

Internal Threat

Internal threat means that someone is causing harm or threatening to cause harm to people inside the college. Examples of this may include an active shooter or domestic violence situation.



Procedures:

Notify 911 and Campus Safety as soon as possible. Advise of any injured persons.

1. **Run:** Exit the building if safe to do so,
2. **Hide:** Be invisible, lock yourself in a room, barricade the door, turn off lights, silence phones,
3. **Fight:** Make a plan with others, over power, throw or hit the person with objects to stop the threat

Follow directions of responding police officers. Have your hands in the air and move to a safe area as directed.

Relationship Violence

If you or someone you know has experienced relationship violence, there are on campus and community agency resources for immediate and ongoing support. Call 211 to be connected to community agencies in the Milwaukee area.

Procedures:

1. Call 911 and report the incident. Call 6911 and report the incident to a campus Safety Officer.
2. Seek medical attention if necessary.
3. Go to a safe space (family, friend's home, shelter)
4. Seek support of caring people. Tell someone you trust.
5. Talk with a professional;
6. Have a safety plan. Keep records of important documents in a safe place. Call Campus Safety for escorts to/from lots and buildings and to arrange other protective measures.
7. File for a protective order

Severe Weather

Winter Weather Conditions – If weather conditions are poor and classes are held, exercise discretion regarding your safety in traveling to campus and don't take risks that may endanger yourself or others. Students not in class can make arrangements regarding homework with their instructors.

All students and employees are automatically enrolled in Rave Alert – Alverno's emergency notification system. Update your cell/home phones in IOL.

Tornado Watch – The weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.

1. Be alert. Listen (radio/tv/outdoor siren) and watch (outdoor weather indications) for changing conditions.

Tornado Warning – A tornado has been sighted and/or the Milwaukee siren is sounded. This continuous sounding of emergency sirens signals that severe weather or a tornado is approaching.

1. When the Milwaukee sirens sound, it is everyone's responsibility to go to the basement or tunnel area. Stay away from windows or areas with a lot of glass.
2. During regular business hours, notify Campus Safety. The Building Coordinators will assist with communication and movement of people. All departments and classrooms will be informed of the tornado warning.
3. During evenings and weekends, Campus Safety will alert everyone on campus to go to the basement or tunnel area.
4. Remain in the shelter areas until the tornado warning has been canceled and the "All Clear" is issued.

Severe Weather Shelters:

Elizabeth Hall Restroom

Lowest levels of: Alphonsa, Austin, Clare, Corona, Founders, Alexia and Christopher Hall



EMERGENCY PROCEDURES GUIDE

This guide contains general information on what to do in the event of an emergency. It is not intended to be a comprehensive emergency plan. Please take some time to review this material and become familiar with what you should do for yourself and others during an emergency. Preparation can assist you in being able to respond quickly and effectively. The success of this plan depends on your ability to act in a calm manner and exercise common sense. Never take risks that may endanger yourself or others. Be aware of safety signs and evacuation routes that may be posted throughout campus. In the event of an emergency, follow instructions of Building Coordinators, Safety Officers and Emergency Response Personnel. Additional copies of this guide are available from the Department of Campus Safety.

Contact Information (414) area code

Campus Safety Office 382-6158
Emergency/Officer on Duty 382-6911
Info. Desk Receptionist 382-6002
Facilities Receptionist 382-6159
Counseling, Health Services Staff:
382-6319 (6117/6119)

Bomb Threat

If you find a bomb threat; do not touch, move or alter the message. Most messages are received via a phone call. In either case, notify Campus Safety immediately 382-6911.

BOMB THREAT WORKSHEET

Note exact wording of the threat:

Date and time of the call:

Ask and record the answers to the following questions:

1. When will the bomb explode? _____
2. Where is the bomb? _____
3. Which building is it in? _____
4. Who is this? _____
5. What kind of bomb is it? _____
6. What does it look like? _____
7. Why are you doing this? _____

Note the background noise: traffic, music, voices and caller's voice:

Calm Loud Nasal Raspy Disguised

Angry Profane Stutter Deep Male

Excited Lisp Laughing Cracking Female

Slow Sobbing Incoherent Accent Familiar

External Threat

External Threat means that there is a threat near the college. Examples of this may include a search for a suspect in the neighborhood, a standoff between a suspect and police, or a bank or business robbery.

Procedures:

1. Exterior doors to the campus buildings will be locked
2. Building Coordinators or other staff will be posted at main doors
3. Business can continue as normal inside the campus buildings

Goal of communicating an external threat is to raise awareness of the situation and advise people not to go outside during the situation.

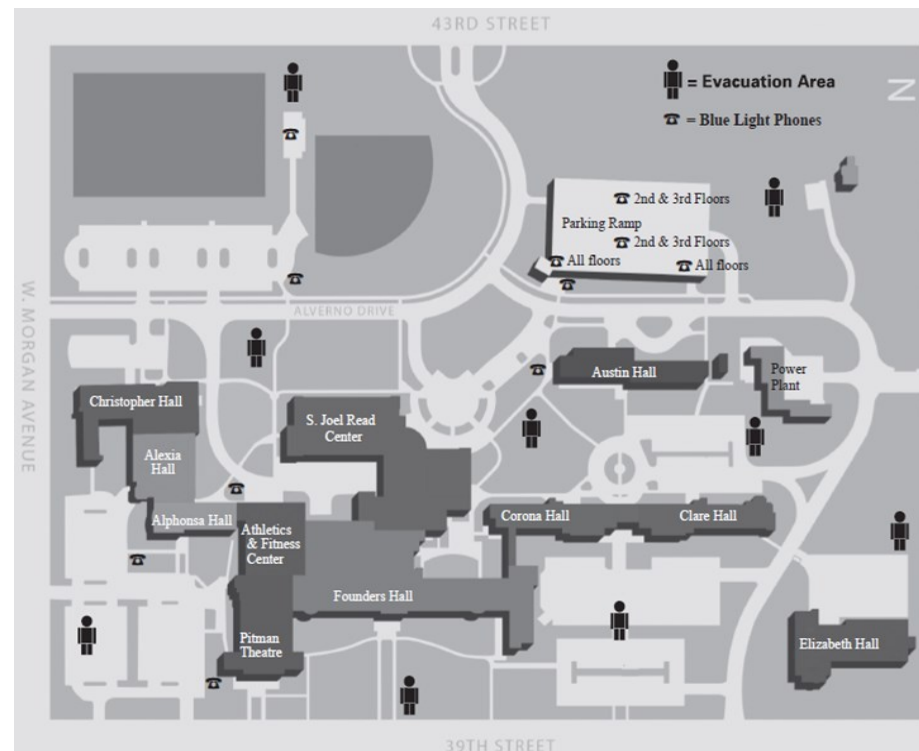
Fire/Building Evacuation



Procedures:

If you discover a fire or another reason for evacuating the building,

1. Pull the fire alarm
2. Call 9-911 and give them the location, building name and room number
3. Call Campus Safety x6911
4. Exit the building - Close the doors. Exit the building IMMEDIATELY via primary exit route, assisting others whenever possible Do not use elevators for exiting
5. Wait for the "All Clear" signal when it is safe to enter the building
6. If evacuating due to a chemical spill – place red tag on hallway door handle (tag is located near inside lab door)
7. Proceed to the designated meeting area
 - a. Students – instructors will notify you of the location of the designated evacuation area. Instructors are responsible to account for students in their class
 - b. Staff/Faculty – Your supervisor will determine the location of the designated evacuation area.
8. Wait for the "All Clear" signal when it is safe to enter the building
9. Disabled persons unable to evacuate should move to an enclosed stairwell. Tell others to notify emergency responders of your location



Injury/ Medical



For a **LIFE-THREATENING** situation:

1. Call 911 (9-911 from an on-campus phone)
2. Stay on the line and give your name, location of the emergency, answer questions and provide important information

ALVERNO COLLEGE ADDRESS
3400 South 43rd Street

3. Call Campus Safety at **382-6911** (x6911 from campus phone).
4. Stay with the person until help arrives

For an **EMERGENCY** situation or a **COMMON INJURY**:

Call Campus Safety x6911 as the first responder. They are trained in CPR, First Aid and in using the AED.

If you need to contact Campus Safety and it is not an emergency, call the Information Desk at 414-382-6000 Press O for Operator

Suspicious Behavior

If you see someone or something that seems suspicious; report it! Trust your instincts and notify Campus Safety of the following:

1. **What** is happening?
2. **Where** is it occurring?
3. **Who** is involved? How many people? What is the description? Are vehicles involved? What is their description (make, model, color, plate number)? What direction is it headed?
4. Has anyone been injured?

If you observe criminal activity; do not attempt to apprehend the person(s) involved. Call Milwaukee Police and notify Campus Safety. Stay on the phone if possible as you may be able to provide additional information as it changes.