



## ***Emergency Response Plan***

***Updated June 2024***

## **PURPOSE**

The purpose of the emergency procedures outlined in this plan is to provide protection to lives, property, and Security through the effective use of college, community, county, and state resources. The document has been developed to provide an organizational and procedural framework for the management of emergency situations through the coordination between the College and outside resources.

The plan does not cover every conceivable situation; however, it outlines basic administrative guidelines necessary to deal with most campus emergencies. The purpose is to identify the types of emergencies which may occur on campus and actions to take. This plan was developed to establish guidelines and procedures to mitigate the potential consequences of an emergency event that threatens the health and safety of the Fox Valley Technical College community. Through implementation of these operational responses, the overall effects of an incident can be minimized.

The Emergency Response and Preparedness Plan will be reviewed annually and revised as needed. Updates and changes are based on lessons learned during actual emergency situations, exercises, and when there are changes in threat hazards, resources and capabilities, or organization structure occur.

## **AUTHORITY & REFERENCE**

Occupational Health and Safety Administration (OSHA) 29 CFR 1910.38 Emergency Action Plans Industry, Labor, and Human Relations ILHR 32.15 OSHA Safety and Health Standards WI State Statutes 101.01(06), 101.11, and 101.055.

## **APPLICATION**

This plan applies to the campus community including all faculty, staff, employees, students and visitors. It includes all buildings and grounds owned and operated by the College. It is the mission of Fox Valley Technical College to respond to an emergency situation in a safe, effective, and timely manner.

## **EMERGENCY RESPONSE**

In all life-threatening emergencies, call 911. For other non-emergency security needs, call Security Services at 920-735-4777.

## **DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a Campus State of Emergency rests with the College President, the Vice President for Administration, the Campus Emergency Director, or their designee(s).

When declaration is made, access to the campus may be limited to registered students, faculty, staff, and employees, at the discretion of the President.

## **GENERAL RESPONSIBILITIES**

### **ALL EMPLOYEES**

In case of an emergency, all employees must follow the emergency procedure found in this plan. Emergencies that may be life threatening should be reported immediately to 911. Other emergencies should be reported to Security Services at 920-735-4777. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with this plan.

# EMERGENCY PROCEDURES

If it is determined that an emergency exists, the Campus Emergency Staff will decide on an appropriate course of action.

**Important note: The plan will not limit the use of good judgment and common sense in matters not foreseen or covered.**

This section contains the recommended procedures to be followed during specific types of emergencies.

Emergency Procedures Included in Plan:

- **Active Threat / Active Shooter**
- **Bomb Threats / Suspicious Mail or Package**
- **Campus Emergency Evacuation Plan**
- **Civil Disturbance / Demonstration**
- **Emotionally Disturbed Person**
- **Elevator Malfunction**
- **Fire**
- **Hazardous Materials Incident**
- **Inclement Weather**
- **Medical Emergencies**
- **Natural Gas Leak / Ruptured Gas Line**
- **Power Outage**
- **Sexual Misconduct**
- **Tornado**
- **Water Contamination / Unsafe Water Supply**

## Active Threat / Active Shooter

- Contact 911 immediately if there is a threat to self, others, or destruction of property.

An active threat is an incident that presents an immediate threat or imminent danger to the campus community. Active threat situations are unpredictable and evolve quickly. An active shooter is anyone actively engaged in killing or attempting to kill people in populated areas.

The college community will be notified by various means. Some or all of our systems may be used such as: PA announcement over speakers, InformaCast emergency notification system (text, phone calls, and e-mail), posted on website, and college monitors.

Fox Valley Technical College adopted the AVERT response plan to assist you in your response should this type of incident occur. AVERT provides steps you can utilize to increase your chances of surviving an active threat. AVERT response does not follow a set of actions you “shall, must, will” do when confronted. You may use all parts of the response plan, or you may utilize portions of the plan.

1. Alert – Can be anything.
  - a. Gunfire
  - b. Witness
  - c. PA announcement
  - d. Informacast emergency notification
2. Lockdown/barricade – This is a semi-secure starting point from which to make survival decisions. If you decide not to evacuate, secure the room.
  - a. Lock the door.
  - b. Cover the windows in the door if possible.
  - c. Secure the door, if possible, using belts, purse straps, shoelaces, etc.
  - d. Barricade the door with anything available (desk, chairs, etc.)
  - e. Look for alternate escape routes (windows, other doors, or walls)
  - f. Call 911
  - g. Move out of the doorway area and out of sight from windows.
  - h. Silence or place cell phone on vibrate.
  - i. Gather items to use as weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others if the threat is imminent.
  - j. Put yourself in a position to surprise the active threat should they enter the room.
3. Inform – Using any means necessary to pass on real time information.
  - a. Use plain language so everyone understands.
  - b. Who, what, where, when, and how information
  - c. Can be derived from 911 calls, video surveillance, etc.
4. Counter – This is the use of simple, proactive techniques should you be confronted by an active threat.
  - a. Anything can be a weapon.
  - b. Throw items at the threat’s head to disrupt their attack.
  - c. Create as much noise as possible to cause distraction.
  - d. Move quickly to an exit or safer location.
  - e. Swarm the threat, if possible.
  - f. Grab the threat’s limbs and legs to take them to the ground to immobilize and disarm.
  - g. If you have control of the threat, call 911 and tell the dispatcher where you are located, follow their instructions until law enforcement arrives.
5. Escape – Remove yourself from the danger zone as quickly as possible.
  - a. Decide if you can safely evacuate.
  - b. Run in a zig zag pattern as fast as you can.

- c. Do not stop running until you are far away from the area.
- d. Do not attempt to drive from the area.

Upon announcement of an evacuation for an active threat, follow the Campus Emergency Evacuation Plan.

## Bomb Threat / Suspicious Mail or Packages

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

Bomb threats may be received in many ways such as telephone, e-mail, communicated verbally, posted on social media websites, or a letter. In the event of a bomb threat, do not use portable radios, cellular telephones, digital phones, or any other electronic devices. These devices have the capacity to detonate an explosive device.

If you receive a bomb threat, take the following actions:

1. Push the record button on your Mitel desk phone (if equipped).
2. Remain calm and obtain as much information as possible (see Bomb Threat Checklist below):
  - a. Location of bomb?
  - b. When is it going to explode?
  - c. Why is the College the target?
  - d. What does bomb look like?
  - e. Write down the threat verbatim using the caller's own words.
  - f. Do not hang up the phone. Signal to someone nearby to contact Security Services for further assistance.
  - g. Caller's identity
  - i. Voice, accent, mood, background noise, gender, etc.
3. Contact Security Services immediately.
4. If the threat of an explosion is imminent, activate the nearest fire alarm to evacuate the building.

If you observe a suspicious object (mail, packages, abandoned backpacks, potential bomb), report it immediately to Security Services and take the following actions:

1. Do not touch or move the object.
2. Do not open the object.
3. Clear the area immediately.

The decision to evacuate, search without evacuation, or take no action will be made by the Campus Emergency Director or the Vice President for Administration or their designee(s). The Emergency Director will contact law enforcement to coordinate the appropriate response.

# Bomb Threat Checklist

**Do not hang up the phone {Try to Remain Calm} Press record on Mitel phone**

### Questions to ask:

When is the bomb going to explode?  
\_\_\_\_\_

Where is it located?  
\_\_\_\_\_

What does it look like?  
\_\_\_\_\_

What kind of bomb is it?  
\_\_\_\_\_

What will cause it to explode?  
\_\_\_\_\_

Did you place the bomb?  
\_\_\_\_\_

Why?  
\_\_\_\_\_

What is your address?  
\_\_\_\_\_

What is your name?  
\_\_\_\_\_

### Exact wording of the threat (use reverse if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Info:

Sex of caller:  Male  Female  Unknown

Race: \_\_\_\_\_ Age (approx.): \_\_\_\_\_

Date: \_\_\_\_\_

Time Call Received: \_\_\_\_\_ Length

of Call: \_\_\_\_\_ # Where

Call Was Received: \_\_\_\_\_

# Call Was Received From: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Your Contact # \_\_\_\_\_

### Caller's Voice:

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing throat
_____ Laughter	_____ Deep breathing
_____ Crying	_____ Cracking voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Slurred	_____ Whispered
_____ Familiar (describe)	

\_\_\_\_\_  
\_\_\_\_\_

### Background sounds:

_____ Street noises	_____	
_____ Animal noises	_____	
_____ Dishes clanking	_____	Voices
_____ Clear (none)	_____	
_____ Static	_____	
_____ PA System	_____	Music
_____ House noises	_____	Motor(s)
_____ Cellular noises (clicks, delays, cutting in and out)	_____	

\_\_\_\_\_  
\_\_\_\_\_

Machinery (describe)

Other

### Threat language:

\_\_\_\_\_ Well spoken (educated)  
\_\_\_\_\_ Foul  
\_\_\_\_\_ Irrational  
\_\_\_\_\_ Incoherent  
\_\_\_\_\_ Taped  
\_\_\_\_\_ Message read by threat maker

### Other Notes (use reverse if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORT CALL IMMEDIATELY:** Security Services (920-735-4777) or Facilities & Security (920-735-2469)



# Campus Emergency Evacuation Plan

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

The decision to initiate an evacuation of the campus or part of the campus will be made by the Campus Emergency Director or his/her designee or the Vice President for Administration or his/her designee. The Emergency Director will lead and manage the evacuation process. Upon announcement of an evacuation, Security Services will notify law enforcement if they have not already been contacted.

Fox Valley Technical College developed a plan to evacuate members of the campus community to include students, faculty, staff, and visitors. The plan is designed to assist in coordinating a safe and effective means to evacuate the campus. Campus evacuation plans may be altered to ensure the safest possible evacuation route.

If a situation occurs that warrants a Campus Emergency Evacuation (e.g. active threat), the college community will be notified by various means. Some or all of our systems may be used such as: PA announcement over speakers, InformaCast emergency notification system (text, phone calls, and e-mail), posted on website, and college monitors.

In the event of a Campus Emergency Evacuation, everyone will be required to leave the campus immediately by whatever means possible.

If a Campus Emergency Evacuation is necessary, taking the following action:

1. Leave the campus immediately through the nearest and/or safest exit.
2. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
3. Do not reenter the college unless notified it is safe to do so with an all clear announcement and notification.
4. Report to the designated off campus location or check in with American Red Cross online or by phone.

The college established predetermined off campus locations to check in, in the event of a Campus Emergency Evacuation. The designated off campus locations will be specified and communicated to the campus community. Please check in at the location specified and then you are free to go. The College will register the event with American Red Cross to set up a check in and/or need help. You may also call 1-800-RED CROSS (1- 800-733-2767) and select the prompt for "Disaster" to register yourself.

The college community will be kept up to date on the status of the Campus Emergency Evacuation through the use of InformaCast, electronic communication, and the college website. Public Relations will coordinate communications with local media which may include information regarding the status of the emergency, off campus check-in locations, student pick-up locations, media staging areas, or other information deemed necessary.

Evacu-Trac Locations:

**Main Campus**

**Public Safety  
Training Center**

**Oshkosh Riverside  
Campus**

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2<sup>nd</sup> floor G200 west stairway

2<sup>nd</sup> floor G200 east main stairway

3<sup>rd</sup> floor Health Sim Technology Center north side

3<sup>rd</sup> floor Health Sim Technology Center east side

2<sup>nd</sup> floor north stairway

2<sup>nd</sup> floor south stairway

2<sup>nd</sup> floor west stairway

2<sup>nd</sup> floor east stairway

## Civil Disturbance / Demonstrations

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

A civil disturbance or demonstration includes acts such as a riot, an unlawful obstruction, or a protest that disrupts a community and requires intervention to maintain public safety.

In the event of a civil disturbance or demonstration, take the following actions:

1. Call Security Services and provide the following information:
  - a. Location of incident (building, entrance, floor, room, etc.)
  - b. Number of people in group
  - c. Obvious reason for incident
  - d. Group is: rational, organized, violent, etc.
2. When Security Services arrives, provide them with any new information and follow their instructions.
3. Security Services will assess the situation and will contact any additional resources needed.

## Emotionally Disturbed Person

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

An emotionally disturbed person is a term for a wide variety of special conditions such as behavioral disorders, mental illness, and psychotic disorders which could lead to outburst, threatening harm to self or others, or confusion.

If observed, taking the following actions:

1. Notify Security Services and provide the following information:
  - a. Location of incident (building, entrance, floor, room, etc.)
  - b. Describe the incident or behaviors exhibited.
2. Until Security Services arrives, stay calm and maintain distance with the emotionally disturbed person.
3. When Security Services arrives, provide them with any new information and follow their instructions.
4. Security Services will assess the situation and will contact any additional resources needed.

## Elevator Malfunction

- Contact 911 immediately if there is a threat to self, others, or destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

In the event of an elevator malfunction and a person is in the stalled elevator, take the following actions:

1. Stay calm.
2. Use the help phone or emergency button to contact the elevators service provider for help.
3. If the help phone is inoperable, push the emergency alarm button which will signal for help.
4. Do not attempt to exit the elevator unless directed by emergency rescue staff.
5. Do not attempt to force the elevator doors open.

If you locate an inoperative elevator without occupants, notify Security Services or Facilities.

# Fire

- Contact 911 immediately if there is a threat to self, others, or destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

In the event of a fire, take the following action:

1. Activate the nearest fire alarm.
2. Leave the building immediately through the nearest and/or safest exit.
3. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
4. The campus buildings are equipped with an emergency lighting system designed to provide enough illumination in corridors and stairways for safe exiting.
5. Immediately exit the building when a fire alarm is sounding.
6. After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.
7. When you are in a safe area, contact 911 and give the location of the fire (building, floor, room, etc.)
8. Do not reenter the college unless notified it is safe to do so with an all-clear announcement.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 <sup>nd</sup> floor G200 west stairway	2 <sup>nd</sup> floor north stairway	2 <sup>nd</sup> floor west stairway
2 <sup>nd</sup> floor G200 east main stairway	2 <sup>nd</sup> floor south stairway	2 <sup>nd</sup> floor east stairway
3 <sup>rd</sup> floor Health Sim Technology Center north side		
3 <sup>rd</sup> floor Health Sim Technology Center east side		

## Hazardous Material Incident

- Contact 911 immediately if there is a threat to self, others, or destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

A hazardous material is any item or agent (biological, chemical, radiological, and/or physical) which has the potential to cause harm to humans, animals, or the environment. A hazardous material is any substance or chemical which is a health or physical hazard; including but not limited to, irritants, toxic agents, carcinogens, or corrosives agents. They may damage the lungs, skin, eyes, or mucous membranes. A hazardous material may be combustible, explosive, flammable, or a medical waste such as infectious agents, sharps, or blood borne pathogens.

If Fox Valley Technical College is notified of a hazardous material incident, the College will follow instructions and notify the college community by various means. Some or all of our systems may be used such as: PA announcement over speakers, InformaCast emergency notification system (text, phone calls, and e-mail), posted on website, and college monitors.

## Airborne Release

Once notified of an airborne release and if directed to evacuate, take the following actions:

1. Exit the building through the nearest and/or safest exit.
2. After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.
3. Do not reenter the college unless notified it is safe to do so with an all clear announcement and notification.

Once notified of an airborne release and if directed not to evacuate, Mechanical Maintenance will shut off outside air handlers to prevent outside air from circulating into the building. If directed not to evacuate, take the following actions:

1. Go inside the nearest building.
2. Close and lock all windows, exterior doors, and any other openings to the outside.
3. Select interior room or enclosed stairway to shelter in place with the fewest windows or vents.
4. If available, place a wet towel or piece of clothing across the bottom of doors.
5. If the airborne release starts to bother you, hold a wet cloth or handkerchief over your nose and mouth.
6. Minimize the use of elevators in buildings. Elevators tend to draw outdoor air inside of the building.

Many toxic chemicals have a vapor density greater than that of air and will seek lowest ground. Do not seek shelter in a basement.

## Chemical Spill

In the event of a chemical spill, take the following actions:

1. Evacuate the affected area immediately and seal it off to restrict access to the area.
2. Report any spills immediately to Security Services. Security Services will contact necessary outside resources.
3. Provide the following information regarding the spill:
  - a. Your name
  - b. Exact location of spill
  - c. Identity of the chemical spilled if known
  - d. Estimated amount spilled
  - e. Report any injuries
4. If a building emergency exists, activate the nearest fire alarm. Then go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in assembly area until notified the emergency has been resolved.
5. Immediately exit a building when a fire alarm is sounding.
6. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
7. Do not reenter the college unless notified it is safe to do so with an all clear announcement.

Evacu-Trac Locations:

<b>Main Campus</b>	<b>Public Safety Training Center</b>	<b>Oshkosh Riverside Campus</b>
2 <sup>nd</sup> floor G200 west stairway	2 <sup>nd</sup> floor north stairway	2 <sup>nd</sup> floor west stairway
2 <sup>nd</sup> floor G200 east main stairway	2 <sup>nd</sup> floor south stairway	2 <sup>nd</sup> floor east stairway
3 <sup>rd</sup> floor Health Sim Technology Center north side		
3 <sup>rd</sup> floor Health Sim Technology Center east side		



## Inclement Weather

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

If Fox Valley Technical College is going to close due to weather, the College will announce it by 6:00 a.m. for day classes/activities and by 3:00 p.m. for evening classes/activities. The decision on campus closings will be made by the College President and the Vice President for Administration or their designee(s).

Closing information is provided to television news stations, radio stations, and through the College's InformaCast emergency notification system (text, phone calls, and e-mail).

If the weather is threatening and the campus stays open, the choice to report for class or work is ultimately up to the student or staff member.

For inquiries regarding campus closures, please call our campus emergency hotline:

(920) 735-4700          Appleton calling area

(800) 211-6409          All other areas in the district

The hotline number will announce all official campus emergencies at the Appleton and Oshkosh campuses and all Regional Centers.

## Medical Emergencies

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

If an injury or illness occurs on campus, take the following action:

1. Call Security Services or 911 and provide the following information:
  - a. Location of incident (building, entrance, floor, room, etc.)
  - b. Describe the nature and severity of the medical problem.
2. Do not move the victim. Attempt to keep the victim still and comfortable until help arrives.
3. When help arrives, provide them with any new information and follow their instructions.

Call 911 for life threatening medical emergencies such as choking, severe bleeding, unresponsive, difficulty breathing, chest pain, etc.

Contact Security Services for minor injury or illness, cuts, minor burns, etc. Security Services are equipped with first aid supplies, an automated defibrillator (AED), NARCAN®, Epi-Pens, and Tourniquets.

# Natural Gas Leak or Ruptured Gas Line

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

The Facilities Management will evaluate the situation and determine if the evacuation of the affected area or a building is warranted.

The college community will be notified by various means if an evacuation is necessary. Some or all of our systems may be used such as: PA announcement over speakers, InformaCast emergency notification system (text, phone calls, and e-mail), posted on website, and college monitors.

If an evacuation of the campus or part of the campus is required, take the following actions:

1. Do not switch on lights or any electrical equipment.
2. Leave the campus immediately through the nearest and/or safest exit.
3. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
4. Close doors leading into the building to isolate release.
5. Move and stay unwind, up slope, and upstream.
6. After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.
7. Do not reenter the college unless notified it is safe to do so with an all clear announcement and notification.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 <sup>nd</sup> floor G200 west stairway	2 <sup>nd</sup> floor north stairway	2 <sup>nd</sup> floor west stairway
2 <sup>nd</sup> floor G200 east main stairway	2 <sup>nd</sup> floor south stairway	2 <sup>nd</sup> floor east stairway
3 <sup>rd</sup> floor Health Sim Technology Center north side		
3 <sup>rd</sup> floor Health Sim Technology Center east side		

# Power Outage

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

Emergency lighting will activate if power is not restored within 30 to 60 seconds which will provide limited lighting.

Actions to be taken:

1. If power outage occurs during regular hours, notify Facilities at extension 2469 or (920) 735-2469.
  - a. Facilities will contact the appropriate utility provider for an assessment of the outage and estimated time for restoration of power.
2. If the failure occurs after hours, notify the Manager on Call at (920) 735-5780.

In the event of a power outage during the day:

- The College will remain open and business and instructional Security will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing, Facilities may reassign staff or classes to other well light areas.
- Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
- The campus buildings are equipped with an emergency lighting system designed to provide enough illumination in corridors and stairways for safe exiting.
- If evacuation of a building is necessary, the college community will be notified by various means. Some or all of our systems may be used such as: PA announcement over speakers, InformaCast emergency notification system (text, phone calls, and e-mail), posted on website, and college monitors.
- After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 <sup>nd</sup> floor G200 west stairway	2 <sup>nd</sup> floor north stairway	2 <sup>nd</sup> floor west stairway
2 <sup>nd</sup> floor G200 east main stairway	2 <sup>nd</sup> floor south stairway	2 <sup>nd</sup> floor east stairway
3 <sup>rd</sup> floor Health Sim Technology Center north side		
3 <sup>rd</sup> floor Health Sim Technology Center east side		

## Sexual Misconduct

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Title IX Coordinator Number: (920) 735-4765 or (920) 735-4796

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force, coercion, or intimidation, or that is otherwise unwelcome. Sexual misconduct includes, but is not limited to sexual harassment, sexual assault, domestic violence, stalking, dating violence, hostile environment, or other sex-based misconduct offenses.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

### **Shannon Gerke Corrigan**

Registrar/Title IX Coordinator  
Enrollment Services  
Room E11C – Appleton Campus  
920-735-4796

[Shannon.gerkecorrigan8969@fvtc.edu](mailto:Shannon.gerkecorrigan8969@fvtc.edu)

[TitleIX@fvtc.edu](mailto:TitleIX@fvtc.edu)

[fvtc.edu/SexualMisconduct](http://fvtc.edu/SexualMisconduct)

### **Therese Izzo Nemec**

Director/Title IX Coordinator  
Center for Instructional Excellence  
Room G118B – Appleton Campus  
920-735-4765

[therese.izzonemec2991@fvtc.edu](mailto:therese.izzonemec2991@fvtc.edu)

[TitleIX@fvtc.edu](mailto:TitleIX@fvtc.edu)

[fvtc.edu/SexualMisconduct](http://fvtc.edu/SexualMisconduct)

### **Title IX Team**

Amy Van Straten, Vice President for Administration

Jayne Bowman, Director – Campus Operations

Beth Burns, Vice President - Student Success

Derek Reiter, Manager - Security Services

Hannah Westphal, HR Compliance, Learning, and Talent Development

William Green, Student Conduct Manager

Terleen Cheslock, Director – Culture, Talent, Learning & Development

Jennifer Haese, Instructor – Paralegal

To review the sexual misconduct policy and procedure, go to <https://www.fvtc.edu/About-Us/Policies/Sexual-Misconduct-Policy>.

## Tornado / Severe Weather

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

A tornado watch / severe weather watch means that conditions are favorable for a tornado to develop and to monitor conditions. Be prepared to take action if the watch is upgraded to a warning. A tornado warning means a tornado has been sighted in the area. At that time, the area emergency sirens will sound and the PA announcement over the speakers will request people move to sheltered hallways in the building designated by the green and white overhead designated shelter signs.

If this occurs, take the following action:

1. Proceed quickly and orderly to a designated shelter area.
2. Stay away from windows, glass, and large open areas.
3. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
4. Remain in the designated shelter area until an all-clear PA announcement over the speakers is made.

Evacu-Trac Locations:

<b>Main Campus</b>	<b>Public Safety Training Center</b>	<b>Oshkosh Riverside Campus</b>
2 <sup>nd</sup> floor G200 west stairway	2 <sup>nd</sup> floor north stairway	2 <sup>nd</sup> floor west stairway
2 <sup>nd</sup> floor G200 east main stairway	2 <sup>nd</sup> floor south stairway	2 <sup>nd</sup> floor east stairway
3 <sup>rd</sup> floor Health Sim Technology Center north side		
3 <sup>rd</sup> floor Health Sim Technology Center east side		

## Water Contamination – Unsafe Water Supply

- Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

If water contamination is suspected or has been verified, Facilities personnel will liaison with the applicable Water Department to determine the location and extent of contamination.

The college community will be notified by various means advising of the contamination and to not use the water. Some or all of our systems may be used such as: PA announcement over speakers, InformaCast emergency notification system (text, phone calls, and e-mail), posted on website, and college monitors.

Mechanical Maintenance will immediately shut off water to the affected area. In the event of water contamination, take the following steps:

1. Do not consume campus water.
2. Ice and any beverages potentially contaminated should be discarded.

Fox Valley Technical College will make appropriate provisions to provide drinking water to the campus. Follow instructions and recommendations from Facilities personnel and the Public Works Department.