



EMERGENCY RESPONSE GUIDE - 2016

Emergency: 911

Safety or Security (SOS):

715.365.4420

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SAFETY AND SECURITY CONTACT NUMBERS

CAMPUS SAFETY OR SECURITY: 715.365.4420

Campus Security

Matthew Schur office - 715.365.4615 cell - 561.465.6647

Campus Safety

Jason Goeldner office - 715.365.4600 cell - 715.493.4436

Facilities

Pete Vanney office - 715.365.4484 cell - 715.493.4427

Call Facilities staff to request help with vehicle unlocks, dead vehicle batteries, etc.

Facilities (8:00 a.m. to 4:30 p.m.): 715.365.4419

Facilities (4:30 p.m. to 9:00 p.m.): 715.493.4431

Law Enforcement

Oneida County Sheriff's Department (non-emergency): 715.361.5100

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ACTIVE SHOOTER / LOCKDOWN PROTOCOL

If you hear gunshots, the lockdown alarm, or are notified an active shooter or armed intruder is on campus, take the following steps, **if safety permits.**

- Immediately clear all students and employees from hallways.
- If you are in an open area, find a secure office or room to lockdown in. If you are unable to find a secure room, run away from the sounds of gunfire. If running puts you in danger, try to hide behind a solid barrier (desk, file cabinets, chairs, tables) out of sight.
- Close and lock all office and classroom doors.
- If a door cannot be locked, use a doorstop.
- Shut off all lights.
- Pull down blinds on windows.
- Hide yourself and others on the floor or behind solid objects. Use desks, file cabinets, chairs, tables, or anything available to create barriers between you and doors or windows.
- After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
- Faculty or staff in active ITV classrooms should direct students in each remote location to report the lockdown to administration. Set the ITV audio to MUTE, but do not disconnect.
- Stay out of sight. Make sure you cannot be seen through windows. Stay out of the line of fire.
- Do not allow anyone to leave the secured area.

Activating the Active Shooter Alert

Once you are in a secure location, **ACTIVATE** the Active Shooter Alert on a campus phone to alert others to seek safety. All campus Cisco phones have Active Shooter Alert capabilities to send out an alert to all campus facilities notifying everyone where the active shooter is located and that a lockdown protocol is in effect.

To **ACTIVATE** the Active Shooter Alert:

- Push the SERVICES button on the phone.
- Press “1” key, or highlight the Active Shooter Alert text using the up and down arrow key and press the SELECT key.
- ENTER the User ID.
- ENTER the password and press the SUBMIT button.

The User ID and password can be found on the Emergency Contact Card issued by Campus Security to all employees.

Notify Law Enforcement

If you hear shots fired or encounter an armed person, immediately go to a secure area and, if you can, call 911. If you receive a busy signal, keep trying as long as possible without putting yourself in danger.

Tell the 911 dispatcher:

“This is Nicolet College. We have an active shooter(s) (or armed person) on campus. Gunshots have been fired (or weapon displayed). I’m calling from _____ building, room _____.”

Provide the following information to the dispatcher:

- Number of shooter(s) or armed people.
- Name(s) of the shooter(s) or armed people, if known.
- Race and gender of shooter(s) or armed people.
- Description and color of clothing worn by the shooter(s) or armed people.
- Physical features such as height, weight, facial hair, glasses of the shooter(s) or armed people.
- Type of weapon used or seen.
- Number and types of injuries.
- Last seen location of shooter(s) or armed people.

You may be required to stay in an office or classroom for an extended period of time. Regardless of the length of time, do not come out of a secure and safe area until a law enforcement officer advises you to do so.

BOMB THREAT

If you receive a Bomb Threat by phone:

- Complete the Bomb Threat form on page 23 in the back of this booklet. Ask the caller the questions listed on the form and record the answers.
- Once your phone call has ended, call Safety or Security at 715-365-4420.
- If you receive the threat via voicemail or email, save the message. Keep ALL information about the call strictly confidential and contact Safety or Security at 715-365-4420.
- DO NOT inform anyone about the call until cleared by a member of Safety and Security Team.
- The Safety and Security Team will initiate an emergency response based on the data gathered from the threat and will immediately contact the Sheriff's Department. If evacuation is necessary, Facilities and Security personnel will be dispatched to the threatened area and begin evacuation.
- If evacuation is required, immediately exit the building. Take all personal belongings in your immediate area. DO NOT go to any other area of the building. Once outside, gather in designated evacuation areas listed on the page 5.
- Leave roadways open for access by emergency personnel.
- Remain away from the affected area until a representative of the Sheriff's Department or a member of Safety and Security Team tells you it is safe to return.
- If the building in which the bomb is located cannot be determined, the Safety and Security Team may evacuate the entire campus.
- If the campus is evacuated, go to your vehicle, and exit the campus. Drive in a safe and reasonable manner.
- If you do not have a vehicle and cannot get a ride from another person, walk to the Facilities Department and facilities personnel will evacuate you from the campus.

BOMB THREAT EVACUATION

The following radio stations will announce when it's safe to return to campus:

91.7 FM WXPB Rhinelander	105.3 FM WRLO Antigo
97.3 FM WHDG Rhinelander	95.5 FM WIFC Wausau
94.5 FM WRJO Eagle River	106.9 FM WHRY/WUPM Iron River
95.9 FM WMQA Minocqua	100.1 FM WRHN Rhinelander
93.7 FM WCYE Rhinelander	92.5 FM WJJQ Tomahawk
1240 AM WOBT Rhinelander	1570 AM WLKD Minocqua
96.7 WHTQ Plover	103.3 FM WGLX Plover
106.5 FM WYTE Plover	107.9 WBCV Plover
96.5 FM WHOH Rhinelander	101.9 FM WDEZ Wausau
93.9 FM WRIG Wausau	99.9 FM WSAU Wausau
102.9 FM Wausau	

Designated Evacuation Areas

IF YOU ARE IN:	GO TO:	COLD WEATHER:
White Pine Center	Lower Parking Lot by Lake Julia	Red Oak Center Ground Floor
Birchwoods Center	Facilities Parking Lot	Facilities Building
Facilities Building	Birchwoods Center Parking Lot	Birchwoods Center
Lakeland Center (Minocqua)	Lakeland High School Parking Lot	Lakeland High School
Lakeside Center	Parking Lot across from Lakeside Center	Tamarack Center Second Floor
Northwoods Center	White Pine Center Entrance Ramp	White Pine Center Second Floor
Tamarack Center	Parking Lot across from Learning Resources Center	Learning Resources Center Ground Floor
University Transfer Center	Area in front of Tamarack Center	Tamarack Center Ground Floor

At Evacuation Area

- Supervisors and administrators should conduct a headcount at the evacuation site and notify fire department personnel of any missing people.
- Faculty should conduct a headcount of students in their class at the evacuation site and notify fire department personnel of a missing students.

LOCKDOWN PROCEDURES

All students, employees, and visitors must comply with the directions provided.

Emergency Lockdown

- An Emergency Lockdown rapidly enhances security in an actual emergency situation. By locking all exterior and main interior doors, it is more difficult for dangerous individuals near the facility to gain access to students, employees, and visitors. This type of lockdown requires everyone on campus to seek safety from physical assault by creating barriers and staying out of sight.
- An alert will be communicated over the public address system and an email will be sent to all employees and students notifying them that an Emergency Lockdown is in effect. Details about the lockdown will be given when possible.

Preventative Lockdown

- A Preventative Lockdown rapidly enhances security in the facility while allowing building occupants to continue with activity in a limited fashion. By locking all exterior doors and main interior doors, it is more difficult for an intruder in the building or in the area of the facility to confront students, employees, and visitors.
- An alert will be communicated over the public address system and an email will also be sent to all employees and students notifying them that a Preventative Lockdown is in effect. Details about the lockdown will be given when possible.

Reverse Evacuation

- A Reverse Evacuation can be combined with an Emergency Lockdown if the Safety and Security Team determines there is danger to evacuees. Individuals will return to the building, which will then be locked down.
- An alert will be communicated over the public address system and an email will be sent to all employees and students notifying them that a Reverse Evacuation is in effect. Details will be provided when possible.

Resumption of Normal Activities

- Employees, students, and visitors will be informed when they can return to the building after an evacuation or lockdown.
- An alert over the public address system and an email to employees and students notifying them that the evacuation or lockdown is over.

THREATENING CRIMINAL ACTIVITY

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

In the event of a robbery, assault, overt sexual behavior, or attempted crime:

- Stay calm and quietly attempt to signal for help. Establish code words in your office to secretly alert others there is a problem.
- Do not challenge the individual. If possible, put objects and distance between yourself and the individual.
- Maintain eye contact, but do not stare at the individual.
- Keep talking – quietly, asking questions, listening calmly – but follow the instructions of the individual making threats.
- Do not risk harm to yourself or others.
- Never grab a weapon.
- Watch for a safe chance to escape to a secure area.

Observe the individual(s) carefully for:

- Physical description (height, weight, hair, clothes, etc.).
- Type of weapon displayed, if any.
- Behavior (nervous, calm, etc.).

When the individual leaves, or when possible:

- Call 911. Assist the police when they arrive by supplying them with any information and ask others to do the same.
- Note the individual(s) exact time and direction of departure.
- Write a description of the individual(s) (referring to them as person 1, person 2, etc.)
- If visible, note the vehicle make, model, year, color, and license number.
- If a robbery, write a description of the property taken.
- Safeguard the scene for physical evidence by locking the door or preventing entry.
- Notify Safety or Security at 715-365-4420.

THREAT OF VIOLENCE

If you observe a violent or potentially violent situation:

- Do not attempt to control the individual.
- Call 911 and then call Safety or Security at 715-365-4420.
- If the individual is threatening violence without a weapon there may be greater safety in numbers. Invite staff to the area if this can be done safely. Be aware that a weapon may be hidden.

If you receive a threat of violence over the phone:

- Locate the Threat of Violence form on page 25 (last page) of this booklet. Ask the questions printed and record the answers.
- If you receive the threat via voicemail or email, save the message.
- If the threat is targeted at an individual you know, immediately inform them about the threat so they can take precautions and call Safety or Security at 715-365-4420.
- The Safety and Security Team will initiate an emergency response based on information gathered. If appropriate, the Sheriff's Department will be contacted and emergency response personnel, campus security, or facilities staff will be dispatched to the location.

If you receive a threat of violence in person:

- Stay calm.
- Do not attempt to control the individual. If possible, call 911.
- If you are unable to call, request someone else to call 911.
- Try to find a safe location either within an office or by leaving the area.
- If the threat occurs during class, a faculty member should remain with the class and send for help.

If the situation does not allow the actions described:

- Be agreeable and non-threatening.
- Listen attentively, maintain eye contact, and be patient.
- Maintain a calm voice and attempt to put objects like a desk, cabinet, or chair between yourself and the individual threatening you.
- Do not attempt to make any calls yourself. Using your established code words, have someone else call for help who is out of the individual's sight.
- If the threat turns to action, yell for help.

If you observe a violent or potentially violent situation:

- Do not attempt to control the individual.
- Call 911, and then call Safety or Security at 715-365-4420.
- If the individual is threatening violence without a weapon there may be greater safety in numbers. Invite employees to the area if this can be done safely.
- Be aware that a weapon may be hidden.

THREAT OF VIOLENCE WITH A WEAPON

If you receive a threat of violence in person:

- If the individual threatening violence has a weapon, stay calm and quietly attempt to signal for help using established code words.
- Don't challenge the individual threatening you. If possible, put objects and distance between yourself and the individual threatening you.
- Maintain eye contact, but don't stare.
- Keep talking – quietly, asking questions, listening calmly – but follow the instructions of the individual threatening.
- Don't risk harm to yourself or others.
- Never grab for the individual's weapon.
- Watch for an opportunity to escape to a safe area.
- Once in a safe location, **ACTIVATE** the Active Shooter Alert, if it has not been done already.

To **ACTIVATE the Active Shooter Alert:**

- Push the **SERVICES** button on the phone.
- Press "1" key, or highlight the Active Shooter Alert text using the up and down arrow key and press the **SELECT** key.
- **ENTER** the User ID.
- **ENTER** the password and press the **SUBMIT** button.

The User ID and password can be found on the Emergency Contact Card issued by Campus Security to all employees.

If you observe a violent or potentially violent situation, and safety permits:

- If the individual is threatening violence with a weapon, **ACTIVATE** the Active Shooter Alert even if the weapon is not a gun. It is possible the individual may have additional concealed weapons.

To **ACTIVATE** the Active Shooter Alert:

- Push the SERVICES button on the phone.
- Press “1” key, or highlight the Active Shooter Alert text using the up and down arrow key and press the SELECT key.
- ENTER the User ID
- ENTER the password and press the SUBMIT button.

The User ID and password can be found on the Emergency Contact Card issued by Campus Security to all employees.

- Immediately clear all students and employees from the area.
- If you are in an open area, if possible move to an office or classroom to initiate lockdown procedures. If you are unable to find a secure room, run away from the sounds of gunfire. If running puts you in danger, hide behind a solid barrier and stay out of sight.
- Close and lock all office and classroom doors.
- If a door cannot be locked, use a doorstop.
- Turn off all lights.
- Pull down blinds on windows.
- Hide yourself and others on the floor and behind solid objects. Use desks, file cabinets, chairs, tables, or anything available to create barriers between you and doors or windows.
- After securing the room, maintain absolute silence. Turn off radios, computer monitors, and silence all cell phones.
- Faculty or employees in active ITV classrooms should direct students in each remote location to report the lockdown to administration. Set the ITV audio to MUTE, but do not disconnect.
- Stay out of sight. Make sure you cannot be seen through windows. Stay out of the line of fire.
- Do not allow anyone to leave the secured area until advised by law enforcement or the Safety and Security Team.

DISRUPTIVE STUDENTS

The behavior of a disruptive student has a negative impact on those around him or her, making it difficult for routine work or teaching to take place.

Report behavior when:

- The behavior persistently interferes with effective class management. This includes an inability to comply with instructor directions.
- There are frequent or high levels of irritable, unruly, abrasive, or aggressive behavior, including argumentative questioning or monopolizing classroom discussion.
- There is bizarre behavior obviously inappropriate for the situation. An example would be talking to someone or something that is not present.

DISTRESSED STUDENTS

Generally, the behavior of a distressed student causes concern for the personal well-being of that student, rather than creating a worry for their impact on others.

Signs that a student is distressed include:

- Excessive procrastination and poorly prepared work, especially if inconsistent with previous work.
- Infrequent class attendance with little or no work completed.
- Dependency, such as hanging around the classroom or other areas or making excessive appointments during instructor office hours.
- Listlessness, lack of energy, or frequently falling asleep in class.
- Marked changes in personal hygiene.
- Students who appear overly nervous, tense, or tearful.
- Repeated requests for special consideration such as deadline extensions.
- Report of sexual or physical assault.
- Recent death of a friend or family member.

DISTURBED STUDENTS

The behavior of the disturbed student often makes others feel uncomfortable on some level. Generally, a disturbed student acts irrationally or out of sync with reality.

Behavior of a disturbed student may include:

- Impaired speech and disjointed thoughts.
- Emotional responses that may be incongruent or inappropriate.
- Expressing suicidal thoughts such as referring to suicide as an option.
- Self-mutilating behaviors, including cutting or burning skin.
- Frequent or high levels of irritable or abrasive behavior.
- Inability to make decisions despite repeated efforts to clarify options or encourage a decision.
- Bizarre behavior that is obviously inappropriate for the situation such as talking to something or someone who is not present.
- Report of sexual or physical assault
- Recent death of a friend or family member.
- Expressing suspicious and/or paranoid thoughts.

DANGEROUS STUDENTS

The behavior of a dangerous student threatens the health and well-being of those around him or her.

Behaviors of a dangerous student may include:

- Expressing suicidal thoughts, threats, or making suicidal gestures.
- Self-mutilating behaviors, including cutting or burning skin.
- Threatening others.
- Carrying or brandishing a weapon

SUICIDAL INDIVIDUALS

If a person threatens to kill themselves, call 911 immediately. This is imminent danger.

Imminent danger is a situation where the person:

- Appears determined, states a clear intention, and has the means to do harm (such as having a weapon or saying they are going to run their car into a tree).
- Appears ready to attempt suicide either immediately or in the near future.

Imminent danger calls for immediate action. Any clear statement of intent should be taken very seriously and should be dealt with immediately.

If you encounter a suicidal individual:

- Call 911.
- If you feel the person is not a threat to others, stay with the individual, if possible.
- Try to listen and talk with the person in a calm manner until help arrives.

The police must become involved so the person is not a threat to themselves or others. When safe to do so and if time permits, call Safety or Security at 715-365-4420.

BODY FLUIDS

If you encounter body fluids, such as blood or vomit, you should:

- Secure the affected area, not allowing anyone else to enter.
- Call the Facilities Department:
 - 715.365.4419 (main number)
 - 715.493.4431 (after hours and weekends)

CLEAN-UP KIT LOCATIONS

If you decide to clean the spill:

- Use the CLINI-TROL trays found in the buildings. See chart below.
- Wear rubber gloves.
- Follow all directions carefully and use protective equipment available.

BUILDING	LOCATION	ROOM
White Pine Center	Automotive Lab	105
	Administrative Assistant Office of Health Occupation	202
	Mezzanine Break Room (in cabinet under the sink)	300-19
Facilities Building	Hallway (in cabinet)	100
	Paint Shop (on work bench)	100A
	Wood Shop (in cabinet by desk)	103B
	Facilities Van	Van 21
Lakeland Center (Minocqua)	Main Office (in drawer)	110
Lakeside Center	Book Store	TBD
	Bytes	
	Information Center	
	IT Department	
Northwoods Center	Human Resources Work Room	117
	Culinary Arts Kitchen (by both doors)	203
Tamarack Center	Business Division Office (under sink)	212
Red Oak Center	Business Office	217
	Welcome Center	203

FIRE

If you see a fire:

- Activate the nearest fire alarm pull box.
- Call 911 and describe the location of the fire and the type of fire (vehicle, wastebasket, electrical, chemical, etc.)
- If possible, and without placing yourself at risk, try to extinguish the fire with appropriate means available.
- If the fire is threatening, evacuate the building.
- When you are in a safe location, call Safety or Security at 715-365-4420.

When the fire alarm sounds:

- Immediately evacuate the building using the shortest route possible.
- Do not stop to consider whether or not you are in danger.
- Do not assume that a lack of visible smoke or flames means you are safe. Most victims of fire die as a result of smoke inhalation. Many poisonous gases are invisible.
- Close all doors as you leave.
- Use the stairs. Do not use the elevators.
- Follow the Fire Evacuation procedure outlined on page 16.

Assisted Evacuation:

- Assist disabled individuals or other individuals who require additional assistance in exiting the building.
- If a disabled individual is unable to manage the stairs, take the individual to the nearest fire exit stairs.
- Immediately notify Fire Department personnel to the location of the individual requiring assistance.
- You may call 911 and notify the Fire Department of the situation as they are en route.

FIRE EVACUATION

- Gather in designated evacuation areas listed below.
- Supervisors should conduct a headcount at the evacuation site and notify Fire Department personnel of any missing people.
- Faculty should conduct a headcount at the evacuation site of students in their class and notify fire department personnel of a missing student.
- Leave roadways open for access by emergency personnel.
- Do not return to the affected building until a representative of the fire department or a member of the Safety and Security Team indicates it is safe.

Familiarize yourself with:

- Fire alarm locations.
- Fire extinguisher locations.
- Evacuation route from the room in which you are located to the nearest exit.

DESIGNATED EVACUATION LOCATIONS

IF YOU ARE IN:	GO TO:	COLD WEATHER:
White Pine Center	Lower Parking Lot by lake	Red Oak Center Ground Floor
Birchwoods Center	Facilities Parking Lot	Facilities Building
Facilities Building	Birchwoods Center Parking Lot	Birchwoods Center
Lakeland Center (Minocqua)	Lakeland High School Parking Lot	Lakeland High School
Lakeside Center	Parking Lot across from Lakeside Center	Tamarack Center Second Floor
Northwoods Center	White Pine Center Entrance Ramp	White Pine Center Second Floor
Tamarack Center	Parking Lot across from Lakeside Center	Lakeside Center Ground Floor
Red Oak Center	Area in front of Tamarack Center	Tamarack Center Ground Floor

HAZARDOUS MATERIALS

If you encounter a hazardous material spill:

- Evacuate the area using designated evacuation routes to the designated evacuation locations.
- Contact the Facilities Department at 715-365-4419.
- If it appears to be an emergency, call 911, and then contact Safety or Security at 715-365-4420.
- In some cases, the Safety and Security Team may implement a Shelter in Place Procedure. The Shelter in Place procedure is utilized when there has been a chemical or biological release or radiological incident outside of the facility, but in close proximity to the facility, and the available information indicates that there is not adequate time to evacuate building occupants to a safer location before the dangerous contaminants reach the facility.
- Stay away from the affected area and keep individuals away from the area if it is safe to do so.

POWER FAILURE

- Some buildings have emergency power generators to supply lighting for evacuation. Other buildings have battery-powered emergency lights.
- If it appears that only your building is without power, call the Facilities Department at 715-365-4419.
- To aid in evacuation, use the flashlight located in the first aid kits. Location of the first aid kits are listed on page 20.

ELEVATOR FAILURE

- If you are trapped in an elevator, use the emergency phone to call for help.

PLUMBING FAILURE, FLOODING, OR WATER LEAK

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

NATURAL GAS LEAK

- DO NOT switch lights on or off or unplug any electrical equipment. Electrical arcing could trigger an explosion.
- DO NOT use cell phones.
- Evacuate the area. Once you are away from the scene of the potential leak, notify the Facilities Department at 715-365-4419.

MEDICAL EMERGENCY RESPONSE

If an individual needs first aid or medical attention:

- Call 911 if needed.
- After calling 911, call Safety or Security at 715-365-4420.
- Inform the Facilities Department at 715-365-4419 if blood or body fluids are involved.
- Keep the ill or injured individual as comfortable as possible.
- First aid kits are located in each department. Do not perform any first aid beyond your certified training.
- Do not move an individual who has fallen or appears in pain.
- Report any details leading to the injury to responding officers and emergency services.
- All injuries and medical emergencies require an Incident Report form to be completed. To request a form contact the Director of Risk, Compliance, and Security at 715-365-4615. Send the completed form to the Director of Risk, Compliance, and Security.

FIRST AID KIT LOCATIONS

BUILDING	LOCATION	ROOM
White Pine Center	Automotive Lab	105
	Administrative Assistant Office of Health Occupations	202
	Academic Success Office (in cupboard)	205B
	Mezzanine Break Room (in cabinet under the sink)	300-19
Birchwoods Center	Break Room (on wall under cabinet)	101D
	Welding Lab (on wall)	102
	Carpentry Lab (in cabinet above sink)	112
	Fire Lab (on wall under cabinet)	114
Facilities Building	Hallway (in cabinet)	100
	Paint Shop (on work bench)	100A
	Wood Shop (in cabinet near desk)	103B
	Facilities Van	Van 21
Lakeland Center (Minocqua)	Main Office (in drawer)	110
Lakeside Center	Book Store	TBD
	Bytes	
	Library	
	IT Department	
Northwoods Center	Culinary Arts Kitchen (by both doors)	203
Tamarack Center	Computer Lab	102
	Barber Cosmetology Lab (by sink)	113C
	Business Division Office (under sink)	212
Red Oak Center	Physics Lab	111
	Business Office	217
	Welcome Center	203
	Third Floor - Administrative Assistant's Office	300-20

SEVERE WEATHER WARNING

When the severe weather warning siren sounds on campus:

- Immediately proceed to the nearest severe weather shelter. Listed below.
- Remain in the shelter until the Safety and Security Team or the Facilities Department announces it is safe to leave the shelter.

Familiarize yourself with:

- Location of severe weather shelters in the buildings where you spend your time.
- Quickest evacuation route from your office to the severe weather shelter.

During the severe weather season, spring through fall, the siren is tested every Wednesday at 9 a.m.

SHELTER LOCATIONS

BUILDING	LOCATION
Red Oak Center	Lower-level Restrooms Room 129 - A (Mechanical Equipment Room)
Birchwoods Center	Restrooms Room 108 (Custodial Closet)
Lakeland Center (Minocqua)	Room 7 (Student Study Lab)
Lakeside Center	First-floor Restrooms Theatre
Northwoods Center	Lower-level Restrooms Room 110 (Computer Lab)
Tamarack Center	Lower-level Restrooms Rooms 104 and 106
Red Oak Center	First-floor Restrooms Room 111 (Physics Lab)

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BOMB THREAT REPORT

IMMEDIATELY CALL SAFETY AND SECURITY (SOS) AT 715-365-4420

QUESTIONS TO ASK:

Why?

When will the incident take place?

Where will the incident take place?

Who is the target?

What kind of weapon?

Are you going to be the one using the weapon?

What is your name?

Exact wording of threat: _____

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

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

Check all that apply:

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

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

Background Sounds:

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

Threat Language:

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

Remarks:

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VIOLENCE THREAT REPORT

IMMEDIATELY CALL SAFETY AND SECURITY (SOS) at 715-365-4420

Exact wording of threat: _____

QUESTIONS TO ASK:

WHY?

When will the incident take place?

Where will the incident take place? _____

Who is the target? _____

What kind of weapon? _____

Are YOU going to be the one using the
weapon? _____

What is your name? _____

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

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

Check all that apply:

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

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

Background Sounds:

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

Threat Language:

- | | | | | | |
|-------------------------------------------------|-------------------------------------|----------------------------------|-------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (Educated) | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Whisper | <input type="checkbox"/> Foul | <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message was read | | | | | |

Remarks: