



**University of Wisconsin - Madison  
POLICE DEPARTMENT**

1429 Monroe Street  
Madison, WI 53711

**EMERGENCY: 911**

(608) 264-2677

[uwpd.wisc.edu](http://uwpd.wisc.edu)



**Environment, Health & Safety**  
FACILITIES PLANNING & MANAGEMENT  
UNIVERSITY OF WISCONSIN-MADISON

**University of Wisconsin - Madison  
ENVIRONMENT, HEALTH & SAFETY**

21 N. Park Street  
Madison, WI 53715

(608) 265-5000

[ehs.wisc.edu](http://ehs.wisc.edu)



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

## **Additional Safety Resources**

**UWPD Dispatch**

(608) 264-2677

**City of Madison Police Department**

[www.cityofmadison.com/police](http://www.cityofmadison.com/police)

(608) 255-2345

**UHS Crisis Services**

[uhs.wisc.edu/mental-health](http://uhs.wisc.edu/mental-health)

(608) 265-5600 (option 9)

**RCC Sexual Violence Resource Center**

[www.thercc.org](http://www.thercc.org)

(608) 251-7273

**National Sexual Assault Hotline**

[www.rainn.org](http://www.rainn.org)

(800) 656-4673

**National Suicide Prevention Lifeline**

988

**The Trevor Project (LGBTQ+ suicide prevention)**

[www.thetrevorproject.org](http://www.thetrevorproject.org)

(866) 488-7386

Text START to 678678

**Veterans Crisis Line**

988 (option 1)

Text 838255

**Poison Control**

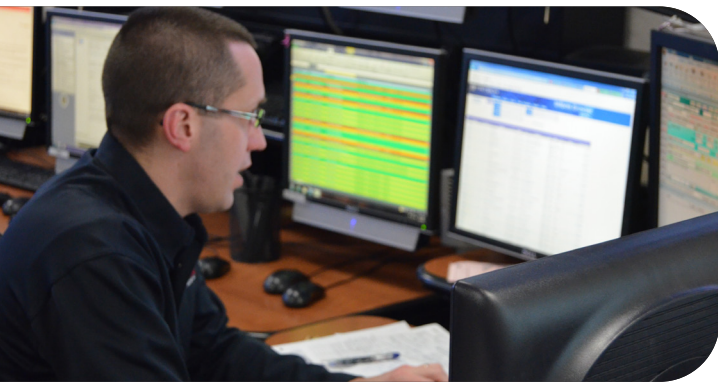
[www.poison.org](http://www.poison.org)

(800) 222-1222

# **EMERGENCY PROCEDURES GUIDE**



# UW-MADISON EMERGENCY PROCEDURES GUIDE



## When to Call/Text 911:

You should call 911 in **ALL** emergencies. If you are unable to call, send a text\* to 911 with your emergency.

## 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 include: crimes in progress, any kind of fire, or a serious injury or illness. If you're not sure if an incident is an emergency, call 911 when an immediate response is needed. You can send a text\* to 911 if you are unable to call.

## 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 ensure appropriate resources are dispatched.

## Non-Emergency Contacts:

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

**UW-Madison Police Department..... (608) 264-2677**

**Environment, Health & Safety ..... (608) 265-5000**

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

**University Health Services ..... (608) 265-5600**

**City of Madison Police Department..... (608) 255-2345**

**Poison Control..... (800) 222-1222**

*\*911 texting is available in Dane County, but isn't available everywhere. Check with your local police department to verify.*

- If you're in a vehicle, 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.
- Only when it's safe, leave badly damaged buildings. Elevators may not work in damaged building.
- 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 help arrives.
- DO NOT attempt to return to the building unless directed to do so by proper authorities.
- DO NOT attempt to turn on or off any utilities or other equipment.

Report all injuries and damage to emergency services by calling or texting 911. Be prepared to give the following information:

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

## WiscAlerts

WiscAlerts is the name of 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.

All staff and students are automatically enrolled in email WiscAlerts. Students are also automatically enrolled to receive WiscAlerts via text message. Verify your subscription status at [go.wisc.edu/wiscalerts](http://go.wisc.edu/wiscalerts).

Community members and parents can receive WiscAlerts either by downloading the BadgerSAFE app or by texting UWALERT to 77295. Enrolling in text message WiscAlerts will enroll you for six months -- the system will send you a text to remind you when that six-month period has expired.

## BadgerSAFE App

Take your safety into your own hands with UWPD's mobile safety app, BadgerSAFE. BadgerSAFE is a free app that turns your smartphone into your own personal safety device.

Anyone can download BadgerSAFE. You'll receive crime alerts and safety information direct to your phone, you can connect with UWPD quickly via call or text, walk virtually with a trusted friend for family member, and get instant access to campus resources.

To download, search "BadgerSAFE" in your phone's app store.





# 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. Outdoor emergency sirens will sound a steady tone if there is danger in the immediate area to notify people who are outdoors.



Take the following actions:

- **SEEK IMMEDIATE SHELTER** (individuals with disabilities, follow the same procedures). Seek shelter, preferably in a basement or below ground 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.***

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

This document does not cover every emergency that may arise. If you are unsure of what you need to do in your building during an emergency, please ask your facility manager, contact the UW-Madison Police Department at (608) 264-2677, or contact 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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### Environment, Health & Safety

FACILITIES PLANNING & MANAGEMENT  
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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 or text 911.

### Shelter-in-Place

(tornado, severe weather, active threat, etc)

- Seek shelter in a room with no windows, on the interior of the building if possible. Note the room number.
- If a phone is available, call or text 911.

For more information about persons with disabilities and planning for emergency situations, visit: [accessibility.fpm.wisc.edu](http://accessibility.fpm.wisc.edu)

## Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately contact the police by texting or calling 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.



## Chemical Spills or Releases in Buildings

DO NOT attempt to clean up any chemical spill unless you know what the spilled material is, understand the hazards, and have received training.

If the spill cannot be safely handled:

- 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 additional information.

If you have the training and understand the risks, you can clean up minor chemical spills with the appropriate spill materials. Minor spills have low toxicity and do not pose a significant inhalation hazard.

Contact Environment, Health & Safety at (608) 265-5000 for assistance.

Hazardous gas leaks should only be handled by emergency personnel. EH&S must be contacted if any material has reached floor drains or escaped the building.



## Utility Failures

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

- Your name.
- Phone number where you can be reached.
- Building name and 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. A map of all AEDs on campus can be found on the BadgerSAFE app.

**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.

## Environmental Spills or Releases

Any release of petroleum products or hazardous material to the environment should only be handled by trained personnel via prepared spill response plans.

Contact 911 for any spills that cannot safely be handled or controlled.

Notify Environment, Health & Safety at (608) 265-5000 as soon as possible for any release. EH&S will assess the spill, aid in the response activation, and/or assist with any regulatory reporting requirements.

## Suspicious Package

- 1) Do not handle or open the item.
- 2) Leave the area and close doors behind you
- 3) Call UWPD at (608) 264-2677 or call/text 911. Provide detailed description of the items and its location.

## Suspicious Person

- 1) Call UWPD at (608) 264-2677 or call/text 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 and/or secure your area if you are unable to safely evacuate the area.

## Bomb Threats

### Telephone Bomb Threat

1. Remain calm. When a bomb threat is received, the person who is 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 person to call 911 -- preferably while the caller is still on the line.
3. Pay close attention to the caller and their words and speech:
  - a. Does the caller have distinguishing voice characteristics?
  - b. Is the caller angry, excited, irrational, or agitated?
  - c. Is the caller a man or woman, young, middle-aged, old?
  - d. Note the phone number of the caller.
4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
5. It's important that you document all that you have learned and hear.

### Written Bomb Threat

1. Remain Calm
2. Handle the involved materials (paper, letters, writing on walls, etc.) as little as possible.
3. Call or text 911.
4. All materials involved in the threat should be turned over to UWPD

## Active Threat

An active threat is a person who is intending to injure or kill others. In the event of an active threat nearby 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 -- then call or text 911.
- If it's safe, stay on the line and give the dispatcher the best information you can including:
  - *Your location and name.*
  - *Information about the threat and the suspect's actions and locations.*
  - *Information about severely wounded people.*



### HIDE

- If you are unable to get out of your room or office, close and lock the door.
- Barricade the door and turn off the lights.
- Make sure the barricade is secure, holding it in place from a safe position if necessary.
- Call or text 911.
- 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 while there is still an active threat.

UWPD's Active Threat Response  
video and online training:  
[go.wisc.edu/activeshooter](http://go.wisc.edu/activeshooter)

## 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. Do not use elevators during a fire emergency.
- Leave the building and move at least 100 feet away, leaving the driveways and walkways open for arriving police and fire equipment
- From a safe location (assembly point) call or text 911 and be prepared to give the dispatcher:
  - *Building Address*
  - *Floor Number*
  - *Room Number*
  - *Type of Incident*



**NOTE:** the building's fire alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt enter the building after the alarm stops.

- DO NOT enter building until given the all clear from emergency personnel.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building or is refusing to leave.

## 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.

