-0410 |
| Pete Vanney | 715-365-4484 or 715-493-4427 |

Weekends or Evenings

715-499-2100 (Ron Skallerud)
715-493-4427 (Pete Vanney)
715-490-0410 (Jason Goeldner)

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CONTACT NUMBERS

EMERGENCY CONTACT NUMBERS

- 911 – For all emergencies requiring emergency service personnel (Police, EMS, and Fire).
- 715-365-4999 – **Emergency Response Team** (when you need someone to speak to right away and for emergencies not requiring a 911 response).

NON-EMERGENCY CONTACT NUMBERS

(If you need to speak to someone and can't reach any of the following call the Emergency Response Team)

- 715-365-4420 – **Campus Security** (non-emergency) **If you get an answering machine and need to speak with someone right away call the cell phone, Facilities, or the Emergency Response Team.**
- 715-490-0240 – **Campus Security After Hours**
- 715-365-4419 – **Facilities Department** (vehicle unlocks, dead vehicle battery, non-emergency assistance when security is not present, etc.)
- 715-493-4431 – **Facilities After Hours**
- 715-365-4932 – **Behavioral Intervention Team** (report concerns such as individuals who are depressed, making inappropriate comments or threats, or exhibiting disruptive behavior). **If the situation you are concerned about needs immediate attention contact 911 or the Emergency Response Team first.**
- Behavioral concerns can also be emailed to BITMail@nicoletcollege.edu

NON-EMERGENCY LAW ENFORCEMENT CONTACT

- 715-361-5100 – **Oneida County Sheriff's Department** (non-emergency)

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ACTIVE SHOOTER / LOCKDOWN PROTOCOL

IMMEDIATE ACTION:

1. Upon hearing shots, hearing the lockdown alarm, or being notified an active shooter or armed intruder is on campus take the following steps **if safety permits**:
2. Immediately clear all students and staff from hallways.
3. If you are in an open area, or have an office in an open area, and unable to find a secure office or room to lockdown in, run away as far as possible from the sounds of gunfire. If running away may somehow put you in danger, try to get behind a solid barrier and out of sight
4. Close and lock all office and classroom doors.
5. If a door cannot be locked, use a door stop (a simple deterrent and buys time), then pile anything available against the door to block it and create a barrier.
6. Shut off all lights.
7. Pull blinds down on windows so equipped
8. Get yourself and others down on the floor, behind solid objects, with barriers between you and doors or windows (desks, file cabinets, chairs, and tables). and/or up against a solid interior wall
9. After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
10. Faculty or staff in active ITV classrooms should tell a student in each away location to inform the administration of that away location of the lockdown. The ITV room audio should then be set on *Mute* but not disconnected.

SET OFF ACTIVE SHOOTER INFORMACAST:

1. Once you are in a secure location activate the active shooter informacast to alert others to seek safety. All of the campus Cisco phones have an informacast alert system. This will send out an alert to all our campus facilities notifying everyone of where the active shooter is located and that a lockdown protocol is in effect.
 - Push the services button on the phone
 - Press “1” key on the phone or highlight the Active Shooter Alert text using the up and down arrow key and press the select key.
 - Enter the user ID
 - Enter the Password
 - Press the submit button

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ACTIVE SHOOTER / LOCKDOWN PROTOCOL

ACTIVE SHOOTER / LOCKDOWN PROTOCOL (Continued)

NOTIFY LAW ENFORCEMENT:

1. If you hear shots being fired or encounter an armed person, immediately go to a secure area and, if you can, call **911**. Realize the **911** lines may be jammed with other callers and you may receive a busy signal. Keep trying as long as you can. If you do get through, say “**This is Nicolet College. We have an active shooter and/or an armed person on campus. Gunshots fired and/or type of weapon being displayed/used. I’m calling from _____ building, _____ room.**”
2. It is important that if you have the information, you inform the dispatcher of:
 - Number of shooters(s) and/or armed people.
 - Name(s) of the shooter(s) and/or armed people if known.
 - Race and gender of shooter(s) and/or armed people.
 - Color of clothing and garment type.
 - Physical features: height, weight, facial hair, glasses.
 - Type of weapon.
 - Number of injured.
 - Types of injuries.
 - Last seen location of shooter(s) and/or armed people.
3. You may be required to stay within an office or classroom for an extended period of time. Again, regardless of the length of time, do not come out of a secure and safe area until given the all-clear code by a law enforcement officer.

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ACTIVE SHOOTER / LOCKDOWN PROTOCOL

BEHAVIORAL INTERVENTION TEAM (BIT)

A major role of the BIT is to serve as the central place for reporting concerns, and to determine whether there may be an issue that should be addressed. While you may see some change in a student as being minimal, if multiple staff report similar observations, it may be indicative of something more serious. The following type of things should be reported.

Disruptive Students: The behavior of the disruptive student may or may not include elements of disturbed behavior, but always negatively impacts those around him/her. The disruptive student makes it difficult for routine work or teaching to take place.

- Behavior which persistently interferes with effective class management, including an inability to comply with the directives of the instructor
- Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior, including argumentative questioning or monopolizing of classroom discussion
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present)

Distressed Students: Generally, the behavior of the distressed student causes us concern for the personal well-being of that student, rather than creating a worry for their impact on ourselves or on the classroom.

- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work
- Infrequent class attendance with little or no work completed
- Dependency (e.g., the student who hangs around or makes excessive appointments during office hours)
- Listlessness, lack of energy, or frequently falling asleep in class
- Marked changes in personal hygiene
- Students who appear overly nervous, tense or tearful
- Repeated requests for special consideration (e.g., deadline extensions)
- Report of sexual or physical assault, or the recent death of a friend or family member

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BEHAVIORAL INTERVENTION TEAM (BIT)

BEHAVIORAL INTERVENTION TEAM (BIT) (continued)

Disturbed Students: The behavior of the disturbed student often makes those around him/her feel vaguely uncomfortable on some level. Generally, we feel as though the disturbed student is acting irrationally or out of synch with the reality that we perceive.

- Impaired speech and disjointed thoughts
- Emotional responses that may be incongruent and/or inappropriate
- Expressed suicidal thoughts (e.g., referring to suicide as a current option)
- Self-mutilating behaviors, including cutting or burning of the self
- Frequent or high levels of irritable or abrasive behavior
- Unable to make decisions despite your repeated efforts to clarify or encourage
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present)
- Report of sexual or physical assault, or the recent death of a friend or family member
- Suspicious and/or paranoid thoughts

Dangerous Students: The behavior of the dangerous student threatens the health and well-being of those around him/her.

- Expressed suicidal thoughts, threats, or the making of suicidal gestures.
- Self-mutilating behaviors, including cutting or burning of the self.
- Threats to others.
- Carrying or brandishing a weapon.

IF YOU OBSERVE BEHAVIORAL CHANGES OR CONCERNING BEHAVIORS, YOU SHOULD:

- If the behavior presents an emergency, call 911.
- If you would like immediate assistance but do not require a 911 response, call the Emergency Response Team at 715-365-4999.
- If it is not an emergency contact the BIT at 715-365-4932 or send e-mail to BITMail@nicoletcollege.edu
- The Student Alert system should also be used to report these behavioral observations.

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BEHAVIORAL INTERVENTION TEAM (BIT)

BODY FLUIDS

IF YOU ENCOUNTER BODY FLUIDS (blood, vomit, etc.), YOU SHOULD:

1. Secure the affected area, not allowing anyone else to enter.
2. Call the facilities Department at **715-365-4419** (main number), **715-493-4431** (after hours and weekends), or **715-493-4427** (if no answer at the first two numbers).
3. You may select to deal with the spill yourself. If you do, use the CLINI-TROL trays found in the buildings. They are to be used for blood and body fluid spills. Rubber gloves are also available. Follow the directions carefully and make use of all protective devices available.

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BODY FLUIDS

BODY FLUIDS CLEAN-UP CLININI-TROL KIT LOCATIONS

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| BUILDINGS | LOCATION | Room |
|--------------------------|--|-------------------|
| Art Tech Center | Automotive Lab | 105 |
| | Administrative Assistant Office of Health Occupations | 202 |
| | Academic Success Office (in cupboard) | 205B |
| | Mezzanine break room (in cabinet under the sink) | 300-19 |
| Birchwoods Center | Break room (in cabinet) | 101D |
| | Welding Lab | 102 |
| | Carpentry Lab | 112 |
| | Building Trades Lab | 114 |
| Day Care Center | Shelter Room (in cupboard) | 111 |
| Facilities Building | Hallway (On wall) | 100 |
| | Paint Shop100A (On work bench) | 100A |
| | Wood Shop (in cabinet by desk) | 103B |
| | Bob Robinson's Van | Facilities Van 21 |
| Lakeland Outreach Center | Main Office (in drawer) | 110 |
| Learning Resource Center | Book Store (Behind counter) | 104 |
| | Cafeteria (On Shelf) | 107B |
| | Library Circulation Desk (behind the counter) | 210 |
| | Help Desk Area | 206 |
| | Mezzanine IT Department (In cabinet labeled) | 300 |
| Northwoods Center | Human Resources Work Room | 117 |
| | Culinary Arts Kitchen (by both doors) | 203 |
| | Campus Security Office (back storage cabinet) | 210 |
| Tamarack Center | Computer Lab | 102 |
| | Barber Cosmetology Lab (by sink) | 113C |
| | Business Division Office (under sink) | 212 |
| UTC: | Business Office (on a shelf in the closet) | 105 |
| | Welcome Center (In cabinet labeled) | 210 |
| | Mezzanine Administrative Assistant Office (In cabinet Labeled) | 304 |

BOMB THREAT

IF YOU ARE THE PERSON RECEIVING A BOMB THREAT CALL YOU SHOULD:

1. Locate your Bomb Threat sheet (a copy is attached to this booklet) and ask the questions printed on the sheet and record the answers. If you receive the threat via voice/e-mail message, be sure to save the message. Keep ALL information about the call strictly confidential. DO NOT inform anyone until cleared by a member of the Emergency Response Team.
2. Once off the phone with the person reporting the bomb threat, Contact the Emergency Response Team immediately at **715-365-4999**.
3. The Emergency Response Team will initiate an emergency response based on the data gathered from the threat and will immediately contact the Sheriff's Department. If evacuation is included in the response, Facilities and Security personnel will be dispatched to the building or buildings threatened and evacuate the building or buildings threatened.
4. If evacuation is required, immediately exit the building. Take all personal belongings in your immediate area, but DO NOT go to any other area of the building. Once outside, gather in designated evacuation areas.
5. Leave roadways open for access by emergency personnel.
6. Remain away from the affected building(s) until a representative of the Sheriff's Department or a member of the Emergency Response Team indicates it is safe to return.
7. If the building in which the bomb is located is not ascertained, the Emergency Response Team may elect to evacuate the whole campus. If the campus must be evacuated go to your vehicle and exit the campus, driving in a safe and reasonable manner.
8. If you do not have a vehicle and cannot get a ride from another person, walk out to the Facilities Department and Facilities Personnel will evacuate you from the campus.
9. Information pertaining to when you may return to campus can be ascertained by monitoring the following radio stations.
WRLO Antigo **WRJO** Eagle River **WHRY/WUPM** Iron River **WMQA** Minocqua **WHDG** Rhinelander **WOBT** Rhinelander
WRHN Rhinelander **WXPR** Rhinelander Coyote 93 Rhinelander **WJJQ** Tomahawk **WIFC** Wausau

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BOMB THREAT

BOMB THREAT EVACUATION

IF AN EVACUATION OCCURS IN:

Northwoods Center

Art Tech Building

Tamarack Center

Learning Resource Center

University Transfer Center

Birchwood Center

Facilities Building

Day Care Center

Lakeland Outreach Center

EVACUATE TO:

Art Tech entrance ramp

Bottom parking lot by Lake

Parking Lot across from LRC

Parking Lot across from LRC

Area in front of Tamarack

Facilities Parking Lot

Birchwood Parking Lot

The Field-at least 200 ft.

Lakeland HS Parking Lot

COLD WEATHER:

Second Floor AT

Ground Floor UTC

Ground Floor LRC

Second Floor Tamarack

Ground Floor Tamarack

Facilities Building

Ground Floor Birchwood

Facilities via van transport

Lakeland High School

Supervisors should conduct a headcount at the evacuation site and notify Fire Department Personnel of any missing people.

Instructors should conduct a headcount at the evacuation site of students in their class and notify fire department personnel of a missing

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BOMB THREAT EVACUATION

FACILITIES ISSUES

POWER FAILURE:

1. Some buildings have emergency power generators to supply lighting for evacuation. Some buildings have battery powered emergency lights. To aid in evacuation, it is advisable to have a flashlight (these will be located by all first aid kits). If it appears that only your building is without power, call The Facilities Department at **715-365-4419**.

ELEVATOR FAILURE:

1. If you are trapped in an elevator, use the emergency phone to call for help.
2. Stay calm and encourage others to do the same; help is on the way.

PLUMBING FAILURE| FLOODING | WATER LEAK:

1. Cease using all electrical equipment and turn off any electrical equipment near the leak, if it is safe to do so.
2. Notify the Facilities Department at **715-365-4419**.
3. Evacuate the immediate area to prevent injuries.

NATURAL GAS LEAK:

1. **DO NOT** switch lights on or off or unplug any electrical equipment! Electrical arcing could trigger an explosion.
2. **DO NOT** use cell phones!
3. Cease all operations.
4. Once you are away from the area of the potential leak notify Facilities Department at **715-365-4419**.

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FACILITIES ISSUES

FIRE

WHEN A FIRE IS DISCOVERED:

1. Activate the nearest fire alarm pull box.
2. Call **911** and describe the location of the fire and the type of fire (vehicle, wastebasket, electrical, chemical, etc.)
3. If possible and without placing yourself at risk, try to extinguish the fire with appropriate means available.
4. If the fire is threatening, evacuate the building.
5. Call **715-365-4999** when time and a safe location permit.

WHEN THE FIRE ALARM SOUNDS:

1. **Immediately evacuate the building!** Follow the shortest route possible to exit the building.
 - **Do not** stop to consider whether or not you are in danger.
 - **Do not** assume that a lack of visible evidence of flames means you are safe. Most victims of fire die as a result of smoke inhalation.
 - **Do not** assume that a lack of visible evidence of smoke means you are safe. Many poisonous gases are invisible.
2. **Close all doors** as you leave.
3. **Use the stairwells.** Do not use the elevators.
4. **Assist disabled individuals** in exiting the building. If a disabled individual is unable to manage the stairs, take the individual to the nearest fire exit stairwell. Immediately notify the Fire Department personnel as to which stairwell and on what floor the individual is waiting. You may call **911** and notify the Fire Department of the situation as they are in route.
5. Gather in designated evacuation areas (see listing of designated evacuation areas listed below).
6. Leave roadways open for access by emergency personnel.
7. Remain away from the affected building until a representative of the fire department or a member of the Emergency Response Team indicates it is safe to return.
8. **Familiarize yourself with:**
 - Fire alarm locations
 - Fire extinguisher locations
 - Evacuation route from the room in which you are located to the nearest exit

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FIRE

FIRE EVACUATION LOCATIONS

IF AN EVACUATION OCCURS IN:

Northwoods Center

Art Tech Building

Tamarack Center

Learning Resource Center

University Transfer Center

Birchwood Center

Facilities Building

Day Care Center

Lakeland Outreach Center

EVACUATE TO:

Art Tech entrance ramp

Bottom parking lot by Lake

Parking Lot across from LRC

Parking Lot across from LRC

Area in front of Tamarack

Facilities Parking Lot

Birchwood Parking Lot

The Field-at least 200 ft.

Lakeland HS Parking Lot

COLD WEATHER:

Second Floor AT

Ground Floor UTC

Ground Floor LRC

Second Floor Tamarack

Ground Floor Tamarack

Facilities Building

Ground Floor Birchwood

Facilities via van transport

Lakeland High School

Supervisors should conduct a headcount at the evacuation site and notify Fire Department Personnel of any missing people.

Instructors should conduct a headcount at the evacuation site of students in their class and notify fire department personnel of missing students.

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FIRE EVACUATION LOCATIONS

HAZARDOUS MATERIALS

IF YOU ENCOUNTER A MAJOR OR HAZARDOUS MATERIAL SPILL, YOU SHOULD:

1. If it appears to be an emergency contact **911** and when safe to do so contact the emergency Response Team at **715-365-4999**
2. Evacuate the area.
3. Secure the affected area, not allowing anyone else to enter
4. Contact the Facilities Department at **715-365-4419**.

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HAZARDOUS MATERIALS

MEDICAL EMERGENCY

IN THE EVENT THAT AN INDIVIDUAL NEEDS FIRST AID OR MEDICAL ASSISTANCE:

1. Call **911** if needed.
2. Notify a member of the Emergency Response Team at **715-365-49999** when time permits if **911** is called.
3. Inform the Facilities Department at **715-365-4419** if blood or bodily fluids are involved.
4. Keep the ill or injured person as comfortable as possible.
5. Do not perform any first aid beyond your certified training.
6. Do not move a person that has fallen or appears in pain.
7. Report any details leading to the injury to responding officers and emergency services.

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MEDICAL EMERGENCY

MEDICAL FIRST AID KIT LOCATIONS

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| BUILDINGS | LOCATION | Room |
|--------------------------|--|-------------------|
| Art Tech Center | Automotive Lab | 105 |
| | Administrative Assistant Office of Health Occupations | 202 |
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| | Welding Lab | 102 |
| | Carpentry Lab | 112 |
| | Building Trades Lab | 114 |
| Day Care Center | Shelter Room (in cupboard) | 111 |
| Facilities Building | Hallway (On wall) | 100 |
| | Paint Shop100A (On work bench) | 100A |
| | Wood Shop (in cabinet by desk) | 103B |
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| | Cafeteria (On Shelf) | 107B |
| | Library Circulation Desk (behind the counter) | 210 |
| | Help Desk Area | 206 |
| | Mezzanine IT Department (In cabinet labeled) | 300 |
| Northwoods Center | Human Resources Work Room | 117 |
| | Culinary Arts Kitchen (by both doors) | 203 |
| | Campus Security Office (back storage cabinet) | 210 |
| Tamarack Center | Computer Lab | 102 |
| | Barber Cosmetology Lab (by sink) | 113C |
| | Business Division Office (under sink) | 212 |
| UTC: | Business Office (on a shelf in the closet) | 105 |
| | Welcome Center (In cabinet labeled) | 210 |
| | Mezzanine Administrative Assistant Office (In cabinet Labeled) | 304 |

SEVERE WEATHER WARNING

WHEN THE CAMPUS SEVERE WEATHER WARNING SIREN SOUNDS:

1. Immediately proceed to the nearest severe weather shelter.
2. Remain in the shelter until given the “all clear.”

FAMILIARIZE YOURSELF WITH:

1. Location of severe weather shelters in the buildings in which you spend your time.
2. Estimate the quickest evacuation route from your office to the severe weather shelter.

PLEASE NOTE: During the severe weather season (spring through fall) the siren is tested each Wednesday at 9:00 a.m.

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SEVERE WEATHER WARNING

SEVERE WEATHER SHELTER LOCATIONS

THE FOLLOWING AREAS ARE DESIGNATED AS SEVERE WEATHER SHELTERS WITHIN OUR VARIOUS BUILDINGS:

| | |
|------------------------------------|---|
| Birchwoods Center: | Men's and women's restrooms and the janitor closet room 108. |
| Northwoods Center: | The men's and women's restrooms located on the lower level and the lower level computer lab room 110. |
| Art Tech Center: | The lower level restrooms and the lower level mechanical equipment room 129A |
| Tamarack Center: | Classroom 104 and 106 and the lower level restrooms |
| University Transfer Center: | Lower level restrooms and the mechanical equipment room 120A |
| Learning Resources Center: | Lower level restrooms and the mechanical equipment rooms 131, 132, 133, and 134. |
| Day Care Center: | Shelter room 111 |
| Lakeland Outreach Center: | Library room 7 |

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SEVERE WEATHER SHELTER LOCATIONS

SUICIDAL INDIVIDUAL

IMMINENT DANGER:

1. If a person threatens to kill him/herself call 911 immediately for police assistance. This is imminent danger. Imminent danger is a situation where the person appears determined, states a clear intention, has a means to do harm (i.e., a weapon, says he/she is going to run his/her car into a tree), and may be ready to perform the act immediately or within a short time period. When safe to do so and time permits call the Emergency Response Team **715-365-4999**.
2. Imminent danger calls for immediate action. Make the emergency call. If you feel the person is not a threat to others, stay with the individual if possible. Try to listen and talk with the person in a calm manner until help arrives.
3. Any clear statement of intent should be taken very seriously and should be dealt with immediately. The police must become involved so the person is not a threat to himself/herself or others.

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SUICIDAL INDIVIDUAL

THREATENING CRIMINAL ACTIVITY

If you witness a criminal act or notice someone acting suspiciously **and feel threatened**, immediately call **911**.

IN THE EVENT OF A ROBBERY, ASSAULT, OVERT SEXUAL BEHAVIOR OR ATTEMPTED CRIME:

1. Stay calm and quietly attempt to signal for help (establish code words). Don't challenge, and attempt, if possible, to put objects and distance between yourself and the perpetrator. Maintain eye contact but don't stare. Stall for time. Keep talking – quietly, asking questions, listening naively – but follow the instructions of the person threatening. Don't risk harm to yourself or others. Never grab a weapon. Watch for a safe chance to escape to a safe area.
2. Observe the person(s) carefully for:
 - Physical description (height, weight, hair, clothes, etc)
 - Type of weapon displayed, if any
 - Number of perpetrators
 - Behavior (nervous, calm, etc.)
3. Upon departure of the perpetrator(s) or when possible:
 - Notify 911
 - Note the exact time of departure and the direction of travel, if possible.
 - Write a description of each person (referring to them as person #1, person #2, etc.)
 - Write the year, make, model, color, and license number of the vehicle.
 - Write a description of the property involved.
 - Safeguard the robbery scene for physical evidence by locking the door or preventing persons from entering the area.
 - Notify the Emergency Response Team at **715-365-4999**.
4. Assist the police when they arrive by supplying them with any information they request; ask others to do the same.

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THREATENING CRIMINAL ACTIVITY

VIOLENCE THREAT

IF YOU ARE THE PERSON RECEIVING A THREAT OF VIOLENCE OVER THE PHONE YOU SHOULD:

1. Locate the Violence Threat sheet (a copy is attached to this booklet) and ask the questions printed on the sheet and record the answers. If you receive the threat via voice or an e-mail message, be sure to save the message.
2. If the threat is targeted at an individual or individuals you know, immediately inform them of the threat so they may take their own precautions. Then call the Emergency Response Team at **715-365-4999**.
3. The Emergency Response Team will initiate an emergency response based on the data gathered from the threat. If appropriate, the Sheriff's Department will be contracted immediately. If appropriate, emergency response personnel, campus security, and/or facilities staff will be dispatched to the building or office threatened.

IF YOU RECEIVE A THREAT OF VIOLENCE IN PERSON YOU SHOULD:

1. Attempt to remain as calm as possible. Do not attempt to control the person. If possible, call **911**. If you are unable to call, attempt to get someone within the area to call. Seek a safe location either within the office or by leaving the area. If at all possible, a faculty member should remain with his/her class and send for help.
2. If the situation does not allow the actions described in item 1, engage in the following behaviors. Be agreeable and non-threatening. Listen attentively, maintain eye contact, and be patient. Maintain a calm voice and attempt, if possible, to put an object between yourself and the person threatening you (i.e., a desk, a file cabinet, a chair, etc.). If you can, signal a co-worker to call for help. Do not attempt to make any calls yourself. Have someone else call for help out of sight of the person. (It may be beneficial to establish a code word within your office area to signal a co-worker's help is needed). If the threat turns to action, yell for assistance.

IF YOU OBSERVE A VIOLENT OR POTENTIALLY VIOLENT SITUATION UNFOLDING YOU SHOULD:

1. Do not attempt to control the person. Call **911** and then call the Emergency Response Team **715-365-4999**.
2. If it does not put you or others in danger, attempt to gather together staff from other areas. If the individual is threatening violence without a weapon there may be greater safety in numbers. However, be aware that a weapon may be hidden.

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VIOLENCE THREAT

VIOLENCE THREAT WITH A WEAPON

IF YOU RECEIVE A THREAT OF VIOLENCE IN PERSON YOU SHOULD:

1. If the individual threatening violence has a weapon, you should stay calm and quietly attempt to signal for help (establish code words). Don't challenge, and attempt, if possible, to put objects and distance between yourself and the person threatening you. Maintain eye contact but don't stare. Stall for time. Keep talking – quietly, asking questions, listening naively – but follow the instructions of the person threatening. Don't risk harm to yourself or others. Never grab a weapon. Watch for a safe chance to escape to a safe area.
2. Once in a safe location, **Activate Shooter Lockdown Protocol** if it has not been done already.

IF YOU OBSERVE A VIOLENT OR POTENTIALLY VIOLENT SITUATION UNFOLDING YOU SHOULD IF SAFETY PERMITS:

1. If the individual is threatening violence with a weapon, activate **Active Shooter/Lockdown Protocol even if the weapon is not a gun**. It is not uncommon that an individual may have additional weapons concealed on their person.
2. Immediately clear all students and staff from hallways.
3. If you are in an open area, or have an office in an open area, and unable to find a secure office or room to lockdown in, run away as far as possible from the sounds of gunfire. If running away may somehow put you in danger, try to get behind a solid barrier and out of sight
4. Close and lock all office and classroom doors.
5. If a door cannot be locked, use a door stop (a simple deterrent and buys time), then pile anything available against the door to block it and create a barrier.
6. Shut off all lights.
7. Pull blinds down on windows so equipped
8. Get yourself and others down on the floor, behind solid objects, with barriers between you and doors or windows (desks, file cabinets, chairs, and tables). and/or up against a solid interior wall
9. After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
10. Faculty or staff in active ITV classrooms should tell a student in each away location to inform the administration of that away location of the lockdown. The ITV room audio should then be set on *Mute* but not disconnected.
11. Stay out of sight and make sure that you cannot be seen through the window (out of the line of fire).
12. Allow no one to leave the secured area.

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VIOLENCE THREAT WITH A WEAPON

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QUESTIONS TO ASK:

- 1. WHY?
- 2. When will the incident take place?
- 3. Where will the incident take place?
- 4. Who is the target?
- 5. What kind of weapon?
- 6. Are YOU going to be the one using the weapon?
- 7. What is your name?

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VIOLENCE THREAT REPORT

IMMEDIATELY CALL THE EMERGENCY RESPONSE TEAM

AT 715-365-4999

Exact wording of Threat: _____

Number at which call was received: _____ Time: _____ Date: _____ Length of Call: _____

Sex of Caller: Male Female Unknown Age, if discernable: _____

Check All That Apply:

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

If voice was familiar, who did it sound like: _____

Background Sounds:

- | | | | | |
|---|---------------------------------------|--|--------------------------------|---|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Local | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Motor | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Music | <input type="checkbox"/> Crockery | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Clear | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Factory Machines | <input type="checkbox"/> House Noises | <input type="checkbox"/> Voices | <input type="checkbox"/> Booth | <input type="checkbox"/> Static |
| <input type="checkbox"/> Other: _____ | | | | |

Threat Language:

- Well Spoken (Educated) Incoherent Whisper Foul Taped

Remarks:

QUESTIONS TO ASK:

- 8. WHY?
- 9. When will the incident take place?
- 10. Where will the incident take place?
- 11. Who is the target?
- 12. What kind of weapon?
- 13. Are YOU going to be the one using the weapon?
- 14. What is your name?

BOMB THREAT REPORT

**IMMEDIATELY CALL THE EMERGENCY RESPONSE TEAM
AT 715-365-4999**

Exact wording of Threat: _____

Number at which call was received: _____ Time: _____ Date: _____ Length of Call: _____

Sex of Caller: Male Female Unknown **Age, if discernable:** _____

Check All That Apply:

- Calm Rapid Crying Nasal Deep Cracking Voice
- Angry Soft Normal Stutter Ragged Disguised
- Excited Loud Distinct Lisp Clearing Throat Accent
- Slow Laughter Slurred Raspy Deep Breathing Familiar

If voice was familiar, who did it sound like: _____

Background Sounds:

- Street Noise Local Animal Noises Motor PA System
- Music Crockery Long Distance Clear Office Machinery
- Factory Machines House Noises Voices Booth Static
- Other: _____

Threat Language:

- Well Spoken (Educated) Incoherent Whisper Foul Taped
- Irrational Message Read

Remarks: