



# Peck School of the Arts Emergency Preparedness Plan

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## PECK SCHOOL OF THE ARTS RESPONSE TO FIRE ALARMS

STEP 1 Notify Campus Police	STEP 2 Assist in Evacuation	STEP 3 Contact Emergency Personnel
<p>If a fire is <b>known</b> to exist, any persons hearing the alarm should call the Campus Police Department from any campus telephone by dialing:</p> <p style="text-align: center;"><b>9 - 911</b></p> <p>If it is <b>unknown</b> whether there is a real fire or if it is a false alarm, any persons hearing the alarm should call Physical Plant's Trouble Line to inform them that the alarm is sounding and the Peck School of the Arts is evacuating by dialing:</p> <p style="text-align: center;"><b>229 - 4742 Day OR 229 - 4652 Nights/Weekends/Holidays</b></p>	<p><b>Faculty:</b> Check each classroom on your floor and notify all persons that they must immediately evacuate the building by means of the nearest emergency stairwell. No one is to use any elevator. Once safely outside, individuals should move out onto the concourse/Spaights Plaza towards Bolton, the Fountain or Library areas and await instruction.</p> <p><b>AT KSE: Evacuate to across the street at Kenilworth, the rear KSE parking lot or the Clark Gas Station across Prospect Avenue.</b></p> <p><b>AT ZELAZO: Evacuate to across the street at Kenwood or move to the far edges of the parking lot.</b></p> <p><b>Students:</b> Notify other students and faculty that all persons must immediately evacuate the building by means of the nearest emergency stairwell. Once safely outside, individuals should move out onto the concourse/Spaights Plaza towards Bolton, the Fountain or Library areas and await instruction.</p> <p style="text-align: center;"><b>See: <a href="http://www.uwm.edu/Dept/EHSRM/EMERGENCY/evacada.html">http://www.uwm.edu/Dept/EHSRM/EMERGENCY/evacada.html</a> for more alternatives.</b></p>	<p>Even if a fire can be safely extinguished with a fire extinguisher, the Campus Police and Physical Plant Services should be asked to inspect the scene or have the Fire Department respond to give an all clear.</p> <p style="text-align: center;">From a cellular phone, dial = 911 From an office or campus phone, dial = 9 - 911</p> <p>After making any emergency phone call, from a safe location, remain to advise or direct responding emergency personnel as they arrive.</p> <p style="text-align: center;">Remain clear of the building until your Floor Captain or other emergency personnel sound an all clear.</p> <p style="text-align: center;"><b>Be sure to move a minimum 100 feet from the building.</b></p>

## PECK SCHOOL OF THE ARTS RESPONSE TO BUILDING SECURITY

The following provides guidance on steps you can take to safeguard your personal safety in the event of a building security incident on campus. These recommendations have been developed by the UWM University Police Department based on best practices recommended by law enforcement experts.

The University Police Department is staffed 24 hours a day, 365 days a year and has an authorized strength of 33 full-time . sworn police officers. Support personnel include dispatchers, clericals and 22 U-Park security officers. The University Police are trained and equipped to respond to campus building security incidents.

<b>If Building Exit is Possible:</b>	<b>If Building Exit is Not Possible -- Shelter in Place</b>
<p data-bbox="226 553 1041 691"><b>If you are in a building with an active shooter and it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger and take the following steps:</b></p> <ol data-bbox="247 732 1075 1300" style="list-style-type: none"><li>1. Notify anyone you may encounter to exit the building immediately</li><li>2. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.</li><li>3. Call <b>9911</b> from a UWM land-line phone or 229-9911 from a cell phone to reach the University Police. Provide the dispatcher with the following information:<ol data-bbox="268 938 905 1203" style="list-style-type: none"><li>a. Your name</li><li>b. Location of the incident (be as specific as possible)</li><li>c. Your exact location</li><li>d. Number of shooters (if known)</li><li>e. Identification and description of shooter(s)</li><li>f. Number of persons who may be involved</li><li>g. Injuries to anyone (if known)</li><li>h. Advise of number and type of weapons (if known)</li></ol></li><li>4. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.</li></ol>	<p data-bbox="1142 586 1885 691"><b>If you are in a building with an active shooter and exiting the building is not possible, the following actions are recommended:</b></p> <ol data-bbox="1163 732 1864 1430" style="list-style-type: none"><li>1. Go to the nearest room or office</li><li>2. Close and lock or barricade the door with a desk or heavy object</li><li>3. Turn off the lights</li><li>4. Seek protective cover</li><li>5. Keep quiet and act as if no one is in the room</li><li>6. Do not answer the door</li><li>7. Call <b>9911</b> from a UWM land-line phone or 229-9911 from a cell phone to reach the University Police if it is safe to do so. Provide the dispatcher with the following information<ol data-bbox="1184 1146 1797 1398" style="list-style-type: none"><li>a. Your name</li><li>b. Your location in the building (be as specific as possible).</li><li>c. Number of shooters (if known)</li><li>d. Identification or description of shooter(s)</li><li>e. Number of persons who may be involved</li><li>f. Injuries to anyone (if known)</li><li>g. Advise of number and type of weapons (if known)</li></ol></li><li>8. Wait for police or security to assist you out of the building</li></ol>

## PECK SCHOOL OF THE ARTS RESPONSE TO MEDICAL EMERGENCY

<b>STEP 1</b> <b>Notify Campus Police</b>	<b>STEP 2</b> <b>Await and Escort Paramedics</b>
<p>The Faculty, Staff or Student reporting the medical emergency should call for the UWM Campus Police by dialing,</p> <p><b>From a cellular phone, dial = 911</b> <b>From an office or campus phone, dial = 9 - 911</b></p> <p>Stay with the individual and reassure them that help is on the way. Only provide First Aid or CPR if you are certified.</p> <p>Send a fellow bystander to await emergency personnel and escort them to the location of the emergency.</p>	<p>Faculty, Staff or Students should escort emergency personnel to the site of the emergency.</p> <p>Remain near to answer questions from emergency personnel but do not interfere or offer advise.</p> <p>Provide a statement to responding personnel and file a General Incident Report or Accident Report as necessary.</p>

## PECK SCHOOL OF THE ARTS RESPONSE TO TORNADOES

STEP 1 Watch vs. Warning	STEP 2 Tornado Warning	STEP 3 Seek Shelter
<p>A <b>TORNADO WATCH</b> simply means that conditions are favorable for tornadoes to develop. In this case you should take precautions to protect you and your property, and listen to the radio to keep informed. Tornadoes are most likely to occur in the late afternoon on a hot spring day. However, tornadoes have occurred in every month at all times of the day or night. When a tornado "watch" is issued, be alert for changes in the weather. Be prepared to act quickly.</p> <p>A <b>TORNADO WARNING</b> means that a tornado has actually been sighted. If one is issued for your area, you should seek shelter immediately! There is little time for closing windows or hunting for a flashlight. It's a good idea to know where things are, and to have an emergency storm kit already prepared.</p>	<p>In the event of a "Tornado Warning", the National Weather Service will alert local agencies that a tornado has actually been sighted, either visually or by radar. Information will be transmitted over local radio and TV stations. A variety of notification methods will be used to direct all people on campus to seek shelter. Those University buildings which are equipped with voice public address systems will use them to notify occupants of any imminent danger, and to give directions on what to do.</p> <p>In all 2,000 mediated classrooms on campus, any VCR connected to our Campus Cable Network can be tuned to either the Milwaukee Weather Channel (Channel 7) or the NOAA weather station for the Milwaukee area located in Delafield (Channel 27).</p> <p>In addition, Milwaukee County Emergency Government will sound their warning sirens.</p> <p><b>The tornado "Warning Signal" is a steady blast three minutes or longer in duration. There is no "All Clear" signal.</b></p> <p>Detailed statistics about the time a tornado is on the ground or how quickly they move are not available. Their duration can range from an instant to several hours, but a typical tornado lasts approximately 5 minutes or so. Their movement can range from virtually stationary to more than 60 miles per hour. Typically, they move at roughly 10-20 miles per hour.</p> <p><b>Recommendations for Individuals with a Disability:</b></p> <ol style="list-style-type: none"> <li>1. Mobility impaired-wheelchair-elevator to shelter</li> <li>2. Mobility impaired, non-wheelchair-elevator to shelter</li> <li>3. Hearing impaired, inform of announcement and shelter advice</li> <li>4. Visually impaired, offer elbow and assist to shelter</li> </ol>	<p>At the first sign of a Tornado Warning seek shelter in the nearest building away from glass doors and windows.</p> <p style="text-align: center;"><b>Shelter in Place</b></p> <p>Art = Stairwells and Basement Hall Lecture Hall = Center of Auditorium Avoid the Lobby Music = Stairwells and Basement Hall Theatre = Stairwells and Basement Hall Zelazo = Rooms 174, 188 and 192 KSE =</p> <p>6th Floor move to 5th Floor Restrooms 5th Floor move to Restrooms 4th Floor move to Restrooms 3rd Floor move to basement 1st Floor move to basement Basement move away from windows</p> <p>Remain in your shelter until your Floor Captain or other emergency personnel sound an all clear.</p> <p>Check people around you for injuries. Begin First Aid or seek help if necessary. If you smell gas evacuate the building and call 9-911.</p> <p>When you go outside, watch out for downed power lines.</p>