



**University of Wisconsin – Madison  
POLICE DEPARTMENT**

1429 Monroe Street  
Madison, WI 53711  
(608) 264-COPS (2677)  
[www.uwpd.wisc.edu](http://www.uwpd.wisc.edu)

Respect • Integrity • Compassion • Honor



UWMadisonPolice



**Environment, Health  
and Safety Department**  
UNIVERSITY OF WISCONSIN-MADISON

**University of Wisconsin – Madison  
ENVIRONMENT, HEALTH & SAFETY DEPARTMENT**

30 East Campus Mall  
Madison, WI 53715  
(608) 265-5000  
[www.ehs.wisc.edu](http://www.ehs.wisc.edu)



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

## Additional Preparedness Resources



[www.Ready.gov](http://www.Ready.gov)

Prepare, plan, and stay  
informed for emergencies

**American Red Cross**

4860 Sheboygan Ave.  
Madison, WI 53705  
Phone: (608) 232-5819  
[www.redcross.org](http://www.redcross.org)

**National Weather Service Milwaukee/Sullivan Office**

Phone: (262) 965-2074  
[www.weather.gov/mkx](http://www.weather.gov/mkx)

**City of Madison Fire Department**

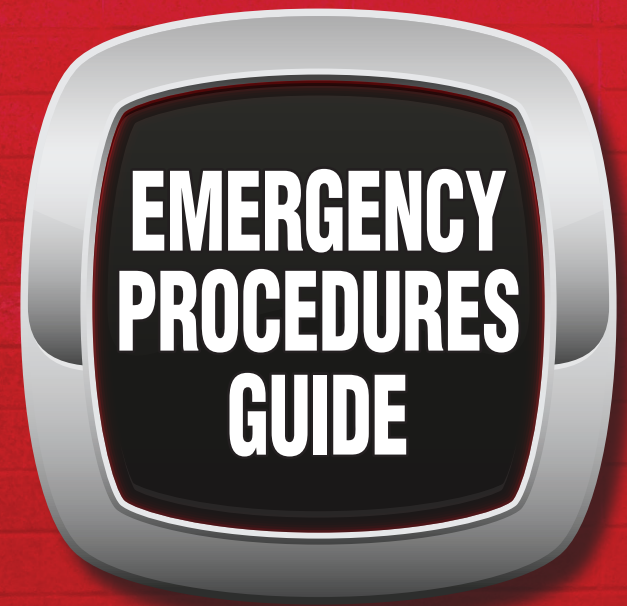
Phone: (608) 266-4420  
[www.cityofmadison.com/fire](http://www.cityofmadison.com/fire)

**City of Madison Police Department**

Phone: (608) 255-2345  
[www.cityofmadison.com/police](http://www.cityofmadison.com/police)

**Dane County Sheriff's Office**

Phone: (608) 284-6800  
[www.danesheriff.com](http://www.danesheriff.com)



**PEOPLE ARE MOST  
EFFECTIVE IN AN  
EMERGENCY WHEN  
THEY ARE PREPARED.**



For additional copies, please contact DoIT Digital Publishing & Printing Services.  
Duplication costs will apply. Reference project name: *Emergency Procedures Guide*

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# UW-Madison Emergency Procedures Guide



## WHEN TO CALL 911:

You should call 911 in ALL emergencies.

## WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or emergency medical service. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, call 911 when an immediate response is needed.

## WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

## Non-Emergency Phone Numbers

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TDD.

**UW-Madison Police** ..... (608) 264-COPS (2677)  
[www.uwpd.wisc.edu](http://www.uwpd.wisc.edu)

**Environment, Health & Safety Dept ..** (608) 265-5000  
[www.ehs.wisc.edu](http://www.ehs.wisc.edu)

**Physical Plant**..... (608) 263-3333

**University Health Services**..... (608) 265-5600  
[www.uhs.wisc.edu](http://www.uhs.wisc.edu)

**Dane County 24-hour  
Mental Health Crisis Line** ..... (608) 280-2600  
**Poison Control** ..... (800) 222-1222

- In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, with hands covering your head.
- When safe to do so, leave badly damaged buildings. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- DO NOT attempt to return to the building unless directed to do so by University Police.
- DO NOT attempt to turn on or off any utilities or other equipment.

Report all injuries and damage to the University Police by calling 911. Be prepared to give the following information:

- Your name
- Building Name
- Type of injury or damage
- The location of injured person(s) or building damage
- Room number you are calling from



WiscAlerts is the name for UW-Madison's emergency notification system. The system is designed to provide information about an active emergency situation that requires the community to take immediate action in order to stay safe.

Signing up is simple and takes just a few moments. For more information on how to enroll visit [www.uwpd.wisc.edu](http://www.uwpd.wisc.edu).



# Weather Emergencies

**Know the location of the nearest emergency shelter for your facility!**

## Severe Thunderstorms

**Watch:** Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

**Warning:** Severe thunderstorms are occurring. Be prepared to move to shelter if threatening weather approaches.

## Tornadoes

**Watch:** Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.

**Warning:** Radar or weather spotters have identified a tornado. The outdoor emergency sirens will sound a steady tone if there is danger in the immediate area to notify people who are outdoors. NOAA weather radios will sound to notify individuals indoors.



Take the following actions:

- **SEEK IMMEDIATE SHELTER** (Individuals with disabilities, follow the same procedures) Seek shelter, preferably in a basement or below ground evacuation location. A steel formed or reinforced concrete building will provide some protection.
- In a multi-story building, seek shelter in an interior hallway or a lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. **DO NOT** open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.

## Emergency Procedures Guide

This guide has been prepared to provide you with a quick reference to be used in preparation for an emergency on campus. We encourage you to review and become familiar with this guide before an emergency occurs. People are most effective in an emergency when they are PREPARED.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies are available from DoIT Digital Publishing & Printing Services. Duplication costs will apply. Reference project name: *Emergency Procedures Guide*.

This document cannot cover every emergency that may arise. If you are unsure of what you need to do in your building, please ask your facility manager, contact the University Police at (608) 264-COPS (2677), or the Environment, Health & Safety Department at (608) 265-5000. Be sure to check with your facility manager for building specific emergency guidelines and procedures.

## A Partnership in Preparedness



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## Persons with Disabilities

### In case of Building Evacuation

(Fire Alarm, Chemical Spill, Bomb Threat, etc...)



- EXIT the building immediately using the most direct route.
- If unable to do so on your own – Ask for assistance to the nearest EXIT or room near a stairway with a window. Note the room number.
- Ask someone leaving the building to notify emergency personnel of your location so that you can get the assistance you need.

If a phone is available, call 911. Answer all the 911 operator's questions and the police dispatcher will relay your location to first responders.

### Shelter-in-Place

(Tornado, Severe Weather, Building Intruder, etc...)

- Seek shelter in a room with no windows, on the interior of the building if possible. Note the room number.

Call 911. Answer all the 911 operator's questions and the police dispatcher will relay your location to first responders.

For more information about persons with disabilities and planning for emergency situations, see:

[www.adac.wisc.edu](http://www.adac.wisc.edu)

## Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police (Dial 911).



Please be prepared to provide as much of the following information as possible:

- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information, until the police arrive.



## Major Spills

A major spill is one which you cannot safely clean up or one that has occurred outside of a building.

- Contain and/or clean up the spill only if you are trained and can do so safely
- Evacuate the room(s) where the spill occurred.
- Call 911 from a safe place with as much information as possible about the material spilled and amount.
- Meet emergency responders to provide information.
- Notify Environmental, Health & Safety Department at (608) 265-5000 as soon as possible. EH&S will handle regulatory reporting and record keeping.

Report any hazardous gas leaks to University Police by calling 911.



## Utility Failures

Report any utility failure (power outage, flooding, steam leaks, etc) to Physical Plant by dialing (608) 263-3333 (Voice) or (608) 265-4550 (TDD). Be prepared to provide the following information:

- Your name
- Phone number where you can be reached
- Building name nature of the incident
- Floor(s) or area affected room number



## **Medical Emergencies**

Remember the following:

- DO NOT approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- DO NOT move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- DO NOT bend or twist the injured person's body.
- Know the location of the nearest AED.

**Call 911** - Be prepared to give the 911 dispatcher the following information:

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?

After calling 911, stay with the victim until help arrives.

- Restore or maintain breathing and heartbeat.
- Stop severe bleeding with direct pressure when possible.
- Keep victim warm.

## **Chemical Spills**

DO NOT attempt to clean up any chemical spill unless you know what the spilled material is, and the chemical's hazards. Only trained personnel should clean up a chemical spill.

## **Minor Spills**

(Inside building, not escaping to drain, and not an inhalation hazard)

Anyone who knows what was spilled, its hazards and safe clean-up methods may clean up a minor spill. If you do not know how to clean it up, contact someone who does.

Report things that are unusual or suspicious!

## **Suspicious Package**

- 1) Do not handle or open the item.
- 2) Leave the area and close doors behind you
- 3) Call University Police (608-264-2677) or 911 and provide detailed description of the items and its location.

## **Suspicious Person**

- 1) Call University Police (608-264-2677) or 911
- 2) Do not confront the person or let the suspicious person into a locked building or office.
- 3) Do not block the person's access to an exit
- 4) Barricade/Secure your area if you are unable to safely evacuate the area.

## **Bomb Threats**

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. Remain Calm. When bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
  - a. DO NOT put the caller on hold
  - b. DO NOT attempt to transfer the call
2. The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.
3. Pay close attention to the caller and his/her words and speech:
  - a. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation?
  - b. Is the caller angry, excited, irrational or agitated?
  - c. Is the caller a man or woman, young, middle-aged, old?
  - d. If you have caller ID, please note the phone number of the caller
4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
5. It is important that you document all that you know and hear.

## Active Shooter

An active shooter is an armed person who is intending to injure or kill others. In the event of an active shooter in your building you should:



### RUN

- Your best option is ALWAYS to run, get out, and get away!
- Think in advance about how you would get out; know the paths to the nearest exits and whether it would be possible to escape through a window.
- First, get to a safe place, and then call 911.
- If it is safe, stay on the line and give the police the best information you can.
  - *Your location and name.*
  - *Any and all information about the shooter and the shooter's actions and locations.*

### HIDE

- If you are unable to get out of your room or office, hide behind something solid.
- If your room cannot be locked, close and barricade the door and turn off the lights.
- Make sure the barricade is secure, holding it from a safe position if necessary.
- Be aware that if you are hiding when the police come, they will be seeking a threat and will not know who you are; show your hands and obey their commands.

### FIGHT

- Running away is always your best option. However, if there is no way to run or hide, your only choice may be to fight.
- Remember that if you must fight, you are fighting for your life.

### What to Expect from Responding Officers

- Officers will point firearms at you while seeking the threat, as they do not know which person is the shooter. Keep your hands visible and obey officers' commands.
- Officers' first priority is to neutralize the threat. If you are injured, they will not stop to help you. Once the threat is neutralized, medical personnel will assist you.
- The most important thing to remember is to stay calm!

Watch UW-Madison's Active Shooter Response video at [uwpd.wisc.edu](http://uwpd.wisc.edu)

## Fire

Know what to do in case of fire:

Upon discovering smoke, fire, or flames in the building:

- Evacuate the area, closing doors as you leave.
- Activate fire alarm system by pulling down on fire alarm pull station (not all buildings have pull stations).
- Use nearest exit or alternate safe route

From a safe location (assembly point) call 911 and be prepared to give:

- Building Name
- Floor
- Room Number
- Type of Incident

Do not use elevators during a fire emergency.



\*\*\*NOTE\*\*\* The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 100 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter building until given the all clear from the Fire Department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

## Before a Fire: Planning & Preparation



- Know the location of the nearest fire extinguisher
- Know the location of the fire alarm pull stations in your area (not all buildings have pull stations)
- Know the location(s) of the nearest exit
- Know alternative evacuation routes out of building
- Practice exiting your area by imagining you are in a dark, smoky environment – count doorways, turns, etc.
- Report potential hazards or refer fire prevention questions to the Environment, Health & Safety Department at (608) 265-5000.