Waukesha County Technical College
Instructions for Completing WCTC’s On-line Emergency Response Training

WCTC has implemented an Emergency Response Plan to establish procedures and organizational structure for responding to emergency situations at the college. The following emergency situations are addressed under WCTC’s Emergency Response Plan.

<table>
<thead>
<tr>
<th>Building Evacuation</th>
<th>Elevator Failure</th>
<th>Medical Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Severe Weather</td>
<td>Power Outage</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>Spill Response</td>
<td>Bomb Threat</td>
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<tr>
<td>Suspicious Package</td>
<td>Violence on Campus</td>
<td>Criminal Activity</td>
</tr>
<tr>
<td>Concerning Behavior</td>
<td>Civil Disturbance</td>
<td>Media</td>
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</tbody>
</table>

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Emergency Response Plan. Under Wisconsin Department of Commerce and the Occupational Safety and Health Administration Regulations, employers are required to communicate and train all employees on how to respond to workplace emergencies. Therefore, Emergency Response Training is mandatory for all employees to complete.

To complete the On-line Emergency Response Plan Training, follow the directions outlined below.

1. Right click the hyperlink below. Then from the drop down box select open hyperlink.

   **On-line Emergency Response Plan Training Hyperlink:**

   [http://breeze.fvtc.edu/p88735552/](http://breeze.fvtc.edu/p88735552/)

2. Once you have completed the on-line training in its entirety, complete the training acknowledgment form located on the next page and return it to your Department Manager or Supervisor.

If you have any questions regarding the training or would like to review the Emergency Response Plan, please contact the Environmental, Health and Safety Coordinator at (262) 691-5226 or your Department Manager or Supervisor.

Thanks for your cooperation.
Waukesha County Technical College
On-line Emergency Response Plan Training Acknowledgement

The information below was communicated to me through WCTC’s On-line Emergency Response Training on the date listed below.

- Overview of WCTC’s Emergency Response Plan
- Calling Campus Police / 911
- Evacuation maps
- Evacuation of individuals needing assistance
- Minor and major medical emergencies
- Incident reporting
- Fire planning, preparation and evacuation
- Severe weather
- Power outages
- Gas leaks
- Elevator failure
- Chemical spills
- Bomb threats
- Suspicious package
- Violence on campus
- Criminal activity
- Concerning behavior
- Media communications
- Chemical spills
- Bomb threats

If you have any questions or would like to review WCTC’s Emergency Response Plan, please contact the Environmental, Health and Safety Office (262) 691-5226 or your Department Manager or Supervisor. A copy of the plan is also located on the WCTC’s Employee Portal.

I hereby acknowledge that I have completed Waukesha County Technical College’s On-line Emergency Response Plan Training in its entirety and understand it is my responsibility to follow procedures per instruction and training.

Authorized Employee Name (print)  Authorized Employee Signature

________________________________________  ________________________________
Employee I.D. #  Date of Training