

# CARROLL UNIVERSITY



## EMERGENCY RESPONSE PLAN

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## COMMUNICATION PROCEDURES

The Department of Marketing and Communications is the lead communications office at Carroll University, both on a daily basis and during an activation of the campus emergency response plan. Marketing and Communications staff is charged with and responsible for gathering, writing, editing, posting and disseminating all communications and emergency response instructions, including official directions and announcements from the Communication Team. **However, the Department of Public Safety is responsible for sending out the initial PioAlert message(s) during an emergency.**

### Information Release

In an emergency, information released through the Department of Marketing and Communications serves as the only information about the unfolding emergency which leaders across campus may share with internal and external audiences. Campus leaders who receive inquiries from high-level constituents and stakeholders (including key lawmakers, donors, parents, media, etc.) may only convey to those stakeholders the same information released to the public by the Department of Marketing and Communications. This will ensure that all information released is confirmed as factually accurate and consistent. Failure to do so could result in the loss of credibility of the university to the public and questioning of whether the university has the emergency situation under control.

### These steps should be followed to notify the university and community if a crisis occurs:

Emergency Situation/Initiation Person:

- ☐ Calls 911 if an emergency
- ☐ Calls Public Safety in all other cases

Department of Public Safety:

- ☐ Decides the next step and/or calls the director of public safety
- ☐ The director of public safety calls the president and appropriate individuals (team coordinators) and deploys first communication (see below)

The Department of Public Safety deploys the initial PioALERT message(s), then contacts the president, team coordinators and communications coordinator.

Team Coordinators:

- ☐ Discuss the incident and decide whether the entire team should meet
- ☐ Determine appropriate notification (PioALERT, email, voicemail messages, etc.)
- ☐ Decide which audiences should be notified and when
- ☐ Team coordinators are responsible for deploying communication to contact their team
- ☐ The Public Safety Director may communicate directly to a team or teams directly, if necessary

Communication Coordinator:

- ☐ See notification systems below for channels and messaging



## **Notification Systems**

In an emergency and with direction from the team coordinators, the communication coordinator will notify audiences via one or more of the following methods:

- Written statement sent out via email to campus constituents
- Notification on the front page of the university's website
- Update social media pages with appropriate content
- Secondary PtoALERT notifications
- News conference or briefing at specified media location

## DEFINITIONS

**Active Assailant(s):** An active assailant(s) is considered a suspect(s) whose activity is immediately causing serious injury or death and has not been contained. This can include, but is not limited to, acts of terrorism, workplace violence and/or hate crimes.

**Administrative Team:** The Administrative Team consists of senior staff and their designees who are responsible for declaring and categorizing emergencies and making major decisions regarding the implementation of the Emergency Response Plan. The Administrative Team has the authority to, and is responsible for, identifying, addressing and ensuring emergency preparedness and response protocols to support the instructional, research, academic, business continuity, non-academic support services and communication needs of the university community including, but not limited to, prospective students/families, current students/families, employees, guests, alumni, members of the board of trustees and community members.

**Bomb Threat:** A bomb threat is communication through the use of mail, email, telephone or other means of communication threatening to detonate an explosive or incendiary device to cause property damage, death or injuries whether or not such a device actually exists.

**Communication Team:** The Communication Team consists of members of the Department of Marketing and Communications who are responsible for enacting the Communications Plan.

**Community Health Crisis:** A health crisis is defined as any health condition affecting the community at large, or where the cause of an individual illness puts the community's health at risk. Illnesses that are considered community health emergencies generally are of an infectious nature. This includes food-borne illnesses, community illnesses and/or water-borne diseases or a pandemic flu outbreak. They generally are of outbreak (three or more cases caused by the same organism) or epidemic proportion and often impact a university activity such as Residence Life and Housing or Dining Services. Every attempt is made to diagnose the condition early, localize the source, stop the spread and in a controlled way, warn the at-risk population about illness prevention.

**Emergency:** A situation arising with or without warning, causing or threatening death, injury or disruption to normal life for numbers of people in excess of those which can be dealt with under normal conditions, and which requires special mobilization and organization of those forces.

**Emergency Operations Center (EOC):** A central facility from which key officials can gather information, make decisions, and direct and coordinate response and recovery efforts.

**Emergency Planning Team:** A group of representatives who regularly meet to coordinate and provide recommendations regarding emergency management policies and procedures.



**Emergency Response Plan (ERP):** Multi-hazard functional plan that treats emergency management activities generally, with the unique aspects of individual disasters contained in hazard-specific annexes. It describes the emergency organization and the means of coordination with other entities. It assigns functional responsibilities and detailed tasks to be carried out as accurately as permitted by the situation.

**Hazardous Materials:** Substances or materials which, because of their chemical, physical or biological nature, pose a potential risk to life, health or property if they are released. Explosive substances, flammable or combustible substances, poison and radioactive materials are all classified as hazardous materials.

**Incident Commanders (IC):** The highest authority in the EOC during times of operation is responsible to provide clear direction in organizing and maintain the response effort. Some key qualities include the ability to maintain a level head in a tense situation, lead a team, manage expectations, demonstrate control, take in information, carefully listen, act promptly and communicate decisions.

**International Crisis:** Crisis that affects one or more areas in a country, the entire country or spills over the borders and takes a definitive international angle. Examples of international crises could be the flow of refugees, the spread of communicable diseases, illegal trade and cross-border military operations.

**OIT/Finance Team:** The OIT/Finance Team consists of members of OIT and the Business Office whose responsibility is to address the OIT and business needs of the university during an emergency.

**Lockdown:** A measure in response to a threat directly to the university or in the surrounding community. In a lockdown:

- All university activities are moved indoors
- Interior and exterior doors should be locked
- No one is allowed to enter or exit the building
- All persons report to the nearest safe space
- Doors to every room and office are closed and locked if possible
- People should move to interior walls and away from windows and doors
- Window shades should be shut and lights turned off
- Silence phones and remain quiet

In a crisis, the campus community may receive a PioALERT message that indicates a lockdown.

**Lockout:** A lockout recovers all persons from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity and dangerous events in the community are examples that would require a



lockout response. While the lockout response encourages greater situational awareness, it allows for educational practices to continue with little interruption or distraction. In a crisis, the campus community may receive a PioALERT message that indicates a lockout.

**Logistics Team:** The Logistics Team consists of key university personnel responsible for assessing and responding to short and long term university needs resulting from emergencies.

**Missing Person:** If the person's absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation and/or has been with persons who may endanger their welfare.

**Shelter in Place:** Selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In a crisis, the campus community may receive a PioALERT message that indicates to shelter in place.

## WEATHER DEFINITIONS

**Blizzard Warning:** Has sustained winds or frequent gusts of 35 miles per hour or greater, considerable falling, and/or blowing snow reducing visibility frequently to  $\frac{1}{4}$  mile or less for a period of three hours or more.

**Blizzard Watch:** Has sustained winds or frequent gusts of 35 miles per hour or greater, considerable falling, and/or blowing snow reducing visibility frequently to  $\frac{1}{4}$  mile or less for a period of three hours or more are possible generally within the next 48 hours.

**Freezing Drizzle Advisory:** Predicts drizzle causing light accumulations of ice is imminent or occurring. A trace to  $\frac{1}{4}$  inch of expected freezing drizzle is needed in any county warning area to prompt a freezing rain advisory.

**Freezing Rain Advisory:** Predicts light to moderate ice accumulations are imminent. A trace to  $\frac{1}{4}$  inch of expected freezing rain is needed in any county warning area to prompt a freezing rain advisory.

**Ice Storm Warning:** Predicts heavy ice accumulations are imminent and the criteria for amounts vary over different county warning areas. Accumulations range from  $\frac{1}{4}$  to  $\frac{1}{2}$  inch or more of freezing rain.

**Tornado or Severe Thunderstorm Watch:** Means conditions are right for a tornado or severe thunderstorm to develop. Continue with normal activities, but continue to monitor the situation.



**Tornado or Severe Thunderstorm Warning:** Means radar or weather spotters have identified a tornado or severe thunderstorm. The emergency sirens will continually sound if there is danger in the immediate area.

**Wind Chill Advisory:** Calls for dangerous wind chills making it feel very cold are imminent or occurring; the criteria varies significantly over different county warning areas.

**Wind Chill Warning:** Calls for extreme wind chills that are life-threatening are imminent or occurring; the criteria varies significantly over different county warning areas.

**Wind Chill Watch:** Predicts extreme wind chills that are life-threatening are possible; the criteria varies significantly over different county warning areas.

**Winter Storm Warning:** Has hazardous winter weather conditions that pose a threat to life and/or property are occurring, imminent, or highly likely. The generic term, winter storm warning, is used for a combination of two or more of the following winter weather events; heavy snow, freezing rain, sleet, and strong winds.

**Winter Storm Watch:** Has hazardous winter weather conditions including significant accumulations of snow and/or freezing rain and/or sleet are possible generally within 48 hours. These watches are issued by the National Weather Service Forecast Office.

**Winter Weather Advisory:** Has hazardous winter weather conditions are occurring, imminent, or likely. Conditions will cause a significant inconvenience and if caution is not exercised, may result in a potential threat to life and/or property. The generic term, winter weather advisory is used for a combination of two or more of the following events: snow, freezing rain or freezing drizzle, sleet and blowing snow.



## TYPES OF EMERGENCIES

### Active Assailant(s)

<p><b>Member of the campus community</b></p>	<ul style="list-style-type: none"> <li>• <b>Stay calm</b></li> <li>• <b>Find a safe location</b></li> <li>• <b>Run, Hide, Fight safety protocol</b></li> <li>• <b>If possible, call 911</b></li> </ul> <p><b>Secure the immediate area:</b></p> <ul style="list-style-type: none"> <li>• Lock or barricade the door, if able. Block the door using whatever is available – desks, tables, file cabinets, furniture, etc.</li> <li>• After securing the door, stay behind solid objects away from the door as much as possible</li> <li>• If the assailant enters your room and leaves, lock or barricade the door behind them</li> <li>• IF SAFE TO DO SO, allow others to seek refuge with you</li> </ul> <p><b>Protective actions; take steps to reduce your vulnerability:</b></p> <ul style="list-style-type: none"> <li>• Close blinds</li> <li>• Block windows</li> <li>• Turn off radios and computer monitors</li> <li>• Silence cell phones</li> <li>• Cover interior doors and windows to block view of assailant(s)</li> <li>• Keep people calm and quiet</li> <li>• After securing the room, people should be positioned out of sight and behind items that might offer additional protection, such as walls, desks, file cabinets, furniture, etc.</li> </ul> <p><b>Open areas; if you find yourself in an open area, immediately seek protection:</b></p> <ul style="list-style-type: none"> <li>• Put something between you and the assailant</li> <li>• Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you</li> <li>• If in doubt, find the safest area available and secure it the best way that you can</li> </ul>
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	<p>Call 911; be prepared to provide the 911 operator with as much information as possible:</p> <ul style="list-style-type: none"> <li>• Begin by saying “I’m at Carroll University” and include the building name and room number or location</li> <li>• Be prepared to explain: <ul style="list-style-type: none"> <li>• Nature of the emergency</li> <li>• Number of people at your specific location</li> <li>• Injuries, if any, including the number of injured and types of injuries</li> <li>• Your name and other information as requested</li> <li>• Attempt to provide information in a calm, clear manner</li> </ul> </li> </ul> <p><b>What to report about the assailant(s):</b></p> <ul style="list-style-type: none"> <li>• Specific location and direction</li> <li>• How many there are</li> <li>• Gender, race, age</li> <li>• Language or commands used</li> <li>• Clothing color and style</li> <li>• Physical features, e.g. height, weight, facial hair, glasses</li> <li>• Type of weapons, e.g. handgun, rifle, shotgun, explosives</li> <li>• Description of any backpack or bag</li> <li>• Do you recognize the assailant(s)? Do you know their name?</li> <li>• What you heard, e.g. explosions, gunshots, etc.</li> </ul> <p><b>Treat the injured.</b> The 911 operator will notify law enforcement and other emergency service agencies. Emergency medical personnel will respond to the site, but they may not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best as you can until the area is secure. Remember basic first aid:</p> <ul style="list-style-type: none"> <li>• For bleeding, apply pressure and elevate. Many items can be used for this purpose, e.g. clothing, paper towels, feminine hygiene products, newspapers, etc.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Reassure those in the area that help will arrive and try to stay quiet and calm</li> </ul> <p><b>When to leave:</b></p> <ul style="list-style-type: none"> <li>• The assailant may not stop until their objectives have been met or until engaged and neutralized by law enforcement</li> <li>• Always consider the risk of exposure by opening the door for any reason</li> <li>• Attempts to rescue people should only be made if it can be done without further endangering yourself or those inside of the secured area</li> <li>• Be aware that the assailant may bang on the door, yell for help or otherwise attempt to entice you to open the door of a secured area</li> <li>• If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured</li> </ul> <p><b>Active assailant(s) OUTSIDE your building:</b></p> <ul style="list-style-type: none"> <li>• Turn off all light, close and lock all windows and doors. If you cannot lock the door, block it with desks, chairs, furniture, etc.</li> <li>• If you can do so safely, get all occupants in an area out of the line of fire.</li> <li>• If you can do so safely, move to an internal space of the building. Remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.</li> </ul> <p><b>Active assailant(s) INSIDE your building:</b></p> <ul style="list-style-type: none"> <li>• If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. (Run Concept)</li> <li>• If escape occurs prior to first responder arrival, proceed as quickly as possible away from the incident to a safe location (school, store, business).</li> <li>• As you exit the building, keep hands above your head and listen for instructions from first responders.</li> </ul>
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	<ul style="list-style-type: none"><li>• If you are unable to escape the building, move out of hallway and into an office or classroom. Try to lock the door. If the door will not lock, barricade the door with desks and chairs. Lie on the floor and/or under a desk. Remain silent. Wait for the police to find you. (Hide Concept)</li></ul> <p><b>Active assailant(s) ENTER the room:</b></p> <ul style="list-style-type: none"><li>• There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you cannot speak, leave phone line open so police can hear what is happening.</li><li>• Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. “Playing dead” may also be a consideration.</li><li>• Attempting to overcome suspect with force is a last resort. Consider only in most extreme circumstances. Only you can decide if this is something you should do. (Fight Concept)</li><li>• If the shooter exits your area and you can escape, leave the area immediately.</li><li>• While escaping—as soon as you see a police officer—put your hands over your head.</li><li>• Immediately comply with officer’s instructions.</li></ul>
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## Bomb Threat

<p><b>Member of the campus community</b></p>	<p>If a bomb threat is received:</p> <ul style="list-style-type: none"> <li>• Stay calm. If your phone has Caller ID, record the number displayed.</li> <li>• Gain the attention of someone else nearby by pointing to this information and having that person call 911. Then, call DPS at 262.524.7300.</li> <li>• Ask two most important questions: Where is the bomb and when will it go off?</li> <li>• Keep the caller on the phone long enough to complete the Bomb Threat Check Sheet if possible</li> </ul> <p>If a written message or suspicious items:</p> <ul style="list-style-type: none"> <li>• Look for anything unusual, particularly packages or large items left behind or thrown out. Note time and location of anything odd.</li> <li>• Who found it? Who touched it? Who else was present? When/where was it found? How was it delivered?</li> <li>• Have any previous threats been received?</li> <li>• Preserve any evidence (e.g. if threat is written, place note in plastic bag)</li> <li>• Call 911 and relay as much information that you were able to gather.</li> <li>• Call DPS at 262.524.7300 and inform them that 911 was called. Relay the information that was gathered.</li> </ul> <p>To identify suspicious mail:</p> <ul style="list-style-type: none"> <li>• No return address, insufficient postage, excessive postage, return address and postmark not from the same area</li> <li>• Is addressee familiar with name and address of sender?</li> <li>• Is addressee expecting package/letter? If so verify contents.</li> <li>• Package wrapped in brown paper w/twine, grease stains, discoloration on paper, strange odors</li> <li>• Foreign mail, air mail or special delivery, visual distraction</li> <li>• Restrictive markings such as confidential,</li> </ul>
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	<p>personal, etc.</p> <ul style="list-style-type: none"><li>• Handwritten or poorly typed addresses, incorrect titles, titles but no names</li><li>• Misspellings of common words</li><li>• Excessive weight, rigid envelope, lopsided or uneven envelope protruding wires or tinfoil, excessive securing material such as masking tape, string, etc.</li></ul>
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## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call 262-524-3831
- Handle note as minimally as possible.

### If a bomb threat is received by email:

- Call 262-524-3831
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

## BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

### Exact Words of Threat:

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### Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

#### Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

#### Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

#### Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

#### Other Information:

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## Chemical and Fire Emergency

Chemical and/or Radiation Spill	
Member of the campus community	<p>Report any spills of hazardous chemicals or radioactive material immediately to DPS at 262.524.7300 or call 911.</p> <p>When reporting, provide the following information:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Name of material spilled</li> <li>• Estimated amount</li> <li>• Exact location of spill</li> <li>• Report injuries</li> <li>• Actions you have taken</li> <li>• Vacate the affected area at once and seal it off to prevent further contamination</li> <li>• If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit.</li> <li>• Do not use elevators</li> <li>• Once outside, move to an area that is at least 500 feet away and upwind from the affected building. Keep streets and walkways clear for emergency vehicles and crews.</li> <li>• Do not return to an evacuated building unless authorized by DPS</li> </ul>
Fire	
Member of the campus community	<p>In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.</p> <ul style="list-style-type: none"> <li>• Evacuate the building by the nearest, safe exit</li> <li>• Call 911. Provide your name and the exact location of the fire (building, room, floor, etc.).</li> <li>• Do not use elevators</li> <li>• Do not panic</li> <li>• <b>Persons with disabilities:</b> If persons with disabilities cannot safely self-evacuate, assist them to a safe location near a building exit and notify emergency personnel of their location.</li> </ul> <p>If the fire alarm is sounding:</p>



	<ul style="list-style-type: none"><li>• Close the door, use the stairs and exit the building at the nearest, safe exit</li><li>• Do not use the elevator</li><li>• Do not panic</li><li>• Proceed to your area's designated meeting area:<ul style="list-style-type: none"><li>• Students: Instructors will notify you of the designated evacuation location. Instructors are responsible to account for students in their class.</li><li>• Staff/Faculty: Your supervisor will notify you of the designated evacuation location. Supervisors are responsible to account for their employees.</li><li>• Guests: Go to the nearest evacuation area</li></ul></li><li>• Follow the directions of WKFD, WKPD and DPS</li><li>• Do not re-enter the building the until "All Clear" signal has been given</li></ul>
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## Community Health Crisis

### In accordance with Center for Disease Control (CDC):

- Level One: Practice extreme precautions
- Level Two: Practice enhanced precautions
- Level Three: Practice usual precautions

<p><b>Member of the campus community</b></p>	<p><b>LEVEL ONE:</b></p> <ul style="list-style-type: none"> <li>• Continue to monitor the information communicated by the university</li> <li>• Seek out Student Health Services as necessary</li> </ul> <p><b>LEVEL TWO:</b></p> <ul style="list-style-type: none"> <li>• Continue to monitor the information communicated by the university</li> <li>• Seek out Student Health Services as necessary</li> </ul> <p><b>LEVEL THREE:</b></p> <ul style="list-style-type: none"> <li>• Monitor the situation</li> <li>• Review information that may include disease prevention guidelines (group email, hand washing signs in restrooms, signs on outside doors, etc.) <ul style="list-style-type: none"> <li>• People showing symptoms are expected to stay/go home</li> <li>• Business will go on as usual, with extra disease prevention practices</li> <li>• <b>IF A STUDENT:</b> with a documented case should call Student Health Services</li> <li>• <b>IF AN EMPLOYEE:</b> with a documented case should call Human Resources</li> </ul> </li> </ul> <p>This information will allow us to contact those potentially exposed in a manner consistent with Health Department guidelines. It will help us to assess the level of disease that may be present, which will help make appropriate decisions about closings and cancellations.</p>
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## Data Breach

<b>Member of the campus community</b>	<ul style="list-style-type: none"> <li>During normal business hours (M-F, 8-4:30 pm) call Office of Information Technology at 262.524.7229</li> <li>After normal business hours call DPS at 262.524.7300</li> </ul>
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## Death on Campus

**IMPORTANT:** Even if you suspect that the death is a suicide, DO NOT, under any circumstances, report this death as a suicide to anyone except a member of the Administrative Team.

<b>Member of the campus community</b>	<ul style="list-style-type: none"> <li>From an on-campus phone call 9-911</li> <li>From a personal phone call 911</li> <li>Call Department of Public Safety at 262.524.7300</li> </ul> <p>Due to sensitive nature of the crisis, the university asks that you do not make any comment regarding the situation.</p>
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## International Crisis

<b>Member of the campus community</b>	<ul style="list-style-type: none"> <li>If you become aware of an incident or information regarding an international crisis, please contact the Office of Community Culture or Department of Global Education.</li> <li>Follow directions provided by the Office of Community Culture or Department of Global Education.</li> </ul>
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## Missing Person

<p><b>Member of the campus community</b></p>	<p><b>IF A STUDENT:</b></p> <ul style="list-style-type: none"> <li>• Each member of the community is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the individual is reported missing. If the individual is under the age of 18 or is not emancipated, the university is required to have the primary emergency contact be a custodial parent or guardian.</li> <li>• If a member of the university community has reason to believe that an individual is missing, the DPS should immediately be notified. Upon receiving notification, DPS in coordination with the Office of Student Life, will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include, but are not limited to: <ul style="list-style-type: none"> <li>• Checking the individual's residential facility</li> <li>• Checking the individual's class schedule</li> <li>• Checking with the individual's known friend(s)</li> <li>• ID card access</li> <li>• Locating the student's vehicle</li> <li>• Calling their reported cell phone number</li> </ul> </li> <li>• As part of the investigation, the university reserves the right to contact the individual(s) whom the student has identified as their emergency contact person(s) to help determine the whereabouts of the individual.</li> <li>• Upon investigation by DPS and/or concurred by the Office of Student Life, if it has been determined that the student has been missing for at least 24 hours, or sooner, if circumstances so dictate, the following will occur: <ul style="list-style-type: none"> <li>• A university representative will contact</li> </ul> </li> </ul>
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	<p>the student's designated emergency contact</p> <ul style="list-style-type: none"> <li>DPS will contact WKPD to request a missing person report initiating a police investigation</li> </ul> <p><b>IF AN EMPLOYEE:</b></p> <ul style="list-style-type: none"> <li>Upon investigation by the DPS and/or concurred by Human Resources, it has been determined the employee has been missing for at least 24 hours, or sooner, if circumstances so dictate, the following will occur: <ul style="list-style-type: none"> <li>A university representative will contact the employee designated emergency contact</li> <li>DPS will contact WKPD to request a missing person report initiating a police investigation</li> </ul> </li> </ul>
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## Significant Weather Incident

<b>Member of the campus community</b>	<p>Carroll University is generally open for business year-round and rarely closes as a result of snow or other inclement weather. In the event of a snow closing or large-scale class cancellations, information will be conveyed to the campus community via:</p> <ul style="list-style-type: none"> <li>Carroll University website (carrollu.edu)</li> <li>PioALERT email and text messages</li> <li>Social media (Examples: Facebook &amp; Instagram)</li> <li>Local media (TV and radio)</li> <li>Report all injuries and damage to WKPD by calling 911, or DPS at 262.524.7300.</li> <li>In these instances, anyone planning to attend events on campus are encouraged to call ahead to ensure programs are being held</li> <li>Winter road condition information is available from the Wisconsin Department of Transportation online</li> <li>Community-wide warnings for dangerous weather are sent automatically to cell phones and are provided by the National Oceanic and Atmospheric Administration (NOAA) through</li> </ul>
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	<p>Federal Emergency Medical Alerts (FEMAs) Wireless Emergency Alerts. Alerts are sent automatically to the affected area, and rebroadcast until the emergency has passed and there is no longer a threat to the affected area. Wireless Emergency Alerts are free and there is no need to sign up.</p> <ul style="list-style-type: none"> <li>• The City of Waukesha emergency sirens, Wisconsin Emergency Alert System and other local media outlets also provide inclement weather warnings. We encourage the use of a NOAA weather radio, local media or mobile phone apps to keep up-to-date on severe weather.</li> <li>• Tornado and severe thunderstorm watches and warnings, or other strong storms are not uncommon in Waukesha County.</li> <li>• Know the location of the nearest emergency shelter for your facility</li> <li>• Check with your facility manager or check building postings for the location of emergency shelters</li> <li>• In the event of a WARNING, take the following actions:</li> <li>• Seek immediate shelter (individuals with disabilities, follow the same procedures). When the warning siren sounds, seek shelter, preferably in a basement or below ground evacuation location. A steel formed or reinforced concrete building will provide some protection</li> <li>• In a multi-story building, seek shelter in an interior hallway or a lower floor</li> <li>• Stay away from outside walls, exterior doors and glass windows or partitions. Do not open windows</li> <li>• Basements and interior hallways or rooms on lower floors offer good shelter</li> <li>• In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a structure nearby, seek out a ditch or ravine, which can offer some protection. Lie face down, with hands covering your head</li> </ul>
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	<ul style="list-style-type: none"><li>• After the all clear, leave badly damaged buildings if it is safe to do so. Elevators may not work and/or the electrical power may be out</li><li>• If you are surrounded by debris, be aware that removing some of it can cause other debris or parts of the building to collapse. If it's not safe or possible to leave the area, stay in place until assistance arrives</li><li>• Do not attempt to return to the building unless directed to do so by DPS or WKPD/WKFD</li><li>• Do not attempt to turn on or off any utilities or other equipment</li></ul>
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Severe Weather Shelters

See Appendix C

## RESOURCES RELATED TO STUDENT CONCERNS

<b>Academic concerns</b> <ul style="list-style-type: none"> <li>Jeff McNamara, Senior Director of Student Success</li> </ul>	262.524.7360
<b>Life-threatening incident</b> (e.g. threatening suicide, threat to harm others, resisting help, serious health issue) <ul style="list-style-type: none"> <li>From an on-campus phone</li> <li>From a personal phone</li> </ul>	9-911 911
<b>Non-threatening or emergency situations</b> (If the conduct is disruptive – uses verbal or physical threats – or if there are health concerns that disrupt classroom learning – mental health breakdown, seizure) <ul style="list-style-type: none"> <li>Department of Public Safety</li> </ul>	262.524.7300
<b>Illness</b> <b>Student Health Services (Pam Dolata)</b> <b>If an emergency, Call 911 then call Department of Public Safety if possible</b>	262.524.7233 262.524.7300
<b>Mental Health Issues</b> (depression, anxiety, panic attacks) <ul style="list-style-type: none"> <li>Student Counseling Services (Kate Jorgensen)</li> <li>If a counselor is not available, contact the Vice President of Student Life</li> <li>If the student is threatening suicide, contact Department of Public Safety</li> </ul>	262.524.7335 262.524.7332 262.524.7300
<b>Disruptive and concerning behavior</b> (If you identify a student who is disruptive but not necessarily dangerous in nature, or a student who is demonstrating concerning behavior, contact Student Life.) <ul style="list-style-type: none"> <li>Nate Dehne, Vice President of Student Life</li> <li>Kate Jorgensen, Director of Counseling</li> <li>Department of Public Safety</li> </ul>	262.524.7332 262.524.7335 262.524.7300
<b>Title IX Coordinators / Responding to harassment and sexual misconduct issues</b> <ul style="list-style-type: none"> <li>Alex Smith, Title IX Coordinator &amp; Compliance Officer</li> </ul>	262.524.7372
<b>Other resources</b> If an athlete, contact: <ul style="list-style-type: none"> <li>Nate Dehne, Vice President of Student Life</li> </ul> If a resident student, contact: <ul style="list-style-type: none"> <li>Joe Loomis, Director of Residence Life and Housing</li> </ul> If an international student, contact: <ul style="list-style-type: none"> <li>Megan Harris, Director of Community Culture/Student Experience</li> </ul> For an emergency loan, contact: <ul style="list-style-type: none"> <li>Angela Sarni, Director of Financial Aid</li> </ul>	262.524.7332 262.524.7352 262.650.4948 262.524.7474



## APPENDIX A – EVACUATION PLAN

If a university location needs to be evacuated, the fire alarm(s) is pulled. When you hear the fire alarm, evacuate immediately. The building coordinators or Department of Public Safety will circulate for assistance. Evacuation from buildings may be required due to emergencies such as power outage, fire, chemical spill, flooding, gas leak, bomb or other threats, or during other immediate safety and health crises. Fire extinguishers/pull stations are located on every floor.

<b>Emergency evacuation of individuals with disabilities</b>	<p><b>IF A STUDENT:</b></p> <ul style="list-style-type: none"> <li>• The director of student accessibility services meets with students (who identify themselves as needing assistance) to assist them to prepare for an emergency and discuss the following:</li> <li>• Locating exits and practice how an evacuation will be handled.</li> <li>• Asking a co-worker, friend or fellow student to provide assistance if an emergency develops. Copies of the evacuation plans are filed with DPS.</li> </ul> <p><b>IF AN EMPLOYEE:</b></p> <ul style="list-style-type: none"> <li>• Prior to an emergency, the employee meets with Human Resources and their department supervisor to prepare for an emergency and create a plan.</li> <li>• General guidelines (may not apply in every circumstance):</li> <li>• Ask two individuals to assist with evacuation assistance.</li> <li>• If an individual is unable to use the fire exit stairway, the individual should be escorted to the fire exit stairway landing as an “Area of Rescue Assistance.” If possible, someone should remain with the individual to provide additional assistance. Other individuals should exit the building according to protocol and make contact with emergency personnel indicating that a person with a disability is waiting for rescue on the specified floor within the stairwell.</li> <li>• Always ask a disabled person how you can help before attempting to provide assistance.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Before attempting an evacuation, volunteers and the individual being assisted should discuss how any lifting will be done and where they are going. (Untrained personnel should consider evacuating a non-ambulatory person only when the person is in immediate danger of harm if not evacuated.) Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting and using leg muscles to lift) should be used to avoid injury to rescuer's backs.</li> </ul>
<b>Emergency evacuation of individuals for hearing impaired</b>	<ul style="list-style-type: none"> <li>• Most buildings on campus are equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audible emergency alarms and will need to be alerted of emergency situations.</li> <li>• Get the attention of the person with the hearing disability.</li> <li>• Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.</li> <li>• Offer visual instructions for the safest route or direction by pointing toward exits or evacuation maps.</li> </ul>
<b>Emergency evacuation of individuals for visually impaired</b>	<ul style="list-style-type: none"> <li>• Most people with a visual impairment will be familiar with their surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.</li> <li>• Give verbal instructions to advise about the safest route, estimated distances and direction. DO NOT grasp a visually impaired person's arm.</li> <li>• Ask the person if they would like to hold onto your arm as you exit, especially if there is debris or a crowd.</li> </ul>

## APPENDIX B – PREVENTATIVE STRATEGIES

<b>Academic Affairs</b>	<ul style="list-style-type: none"> <li>• Develop procedures for sending students class materials.</li> <li>• Develop and disseminate alternative procedures for completing coursework (e.g. web-based instruction, materials and assignments delivered via email and postal service).</li> <li>• Communicate with general education program leaders about planning procedures for shelter in place, closure decisions and resources for assisting students who cannot get home.</li> </ul>
<b>Admissions and Financial Aid</b>	<ul style="list-style-type: none"> <li>• Develop a plan for reviewing applications and recruiting in the absence of face-to-face conversations or campus visits.</li> <li>• Discuss contingency plans for issues dealing with financial aid, withdrawal from school due to illness and other factors related to tuition and registration.</li> </ul>
<b>Business and Finance</b>	<ul style="list-style-type: none"> <li>• Discuss the potential financial ramifications of a crisis, and estimate the impact and identify emergency funding to cover purchases and business continuation.</li> <li>• Collect information from departments (e.g. Student Health Services, Dining Services, Residence Life) related to costs for stockpiling supplies.</li> <li>• Develop procedures for rapid procurement and payment for supplies, equipment and services.</li> <li>• Develop a plan for accounting operations in the face of high employee absenteeism.</li> <li>• Develop procedures for ensuring the continuation of payroll.</li> </ul>
<b>Counseling Services</b>	<ul style="list-style-type: none"> <li>• Assist students to deal with counseling issues as a result of a crisis.</li> <li>• Put group sessions together and online resources as applicable.</li> <li>• Develop a plan for providing services via telephone and internet.</li> </ul>

<b>Dining Services</b>	<ul style="list-style-type: none"> <li>• Compile a list of non-perishable food items and drinks, including water that can be stockpiled and stored. Quantities can be estimated by determining the percentage of students who may not be able to go home and will be dependent on Dining Services for food for a 5-8 week period. Include the need to provide food for essential staff who may need to be provided with shelter.</li> <li>• Develop procedures for delivery of food and dining utensils.</li> <li>• Enlist Human Resources, and if necessary the Volunteer Center, for assistance to identify volunteers to supplement food services staff.</li> </ul>
<b>Health Services</b>	<ul style="list-style-type: none"> <li>• Monitor Center for Disease Control (CDC), World Health Organization (WHO) and American College Health Association (ACHA) websites for the latest developments and updates on planning recommendations.</li> <li>• Triage students and take calls regarding illness.</li> <li>• Direct students to providers in the community in accordance with the individual's resources.</li> <li>• Work with the Waukesha Public Health Department to identify individuals who may be contagious and their known contacts (e.g. roommate, classmates).</li> <li>• Carry out the directives of the Waukesha Public Health Department regarding isolation protocols and dealing with the known contacts.</li> <li>• Coordinate flu vaccination against seasonal influenza for students</li> <li>• Develop a training plan that includes use of personal protective equipment.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Develop plans for the continuation of facilities services and stockpiling items such as cleaning and disinfecting supplies, facial tissues, toilet paper and disposable towels</li> <li>• Ensure that personnel receive training regarding personal protection and proper cleaning procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify communication protocols between Facilities and Logistics Team.</li> <li>• Discuss contingency plans in case of fuel, water and energy shortages including the availability of emergency generators.</li> <li>• Identify building ventilation systems especially in those areas considered for quarantine, isolation and health care delivery</li> <li>• Establish a plan for continuation of cleaning services and waste removal.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Work with supervisors to determine essential personnel and functions if the university would ever have to close down temporarily.</li> <li>• Determine who needs to come to work? In what capacity? What offices or functions must be in operation?</li> <li>• Work with supervisors to cross train employees or identify outside resources. This will enable the university to continue business for as long as possible, possibly avoiding a closing. Critical functions must continue.</li> <li>• Identify resources for food and on-campus lodging in the event employees cannot commute home.</li> <li>• Encourage staff and faculty to update emergency contact information and make personal emergency preparedness plans with their families.</li> <li>• Establish return-to-work guidelines consistent with the case definition. Employees who have been exposed or are suspected of having the illness should not come to work. Therefore, liberal, non-punitive policies should be established in order to ensure compliance with public health recommendations.</li> <li>• Prepare work-at-home guidelines that address telecommuting issues.</li> <li>• Prepare communication for supervisors and the campus work force addressing guidelines related to reporting of illness, business travel procedures, information to persons returning</li> </ul>

	<p>from affected areas and access to the Employee Assistance Program.</p> <ul style="list-style-type: none"> <li>• Engage employees in discussions regarding their psychological and emotional support needs.</li> <li>• Coordinate flu vaccination against seasonal influenza for employees.</li> </ul>
<b>Office of Global Education</b>	<ul style="list-style-type: none"> <li>• Determine which international students would not have a place to go in the U.S. in the event the university needs to shut down temporarily</li> <li>• Connect with Student Health Services to consider requiring TB testing for students and employees who are returning from a trip</li> <li>• Communicate with international students and their families regarding travel restrictions and re-entry</li> <li>• Maintain a plan for communicating with students who are studying abroad or plan to</li> <li>• Monitor guidelines for temporary closure of study abroad programs</li> <li>• Communicate with study abroad program leaders about planning procedures for shelter in place, closure decisions and resources for assisting students who cannot get home</li> <li>• Implement an international travel plan. Travel of infected individuals on mass transit, especially long flights may be restricted.</li> </ul>
<b>Office of Marketing and Communications</b>	<ul style="list-style-type: none"> <li>• See Communications plan for directions and sample messaging.</li> </ul>
<b>Administrative Team</b>	<ul style="list-style-type: none"> <li>• Consider declaring “work at home days/weeks.” Serious consideration should be given to what functions should be on-line (which can be accessed offsite) to allow the university to continue to function in the event of a shutdown.</li> <li>• Consider ways to require sick employees and students to stay home, rather than expose other members of the community. The Provost determines emergency attendance plan for students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop back-up people for school closings who may need to have access codes. Expand access needs if we reach Level 2 – Yellow.</li> </ul>
<b>Residence Life and Housing</b>	<ul style="list-style-type: none"> <li>• We recommend that the residence halls close if the university needs to close. We do not have the infrastructure for an on-site infirmary.</li> <li>• Develop an emergency departure plan for students to complete.</li> <li>• Maintain procedures for closure and evacuation of the residence halls. (The Health Department will let us know when a student needs to be removed from community living arrangements. Someone under quarantine may be restricted from mass transit per health quarantine guidelines.)</li> <li>• Maintain procedures for notifying and relocating students.</li> <li>• Identify rooms that could be used for quarantine, isolation and residence for students who cannot go home.</li> <li>• Formulate and rehearse plans to address anticipated student needs ranging from delivery of food and medication to providing emotional support.</li> </ul>
<b>Department of Public Safety</b>	<ul style="list-style-type: none"> <li>• Develop procedures for securing buildings, protecting stored supplies and restricting access to campus.</li> <li>• Maintain ongoing communication with local police, fire and emergency response personnel to coordinate efforts for managing safety issues.</li> <li>• Develop triage protocols for responding to students in distress either due to illness or illness of other or requesting transport for medical care.</li> <li>• Establish a communication plan with the Logistics Team for reporting calls and transports.</li> <li>• Participate in training regarding all crises.</li> <li>• If campus vehicles are involved in student transport, training in use of personal protective equipment and equip vehicles</li> </ul>

	<p>with disinfectants, surgical masks for persons being transported gloves and hazard waste bags.</p> <ul style="list-style-type: none"><li>• Maintain procedures for closure and evacuation of the residence halls. (The Health Department will let us know when a student needs to be removed from community living arrangements. Someone under quarantine may be restricted from mass transit per health quarantine guidelines).</li><li>• Identify rooms that could be used for quarantine, isolation and residence for students who cannot go home.</li><li>• Formulate and rehearse plans to address anticipated student needs ranging from delivery of food and medication to providing emotional support.</li><li>• Assist building coordinators.</li></ul>
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## APPENDIX C – SHELTER LOCATIONS

Displacement Temporary Shelter Plan Locations:

- Campus Center Ballroom
- Shattuck Music Center
- Center for Graduate Studies

Campus Recombobulation location

- Waukesha South High School

### Residential Facilities

Location	Shelter Location
<b>A Paul Jones Honors Hall</b> 201 N. Charles St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level recreation room</li> </ul> Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> <li>• Base of steps</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Hallway near Room 108</li> </ul> Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> <li>• Hallway near Room 208</li> </ul> Area of Rescue Assistance, third floor: <ul style="list-style-type: none"> <li>• Hallway near Room 308</li> </ul>
<b>Carroll Street Apartments</b> 225/227 Carroll St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Hallways and/or</li> <li>• Basement</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Middle south doors</li> </ul>
<b>College Avenue Apartments</b> 245 W. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Laundry Room</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• North end hallway</li> </ul>
<b>Hartwell A</b> 334 Hartwell Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Basement</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Hallway</li> </ul>
<b>Hartwell B</b> 332 Hartwell Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Center stairs</li> <li>• Basement</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Middle south door and stairs</li> </ul>
<b>Hartwell C</b> 331 Barney St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Basement and/or</li> </ul>

	<ul style="list-style-type: none"> <li>• East stairs</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• West end hallway</li> </ul>
<b>Hartwell D</b> 325 Barney Street	Depending on accessibility: <ul style="list-style-type: none"> <li>• Hallways and/or</li> <li>• Basement</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Hallways</li> </ul>
<b>Frontier Hall</b> 210 N. Grand Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Garage and/or</li> <li>• Hallway near south elevator</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Lounge area</li> </ul>
<b>Kilgour Hall</b> 119 E. College Ave.	For floors 2-5 depending on accessibility: <ul style="list-style-type: none"> <li>• Study lounge and/or</li> <li>• Restrooms and/or</li> <li>• Basement</li> </ul> For floor 1 depending on accessibility: <ul style="list-style-type: none"> <li>• Restroom and/or</li> <li>• Hallway near elevator</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Hall near front lobby</li> </ul> Area of Rescue Assistance, floors 2-5: <ul style="list-style-type: none"> <li>• Study area</li> </ul>
<b>North Bergstrom Hall</b> 135 S. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Basement</li> <li>• Hallway near elevator and/or</li> <li>• Bathrooms</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Hallway west end by Room 100</li> </ul> Area of Rescue Assistance, floors 2-5: <ul style="list-style-type: none"> <li>• Restroom</li> </ul>
<b>Pioneer Hall</b> 324 W. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Garage by stairwell B and/or</li> <li>• Interior hallways</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• By nearest exit</li> </ul> Area of Rescue Assistance, floors 2-4: <ul style="list-style-type: none"> <li>• Hallway near 212, 312, 412 (Near door "PION 08")</li> </ul>
<b>Prairie Hall</b>	Depending on accessibility:

304 W. College Ave.	<ul style="list-style-type: none"> <li>• Garage south elevator and/or</li> <li>• Interior hallways</li> </ul> <p>Area of Rescue Assistance, floor 1-2:</p> <ul style="list-style-type: none"> <li>• By elevator lobby</li> </ul> <p>Area of Rescue Assistance, Floor 3:</p> <ul style="list-style-type: none"> <li>• Near room 301 and 302</li> </ul>
<b>Shirley Hilger Hall (Residential Facility)</b> 200 E. College Ave.	<p>Depending on accessibility:</p> <ul style="list-style-type: none"> <li>• Hallways on the wings (away from windows) and/or</li> <li>• Tech Center (lower level)</li> </ul> <p>Area of Rescue Assistance, first floor:</p> <ul style="list-style-type: none"> <li>• Hallway by mail room</li> </ul> <p>Area of Rescue Assistance, floors 2-3:</p> <ul style="list-style-type: none"> <li>• West and east stairwells</li> </ul>
<b>Steele Hall</b> 221 N. East Ave.	<p>Depending on accessibility:</p> <ul style="list-style-type: none"> <li>• Restrooms and/or</li> <li>• Basement by southwest door</li> </ul> <p>Area of Rescue Assistance:</p> <ul style="list-style-type: none"> <li>• Restroom</li> </ul>
<b>Swarthout Hall</b> 221 N. East Ave.	<p>Depending on accessibility:</p> <ul style="list-style-type: none"> <li>• Restrooms and/or</li> <li>• Basement near tunnel</li> </ul> <p>Area of Rescue Assistance:</p> <ul style="list-style-type: none"> <li>• Restroom</li> </ul>

## All Non-Residential Facilities

Location	Shelter Location
<b>Crave at Carroll</b> 210 N. Grand Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Exit to Frontier Hall</li> <li>• Garage and/or Interior hallways</li> </ul>
<b>Campus Center</b> 101 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level, entire basement</li> </ul> Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> <li>• Pioneer Indoor Terrace</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Entrance doors by Campus Center parking lots</li> </ul> Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> <li>• Area between doors 216 and 214</li> </ul>
<b>Center for Graduate Studies</b> 2140 Davidson Rd.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level, Rooms 01 and 02</li> </ul> Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> <li>• Hallway near stairs, Rooms LL01 and LL02</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Room 106</li> </ul>
<b>Doug and Nancy Hastad Hall</b> 107 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Basement Hallways</li> <li>• Restrooms</li> </ul> Depend on accessibility rooftop <ul style="list-style-type: none"> <li>• Near elevator</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Near elevator</li> </ul>
<b>Education Hall</b> 316 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Restrooms and/or</li> <li>• Hallway</li> </ul> Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> <li>• Hallway by south stairs</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Hallway near women's restroom</li> </ul> Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> <li>• Hallway near Room 200</li> </ul>
<b>Ganfield Gymnasium</b> 221 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level,</li> <li>• Restrooms and/or</li> <li>• Near rooms 006, 007, 008</li> </ul>

	Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> <li>Near restrooms</li> </ul> Area of Rescue Assistance, floors 1-2: <ul style="list-style-type: none"> <li>West end stairs</li> </ul>
<b>Grounds Annex</b> 301 N. Grand Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>Northeast corner</li> </ul>
<b>Haertel Field</b> 436 W. Newhall Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>Restrooms and/or</li> <li>Locker room</li> </ul>
<b>Humphrey Memorial Chapel and Art Center</b> 238 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>Second floor restrooms and adjoining hallway</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>Hallway near Room 115</li> </ul> Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> <li>Hallway near restrooms</li> </ul>
<b>Main Hall</b> 120 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>Lower level restrooms</li> <li>B11</li> </ul> Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> <li>South hallway (outside restrooms)</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>Hallway near Room 101</li> </ul> Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> <li>Stairwell landing</li> </ul> Area of Rescue Assistance, third floor: <ul style="list-style-type: none"> <li>Hallway by Room 301</li> </ul>
<b>Michael and Mary Jaharis Science Laboratories</b> 132 W College Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>Basement hallways</li> <li>Restrooms</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>Hallways near restrooms</li> </ul>
<b>Otteson Theatre and Henke Nursing Center</b> 238 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>Lower level hallways and/or</li> <li>Main level hallway</li> </ul> Area of Rescue Assistance, lower level: <ul style="list-style-type: none"> <li>Hallway near elevator</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>Hallway near room 114 or 116</li> </ul>
<b>Prairie Springs Environmental Education Center</b> W307 S4706 Hwy. 83, Genesee Depot	Depending on accessibility for Educational Center: <ul style="list-style-type: none"> <li>Office 105</li> <li>Restrooms</li> </ul>

	Depending on accessibility for House: <ul style="list-style-type: none"> <li>• Basement</li> </ul>
<b>Physical Therapy Building</b> 245 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Bathrooms</li> </ul>
<b>Quad/Graphics Team Center</b> 240 N. Barstow Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Restrooms and/or</li> <li>• Locker rooms</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Concession stand stairwell</li> </ul>
<b>Rankin Hall</b> 130 W. College Ave.	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
<b>Sentry Drive Building</b> 1111 Sentry Dr.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Interior hallways</li> <li>• Restrooms and/or</li> <li>• Interior offices away from windows</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Near door "SENT09"-south side of building</li> </ul>
<b>Shattuck Music Center</b> 218 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level hallways and/or</li> <li>• Restrooms</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Upper level-top of stairwell</li> <li>• Main level-outside recital hall</li> <li>• Lower level-B13 ensemble room steps</li> </ul>
<b>Shirley Hilger Hall – OIT Suite</b> 200 E. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level, Oak Room and/or</li> <li>• Restrooms</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• North exit door</li> <li>• Main Doors (College Ave.)</li> </ul>
<b>South Bergstrom Faculty Commons</b> 151 S. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Basement near laundry room and/or</li> <li>• Restroom</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Hallway west end by Room 109</li> </ul> Area of Rescue Assistance, floors 2-5: <ul style="list-style-type: none"> <li>• Restroom</li> </ul>
<b>Office of Community Culture – Kilgour Hall</b> 119 E. College Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Restrooms and/or</li> <li>• Basement</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Main entrance-west side</li> </ul>

<b>Todd Wehr Memorial Library</b> 200 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level restroom, by Room 06 and 12</li> <li>• Interior offices</li> </ul> Area of Rescue Assistance, first floor: <ul style="list-style-type: none"> <li>• Hallway near Room 113</li> </ul> Area of Rescue Assistance, second floor: <ul style="list-style-type: none"> <li>• Hallway outside restrooms near stairwell</li> </ul>
<b>Van Male Field House</b> 227 N. Barstow St.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Interior offices</li> <li>• Hallways and/or</li> <li>• Restrooms</li> </ul> Area of Rescue Assistance lower level: <ul style="list-style-type: none"> <li>• Near 002 or 002</li> </ul> Area of Rescue Assistance first floor: <ul style="list-style-type: none"> <li>• Near front desk</li> </ul> Area of Rescue Assistance second floor: <ul style="list-style-type: none"> <li>• South exit, end of coaches hallway</li> </ul>
<b>Voorhees Hall</b> 100 N. East Ave.	Depending on accessibility: <ul style="list-style-type: none"> <li>• Lower level restrooms</li> <li>• Lower level hallways, near G13</li> </ul> Area of Rescue Assistance for lower level: <ul style="list-style-type: none"> <li>• Restrooms and/or</li> <li>• Hallway by GV01</li> </ul> Area of Rescue Assistance for first floor: <ul style="list-style-type: none"> <li>• Hallway near elevator (H103)</li> </ul> Area of Rescue Assistance for second floor: <ul style="list-style-type: none"> <li>• Hallway near elevator (H203)</li> </ul> Area of Rescue Assistance for third floor: <ul style="list-style-type: none"> <li>• Hallway near restrooms (H305)</li> </ul>
<b>Department Specific Houses, Halls and Centers, Sneeden House and President's House</b>	Depending on accessibility: <ul style="list-style-type: none"> <li>• Basements</li> <li>• Interior hallways and/or</li> <li>• Bathrooms away from windows</li> </ul> Area of Rescue Assistance: <ul style="list-style-type: none"> <li>• Main stairwells, if applicable</li> </ul>

## APPENDIX D – BUILDING COORDINATORS

### Building Coordinators Roles and Responsibilities

Carroll University has designated building coordinators for specific buildings on campus. Building coordinators are responsible for following the Emergency Response Plan for their building, which includes a number of safeguards and protocols in anticipation of an emergency, as well as assigned duties during an emergency.

Building coordinators are expected to:

- Participate in any scheduled training sessions related to this position
- Prepare for an emergency, including but not limited to, knowledge of building maintenance processes

Building coordinator duties are as follows:

- Preparation responsibilities
  - Follow, implement and maintain the Emergency Response Plan
  - Know the actions required for various emergency situations:
    - Lockout
    - Lockdown
    - Evacuation
    - Shelter/Shelter in place
  - Be familiar with all exit routes/options, shelter and assembly locations
  - Be familiar with list of rooms with hazardous materials
  - Be familiar with equipment needing special attention in power disruptions
  - Assist with the education of employees in the designated building on the Emergency Response Plan
  - Have a contingency plan for evacuation of persons with disabilities
  - Notify first responders of individuals needing assistance, if possible



## Building Coordinator Roster

<b>Building</b>	<b>Building Coordinator Primary</b>	<b>Building Coordinator Alternate (1)</b>
A Paul Jones Honors Hall	Adrienne Appler	Administrator On Call
Campus Center	Jaellah Jones	Amanda Schellinger
Carroll St. Apts.	Joe Loomis	Administrator On Call
Center for Graduate Studies	Renee Bub Rozek	Ann Johnson
College Avenue Apartments	Joe Loomis	Administrator On Call
Dennis Panches Track and Field	Michael Schulist	Mark Krzykowski
Department of Public Safety	Mike Bagin	Candi Barber
Doug and Nancy Hastad Hall	Chris Kadrich	Sue Roskopf
Frontier Hall	Joe Loomis	Administrator On Call
Ganfield Gymnasium	Michael Schulist	Mark Krzykowski
Grounds Annex	Mark Meisel	Chris Kloepping
Haertel Field	Michael Schulist	Mark Krzykowski
Hartwell A	Joe Loomis	Administrator On Call
Hartwell B	Joe Loomis	Administrator On Call
Hartwell C	Joe Loomis	Administrator On Call
Hartwell D	Joe Loomis	Administrator On Call
Human Resources House	Billy Niklasch	Amanda Stevens
Humphrey Memorial Chapel and Art Center	Amy Cropper	Dan Becker
Kilgour Hall	Adrienne Appler	Administrator On Call
Michael and Mary Jaharis Science Laboratories	Susan Roskopf	Chris Kadrich
North Bergstrom Hall	Adrienne Appler	Administrator On Call
Otteson Theatre	Jennifer Dobby	Justin Gale
Pioneer Hall	Jackson Berens	Administrator On Call
Prairie Hall	Jackson Berens	Administrator On Call

Prairie Springs Environmental Education Center	Todd Levine	TBD
Quad/Graphics Team Center	Michael Schulist	Mark Krzykowski
Sentry Drive Building	Tom Heffernan	Melissa Arnold
Shirley Hilger Hall - OIT	Scott Fudali	Ryan Corcoran
Shirley Hilger Hall - Residence Hall	Kayla Schmidt	Administrator On Call
South Bergstrom Faculty Commons	TBD	TBD
Steele Hall	Kayla Schmidt	Administrator On Call
Swarthout Hall	Kayla Schmidt	Administrator On Call
Todd Wehr Memorial Library	Alex Gruentzel	Allison Reeves Grabowski
Van Male Field House	Michael Schulist	Mark Krzykowski
Voorhees Hall	Gina Ehler	Erin Hoppenworth

## APPENDIX E- AUTOMATED EXTERNAL DEFIBRILLATORS (AED) LOCATIONS AND PROCEDURES

<b>AED Locations</b> Narcan is available at each of these locations in the AED box	
<b>Building</b>	<b>Location of AED</b>
Bergstrom Complex	Classroom Area Near Room 103
Campus Center	1 <sup>st</sup> Floor North Entry Near Room 103 East Wall (Door CC01 )
Center for Graduate Studies	1 <sup>st</sup> Floor Near Room 101
	Lower Level Outside Room LL03
Center for Student Life and Wellness	Hallway Near Front Door
Education Hall	1 <sup>st</sup> Floor West Entry (Door ED03)
Frontier Hall – Idea Lab	Located Near Restrooms/Kitchen Area
Ganfield Gymnasium	1 <sup>st</sup> Floor Lobby (Near Door GA06)
Haertel Field	Trainers Room In 1st Aid Backpack (Single Door Between Locker Rooms )
Henke Nursing Center	North Wall Near Reception Desk (Near Door HNC 08 )
Hastad Hall & Jaharis Science Laboratories	1 <sup>st</sup> Floor Hallway Next to Elevator
	Lower Level Hallway Next to Elevator
Hilger Hall	1 <sup>st</sup> Floor Lobby Inside Main Entrance (Door HLGR11)

Main Hall	1 <sup>st</sup> Floor Lobby Near Main Entrance (Door MN01)
Otteson Theatre	1st Floor South Doors Near Restroom on South Wall (Door OT06)
Paul Fleckenstein Research Lab	(Prairie Springs / Genesee) East Wall Near Sliding Doors (Room 104)
Pioneer Hall	Pioneer Recreation Center (Near Door PION04)
Presidents House	Front Left Closet
Public Safety (Vehicle 1 & 2)	Rear Compartment
Quad/Graphics Team Center	Outside of Trainers Room - North Wall (Directly Inside Door QG02)
Rankin Hall	1 <sup>st</sup> Floor Main Hall Near Room 104 (Door RH02)
Rec Sports Fitness Center	Front Desk (Door PRAI 02 )
Sentry Drive Building	North West Entry Near Room 111 East Wall (Door SE04)
Shattuck Music Center	1 <sup>st</sup> Floor East Side of Main Lobby (Door SH01 )
Steele/Swarthout Complex	1 <sup>st</sup> Floor Lobby Behind Front Desk
Todd Wehr Memorial Library	1 <sup>st</sup> Floor Near Printers Across from Information Desk
Van Male Gym	West Side of Gym Near Doors to Office Area
	Pool Area on South Wall
Voorhees Hall	1 <sup>st</sup> Floor Lobby Near Main Door (VO01)

## APPENDIX F- FIRST AID LOCATIONS

<b>First Aid Locations</b>	
<b>Building</b>	<b>Location of First Aid</b>
BLT International House	Near Back Door
Campus Center	Behind Information Desk
Center for Graduate Studies	Lower Level (Classroom LL02)
Center for Student Life and Wellness	Health Center Provides First Aid
Education Hall	1 <sup>st</sup> Floor West Entry (Door ED03)
Frontier Hall – Idea Lab	Located Near Restrooms/Kitchen Area
Ganfield Gymnasium	1 <sup>st</sup> Floor Lobby (Near Door GA06)
Grounds Building	Garage Area Near Office
Hastad Hall & Jaharis Science Laboratories	1 <sup>st</sup> Floor Hallway Next to Elevator
Main Hall	1 <sup>st</sup> Floor Lobby Near Main Entrance (Door MN01)
North Bergstrom	1 <sup>st</sup> Floor Lobby
Otteson Theatre	1st Floor South Doors Near Restroom on South Wall (Door OT06)
Pioneer Hall	Pioneer Recreation Center (Near Door PION04)
Prairie Springs Environmental Education Center	(Prairie Springs / Genesee) East Wall Near Sliding Doors (Room 104)
Public Safety	1 <sup>st</sup> Floor in Dispatcher Area
	Each Patrol Unit Has a Kit
Rankin Hall	1 <sup>st</sup> Floor Main Hall Near Room 104 (Door RH02)

Rec Sports Fitness Center	Near Registration Desk
Sentry Drive	Central Area of Warehouse
Shattuck Music Center	1 <sup>st</sup> floor entry (near door SH01)
South Bergstrom	1 <sup>st</sup> Floor Lobby
Steel/Swarthout Complex	1 <sup>st</sup> Floor Lobby Behind Front Desk
Todd Wehr Memorial Library	1 <sup>st</sup> Floor Near Printers Across from Information Desk
Van Male Gymnasium	West Side of Gym Near Doors to Office Area
Voorhees Hall	1 <sup>st</sup> Floor Lobby Near Main Door (VO01)

## APPENDIX G – GLOSSARY OF ABBREVIATIONS

Term	Abbreviation
Administrator on Call	AOC
American College Health Association	ACHA
Back up Administrator on Call	BAOC
Center for Disease Control	CDC
Department of Public Safety	DPS
Emergency Operations Center	EOC
Emergency Response Plan	ERP
Federal Emergency Management Agency	FEMA
Incident Commanders	IC
Office of Information Technology	OIT
National Oceanic and Atmospheric Administration	NOAA
Occupational Safety and Health Administration	OSHA
Waukesha Fire Department	WFD
Waukesha Police Department	WKPD
World Health Organization	WHO

## APPENDIX H – CAMPUS MAP



### Campus Map 2024-25

- |   |   |   |  |  |   |
|---|---|---|--|--|---|
| 1. Pioneer Hall                           | 12. Jean Kilgour-Trailblazer Tennis Center        | 26. Rankin Hall   | 38. Swarthout Hall   | 50. Fraternity and Sorority Life           | 64. Community Health Services Building    |
| 2. Prairie Hall                           | 13. Quad/Graphics Team Center                     | 27. Voorhees Hall   | 39. Steele Hall  | 51. Orange Thread                          | 65. Sentry Building                       |
| 3. Frontier Hall                          | 14. Schneider Stadium                             | 28. Medallion Plaza   | 40. Black Cultural House   | 52. Campus Center                          | 66. Paul Fleckenstein Research Laboratory |
| 4. 310 Williams Street                    | 15. Crofts Morava Pavilion                        | 29. Main Lawn   | 41. The Betty Lou Tikalsky International House                   | 53. Shirley Hilger Hall                    | 67. Frame Park                            |
| 5. College Avenue Apartments              | 16. Community Garden                              | 30. Shattuck Music Center   | 42. The Asian, Pacific Islander and Desi American Cultural House | 54. Kilgour Hall                           |   |
| 6. Richard Smart House                    | 17. 202 W College Ave.                            | 31. Van Male Plaza  | 43. Public Safety  | 55. MacAllister Hall                       |   |
| 7. Jean Kilgour Field                     | 18. Michael and Mary Jaharis Science Laboratories | 32. Otteson Theatre/Henke Nursing Center                              | 44. Human Resources  | 56. 114 S East Ave.                        |   |
| 8. Dennis Punches Track and Field Complex | 19. Doug and Nancy Hastad Hall                    | 33. Humphrey Memorial Chapel and Art Center                           | 45. 206 N Charles St.  | 57. President's House                      |   |
| 9. Grounds Building                       | 20. Ganfield Gymnasium                            | 34. Center for Student Life and Wellness/Counseling and Health Center | 46. A. Paul Jones Scholars Hall                                  | 58. Sneed House                            |   |
| 10. Carroll Street Apartments             | 21. Van Male Natatorium                           | 35. College of Health Sciences Administration Building                | 47. La Casa de Carroll   | 59. North Bergstrom Hall - Faculty Commons |   |
| 11. Education Hall                        | 22. Physical Therapy Building                     | 36. Hartwell Avenue Apartments  | 48. Pride House  | 60. South Bergstrom Hall - Faculty Commons |   |
|   | 23. Van Male Field House                          | 37. 239 N East Ave.   | 49. CDR Dan F. Shanower '83, USN Veterans House                  | 61. Haertel Field                          |   |
|   | 24. Todd Wehr Memorial Library                    |   |  | 62. Idea Lab                               |   |
|   | 25. Main Hall                                     |   |  | 63. Center for Graduate Studies            |   |

Explore online at  
[carrollu.edu/map](https://www.carrollu.edu/map)

A fully interactive campus map can be found at:  
<https://www.carrollu.edu/map>