

# Emergency Action Plans (EAP)

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# 1. SCS

# EMERGENCY ACTION PLAN

PROPERTY NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

## MEDICAL EMERGENCY/FIRST AID

### IMMEDIATE LIFE SAFETY INCIDENT

1. **Call 911.** Provide the victim's name, location, and condition.
2. Move victims **ONLY** if danger is imminent.
3. If safe, administer first aid to the victim until EMS arrives.
4. Have additional staff waiting in location to meet EMS and escort to scene.
5. **When EMS arrives, non-essential personnel must immediately clear the area. Overcrowding of the scene may hinder rescue and medical transport efforts.**
6. Notify Safety and Compliance Manager and Human Resources Manager. Remind all staff that the Chief Executive Officer will provide responses to media.
7. If necessary, Human Resources will contact employee's emergency contacts.
8. If necessary, the Chief Executive Officer will respond to media.
9. Complete incident or accident report immediately. Located in the Safety Portal.

### MINOR MEDICAL / NON-EMERGENCY INCIDENT

1. Administer first aid if necessary.
2. If necessary, Human Resources will contact employee's emergency contacts.
3. Complete incident or accident report immediately. Located in the Safety Portal

FIRST AID KIT LOCATIONS: \_\_\_\_\_



## FIRE/EXPLOSION EVACUATION

1. Evacuate immediately when the alarm is heard.
2. Close office doors and turn off lights as employees leave.
3. Proceed to the nearest exit; use stairs, not an elevator.
4. Assist anyone with a disability.
5. **Call 911 when safe.**
6. Account for all individuals. Report any missing staff immediately.
7. **Return to building only when an "ALL CLEAR" message is received from emergency personnel.**
8. If injuries occur, see **Medical Emergency / First Aid** protocol.
9. Complete incident or accident report immediately. Located in the Safety Portal
10. If necessary, Human Resources will contact employee's emergency contacts.
11. If necessary, the Chief Executive Officer will respond to media.

DESIGNATED EVACUATION POINT: \_\_\_\_\_



## TORNADO/SEVERE WEATHER

1. Seek shelter on the lowest level of the building. Shelter in interior rooms away from windows and glass.
2. Monitor the local weather
3. If outdoors, shelter in a ditch.
4. Account for your co-workers.
5. Account for all individuals. Report any missing staff immediately.
6. **Wait for "ALL CLEAR" message.**
7. If injuries occur, see **Medical Emergency / First Aid** protocol.
8. Complete incident report as soon as it is safe to do so. Located in the Safety Portal.
9. If necessary, Human Resources will contact employee's emergency contacts.
10. If necessary, the Chief Executive Officer will respond to media.



## HAZARDOUS MATERIAL RELEASE

1. Evaluate level of hazardous material exposure including type of chemical, size and possible exposures
2. **Call 911 if necessary.**
3. Avoid direct contact with material
4. Turn off HVAC systems
5. Seal vents, windows and doors if possible
6. Evacuate the area or building. **Keep employees, sub-contractors and tenants away from the area until the "ALL CLEAR" message has been received from emergency personnel.**
7. Document procedure used for clean-up and disposal and file in Human Resources office; additional reporting will be handled with the appropriate agency if required
8. If injuries occur, see **Medical Emergency / First Aid** protocol.
9. Complete incident report immediately. Located in the Safety Portal
10. If necessary, Human Resources will contact employee's emergency contacts.
11. If necessary, the Chief Executive Officer will respond to media.



## BOMB THREAT

### PHONE THREAT

1. Remain calm.
2. Keep the caller on the line as long as possible. Be polite, show interest to keep them talking.
3. If possible, signal or pass note to staff to listen and **CALL 911** and notify Operations Manager / HR
4. Write down as much information as possible.
  - a. Caller ID
  - b. Exact wording of threat
  - c. Type of voice or behavior
5. Record call if possible.

### THREAT ASSESSMENT

All threats should be carefully evaluated. One must

## ACTIVE SHOOTER/KILLER

**THIS IS AN EXTREMELY DANGEROUS SITUATION AND SHALL BE HANDLED BY LAW ENFORCEMENT.  
YOUR FIRST PRIORITY IS LIFE SAFETY.  
CALL 911 WHEN SAFE.**

1. If shots are heard, inform employees to evacuate if possible or go into lockdown according to Lockdown Procedures.
2. Identify source and location as best you can, while remaining safe. Who is the shooter? How many shooters are there? Direction of travel?
3. **CALL 911 WHEN SAFE.**
4. Initiate the Lockdown Procedure over company paging system.
5. If evacuating, meet at Evacuation Site\*
6. If necessary, Human Resources will contact the employee's emergency contacts.
7. If necessary, the Business Development Manager will respond to the media.
8. Complete accident reports immediately. Send it to the Human Resources Manager within 24 hours to file.

### **LOCKDOWN / EVACUATION IF YOU ARE INSIDE BUILDING**

1. Evacuate immediate area away from threat.
2. Immediately evacuate the building if possible. Utilize Evacuation Site\*.
3. Hide and barricade if escape is not possible.
  - a. Lock and barricade doors.
  - b. Turn off lights.
  - c. Move out of site from windows and doors.
  - d. Silence mobile devices and remain quiet.
4. When secure and safe, place lockdown placard in window or slide under door to indicate condition.
  - a. Red "X" side out to indicate critical injury
  - b. Green "///" side out to indicate safety
5. If injuries occur, see **Medical Emergency / First Aid** protocol. Only provide assistance if the scene is clear and secure.
6. Remain in lockdown mode until further notice from law enforcement personnel. **OPEN DOOR TO LAW ENFORCEMENT ONLY AND REQUIRE THEM TO IDENTIFY THEMSELVES BEFORE EXITING THE LOCKDOWN LOCATION. FOLLOW INSTRUCTIONS FOR EVACUATION.**
7. Establish Communications and Control/Command.
8. Establish evacuation staging area at Evacuation Site\*.
9. Reassemble at Evacuation Site\* and verify that all staff are accounted for. Report any missing staff immediately.
10. Setup Notification Site and use news and social media channels to broadcast location of the Notification Site.
11. Cooperate and assist with investigation efforts if required by law enforcement.
12. **Return to site when an "ALL CLEAR" message is issued from law enforcement personnel.**



### **LOCKDOWN / EVACUATION IF YOU ARE OUTSIDE OF BUILDING**

1. Immediately evacuate property and utilize Evacuation Site\*
2. **CALL 911 WHEN SAFE.**
3. If injuries occur, see **Medical Emergency / First Aid** protocol. Only provide assistance if the scene is clear and secure.
4. Establish Communications and Control/Command.
5. Establish evacuation staging area at Evacuation Site\*.
6. Reassemble at Evacuation Site\* and verify that all staff are accounted for. Report any missing staff immediately.
7. Setup Notification Site and use news and social media channels to broadcast location of the Notification Site.
8. Cooperate and assist with investigation efforts if required by law enforcement.
9. **Return to site when an "ALL CLEAR" message is received from law enforcement.**

## **OFF-SITE \*EVACUATION SITE:**

**Location Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**MOU on File?**    **Y**    or    **N**

# Birchwood Apartments



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Birchwood Apartments, 2921 George Road, Wisconsin Rapids, WI 54495

**Your call Back Number:** (715)416-8109

**Name, address and phone number of the nearest hospital:**

- **Aspirus Riverview Hospital, 410 Dewey Street, Wisconsin Rapids, WI (715)423-6060**

**Location of the Knox Box:** Leasing Office Bldg. (2921)

**Location of First Aid Kit:** APT. 102 - Leasing Office / Under Kitchen Sink

# Blue Stone Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Blue Stone Estates, 940 – 950 Blue Stone Ln, Marathon, WI 54448

**Your call Back Number:** (715)814-5840

**Name, address and phone number of the nearest hospital:**

- **Aspirus Wausau Hospital, 333 Pine Ridge Boulevard, Wausau, WI (715)847-2121**

**Location of Knox Box:** Near Utility Entrance of each building

**Location of First Aid Kit:** Master bedroom closet

# Country Meadows Apartments



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Country Meadows Apartments, 2401 West Jackson Street, Merrill, WI

**Your call Back Number:** (715)340-2331

**Name, address and phone number of the nearest hospital:**

- Ascension Good Samaritan Hospital, 601 South Center Avenue,  
Merrill, WI (715)536-5511

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet



# Countryside Apartments



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Countryside Apartments, 3320 Norton Street, Wisconsin Rapids, WI

**Your call Back Number:** (715)340-9503

**Name, address and phone number of the nearest hospital:**

- **Aspirus Riverview Hospital, 410 Dewey Street, Wisconsin Rapids, WI (715)423-6060**

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet

# Gibson Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Gibson Estates, 765 South Gibson Street, Medford, WI

**Your call Back Number:** (715)340-2331

**Name, address and phone number of the nearest hospital:**

- Aspirus Medford Hospital, 135 South Gibson Street, Medford, WI  
(715)748-8100

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet

# Hilltop Apartments



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Hilltop Apartments, 625 East Chesak, Edgar, WI 54426

**Your call Back Number:** (715)370-4945

**Name, address and phone number of the nearest hospital:**

- Aspirus Wausau Hospital, 333 Pine Ridge Boulevard, Wausau, WI (715)847-2121

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet

# Jackson Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Jackson Estates, 2301 West Jackson Street, Merrill, WI

**Your call Back Number:** (715)340-2331

**Name, address and phone number of the nearest hospital:**

- Ascension Good Samaritan Hospital, 601 South Center Avenue, Merrill, WI (715)536-5511

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet

# Mill Street Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Mill Street Estates, 720 W. Mill Street, Eagle River, WI

**Your call Back Number:** (715)316-7087

### Names, addresses and phone numbers of the nearest hospitals:

- Ascension Eagle River Hospital, 201 E. Hospital Road, Eagle River, WI (715)479-7411
- Ascension St. Mary's at Eagle River, 930 E. Wall Street, Eagle River, WI (715)477-3000

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet

# Moon Lake Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Moon Lake Estates, 515 Moon Lake Road, Rice Lake, WI

**Your call Back Number:** (715)370-6419

**Name, address and phone number of the nearest hospital:**

- Marshfield Medical Center – Rice Lake, 1700 West Stout Street, Rice Lake, (715)234-1515

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet

# Northside Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Northside Estates, 2401 Semling Drive, Merrill, WI

**Your call Back Number:** (715)340-2331

**Name, address and phone number of the nearest hospital:**

- Ascension Good Samaritan Hospital, 601 South Center Avenue, Merrill, WI (715)536-5511

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet

# Pine View Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Pine View Estates, 1620 Old Highway 51, Kronenwetter, WI

**Your call Back Number:** (715)370-4945

### Names, addresses and phone numbers of the nearest hospitals:

- Aspirus Wausau Hospital, 333 Pine Ridge Boulevard, Wausau, WI (715)847-2121
- Ascension Saint Clare's Hospital, 3400 Ministry Parkway, Weston, WI (715)393-3000

**Location of Knox Box:**

**Location of First Aid Kit:** Master bedroom closet



# River Trail Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** River Trail Estates, 6903 Weston Ridge Drive, Weston, WI

**Your call Back Number:** (715)498-7273

### Names, addresses and phone numbers of the nearest hospitals:

- Ascension Saint Clare's, 3400 Ministry Parkway, Weston, WI (715)393-3000
- Aspirus Wausau Hospital, 333 Pine Ridge Boulevard, Wausau, WI (715)847-2121

**Location of Knox Box:**

**Location of First Aid Kit:** Master Bedroom Closet

# Riverview Apartments



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** River View Apartments, 1200 River View Avenue, APT 26 - Stevens Point, WI 54481

**Your call Back Number:** (715)997-2487

**Names, addresses and phone numbers of the nearest hospitals:**

- Aspirus Stevens Point Hospital, 900 Illinois Street, Stevens Point, WI (715)346-5000

**Location of Knox Box:** Near Office Door

**Location of First Aid Kit:** Office Bathroom Top Right-hand drawer

# SCS Black River Falls



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Black River Falls N6695 Riverview Dr. Black River Falls, WI 54615

**Your call Back Number:** (715) 814-5856

**Name, address and phone number of the nearest hospital:**

- Black River Memorial Hospital, 711 W Adams St. Black river Falls WI. 54615  
(715) 284-5361

**Location of the Knox Box:** Near Boiler Room Doors of Each Bldg.

**Location of First Aid Kit:** Leasing Office

# SCS Chilton



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** **SCS Chilton 1110 S. Irish Road Chilton, WI. 53014**

**Your call Back Number:** **(715)814-5853**

**Name, address and phone number of the nearest hospital:**

- **Ascension Calumet Hospital 614 Memorial Drive Chilton, WI 53014  
(920) 849-2386**

**Location of the Knox Box:** **5 total, Eastern bldg. Closest to the main road.**

**Location of First Aid Kit:** **Leasing Office**

# SCS Eau Claire



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Eau Claire 4395 Christopher Drive Eau Claire, WI. 54703

**Your call Back Number:** (715)814-5855

**Name, address and phone number of the nearest hospital:**

- **Marshfield Medical Center – Eau Claire, 2310 Craig Road Eau Claire, WI 54703 (715) 858-8100**

**Location of the Knox Box:** Utility entrances of each building

**Location of First Aid Kit:** Leasing Office

# SCS Oshkosh



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** **SCS Oshkosh 4105 State Rd. 91, Oshkosh, WI. 54904**

**Your call Back Number:** **(715) 814-5847**

**Name, address and phone number of the nearest hospital:**

- **Aurora Medical Center – Oshkosh 855 N. Westhaven Dr. Oshkosh, WI. 54904 (920) 456-6000**

**Location of the Knox Box:** **Leasing office South Side**

**Location of First Aid Kit:** **Leasing Office**

# SCS Shawano



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Shawano 1090 Engel Drive, Shawano, WI. 54166

**Your call Back Number:** (715) 814-5842

**Name, address and phone number of the nearest hospital:**

- ThedaCare Medical Center – Shawano 100 County Rd. B, Shawano, WI. 54166 (715) 526-2111

**Location of the Knox Box:** 5 on site – East side of Units and Garages

**Location of First Aid Kit:** Leasing Office – Above Sink



# SCS Sturgeon Bay



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Sturgeon Bay, 415 South Grant Avenue, Sturgeon Bay, WI

**Your call Back Number:** (715)693-7840

**Name, address and phone number of the nearest hospital:**

- Door County Medical Center, 323 South 18<sup>th</sup> Avenue, Sturgeon Bay, WI (920)743-5566

**Location of Knox Box:**

**Location of First Aid Kit:** Master Bedroom Closet



# Timber Ridge Apartments



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** **Timber Ridge Apartments, 1318 Stone Ridge Road, Waupaca, WI**

**Your call Back Number:** **(715)340-9502**

**Name, address and phone number of the nearest hospital:**

- **ThedaCare Medical Center – Waupaca, 800 Riverside Drive, Waupaca, WI (715)258-1000**

**Location of Knox Box:**

**Location of First Aid Kit:** **Master Bedroom Closet**

# Urban West



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Urban West, 1405 North 12<sup>th</sup> Avenue, Wausau, WI 54401

**Your call Back Number:** (715)997-2494

### Names, addresses and phone numbers of the nearest hospitals:

- Aspirus Wausau Hospital, 333 Pine Ridge Boulevard, Wausau, WI 54401 (715)847-2121
- Marshfield Medical Center-Weston 3400 Ministry Pkwy Weston, WI. 54476  
(715) 393-3000

**Location of Knox Box:** Main Entrance

**Location of First Aid Kit:** Model #117, Bathroom Vanity, bottom drawer

# Westhaven Apartments



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Westhaven Apartments, 1004 20<sup>th</sup> Street, Mosinee, WI

**Your call Back Number:** (715)370-4945

### Names, addresses and phone numbers of the nearest hospitals:

- Aspirus Wausau Hospital, 333 Pine Ridge Boulevard, Wausau, WI (715)847-2121
- Ascension Saint Clare's Hospital, 3400 Ministry Parkway, Weston, WI (715)393-3000

**Location of Knox Box:**

**Location of First Aid Kit:** Master Bedroom Closet

# Westwood Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Westwood Estates, 1470 Westwood Drive, APT # 35,  
Wausau, WI. 54401

**Your call Back Number:** (715)997-2494

### Names, addresses and phone numbers of the nearest hospitals:

- Aspirus Wausau Hospital, 333 Pine Ridge Boulevard, Wausau, WI (715)847-2121
- Marshfield Medical Center - Weston, 3400 Ministry Parkway, Weston, WI (715)393-3000

**Location of Knox Box:** Mail hut

**Location of First Aid Kit:** Large Kitchen Closet

# Willow Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** Willow Estates, 3500 Willow Drive, Plover, WI

**Your call Back Number:** (715)340-1166

**Name, address and phone number of the nearest hospital:**

- Ascension Saint Michael's Hospital, 900 Illinois Street, Stevens Point, WI (715)346-5000

**Location of Knox Box:**

**Location of First Aid Kit:** Master Bedroom Closet

# SCS Rothschild



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Rothschild 10000 Calumet Street, Rothschild, WI. 54474

**Your call Back Number:** (715) 814-5857

**Name, address and phone number of the nearest hospital:**

- **Marshfield Medical Center-Weston 3400 Ministry Pkwy Weston, WI. 54476 (715) 393-3000**

**Location of the Knox Box:** Near Utility Entrance on Each Bldg.

**Location of First Aid Kit:** Leasing Office

# SCS Florence



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Florence – 5863 Chapin Street, #33 Florence WI. 54121

**Your call Back Number:** (715) 814-5858

**Name, address and phone number of the nearest hospital:**

- Aspirus Iron River Hospital, 1400 W Ice Lake Road, Iron River, MI. 49935  
(906) 265-6121

**Location of the Knox Box:** Near Utility Entrance of Huntington Bldg.

**Location of First Aid Kit:** Master bedroom closet

# SCS Sunset Estates



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Sunset Estates, 845 N. 8<sup>th</sup> Avenue, Sturgeon Bay, WI. 54235

**Your call Back Number:** (715)814-5841

**Name, address and phone number of the nearest hospital:**

- Door County Medical Center, 323 South 18<sup>th</sup> Avenue, Sturgeon Bay, WI (920)743-5566

**Location of Knox Box:** Near the Utility Entrance of 5861 and the Mail

**Enclosure**

**Location of First Aid Kit:** Master Bedroom Closet



# SCS Niagara



## Emergency Action Plan

In the event of an emergency, please try to remain calm and contact 911.

### Information for the dispatcher:

**Current Location:** SCS Niagara 865 Coolidge Ave APT #17 Niagara, WI. 54151

**Your call Back Number:** (715) 814-5859

**Name, address and phone number of the nearest hospital:**

- **Aspirus Iron River Hospital 1400 W Ice Lake Rd. Iron River, MI.  
49935 (906) 265-6121**

**Location of the Knox Box:** Mail Enclosure

**Location of First Aid Kit:** Master bedroom closet