



UWS Emergency Preparedness

Prepared Fall 2017

Task force members: Cathy Cummins, Lorraine Ginter,
Colm Joyce, Sara Mathov, David Musial, Jennifer
Rosenberger, and Pete Szucs

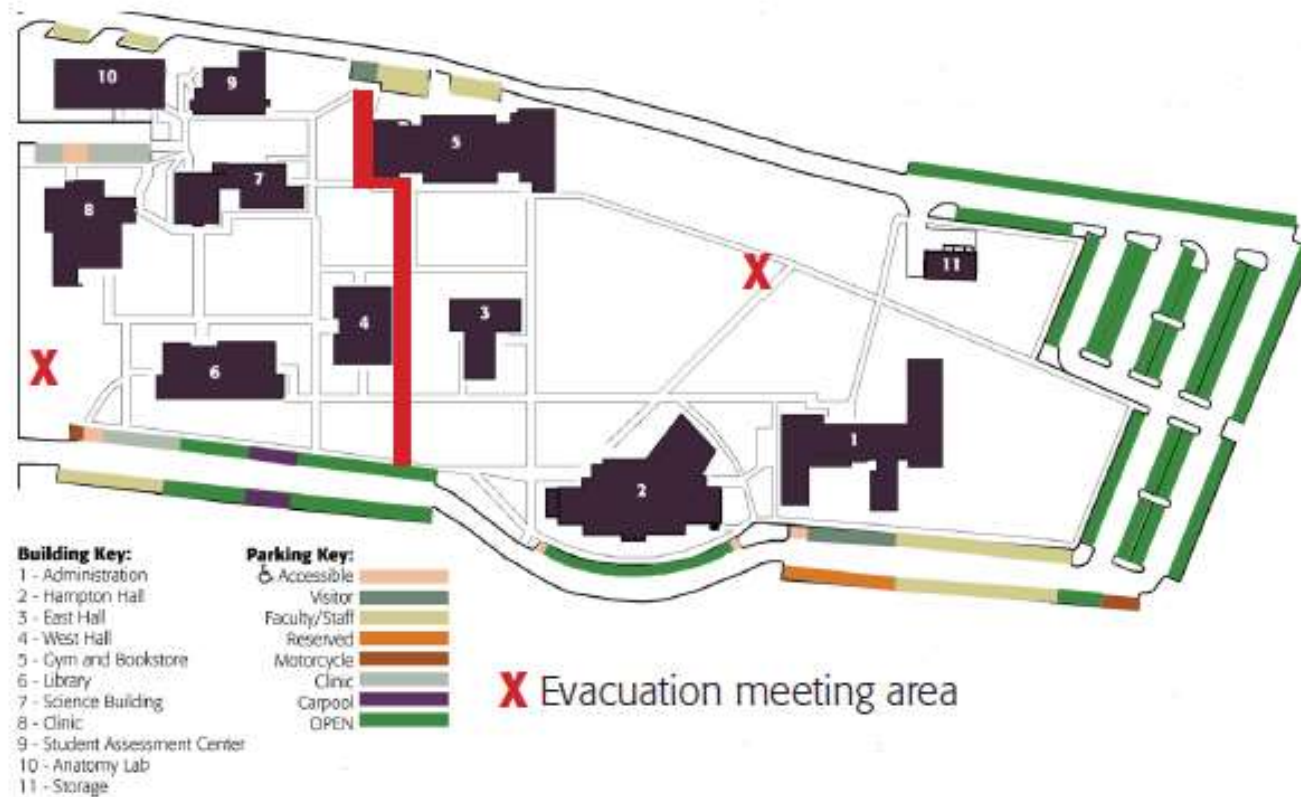
Emergency Binders

- Found in each campus classroom, clinics, and in central areas of buildings without classrooms.
- Orange binders include evacuation information, emergency documents for various situations, AED locations
 - Find emergency documents on Udocs: <https://www.uws.edu/emergency-preparedness-uws/>
 - Review these documents regularly so that you know the steps to take in an emergency situation

Emergency Binders

- The binder is there to grab on the way out in an emergency, with information of where to go and who to contact in various situations.
- Since taking attendance is not possible in most situations, find a buddy (ask students to find a buddy) and watch out for each other when evacuation is necessary.
 - In any situation, a “sweep” of a building will be done to ensure no one is left or stranded.

Evacuation points are determined by which building you are in. Administration, Hampton, East Hall and the Gym should meet in the great lawn. West Hall, the library, Science, Student Assessment Center, Anatomy and the clinic should meet in the lawn by the main entrance to campus.



Each off-campus clinic should determine an area most reasonable to use as an evacuation point and communicate that site with clinic staff and interns.

Active Shooter Situation

- *Trigger warning:* you may skip the video if sensitive to the subject matter. The material is not graphic, but it is intense.
- Watch the video from Rock Valley College for a practical response to an active shooter: <https://www.youtube.com/watch?v=pplrzuYlvDk>
 - This video is meant to educate persons on the options available to them during an active shooter incident. An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety, remain in place, or, as a last resort, fight back.

Active Shooter Situation

- Remember Avoid-Deny-Defend or Run-Hide-Fight
 - Picture to the right shows a “deny” example from an attack at Ohio State.
- Silence cell phones and do not use until directed that it is OK. Usage can overload the system, thus making it more challenging for emergency responders.



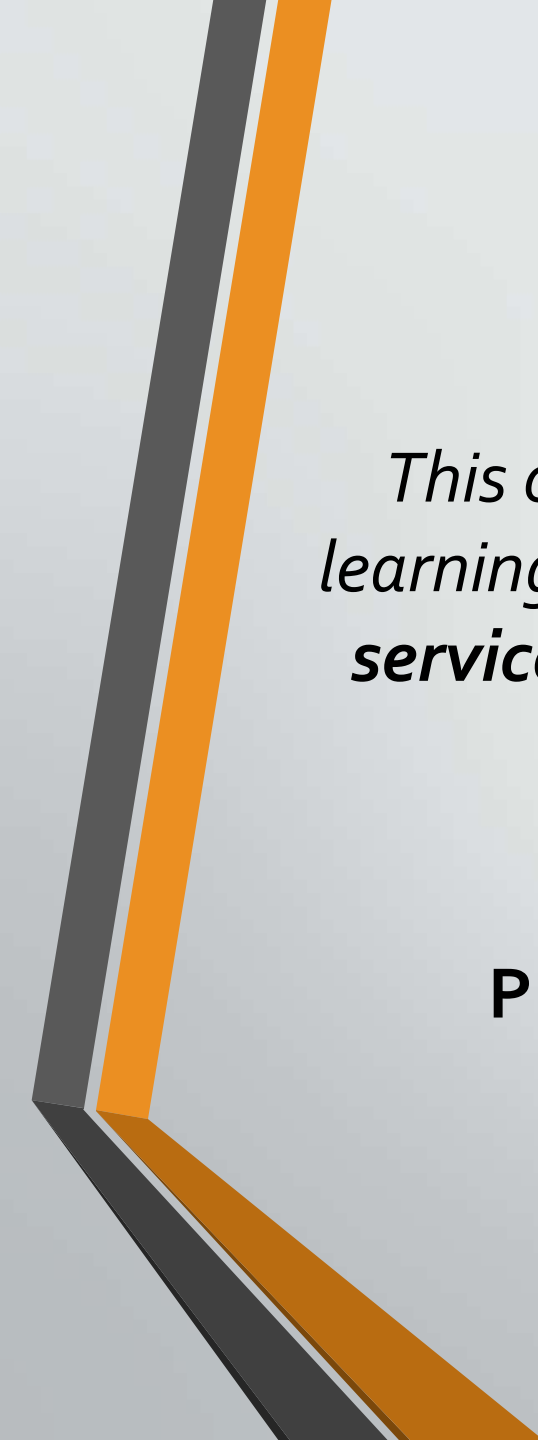
Title IX Review

- All UWS employees are considered “responsible employees” under Title IX. This means that you must report information related to discrimination and/or harassment that is made known to you. This can be reported via TIPS or directly to Pete Szucs (student services) or Kathleen Cannon (HR).
 - TIPS reports can be submitted anonymously if desired. TIPS is operated by a 3rd party and does not record IP addresses, so an anonymous report is truly anonymous. However, we do encourage reports to include contact information as a way to assist with the investigation process.
- Review updated policies: [Nondiscrimination and Anti-harassment](#) and [Student Grievance and Appeal](#)
- Also updated: [Procedures for Title IX and disciplinary report investigation](#)

Disciplinary Incident Report (Non-Title IX) Investigation Process:	Title IX Incident Report Investigation Process (Completed within 60 Days):	
<p>1. Within four days, the investigator(s) will provide formal, written notice that an investigation is in process to the reporting party, responding party, and any other relevant parties (e.g. Human Resources, Collective Bargaining Unit, witnesses, etc.).</p>	<p>1. Within four days, the investigators will provide formal, written notice that an investigation is in process to the reporting party, responding party, and any other relevant parties (e.g. Collective Bargaining Unit, Human Resources, witnesses, etc.).</p>	
<p>2. The assigned investigator(s) will interview the reporting and responding parties and any relevant witnesses and write a formal report of findings.</p> <p>Both the reporting party and the responding party are entitled to up to two advocates during the interview process. The advocate may not speak for or on the behalf of the interviewee.</p> <p>If the reporting party and/or the responding party are unresponsive or uncooperative with the investigation, the investigator is authorized to submit a report based on the evidence/testimony which is available.</p> <p>The investigation will be completed in 10-14 days. An extension may be granted with</p>	<p>2. The assigned investigators will interview the reporting and responding parties and any relevant witnesses and write a formal report of findings.</p> <p>Both the reporting party and the responding party are entitled to up to two advocates during the interview process. The advocates may not speak for or on the behalf of the interviewee during the interview.</p> <p>If the reporting party and/or the responding party are unresponsive or uncooperative with the investigation, the investigator is authorized to submit a report based on the evidence/testimony which is available.</p> <p>The investigation will be completed in 10-14 days. An extension may be granted by the</p>	
	written notice to both parties.	dean of enrollment and student services. Formal written notice of extensions must be provided for the reporting and responding parties.
	3. The investigator(s) will provide the summary report of their investigation to the Dean of Enrollment and Student Services for review.	3. The investigators will provide a summary report of their investigation to a Title IX Investigation Review Panel, assigned by the Title IX Coordinator.
	4. Within 1-3 days, the dean will render a decision based on the investigation report and provide a formal, written ruling on the outcome of the matter to the parties.	4. Within 1-3 days, the panel will render a decision based on the investigation report and provide a formal, written ruling on the outcome of the matter to the parties.
<p style="text-align: center;">Appeals</p> <p>A written request for appeal must be filed within 3-5 days of the date on the written ruling of outcome.</p> <p>Grade appeals shall be governed under the terms of Policy 1211 Grade Appeal.</p> <p>Requests for non-academic appeals shall be governed under the terms of Policy 9009 Student Grievance and Appeal.</p>		

General Safety Items

- Be sure to sign up for E2Campus alerts: <http://www.uws.edu/alerts/>
- Submit a confidential TIPS report for various types of incidents, feedback, or shout outs: <https://www.uws.edu/tips-reporting-tool/>
- Review the annual security report for safety-related university policies, procedures and crime statistics: <https://www.uws.edu/wp-content/uploads/UWS-2016-Annual-Security-Report.pdf>
- Please program the campus safety phone number into your cell phone: (503) 206-3206



*This can be difficult information to process and handle – whether learning about it or in an actual situation. Remember that **counseling services** are available through the EAP or student services. Contact HR if further information is needed.*

Please be sure you have signed the attendance sheet.