OCCUPANT EMERGENCY PLAN

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Date initial plan completed: 11/04/10  
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I. INTRODUCTION

This plan is designed to guide Computer Sciences staff members and the University of Wisconsin-Madison Police Department (UWPD) personnel through various incidents. Every scenario cannot be predicted; therefore, it is necessary to have a response plan that can be quickly adapted to events as they unfold. The following plan designates areas of responsibility and defines for Computer Sciences the administrative framework necessary to respond to incidents. The overall University response needs to be quick, professional, supportive, and meet the changing demands of the situation.

This plan is linked to the University Response Plan (URP). There are many circumstances in which Building Managers and other university staff are simply notified of a situation and the University Response Plan itself will not be activated (e.g. criminal acts that are not in progress but require reporting). If an incident is of a more significant nature, such as a major structure fire, the University of Wisconsin Madison Police Department’s Manager-On-Call (MOC) will determine if the incident warrants the activation of the University Response Plan.

If there is an incident at you facility, but you are not sure if it warrants an activation of the University Response Plan, call the University Wisconsin Madison Police Department (264-2677) and ask to speak to the Manager-On-Call.

II. ADMINISTRATIVE FRAMEWORK

The purpose of the plan is to create a healthy and safe environment for building occupants, visitors and staff in a coordinated response for all emergencies. This is an “All Hazards” plan, which provides staff with the direction necessary to respond to any incident, some of which are natural disasters, bomb threats and power outages. This plan augments and adds building-specific information and procedures that are NOT available in the UW-Madison’s Emergency Procedures Guide (flip guides), which are located in numerous offices throughout campus. Building managers should continuously be encouraging building occupants to have a guide available and to periodically review it. Additional guides are available through the Emergency Management Unit by sending an email to: emergencymgt@mhub.uwpd.wisc.edu with the number of guides you would like.

The Computer Sciences Occupant Emergency Plan functions are:
- Provide a coordinated response to incidents occurring in the facility
- Provide particulars regarding what steps should be taken in the event of an emergency
- Identify specific routes of entry into and exit from the facility in response to emergencies
Computer Sciences – Occupant Emergency Plan

- Clearly designate assembly areas and shelter facilities where building occupants can gather to be accounted for.
- Ensure that the appropriate university departments are notified.

If an incident occurs within or adjacent to this facility, the Building Manager or designee is expected to provide a coordinated response to the incident and assist as outlined in this plan. They are expected to work with University of Wisconsin Madison Police Department and other agencies to resolve the issue at hand.

This Occupant Emergency Plan shall be controlled by the Building Manager or a designated person to ensure appropriate updates, changes and reviews are incorporated in all distributed copies of the plan. A copy of this plan shall be maintained at the following locations:
- Building Manager’s office (#1305) and their supervisor’s office (#B336)
- Building Director’s office (#2112)
- University of Wisconsin Madison Police Department’s Emergency Management Unit

III. TRAINING, TESTING, EXERCISING and UPDATING THE PLAN

Computer Sciences occupants must be trained on this plan once it is completed. University of Wisconsin Madison Police Department Emergency Management staff can assist with or facilitate this training process based on the preferences of the planners. Typically, for example, University of Wisconsin Madison Police Department Emergency Management staff will train facility leaders who, in turn, are responsible for training the remaining occupants.

Shortly after Occupant Emergency Plan training, elements of this plan will be evaluated through an initial exercise to ensure that facility administrative, support and other personnel are prepared to respond appropriately in an emergency situation. Subsequent drills and exercises will be conducted annually by the facility with assistance from the University of Wisconsin Madison Police Department’s Emergency Management Unit. An After Action Report will be provided to the Building Manager or designee after the exercise. If a real emergency occurs or if a drill is conducted without assistance from the University of Wisconsin Madison Police Department’s Emergency Management Unit, the Building Manager or designee should contact the University of Wisconsin Police Department’s Emergency Management Unit for instructions and a template to document what actions were taken and what improvements need to be made. The After Action Reports will be kept on file along with the building’s Occupant Emergency Plans.

This plan will be updated semi annually by the Building Manager or designee in conjunction with the University of Wisconsin Madison Police Department’s Emergency Management Unit. Again, plans may also be updated after a real situation if there were deficiencies that need correcting.

When a plan needs to be modified, either because of an exercise or it is time for a biannual update, a meeting will be scheduled with the Building Manager or designee and the University
of Wisconsin Madison Police Department Emergency Management Unit member to discuss the following issues:

1. Revision or changes to applicable state or federal regulations
2. Whether or not particular deficiencies were identified and need to be revised
3. If there was a substantive change in key university personnel or cooperation with outside agencies
4. If there were substantial physical changes (e.g. remodeling) of the facility and, if so, if that area was covered by this plan

The information contained in the final plan should be discussed and trained with every facility staff member to help reduce confusion during an emergency and to make other occupants of the facility aware of what they need to do when visiting this facility. New employees should be made aware of the Occupant Emergency Plan and the Emergency Procedures Guide in their orientation session.

IV. ROLES and RESPONSIBILITIES OF BUILDING STAFF

In order to limit confusion during an emergency, it is important for all facility staff members to know their roles and responsibilities during an emergency. The following information should be addressed and obtained.

Facility staff members that serve a primary and backup role in facility management and operations should have their contact information (specifically after-hours information) included on a contact sheet. This contact sheet should also contain the staff titles. In addition, it should contain a description of what their responsibilities will be in an emergency situation. This contact sheet should accompany the emergency plan.

When addressing the different core staff roles or responsibilities, a back-up person should also be designated for each role in case the primary person cannot fulfill their duties.

Roles of Staff:

- The first person to notice the emergency will contact the University of Wisconsin Madison Police Department by dialing 9-1-1 or 264-2677. In the case of a fire or hazardous chemical spill, pull the fire alarm. He or she will also notify the Building Manager(s) of the situation.

- The Building Manager or designee is strongly encouraged to carry a cell phone which can be used for emergency purposes.

- During normal business hours the Building Manager or designee will ensure to the best of their ability that all facility attendees, staff and guests have been accounted for in the event of evacuation. If anyone has concerns about someone who has not been accounted for, the University of Wisconsin Madison Police Department or Madison Fire Department should be notified.
Computer Sciences – Occupant Emergency Plan

- Computer Sciences new employees will be made aware of emergency plans during their orientation.

V. EMERGENCY COMMUNICATION PLAN

When an unexpected situation or condition exists, it will most likely be reported to the University of Wisconsin Madison Police Department. Facility employees are instructed to dial 9-1-1 from a campus phone for emergencies and for non-emergencies dial 264-2677 (264-COPS).

**Note:** Dialing 9-1-1 from a cell phone will connect you to Dane County 9-1-1 Dispatch. With the exception of medical emergencies, ask the dispatcher to transfer your call to the University of Wisconsin Madison Police Department Communications Center.

When you speak to a dispatcher remember to:

- State your name
- Phone number you can be reached at
- Type of emergency
- Exact location of the emergency

The Building Manager or designee could also be notified of situations in their area or on campus in several ways through the UW Crisis Communication Plan (WiscAlerts). The Building Manager should follow their internal communication procedures for notifying the facility occupants of the perceived threat or emergency.

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Name</th>
<th>Work</th>
<th>Office#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roger Vogts</td>
<td>262-0286</td>
<td>1305</td>
<td></td>
</tr>
<tr>
<td>Chris Lund</td>
<td>262-6149</td>
<td>B342</td>
<td></td>
</tr>
<tr>
<td>Terry Bradshaw</td>
<td>265-4018</td>
<td>B344</td>
<td></td>
</tr>
</tbody>
</table>

See Appendix F for additional points of contacts.

VI. EMERGENCY EVACUATION PLAN

A. Evacuation Options & Definitions

1. **Shelter in Place:** Keeping facility attendees, citizens and staff in place or in a particular shelter location for the emergency that has presented itself (examples: tornado, active shooter, or a threat inside/outside or in the vicinity of Computer Sciences).

2. **Evacuation:** Movement of building attendees, citizens, and staff out of Computer Sciences and relocating to an outside assembly point. A good example of this would be a fire.
Computer Sciences – Occupant Emergency Plan

- **Your facility’s assembly point is:**
  - Sidewalk on the north side of Atmospheric, Oceanic and Space Sciences, 1225 West Dayton Street, Madison WI

3. **Relocation to another building evacuation**: Movement of facility attendees, citizens, and staff out of the entire facility to a designated off-site shelter facility. This may occur when there is inclement weather during an emergency.

- **Your facility’s off site shelter facility is located at:**
  - Union South 1308 W Dayton St

Note: Temporary relocation maybe necessary, facility occupants should proceed to Union South located at address of building (to be determined). Computer Sciences employees should notify point of contact name and number (office)(to be determined) to notify him/her Computer Sciences employees need to relocate to Union South for temporary shelter.

The facility’s floor plans will be posted in plain view throughout the building. They shall display exits, the best route(s) to evacuate the facility and shelter areas. The emergency evacuation plan will be tested annually. Emergency equipment should be tested at pre-determined intervals. New employees should be made aware of the emergency evacuation plan in their orientation session.

**B. General Emergency Procedures**

In the event of an emergency, the Building Manager or designee will be notified as quickly as possible of the situation and informed of what actions are taking place in response to the emergency. The Building Manager or designee will evaluate the emergency and give the necessary directions to the building occupants to keep them safe. If the emergency warrants, the Building Manager or designee may need to have staff remain on duty until the emergency is resolved.

Computer Sciences wants occupants to consider the following procedures when taking actions during an emergency situation:

1. The Building Manager, designee, or person near the incident will call 9-1-1 and indicate the need for assistance. Remember to use your Emergency Response Guide and Communication Plan (Appendix A & G).

2. Determine the appropriate type of evacuation based on the circumstances. It is likely further directions will be given by Dispatch or first responders.

3. If safe, the Building Manager or designee will perform an overhead page via the fire panel/PA located in Room 1200K (concourse) to alert building occupants of the imminent hazard and provide instructions to shelter in place or evacuate the building.
4. For on-site evacuation, all facility attendees and staff members must report to the designated assembly area located at least 500 feet away from the building if at all possible, unless otherwise directed by the Madison Fire Department or the University of Wisconsin Madison Police Department.

- Supervisors, if present or applicable, should be prepared to provide a staff count to their Building Manager.

5. During the evacuation, attendees, citizens and staff should adhere to predetermined evacuation routes as much as possible. However, they should not hesitate to alter the designated route if it is unsafe to adhere to predetermined evacuation routes.

6. If it can be done safely, designated personnel should attempt to check their area to ensure occupants have evacuated. After checking the area, proceed to designated shelter or assembly points and attempt to conduct a head count.

7. All occupants should stay at designated shelter or assembly points until they are notified by emergency personnel or designated personnel to reenter the building.

8. The Building Manager or designee should be in contact with the Madison Fire Department or the University of Wisconsin Madison Police Department at all times until notified by emergency personnel that it is okay for occupants to reenter the building.

9. The Building Manager or designee should check the fire panel for the location of the alarm and notify first responders if individuals are in the Areas of Rescue Assistance.

C. Evacuation for People with Disabilities

Individuals who need assistance during an evacuation, even temporarily (due to broken leg, illness, etc) should plan in advance. These individuals should identify, discuss and plan with someone who can assist them in leaving the building and/or who will inform emergency responders of their presence and where they are located so that further assistance can be provided. The rescue of people is the Madison Fire Department’s first priority.

Building Managers cannot know everyone and all their exact needs. It is important that everyone be aware of their own capabilities and limitations. During this planning process, Building Managers are encouraged to share the following information with their building occupants via email.

1. Personal Evacuation Plan Considerations:
   - If you cannot self-evacuate for any reason, dial 9-1-1 and state your location. University of Wisconsin Madison Police Department dispatchers will relay this information to responding first responders.
Pre-planning will make Building Managers and volunteers aware of your needs during an evacuation. A plan can be devised with assistance from Facilities Planning and Management’s (FP&M) website: https://fpm-www3.fpm.wisc.edu/ADA/EmergencyPlanning/tabid/54/Default.aspx

Inform your Building Manager of your normal location in the building and of your personal plan.

Familiarize yourself with the layout of buildings you regularly occupy.

Familiarize yourself with the building evacuation routes posted in each building by the elevators and stairs.

If there is no established plan in the facility you are in, request assistance and then give clear instructions on what the volunteer needs to do to assist you.

2. General Information:

- Areas of Rescue Assistance (ARA) location(s):
  1. All stairwells
  2. All elevators

- Computer Sciences has individual, personal evacuation plans in place.
  - See Appendix I for a personal evacuation plan for Pete Valeo, office #3262.

3. Considerations if contacting someone with a disability

- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.

- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

- A person with disability should ask for assistance to the nearest exit, Area of Rescue Assistance or to a room with a telephone and window. Note the room number.

VII. FIRE EMERGENCIES

A. Procedures

1. If it is safe to do so; confirm the location of the fire, the size of the fire, and the nature of the fire. The nature of the fire is important in determining the proper response. The first thing to do is to evacuate the area, and then decide whether or not to try to extinguish the fire. This should only take place if there is no imminent danger to the staff.
2. If the fire is not controllable, activate the fire alarm. The University of Wisconsin Madison Police Department Communications Center should be notified of the situation by dialing 9-1-1.

3. If the fire is small and is not located in a room where facility attendees are present, a fire extinguisher may be used to put out the fire. The staff should not attempt to fight the fire if there is any imminent threat to their safety.

**Note:** This should only be done if the staff member responding to the fire has received the proper fire extinguisher training.

4. In the event of an evacuation and if it is safe to do so; floor captains should attempt to check their area to ensure occupants have evacuated. Proceed to the designated assembly point.

5. All occupants should stay at the designated assembly point until they are notified by emergency personnel or designated personnel to reenter the building. Your Assembly Point is: the sidewalk on the north side of Atmospheric, Oceanic and Space Sciences building, 1225 West Dayton Street, Madison WI (See Appendix C for additional information)

**B. Building Information**

1. Mapped emergency egress/escape routes will be posted throughout the building depicting the following:
   - Exits
   - Primary evacuation routes
   - Manual fire alarm pull stations
   - Portable fire extinguishers (approximately every 75 feet and in most labs)

2. The preferred and alternate means of notifying occupants of a fire for Computer Sciences:
   - Regular audible fire alarm
   - Pull Station
   - 911

3. The normal route for Madison Fire Department vehicle access is from West Dayton Street.
   - The Building Manager or designee must identify themselves to Madison Fire Department’s command vehicle and/or the University of Wisconsin Madison Police Department’s incident commander.
   - Fire hydrants are located:
     - Charter Street at West Dayton Street
     - North Orchard Street at West Dayton Street
     - Loading dock of Computer Sciences – North side
VIII. WEATHER EMERGENCIES

The Building Manager or designee will monitor and alert the building of inclement weather if necessary. The Building Manager or designee will monitor the National Oceanic and Atmospheric Administration (NOAA) radio or television for weather updates. The building occupants only need to be notified of inclement weather if it is affecting Dane County. The following are examples of inclement weather the building occupants could be informed of and the proper steps to take (relocate to another building evacuation or shelter in place):

A. Definitions
1. **WATCH:** Issued to alert the public that conditions are favorable for the development of severe weather in and close to the watch area. These watches include details on the watch area and the length of time they are in effect.

2. **WARNING:** Issued by local weather offices to warn the public that severe weather has been sighted by storm spotters or has been indicated by radar. These warnings include details on where the weather condition is presently located and what communities are in the anticipated path of the weather condition.

B. Alert Systems
1. NOAA Weather Radio/Monitor Locations:
   - Roger Vogts’ Office #1305

2. Dane County Emergency Management Warning Systems website:

3. Phone - use the following link to sign up for Reverse 9-1-1 (use your work address since this is based on geographical location of the emergency):
   - [http://www.co.dane.wi.us/ems/popwarn.htm](http://www.co.dane.wi.us/ems/popwarn.htm)

4. Email - National Weather Service “Watches” and “Warnings” are automatically converted to email messages sent to everyone on Dane County’s Emergency Notification by email system. This system is also used to disseminate other disaster warnings and emergency information.
   - To subscribe to this email service, send an email message to janda@co.dane.wi.us. Include the following information in the text of the message:
     - Your name or alias
     - The email address you wish to subscribe to the system
     - The type of device (PC, pager, PDA, etc.) that will receive the alert messaging.
• You will receive a message requesting verification of your subscription. Upon verification, you will be subscribed to the system.

• Local T.V. web channel options (sign up online)
  - www.channel3000.com
  - www.wkowtv.com
  - www.nbc15.com

• Local Radio stations
  - Location of battery operated radio: Office #1305

• Outdoor warning sirens

C. Conditions and Responses
  1. Severe Thunderstorm:
     • Be vigilant
     • Monitor for weather updates

  2. Tornado Definitions:
     Watch:
     • Monitor weather conditions.
     • Review shelter areas on posted maps or in this plan.
     • Be prepared for changes in weather conditions.

     Warning:
     • Monitor weather conditions if possible.
     • During a tornado warning occupants should seek shelter in designated shelter areas which could include bathrooms, stairwells, basements, parking ramps, and interior hallways.

     a. Tornado Response Guidelines:

     • The Building Manager or designee will monitor sky conditions as best and safely as possible. Look for changes in weather conditions such as:
       • A dark or green-colored sky.
       • A large, dark, low-lying cloud.
       • Large hail.
       • A loud roar that sounds like a freight train.
     • If you notice any of these weather conditions, take cover immediately, and keep tuned to local radio and TV stations or to a NOAA Weather Radio.
     • If a dark, funnel-shaped cloud is seen, seek shelter immediately at the designated shelter in-place locations. (See posted building floor plans for safe shelter in place locations).

  3. Flooding
     • Seek shelter on high ground.
     • Stay away from high voltage.
• Report problems to the Building Manager.

4. Snow/Blizzard
• After assessing the impending or current severe weather conditions, it is the responsibility of the University’s Chief Executive Officer (Chancellor) to determine if any classes or services will be postponed or suspended. Employee discretion and compensation guidelines can be found in UWS 16.04, Inclement Weather Guidelines for Classified Employees.
• Staff may be told to shelter-in-place for an extended period of time if the roadways are considered unsafe for travel due to excessive snowfall and freezing temperatures.

D. Public Address
Computer Sciences public address system from which announcements can be made is located in the 1200K concourse:

The following are trained and authorized to use the PA system:
  o Roger Vogts

Note: The following are examples to use as guidelines/templates. You may use these or modify them to meet your specific situation and building needs.

1. Bomb Threat

  ➢ “Attention; we have detected an abnormal condition in our facility. We will be evacuating the building. Please proceed in an orderly manner out of the building.”

2. Snow/Blizzard

  ➢ “Attention, due the current weather conditions the roads have been closed. I encourage you to shelter in place for now until the severe winter weather conditions pass and the roads can safely support motor vehicle traffic.”

3. Tornado Warning

  ➢ “Attention: The National Weather Service has issued a TORNADO WARNING for Dane County. Please proceed in an orderly manner to one of the tornado shelter areas.”
4. **Severe Weather**
   - “Attention; we have received a report of severe weather in our area. Please proceed in an orderly manner to the lower level of our facility.”

5. **Severe Weather – All Clear**
   - “Attention; it is now safe to return to your office. Thank you for your cooperation. We apologize for the inconvenience.”

6. **Power Outage**
   - “Attention; we are experiencing a power outage. Please remain in your office while we try to correct the situation.”

7. **Gas Leak**
   - “Attention: There is a gas leak on the premises. Please proceed in an orderly manner to our designated evacuation assembly point. No electrical switches should be touched during this evacuation. Maps are located throughout the building to assist you in evacuating the building as quickly as possible.”

### IX. RESPONSE TO ILLNESS OR INJURY

The following information is general response to injuries, illness or death that may present itself in your facility. In every situation, staff members should evaluate the situation, make sure your safety is not compromised and act on it according to your training. Always remember, if at any time you or anyone else does not feel safe in the situation call 9-1-1 immediately.

#### A. Medical Problems

If an occupant of Computer Sciences comes in contact with a person who appears to be injured or ill they should do the following (this could depend on roles/responsibilities):

1. If the illness or injury does not require immediate medical attention, but requires a doctor’s care, the Building Manager or designated staff member can encourage the ill or injured person to seek medical attention.

2. If the person is unresponsive or the severity of their conditions is unknown:
   - Call 9-1-1 or contact the University of Wisconsin Madison Police Department at 264-2677 (non-emergency number).
   - When speaking to the dispatcher:
     - State your name.
     - Exact location in the building.
     - Type of problem (dispatcher will ask you a series of questions).
     - Advise the dispatcher if there is a person to meet emergency personnel and what entrance they will be waiting at.
- Contact the person’s supervisor.
- Contact the Building Manager.
- Contact the person’s family if requested to do so by the person you are in contact with.
- Keep the person calm.
- Do not attempt to move the person unless they would be in greater danger if they stayed.
- If the illness or injury was the direct or indirect result of faulty equipment, unsafe work conditions, not wearing the required safety equipment, etc.; the situation should be reviewed and rectified as soon as possible to prevent repeated incidents. A complaint report should be completed and submitted to the Building Manager.

**Note:** If you are not sure whether the situation is an emergency or not; call 9-1-1.

### B. Deaths

If an obvious death occurs (if the status of the person is unknown, those with CPR training should begin CPR) in the facility, police priorities will be to contain the scene for a death investigation. In either case, staff should promptly:

1. Call 9-1-1.
2. Shield the body from public view. Do not touch or move the body unless necessary to determine responsiveness.
3. Contact the Building Manager.
4. Appropriate staff members should move all facility attendees, citizens and staff to another location in the facility if their work area is being utilized for an investigation by the University of Wisconsin Madison Police Department and Madison Fire Rescue personnel.
5. The facility attendees, citizens and staff in the immediate area should only be told what is essential for them to know about what has occurred. Staff members should offer any comfort or counseling needed to each other.
6. If a news reporter is aware of the situation and asks for information, they should be referred to the University of Wisconsin Madison Police Department or University of Wisconsin Communications for a statement.
7. Upon request from the police and/or coroner, provide emergency contact information for the deceased’s family.
X. MISSING OR ABDUCTED FACILITY ATTENDEE OR STAFF PERSON

The following information is a general response to an employee, student or visitor missing or abducted from the building during business hours. There may be other circumstances, such as not reporting to work for several days without calling in sick, overdue from vacation, etc., when an employee is missing from work and someone is concerned for that person’s welfare. In those cases, you should handle them according to your department policy.

A. Missing Adult

1. If staff, student, visitor or other facility attendee is not accounted for, contact the Building Manager and set up a search of the building inside and outside with the help of volunteers.
   - Computer Sciences has procedures for area searches. They are as follows:
     - Supervisor of the staff member or facility attendee should search the premises for him/her.
     - Each area of the building where the attendee or staff person could be should be searched, as well as the outdoor areas such as parking lots, etc.

2. The supervisor should contact the person’s emergency contact if available.

3. If the person is not located after the building and area has been searched, contact the University of Wisconsin Madison Police Department; continue searching and making calls to family and friends.

4. Obtain as much information as you can from the last person who had contact with the missing person. Be prepared to provide the following information to the police:
   - Clothing description
   - Description of anything they may have said
   - Any notes or other indicators left behind
   - Sex, race, height, weight, hair color, approximate age

Note: If there is any indication the person may have been abducted, has recently been threatened or depressed, may have a medical emergency or any other concerns, contact the police immediately and then begin searching while police are on the way.

B. Missing Children

1. If a child disappears, particularly if under suspicious circumstances, immediately call the University of Wisconsin Madison Police Department then contact the Building Manager.

2. Volunteers can then be contacted to immediately mobilize to look for the missing child.
3. When you call the police department, provide the child's name, date of birth, height, weight, and any other unique identifiers such as eyeglasses and braces. Tell them how long the child has been missing and what clothing he or she was wearing.

4. If appropriate, the police department will issue an Amber Alert.

XI. RESPONSE TO UTILITIES AND MAINTENANCE EMERGENCIES

The following section is a general response to problems that may present themselves in the building. As always, follow your department’s policy for reporting emergencies or other building issues.

A. Gas Leak

Natural gas is odorless and colorless; therefore; an odorant is injected into the gas before it is inserted into the distribution system to make detection easier. The odorant is so highly concentrated that even the smallest amount of natural gas can be detected. The odorant gives off a foul smell, reminiscent of rotten eggs or sulfur. Any odor of natural gas inside your building may indicate a leak. Steps to take if a natural gas leak is detected:

1. **Do not use your telephone.** This includes cellular phones and all types of portable communication and electronic devices that have a battery. These can spark and create a source of ignition for the natural gas.

2. **Do not** light matches or create any other source of ignition.

3. **Do not** operate ANY electrical switch, including lights, on or off. This could create a spark, which could ignite the natural gas.

4. Any possible flame source should be extinguished.

5. Open windows and doors.

6. Evacuate everyone from the area.

7. Call the University of Wisconsin Madison Police Department:
   - STATE YOUR NAME
   - EXACT LOCATION IN THE BUILDING
   - TYPE OF PROBLEM
   - Tell the dispatcher if there is a person to meet emergency personnel and at what entrance will they be waiting at.

8. All occupants should stay at designated assembly points until they are notified by emergency personnel or designated personnel to reenter the building.

9. If your building does not have a natural gas supply and you smell natural gas coming from an area you should notify the University of Wisconsin Madison Police Department to investigate.

10. The Building Manager or designee will alert staff through the PA system and email with the following:
ATTENTION: “There is a gas leak on the premises. Please proceed in an orderly manner to our designated evacuation assembly point. No electrical switches should be touched during this evacuation. Maps are located throughout the building to assist you in evacuating the building as quickly as possible”. (Repeat once for a page)

If the odor of escaping gas is strong inside or outside, or if the flow of gas from broken or disconnected gas lines can be heard or if a break is seen, follow the guidelines listed above. If the leaking gas ignites, do not attempt to put out the flames. Immediately call 9-1-1.

B. Power Failure
If there is a power failure in your building:
1. The Building Manager or designee should be notified promptly of the power failure.
2. The Building Manager or designee should contact the local power company:
   - University of Wisconsin Madison Physical Plant (CARS): (608) 263-3333
   - Madison Gas and Electric: (608) 251-8300 (general number)
   - Madison Gas and Electric: (608) 252-7111 (outages/downed wires)
3. A battery-powered radio is located in office #1305. (Also for weather emergencies)
4. Computer Sciences has a back-up/emergency generator:
   - Location: B309 and 1321
   - Operating instructions: B309 and 1321
   - People authorized to operate:
     - University of Wisconsin Physical Plant (CARS): (608) 263-3333

C. Plumbing
If there is a plumbing problem in your building:
1. The Building Manager or designee should be notified promptly of the plumbing problem. An example might include overflow toilets causing flooding in building.
2. The Building Manager or designee should contact the facilities plumbing contractor:
   - University of Wisconsin Madison Physical Plant (CARS): (608) 263-3333

D. Loss of Water
If there is a loss of water in your building:
1. The Building Manager or designee should be notified promptly of the water loss.
2. The water loss could be a result of a plumbing problem, loss of power or something else. The Building Manager or designee should contact the appropriate service/maintenance provider:
   - University of Wisconsin Madison Physical Plant (CARS): 608-263-3333
E. Telephone Service
If there is a telephone service problem in your building:
1. The Building Manager or designee should be notified promptly of the telephone service loss.
2. The Building Manager or designee should contact the telephone company:
   - Southern Bell Company at: 800-257-0902
   - Other: DoIT field services at: (608)262-0286

F. Heat or Air Conditioning
If there is a problem with the heat or air conditioning in your building:
1. What time of year is it?
2. The Building Manager or designee should be notified promptly of the loss of heat or air conditioning if it is not during the seasonal change over period. If during the seasonal change over period notify the Building Manager so they can find out when the building is scheduled for change over.
3. The Building Manager or designee should contact the appropriate service/maintenance provider:
   - University of Wisconsin Madison Physical Plant (CARS): 608-263-3333

Note: Building’s HVAC get switched at different times of the year depending on what type of heating/cooling system they have.

G. Keys or Access Control
1. General Information:
   If there is a problem with keys or access control system in your Computer Sciences:
   - The Building Manager and/or access control administrator should be notified promptly of any problem with locks, keys, access control doors and access control cards.

   • For lock and key issues on non-access control doors, the Building Manager should contact the locksmith:
     o University of Wisconsin Madison Locksmith Shop (CARS): 263-3333

   • For problems with access control doors or the control panel the Building Manager should contact:
     o University of Wisconsin Madison Electric Shop (CARS): 263-3333

XII. RESPONSE TO HAZARDOUS CHEMICAL INCIDENT

This section provides general response guidelines to a hazardous chemical spill, leak or release in or outside of a campus building. When handling hazardous materials, be sure to follow all available safety and product guidelines, particularly the Materials Safety Data Sheets (MSDS). If your facility contains any hazardous materials, a Laboratory Emergency
Information form, containing hazard information and contact names to help emergency responders, must be posted on the door(s).

**Note:** Hazardous chemical spills should only be handled by people who have had appropriate training in how to safely handle the substances in question.

### A. University of Wisconsin Madison Environmental Health and Safety Department

1. University of Wisconsin Madison’s Environment, Health & Safety Department (EH&S) is available to assist in answering questions (Help Line: 265-5000 or [http://www2.fpm.wisc.edu/chemsafety](http://www2.fpm.wisc.edu/chemsafety)). The Environment, Health & Safety Department is also responsible for regulatory reporting requirements and must be notified of any spill, leak or release.

### B. Chemical Incident Response

1. If the identity of the spilled chemical is known and clean up can be attempted without risk, begin clean up and send another person to the Building Manager or safety officer for assistance.
2. In all other cases, UW-Madison’s Environment, Health & Safety Department uses a ranking system, not only to help guide their department’s initial response procedures, but to provide corresponding personal response and decontamination guidelines.
   - Hazardous material incidents are roughly categorized as major spill/high hazard, minor spill/low hazard or unknown. This is based on a combination of substance, quantity, area and potential hazard.
3. Everyone in a workplace should be aware of any potential hazards in their area and have been trained accordingly.
4. If the identity of the spilled chemical is known and clean up can be attempted without risk, begin clean up and send another person to the Building Manager or safety officer for assistance.

### C. Procedure

The following is basic procedures for everyone to follow during a hazardous material spill, leak or release:

1. The Building Manager or designee will send an email or page to announce the following:
   - **ATTENTION:** “There has been a hazardous chemical spill in (GIVE floor and room # if possible). Please proceed in an orderly manner to the designated evacuation assembly point, Name of Building. Maps are located throughout the building to assist you in evacuating the building as quickly as possible”. [Repeat once for a page]
2. Evacuate the area immediately and go to a safe place.
3. Do NOT attempt to respond to an unidentified spill.
4. Extinguish all open flames.
5. Close doors and fume hoods.
6. Avoid any action that might create a spark (do NOT turn lights on or off).
7. Do not attempt to rescue an injured person unless you are protected from the hazard and you are sure of your safe return.
8. Do not attempt to rescue anyone who has passed out due to fumes.
9. Call 9-1-1 and provide the following information:
   - YOUR NAME
   - PHONE NUMBER AT WHICH YOU CAN BE REACHED
   - EXACT LOCATION OF THE EMERGENCY IN THE BUILDING
   - TYPE OF EMERGENCY, ANY INJURIES OR SYMPTOMS INVOLVED AND ANY HAZARDOUS MATERIALS INVOLVED IF KNOWN
10. Designate someone to meet emergency responders.
11. No one should enter the facility until authorized by the Madison Fire Department’s Hazardous Materials Team.

D. Personal Decontamination Procedures
   a. Quickly remove all contaminated clothing while using the safety shower or other available source of water.
   b. Flood the affected body area in cold water for at least 15 minutes.
   c. If eyes are involved, check for contact lens and flood eyes for at least 15 minutes.
   d. Remove all jewelry to facilitate removal of any residual material.
   e. Call 9-1-1 even if there is minimal contact and someone feels okay.
   f. A complaint report should be completed and submitted to the Safety Manager in a timely manner.

XIII. RESPONSE TO THREATS

The following section is a general response to some threats that may present themselves either inside or outside of the Computer Sciences. UWPD encourages faculty, staff, students and visitors to take a heightened awareness of anything suspicious, odd or unusual in the area they are in. This could include: suspicious people, suspicious packages, boxes, backpacks, and building repair issues. People attending this building know the area best and can articulate discrepancies that could avert a potential threatening situation. Staff should only address situations when it is clear their safety is not compromised.

ALL threats should be taken seriously and reported. “In order to determine whether something is an isolated incident or cause for concern it is necessary to share information in a consistent manner, check for patterns and determine next steps.” (excerpt from UW System President’s Commission on University Security, July 2007)

A. Threats: Verbal/Physical
   1. Types
      a. In-person
      b. Written
      c. Telephone
2. **Warning signs**
   a. Uncharacteristic poor performance
   b. Excessive absences or tardiness
   c. Reduced motivation
   d. Irritability
   e. Angry outbursts or tearfulness
   f. Intense emotions
   g. Inappropriate responses
   h. Strained interpersonal relations
   i. Substance abuse
   j. Isolating behavior/low self esteem
   k. Change in personal hygiene or dress
   l. Evidence of depression or stress
   m. Hyperactivity/difficulty concentrating

3. **What to do if you observe warning signs**
   a. Talk with a trusted colleague about the situation
   b. Call counseling services (students) or Employee Assistance Office (faculty/staff) for advice
   c. Speak with the person privately
   d. Remain calm/keep your composure
   e. Actively listen to what the person is saying
   f. Communicate understanding not sympathy
   g. Don’t make judgments or establish blame
   h. Set clear boundaries/behavioral expectations

4. **Indicators that the situation may escalate:**
   a. **Justification to use violence:** The person may have been suspended, disciplined or terminated and feel they have justification for using violence to solve their problem.
   b. **Lack of alternatives:** The person appears to have a sense of hopelessness and does not see any alternatives in the situation.
   c. **Consequences:** The person believes their violent or disruptive actions outweigh the consequences.
   d. **Ability:** The person may have the resources or physical capability to perpetrate violence, which may or may not include access to weapons.

5. **What to do if the situation does escalate:**
   a. If the person is present and violence or a disruption occurs, immediately call 9-1-1 and:
      - STATE YOUR NAME
      - PHONE NUMBER AT WHICH YOU CAN BE REACHED
      - TYPE OF EMERGENCY
      - EXACT LOCATION OF THE EMERGENCY
      - SOME DESCRIPTION OF THE PERSON & DIRECTION OF TRAVEL (if they left the area)
b. If the person is not present, but exhibits these indicators, immediately call:
   - The University of Wisconsin Madison Police Department’s non-emergency number 264-2677(COPS)
   - Employee Assistance Office
   - Office of the Dean of Students

**Note:** Never make promises you cannot keep, particularly about confidentiality. You may be obligated to report information if you believe the person is a danger to themselves or others.

### B. Bomb Threats

1. Any bomb threat should be taken seriously and treated as a real situation until proven otherwise. All bomb threats should be reported to the University of Wisconsin Madison Police Department via 9-1-1. The University of Wisconsin Madison Police Department will advise whether or not to evacuate the building.
2. Any suspicious packages or letters should be reported to the University of Wisconsin Madison Police Department who will advise whether or not to evacuate the building.
3. If evacuation is necessary, it should be out of the Computer Sciences and to your assembly points. The Building Manager or designee will send an email or page to announce the following:

   - **ATTENTION:** Please proceed in an orderly manner to our designated evacuation assembly point. Doors should be left open if possible. Maps are located throughout the building to assist you in evacuating the building as quickly as possible. [Repeat once for a page].

4. As you are evacuating, take note of any information, such as unfamiliar objects, that may be important to responding law enforcement officers. Once to your assembly point make sure that information is passed on to the Building Manager(s) and responding officers.
5. Leave the windows and doors open to minimize shock damage from a possible explosion.
6. Upon arrival of the University of Wisconsin Madison Police Department and other assisting agencies, the Building Manager or designee will make contact with the Incident Commander and pass along any information obtained and answer any questions that the Incident Commander may have.
7. All occupants should stay at designated assembly points until they are notified by emergency personnel or designated personnel to reenter the building.
8. See Appendix G for a more detailed Bomb Threat procedures and checklist. This same information can also be found in the Emergency Procedures Guide.

**Special Instructions for Telephone Bomb Threats:**

1. See Appendix G for detailed Bomb Threat procedures. Staff should have the Bomb Threat Checklist readily available to use in the event they receive a
bomb threat. This same information can also be found in the Emergency Procedures Guide.

**Special Instructions for Written Bomb Threats:**

1. The staff member that receives the written threat should handle the letter as little as possible, and should save all materials that came with the letter.

2. The University of Wisconsin Madison Police Department should be contacted via 9-1-1. All materials involved in the threat should be turned over to the University of Wisconsin Madison Police Department. The University of Wisconsin Madison Police Department will advise whether or not to evacuate the building.

3. See Appendix H for more information about a postal bomb threat/suspicious mail.

**D. Active Shooters**

An active shooter is a person who is actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Not all situations can be planned for, but there are some things that you can think about before a situation occurs that may help you under stressful conditions. Here are some things to consider:

1. Nobody just SNAPS. A mass casualty killer ALWAYS tells someone or gives clues ahead of time. Look for the signs and indicators listed in verbal threats (Section A)
2. For this type of killer, violence becomes the only possible recourse for their perceived grievances
3. Study your surroundings BEFORE something happens. Where are your exits? Can the door be locked? What would work as a barricade? Do the windows open?
4. Have a plan of action for rooms/buildings you frequent and in general. Where would you run? How would you hold a barricade? Would you live if you jumped out a window?
5. Survival Strategies in the event of an Active Shooter
   a. Study your surroundings before something happens
   b. Have a plan of action for rooms/buildings you frequent
   c. Establish an internal safe room
   d. Be prepared to call 9-1-1 when it’s safe for you to do so.
   e. Remember **RUN-HIDE-FIGHT**
      - **RUN:**
        - Get out and away from area
Call 9-1-1 to alert police to the shooter’s location. If you can’t speak, leave the line open. Report as much detail as possible about your location and about the shooter(s)

- **HIDE:**
  - If you can’t get out, find a safe place to hide
  - If you are in a room you cannot leave, barricade the door to keep the shooter out
  - Close and lock all doors and windows, shut blinds, turn off all lights, get down on the floor &/or behind adequate cover (i.e. concrete walls, thick desks, filing cabinets)

- **FIGHT:**
  - If there is no way out, your only choice may be to fight back and take out the shooter. Remember you are fighting for your life, so commit fully to your actions.

6. What to expect from responding police officers and things to consider as they are responding:
   - Police officers responding to an active shooter are trained to immediately proceed, in small teams, immediately to the area in which shots were last heard
   - Their purpose is to stop the shooting as quickly as possible so they will NOT stop to aid injured people
   - Remain calm, do as the officers tell you, and do not be afraid of them.
   - Put down any bags or packages you may be carrying and keep your hands visible at all times
   - If you know where the shooter is, tell the officers

7. Before un-securing an area (i.e. unlocking your room to let others in):
   - Consider continued risk of attack. The shooter will not stop until they are engaged by an outside force and there may be more than one. The shooter may also pretend to be a police officer to lure people out of rooms
   - Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
   - Consider the safety of masses vs. the safety of a few
   - If doubt exists for the safety of the individuals inside the room, the area should remain secured.

**Note:** The police will be seeking information regarding the incident. Once you have been identified and made a statement; you will be released or asked to remain at a safe assembly point designated by the police.

A. Hostage Situation
1. If you hear or see a hostage situation:
   - Immediately remove yourself from any danger
• Immediately notify the University of Wisconsin Madison Police Department by dialing 9-1-1
• Be prepared to give the dispatcher the following information:
  o LOCATION AND ROOM NUMBER OF INCIDENT
  o NUMBER OR POSSIBLE HOSTAGE TAKERS
  o PHYSICAL DESCRIPTION AND NAMES OF HOSTAGE TAKERS, IF POSSIBLE
  o NUMBER OF POSSIBLE HOSTAGES
  o ANY WEAPONS THE HOSTAGE TAKERS MAY HAVE
  o YOUR NAME
  o YOUR LOCATION AND PHONE NUMBER

2. If you are taken hostage:
• Remain calm, be polite and cooperate with your captors
• DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors
• Speak normally, DO NOT complain, avoid being belligerent and comply with all orders and instructions
• DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks
• Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later
• Avoid getting into political or ideological discussions with the captors
• Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you
• If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a pleas on your own behalf
• Try to stay low to the ground or behind cover from windows or doors, if possible

3. In any rescue situation:
• **DO NOT RUN.** Drop to the floor and remain still. If that is not possible, cross your arms, bow your head and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening
• Wait for instructions and obey all instructions you are given
• Do not be upset, resist, or argue if a rescuer isn’t sure whether you are a suspect or a hostage
• Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear
• You will be taken to a safe area, where proper identification and status will be determined

*See Appendix D for additional shelter in place and lockdown procedures.*
APPENDIX A: EMERGENCY RESPONSE GUIDE

Emergency Response Guide

EMERGENCY PHONE NUMBERS

Police ———— 911
Non-emergency 262-2957

FIRE ———— 911

Poison Control:
1-800-222-1222

GENERAL PRINCIPLES

PROTECT YOURSELF

When Calling 911
* Tell dispatcher your location - include building and room number.
* Answer all the dispatcher’s questions & do NOT hang up until told to do so.
* Follow all directions given by emergency personnel.

CRIMINAL ACTS

Acts IN PROGRESS
(Examples: Intrusion, Theft,
Acts of Violence/Threats)

CALL 911

Acts NOT in progress
(Examples: Vandalism,
Missing property)

Call UW Police
Non-Emergency Line: 262-2957

MEDICAL EMERGENCY

Medical Emergency
If trained, Begin First Aid

CALL 911

Have another person
meet Police & Rescue at designated
area to bring personnel to victim

FIRE ALARM OR ACTUAL FIRE

Fire in
Building

Evacuate
Area & Pull
Fire Alarm

Use
Nearest Exit
—or—
Alternate
Safe Route

Do NOT use
Elevators

Call 911
Call from assembly point
or neighboring building.

Individuals needing
assistance during
an evacuation are
encouraged to develop
personal action plans and
contacts in the building.

Stay 500 feet away
from building
Do NOT return to
building until
“All Clear” is given

NATURAL DISASTER / INCLEMENT WEATHER

Natural Disaster
OR
Inclement Weather
(Examples: Tornado,
Thunderstorm, Blizzard)

Warning:
Severe weather has
actually been sighted in
the area

Seek Appropriate
Shelter

Tornado Shelter Area
OK
Interior Hallway

Watch:
Conditions are favorable for the development of
severe weather

Stay away from
windows

Avoid large rooms

Do NOT use
Elevators

Monitor News and
Weather Broadcasts

Please contact the Facility Manager or UW-Safety (262-676) if you have questions or comments about this poster.
APPENDIX B: EMERGENCY CONTACT LIST
QUICK REFERENCE SHEET

Building Information:

Building: Computer Sciences
Address: 1210 West Dayton Street
City/State/Zip: Madison WI 53706
Telephone #: (608) 262-0286

<table>
<thead>
<tr>
<th>Agency/Company</th>
<th>Name of Contact</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Manager</td>
<td>Roger Vogts</td>
<td>(608) 262-0286</td>
</tr>
<tr>
<td>Building Manager – Backup</td>
<td>Chris Lund</td>
<td>(608) 262-6149</td>
</tr>
<tr>
<td>Building Manager – Backup</td>
<td>Terry Bradshaw</td>
<td>(608) 265-4018</td>
</tr>
<tr>
<td>Data Center Operations Manager</td>
<td>Nate Royko-Mauer</td>
<td>(608) 265-4903</td>
</tr>
<tr>
<td>CS Lab Director</td>
<td>David Parter</td>
<td>(608) 262-2389</td>
</tr>
<tr>
<td>Computer Support - Primary</td>
<td>DoIT Special Computer</td>
<td>(608) 890-2720</td>
</tr>
<tr>
<td>Fire/Police/Ambulance</td>
<td></td>
<td>9-1-1</td>
</tr>
<tr>
<td>University of Wisconsin Police</td>
<td></td>
<td>264-COPS (264-2677)</td>
</tr>
<tr>
<td>Department Non-Emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td></td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Dane County Public Health</td>
<td></td>
<td>266-4225 or 255-2345</td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Wisconsin Physical</td>
<td></td>
<td>263-3333 (CARS)</td>
</tr>
<tr>
<td>Plant – Tradesmen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Wisconsin Safety</td>
<td></td>
<td>265-5000</td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MG&amp;E</td>
<td></td>
<td>251-8300</td>
</tr>
<tr>
<td>University of Wisconsin Health</td>
<td></td>
<td>265-5600</td>
</tr>
<tr>
<td>Services Health consultant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Emergency Planners are encouraged to provide this and other appendix reference information to staff (i.e. attach to Emergency Procedures Guide.).
APPENDIX C: EVACUATION QUICK REFERENCE SHEET

Evacuation Options & Definitions

1. **Shelter in Place**: Keeping facility attendees, citizens and staff in place or in a particular shelter location for the emergency that has presented itself (examples: tornado, active shooter, or a threat inside/outside or in the vicinity of your building).

2. **Evacuation**: Movement of facility attendees, citizens, and staff out of building and relocating to an outside assembly point. A good example of this would be a fire.

   **Computer Sciences assembly point is:**
   - The sidewalk located on the north side of Atmospheric, Oceanic and Space Sciences building, 1225 West Dayton Street, Madison WI.

3. **Relocation to another Building evacuation**: Movement of building occupants out of the entire building to a designated off-site shelter facility. This may occur when there is inclement weather during an emergency.

   - Your buildings off site shelter facilities are located at:
     - Union South 1308 W Dayton St

   - The evacuation party should go to the assembly point(s) first where a head count can be taken before traveling to a host facility:
     - The host facility (Union South) should be consulted on what arrangements need to be made to support the facility attendees and the estimated time of arrival of the evacuation party if possible

     - Building Manager or designee should notify the University of Wisconsin Madison Police Department of where the evacuation party is relocating and where their facility attendees can be picked up if necessary.
APPENDIX D: ACTIVE SHOOTER SHELTER-IN-PLACE RESPONSE GUIDE

Use the **RUN-HIDE-FIGHT** strategies:

- **RUN:**
  - Get out and away from area
  - Call 9-1-1 to alert police to the shooter’s location. If you can’t speak, leave the line open. Report as much detail as possible about your location and about the shooter(s)

- **HIDE:**
  - If you can’t get out, find a safe place to hide
  - If you are in a room you cannot leave, barricade the door to keep the shooter out
  - Close and lock all doors and windows, shut blinds, turn off all lights, get down on the floor &/or behind adequate cover (i.e. concrete walls, thick desks, filing cabinets)

- **FIGHT:**
  - If there is no way out, your only choice may be to fight back and take out the shooter. Remember you are fighting for your life, so commit fully to your actions.

**General Quick Response Guide**

- Secure immediate area
- Lock and barricade doors
- Turn off lights
- Close blinds
- Silence cell phones
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Place sign in exterior windows to identify the location of injured persons

**What to Report to the University of Wisconsin Madison Police Department**

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries – number injured, types of injuries
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpacks, shooters identity if known, separate explosions from gunfire, etc.
APPENDIX E: EMERGENCY SUPPLIES, FIRST AID KIT CONTENTS/LOCATIONS

- Computer Sciences has first aid kits available. They are located in the following rooms:
  - Roger Vogts’ Office, #1305
  - DoIT Supply Cabinets located in the basement level hallway outside of the DoIT supply store.

- The following items should make up your first aid kits for use in emergency situations:
  - Two pairs of latex or sterile gloves
  - Sterile dressings to stop bleeding
  - Cleansing agents, such as soap or antibiotic wipes, to disinfect an area
  - Antibiotic ointment to prevent infection
  - Burn ointment to help prevent infection
  - Adhesive bandages
  - Eyewash solution, to be used to flush the eyes or as a general decontaminant
  - Thermometer
  - Scissors and tweezers

(Note: The facility should contain at least one 24-hour emergency supply kit that contains the above listed items)
## APPENDIX F

### Emergency Notification Call List

<table>
<thead>
<tr>
<th>Building Manager: Name</th>
<th>Work</th>
<th>Home/Cell</th>
<th>Office#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Roger Vogts</td>
<td>262-0296</td>
<td>608-556-5932</td>
</tr>
<tr>
<td>Backup</td>
<td>Chris Lund</td>
<td>262-6149</td>
<td>608-517-6732</td>
</tr>
<tr>
<td>Backup</td>
<td>Terry Bradshaw</td>
<td>265-4018</td>
<td></td>
</tr>
</tbody>
</table>

For building related problems you must first call the University of Wisconsin Police Department at 264-COPS (2677) and they will contact the University of Wisconsin Physical Plant.
APPENDIX G: UNIVERSITY OF WISCONSIN
BOMB THREAT PROCEDURES AND CHECKLIST

If you should receive a bomb threat by telephone, there are some things to keep in mind that can be helpful to you:

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**
   c. **DO NOT hang-up even after the call has concluded.** Leaving the line open will aid the telephone company in tracing the last incoming call

2. The person taking the call will immediately notify the highest-ranking staff person in the office area, with the use of another telephone, preferably while the caller is on the initial telephone.

3. Pay close attention to the caller and his/her words, to see if:
   a. The caller has any **distinguishing voice characteristics** such as an accent, stuttering, mispronunciation, or using a microphone, a recorder or other device?
   b. The caller is angry, excited, irrational or agitated?
   c. The caller is a man or woman, young, middle-aged, old?
   d. 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. This should include filling out the Bomb Threat Checklist.**

**CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT**

The Bomb Threat Checklist should be immediately available (under your phone or other accessible location).

All personnel should become familiar with the following Bomb Threat Checklist. It can become the only means of determining what is happening and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.

After receiving a bomb threat of any kind, immediately contact the University of Wisconsin Madison Police Department at 9-1-1. The University of Wisconsin Madison Police Department will notify all appropriate officials and will assist in the evacuation as needed.
BOMB THREAT CHECK LIST
(Stay calm and collect all the information you can)

NAME OF PERSON
Who Received Threat: ____________________________ _______________________

DATE & TIME
Threat Received: ____________________________ AM ____________________________ PM

How was THREAT REPORTED: Telephone _____ E-mail _____
Give Phone Number (include Area Code):

In Person __________ Voice-Mail __________ Fax __________
By MAIL, Carrier (e.g. FED EX): __________ Campus____ US Mail____ Courier ______

LOCATION THREATENED:
(Give name of Bldg/dept/agency, etc.) ___________________________________________________________________

EXACT WORDS USED to make the threat (if possible):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

QUESTIONS TO ASK THE PERSON MAKING THE THREAT:

1. WHEN IS THE BOMB GOING TO EXPLODE? _____________________________________________________________________
2. WHERE is the bomb located? ___________________________________________________________________________________
3. WHAT kind of bomb is it? _______________________________________________________________________________________
4. WHAT does it look like? _______________________________________________________________________________________
5. WHO placed the bomb? _________________________________________________________________________________________
6. WHY was the bomb placed? ___________________________________________________________________________________  
7. Where are you calling from? __________________________________________________________________________________

DESCRIPTION OF THE CALLER’S VOICE (Give Identity if known):

Caller’s Name: ____________________________ Male (man) _______ Female (woman) _______

Young _______ Old _______ Middle-Aged _______ Accent _______ Race _______

Tone of voice (e.g. excited, calm, angry, loud, stuttered) __________________________

Was Voice-Language: Taped _______ Well-spoken _______ Irrational _______ Is voice familiar _______

If so, who did it sound like: _______________________________________________________________________________________

Other Voice characteristics: _______________________________________________________________________________________

Background or Other Noises: _______________________________________________________________________________________

REMARKS:
______________________________________________________________________________
______________________________________________________________________________

Completed by: _____________________________________________________________________ Phone: ____________________________

UW Madison Police Department
(608) 264-COPS (2677)
911
APPENDIX H: POSTAL BOMB THREAT/SUSPICIOUS PACKAGE

If you receive a suspicious letter or package:

1. Handle with care. Don’t shake or bump.
2. Isolate it immediately.
3. Don’t open, smell, touch or taste.
4. Treat it as suspect. Call local law enforcement authorities.

If a parcel is open and/or a threat is identified . . .

For a Bomb:
- Evacuate immediately
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

For Radiological:
- Limit Exposure - Don’t Handle
- Evacuate Area
- Shield Yourself From Object
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
- Isolate - Don’t Handle
- Evacuate Immediate Area
- Wash Your Hands With Soap and Warm Water
- Call Police
- Contact Postal Inspectors
- Call Local Fire Department/HAZMAT Unit
APPENDIX I: PERSONAL EMERGENCY EVACUATION PLAN

Name: Janet Byers-Dent
Division: Information Technology
Department: Application Development & Integration (ADI)
Unit: Student Applications
Building: Computer Sciences (#0155), 1210 W Dayton Street
Room#: 2228
Floor: 2nd (Unit 2)
Phone: 608-262-8970 (Office)
        608-354-3623 (Mobile)

Fire Emergency:

Exit the building immediately, if possible.

When the fire alarm is activated, the building elevators will not be operational. Only fire department personnel will be able to operate the elevator. Janet should proceed to either her primary or secondary rescue location.

Primary Rescue Location:
If the location of the fire is unknown, or if the Unit 2 elevator is not functioning, proceed to the primary rescue location in hallway 2200J near room 2202. If a buddy is not available to inform emergency personnel of her whereabouts, Janet will dial 911 to tell dispatcher of her location. Wait for assistance.

Secondary Rescue Location:
If the primary rescue location is inaccessible for any reasons, go to the secondary rescue location in Hallway 2200J near room 2250. If a buddy is not available to inform emergency personnel of her whereabouts, Janet will dial 911 to tell dispatcher on your location. Wait for assistance.

Other Emergencies:

Exit the building immediately.
Take Unit 2 elevator (2200H) or Unit 1 elevator (2100H) to the main floor and exit the building. Inform your buddy, if you are not with them.

If the emergency involved imminent threats i.e. intruders/ shooters on promises, or where evacuation is not possible, stay in your office and keep the door locked. If a buddy is not available to inform emergency personnel of her whereabouts, Janet will dial 911 to tell dispatcher of her location.

Communication Method:

Use your cell phone to make contact if the campus phone is not available. Cell phone will also allow you to keep moving and stay connected if needed. Your buddy phone number(s) should be programmed on to your cell phone.

Meeting Place:
After evacuation, go to Northwest corner of Weeks Hall plaza (1215 West Dayton Street), near the bicycle parking, to meet up with your buddy and/or others.

**Designated Assistant (Buddy):**

The following people have been designated to give the individual assistance to get out of the building in an emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Field</td>
<td>2227 Computer Sciences (1210 W. Dayton Street) Tel: 608-444-4674 (Mobile)</td>
</tr>
<tr>
<td>Todd Friske</td>
<td>2221 Computer Sciences (1210 W. Dayton Street) Tel: 608-577-3461 (Mobile)</td>
</tr>
</tbody>
</table>

**Beth Crews**

<table>
<thead>
<tr>
<th>Division:</th>
<th>Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Application Development &amp; Integration</td>
</tr>
<tr>
<td>Unit:</td>
<td>Internal Applications</td>
</tr>
<tr>
<td>Building:</td>
<td>Computer Sciences (#0155), 1210 W Dayton Street</td>
</tr>
<tr>
<td>Phone:</td>
<td>608-263-3426 (Office) 608-279-3426 (Cell) 608 233-5290 (Home)</td>
</tr>
<tr>
<td>Floor:</td>
<td>4th (Tower 2)</td>
</tr>
<tr>
<td>Room#:</td>
<td>4233</td>
</tr>
</tbody>
</table>

**Fire Emergency:**

If the fire alarm is activated, Crews will proceed to the nearest exit protecting her eyes from the strobe lights as much as possible to avoid triggering a vertigo attack.

Crews’ designated assistants will assist Crews during normal business hours.

During evenings and weekends, Crews will attempt to evacuate the building by sheltering her eyes as much as possible from the strobe lights (looking down) and proceed out of the building. If Crews does not feel that she can evacuate on her own, she will call UW Police at 911 (Emergency) or 608-264-2677 (Non-Emergency), and officers will assist Crews in evacuating the building.

**Meeting Place:**

After evacuation, go to North West corner plaza, near the bicycle parking of Weeks Hall (1215 West Dayton Street) to meet up with your buddy and/or others.
Designated Assistant (Buddy):

The following people have been designated to give the individual assistance to get out of the building in an emergency.

Name: Joe Tarter  
Contact Information: 4227 Computer Sciences (1210 W. Dayton Street)  
Tel: 608-265-0694 (Office)  
Tel: 608-334-5658 (Cell)

Name: Lee Swimm  
Contact Information: 4226 Computer Sciences (1210 W. Dayton Street)  
Tel: 608-265-5131 (Office)  
Tel: 608-358-9011 (Cell)

Name: Ellyn Paul  
Contact Information: 4224 Computer Sciences (1210 W. Dayton Street)  
Tel: 608-265-9409 (Office)  
Tel: 608-371-4926 (Cell)
APPENDIX J: FLOOR PLANS