



UW-Stevens Point Landline Telephone Requirements and Recommendations

Purpose

With the prevalence of cellular phones, traditional landline telephones needs have changed. While less landlines may be required to accomplish our daily tasks, they still provide a reliable means of communication. This is especially critical related to emergency communications as landlines are generally more reliable in power outages, mass emergency situations, and have higher capacity potential. This policy is aimed at providing guidance to UW-Stevens Point operations on areas of required and recommended landline telephone installation for campus units.

Scope

All UW-Stevens Point Stevens Point Operations

Phone Placement

Copper wire landlines with back-up power on the University telephone switch or power failure phones must remain in the following locations:

- **Indoor pools** – per state law a working telephone shall be available within the enclosed area around a pool.
- **All exercise areas** shall have phone available within the exercise facility or closely available outside of room (with sign directing individuals to phone location).
- **Each elevator** shall have an emergency phone installed in the elevator cab.

The following shall be followed for general operations:

Note: Courtesy phones and office landline phones may also serve as a source of emergency communications and may be considered meeting the requirements below.

- **Residential Halls**
 - Maintain minimum of one emergency phone per floor in each hall. Larger floors or unique areas may be considered for further phone placement.
 - Maintain minimum of one courtesy phone at front desk of the residential hall.
 - Maintain phones currently installed at residential hall exterior main entrance.
- **Academic/Administrative Buildings**
 - Maintain current arrangement of emergency phones in academic and administrative buildings.
 - As a general guideline corridor emergency phone should be within a 30 second reach of individuals in Academic Buildings. *Note: Unique building issues and use may be factored into this to provide further specification thus increasing or decreasing the 30 second guidance.*
 - Maintain phones that are currently in place in classrooms and labs. Other classrooms in need of phones should be evaluated for installation by the College in consult with UW-Stevens Point Emergency Management and Telephone Support Office.
 - *Note: Administrative Buildings generally have less red emergency phones due to number of offices available to provide phone access; therefore, Administrative Office*

phones and courtesy phones shall serve as emergency phone access in these buildings.

- Courtesy phones currently in place in administrative and academic buildings shall remain. Changes to these shall be reviewed and approved by Emergency Management.
- **All departments/units should have at least one landline phone available and easily accessible to their staff in the administrative areas.** Number of phones is contingent on type of operation, physical size of the department, hazards, security, number of individuals, etc. *Use the 30 second minimum travel distance as a guideline for proper landline phone coverage within office. However, these travel distances may need to be evaluated on a case by case basis to address the specific unit's situation. Contact Emergency Management x4464 for assistance.*

Emergency and Courtesy Phones

Emergency phones should be standard, analog style phones and connected to emergency back-up power or direct powered by phone company. Telephone Support Office shall properly mark all emergency and courtesy phones with instructions (provided near phone) including emergency numbers to call (e.g., 9-1-1 and University Police x3456).

Emergency Operations Center

The backup power failure emergency phones for our emergency operations centers (at Main, Founders Room, George Stien, University Police and Security Services, Dreyfus University Center) shall remain in place as currently located. These are evaluated annually by Emergency Management. Changes must be approved by Emergency Management.

Code Blue Phones

Exterior Blue Light phones will remain as placed throughout campus. Additional phone needs or moves shall be evaluated on an annual basis by Telephone Support, during the annual campus safety walk and/or during applicable construction projects.

Satellite Facilities

Phone coverage is contingent on numerous factors. In addition, field operations such as CWES, Treehaven and NADF shall be evaluated independently to ensure reliable communications are available for emergency purposes within their given operations and available systems. Contact Emergency Management at x4464 with questions and phone coverage plan resolution.