

Emergency Procedures



University of Wisconsin—Madison
POLICE DEPARTMENT

1429 Monroe Street
Madison, WI 53711-2018

"Striving for Excellence. Serving with Pride"

EMERGENCY PROCEDURES GUIDE

This Guide has been prepared for your information and review, as a quick reference during emergency conditions on campus. People are most effective in an emergency when they are PREPARED. Please take a few moments to review the material and BE PREPARED.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies of this guide are available from your facility manager.

In some sections informational blanks have been provided and should be filled in immediately. Once the blanks are filled in and the procedures have been reviewed the guide should be kept in a readily accessible location, preferably near your telephone.

This document is not meant to cover every emergency situation that may arise. If you are unsure of what you need to do in your building, please ask your facility manager or contact the University Police at 262-2957 voice/TTY. Be sure to check with your facility manager for building specific emergency guidelines and policies.

PHONE NUMBERS

In ALL Emergencies Dial 911

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 the 911 lines free for emergencies. All 911 calls are voice and TTY.

| | |
|---|--|
| Police..... | 262-2957 voice/TTY |
| Safety Department..... | 262-8769 voice |
| Physical Plant/CARS (Central Answering & Response Service)..... | 263-3333 voice265-4550/TTY |
| Facilities Access | 262-8419/voice 263-3021/voice 265-5147/TTY |

PERSONS WITH DISABILITIES:



Individuals with a disability should follow the same procedures as noted. If you have questions or need further information, please call Facilities Access at 263-3021 or 262-8419. You can also visit the Emergency Response Team's web site at:

<http://wiscinfo.doit.wisc.edu/evacuation/>

Intro

Phone Numbers

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:

What is the person doing?

How many people are involved?

Where is it happening?

Physical and clothing description of those involved.

Are weapons involved?

Vehicle description and license plate number, if a vehicle is involved.

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 until police arrive and provide additional information, as it becomes available or as the situation changes.

SUSPICIOUS PACKAGE

If a suspicious package is received notify University Police immediately.

Tips for identifying suspicious packages:

- No return address
- Insufficient postage
- The addressee is not familiar with the name or address of the sender
- The addressee is not expecting a package
- Return address and postmark are not the same area
- Wrapped in brown paper with twine
- Grease stains or discolored paper
- Strange odors
- Foreign Mail, Air mail, or Special delivery
- Restrictive markings such as confidential, personal, etc.
- Excessive postage
- Incorrect titles
- Titles but no names
- Misspelling common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or foil
- Excessive securing material such as masking tape or string
- Visual distractions

*ie...Brightly colored
wrapping paper
bows, etc...*

Criminal Activity

Suspicious Package

BOMB THREATS

In most cases bomb threats will be received by telephone. The person that receives the call should remain calm and obtain as much information as possible. Use the attached worksheet to obtain this information. Contact University Police by dialing 911.

BOMB THREAT WORKSHEET

Note exact wording of the threat:

Date and time of the call:

Ask and record the answers to the following questions:

1. When will the bomb explode?
2. Where is the Bomb?
3. Which building is it in?
4. Who is this?
5. What kind of bomb is it?
6. Why are you doing this?

Note the following:

1. Background noise...traffic, music, voices...
2. Callers voice:
Calm...laughing...raspy
Angry.... Sobbing...deep
Excited...distinct...cracking
Slow...slurred...accent
Rapid...nasal...disguised
Soft...stutter...male
Loud...lisp...female
Profane..incoherent...familiar*

*If the voice is familiar, whom did it sound like?

Bomb Threats (continued)

The University Police may request people working in the area assist in looking for the bomb. This is because people working in the area will be most familiar with what does and does not belong. If a suspicious package or object is located, DO NOT TOUCH IT, immediately notify the police.

If a bomb threat is received via written communication, immediately notify University Police by dialing 911. Do not handle the communication any more than is absolutely necessary and turn the document over to the police when they arrive. Try to determine the following information:

- * Who found it?
- * Who else was present?
- * Where was it found or how was it delivered?
- * When was it found or delivered?
- * Who has touched it?
- * Have any previous threats been received?

Bomb Threats

MEDICAL EMERGENCIES/AMBULANCE

1. Do not move a seriously injured person unless they are in a threatening situation. If the victim must be moved, move as a unit, always supporting the head and the neck. Do not bend or twist the victim's body. Do not approach victims of electrocution or toxic exposure unless they are clearly away from hazard.

2. Call 911

Be prepared to give the following information:

- Where emergency is
- What happened
- As much information about the Victim(s) as you can provide
- How many need help
- What is being done

DO NOT hang up until instructed to do so by the dispatcher (to avoid giving incomplete information).

3. Stay with victim until help arrives.

4. Restore or maintain breathing and heartbeat.

5. Stop severe bleeding with direct pressure when possible.

6. Keep victim warm.

7. Persons in your area who are trained in CPR should be listed below.

8. A first aid kit is located at _____
(Enter Location here)

Remember Universal Precautions (protect yourself from blood and body fluids).

FIRE

1. Upon discovering a fire, explosion or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm box, located at:

2. Call 911 and be prepared to give

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

3. Do not use elevators during a fire emergency.

4. When fire alarm sounds, complete evacuation is required. Walk, do not run to the nearest stairway exit and proceed to ground level. If stairway contains smoke or fumes, use an alternate stairway exit. Close doors and windows if possible as you leave. ***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.

5. Leave the building and move away from it at least 100 feet, leaving the drives and walks open for arriving fire equipment. Do not return to the building until directed to do so by police officers or fire fighters. Persons with disabilities should move at least 100 ft. from the building. If you can not move far enough on you own request assistance from emergency personnel.

6. Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.

7. Everyone must follow the orders of the fire fighters and police officers when they arrive.

8. Notify firefighters on the scene if you suspect someone may be trapped inside the building.

9. Report potential hazards or refer fire prevention questions to U.W. Safety at 262-8769.

The nearest fire extinguisher is located at _____

Medical Emergencies/Ambulance

Fire

CHEMICAL SPILLS (IMMEDIATE DANGER)

1. Sound the building fire alarm. If you have bodily contact with the spilled material, immediately remove any contaminated clothing and flush all areas of bodily contact with copious amounts of water. * *With the exception of chemicals that react with water.*

2. Call 911 and be prepared to:

- Identify yourself and the reason you are calling
- Identify the exact location of the emergency
- Identify the nature of the emergency
- Identify any injuries or symptoms involved
- Identify all hazardous materials involved if you know them.

3. Evacuate the building to a safe distance (at least 100 ft.) and leave a clear access for arriving emergency personnel. Do not return to the area until instructed to do so by police or fire personnel. Persons with disabilities should move at least 100 ft from the building and request assistance from emergency personnel if needed.

4. Obtain assistance for those injured or exposed to the effects of the spill (safety shower, medical attention, etc.). Areas of bodily contact should be rinsed for 15 minutes with copious amounts of water.

5. For situations that threaten fire or explosion, and spills in which hazardous vapors are present:

- Evacuate the area and tell others to evacuate.
- Close, but do not lock doors behind you to isolate the area.
- If you have time to do so safely, close fume hood sashes.
- If you have time to do so safely, post a sign to warn others not to enter the area.
- If evacuation is necessary, DO NOT use elevators.
- Be available to advise emergency response personnel when they arrive. *Someone responsible for the room or building should be present to provide details of the incident.*

CHEMICAL SPILLS (NOT IMMEDIATELY DANGEROUS TO LIFE OR HEALTH)

1. Attempt to confine the spill as much as possible only if you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical. If you have contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with copious amounts of water.

2. Call 911 and be prepared to:

- Identify yourself and the reason you are calling
- Identify the exact location of the emergency
- Identify the nature of the emergency, any injuries or symptoms involved, and identity of any hazardous materials involved if you know them.

3. Continue to rinse areas of bodily contact with copious amounts of water for 15 minutes.

HAZARDOUS ODORS OR LEAKS

REPORT ANY HAZARDOUS GAS LEAK TO UW POLICE.

Be prepared to provide the following information:

1. Your name
2. Building name
3. Nature of the incident
4. Floor or area affected
5. Room number
6. Type of incident
7. The name of the chemical or gas

Suspicious Odors or Leaks

Should you detect any suspicious odors or a suspected slight odor of gas, dial 9-1-1 and report it to the UW Police. They will send someone to check on the problem.

IN THE EVENT OF GAS LEAKS OR VISIBLE FIRE FROM GAS CYLINDERS OR PIPING:

- Evacuate the area and Dial 9-1-1 to notify the University Police of the incident: follow the dispatcher's instructions.
- If it is an explosive gas (i.e. natural gas), **DO NOT** use or activate items that generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark with resultant explosion.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area that you can safely do so). This will help limit the impact of the leak or fire.
- Notify others in the immediate vicinity, if you can safely do so.

Evacuation:

- If it is necessary to evacuate the building, activate the building's fire alarm and leave the building (note: **DO NOT** activate the fire alarm if it is an explosive gas such as natural gas).

Continued on back...

Chemical Spills

Hazardous Odors or Leaks

Hazardous Odors or Leaks (continued)

- If it is an explosive gas, such as natural gas, exit lower or upper floors via the stairwell. Do not use an elevator.
- Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.
- Notify others in the immediate vicinity.
- Upon exiting the building, get a safe distance from the building (at least 100 feet away). Persons with disabilities should move as far as possible from the building.
- Remain upwind of the leak.
- Leave adequate room for police and other emergency responders.
- Do not return to the building until given approval by fire or police personnel.
- If you have information about the source of the odor or leak, report in person to any police officer or fire fighter at the scene.



PERSONS WITH DISABILITIES:

Individuals with a disability that prevents them from evacuating an affected floor or the building should go to an Area of Rescue (AOR). **DO NOT** go to an AOR close to the leak. If you cannot get to an AOR or if there is no AOR in your building, please follow the guidelines listed below.

If you cannot exit the building without assistance, a staff person or a student should assist you in getting to a safe place.

Proceed to a safe place away from the incident, to a room near stairs.

Go to a room with a phone and a window, if possible.

Note the room number.

Close the door.

Call 911. A UW police dispatcher will verify/confirm the room number.

If there is no phone, close the door and go to the window.

The person assisting persons with disabilities should inform emergency response personnel that a person with a disability is in the room (number).

UTILITY FAILURES

Report any Utility Failure to Physical Plant/CARS (Central Answering and Response System) by dialing 263-3333. If it is after normal business hours (7:30 a.m. to 4:30 p.m. Monday – Friday), they will direct your call to the on-duty Centrex Operator.

Be prepared to provide the following information:

1. Your name
2. Phone number where you can be reached
3. Building name
4. Nature of the incident
5. Floor(s) or area affected
6. Room number

ELECTRICAL FAILURE

- The UW Electricians will assess the situation and determine the appropriate course or action.
- In the event of a significant power failure, the building's emergency generator will provide limited electricity to crucial areas of the building, inclusive of emergency lighting.
- Turn off ALL electrical equipment, including computers. Do not turn any electrical equipment back on until given the approval of your supervisor or the facility manager.
- Some building's emergency lighting power source is provided by battery, and will have a limited amount of time the emergency lighting remains on. In this instance, you should evacuate the building when the emergency lighting comes on; this is especially important if there is limited or no natural lighting available along your exit path. DO NOT re-enter the building until all power has been restored.
- Be mindful that elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If you are trapped in an elevator, use the elevator's emergency phone to notify the UW Police Dispatcher. If there is no emergency phone in the elevator, trigger the elevator's emergency alarm button.

Continued on back...

Utility Failures (continued)

STEAM LEAKS

- If the steam leak is inside a building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

WATER LEAKS/FLOODING

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.
- Immediately cease use of all electrical equipment.



PERSONS WITH DISABILITIES:

If the problem is known to be a steam leak, exit the building immediately. You may use the elevators, but **DO NOT** travel past the location of the leak.

If you cannot determine if it is steam or smoke, go to an Area of Rescue (AOR). If there is no AOR in your building, please follow the guidelines listed below.

If you cannot exit the building without assistance, a staff person or a student should assist you in getting to a safe place.

Proceed to a safe place away from the incident, to a room near stairs.

Go to a room with a phone and a window, if possible.

Note the room number.

Close the door.

Call 911. A UW police dispatcher will verify/confirm the room number.

If there is no phone, close the door and go to the window.

The person assisting persons with disabilities should inform emergency response personnel that a person with a disability is in the room (number).

TORNADO OR SEVERE THUNDERSTORM

Know the location of the nearest emergency shelter for your location!
Check with your Facility Manager for the location of emergency shelters.

Severe Thunderstorm Watch:

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

Severe Thunderstorm Warning:

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
- Report any injuries and damage by Dialing 9-1-1.
- Be prepared to give the following information:
 1. Your name
 2. Building name
 3. Type of injury or damage
 4. The location of any injured person(s) or building damage
 5. Room number you are calling from

Tornado Watch:

Conditions are right for a tornado. Continue with normal activities, but continue the monitor the situation.

Tornado Warning:

Radar or weather spotters have identified a tornado. The emergency siren will sound a steady tone for three minutes or longer if there is danger in the immediate area.

Take the following actions:

- **SEEK IMMEDIATE SHELTER** (Individuals with disabilities: follow the same procedures): When warning sirens sound, seek shelter, preferably in a basement or below ground evacuation location. A steel formed or reinforced concrete building provides 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.
- 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 prone; face down, with your hands covering your head.

Continued on back...

Severe Weather (continued)

- After the all clear, leave badly damaged buildings, if it is safe to do so. 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 dispatcher by dialing 9-1-1.
- **BE PREPARED TO GIVE THE FOLLOWING INFORMATION:**

1. Your name
2. Building name
3. Type of injury or damage
4. The location of any injured person(s) or building damage
5. Room number you are calling from



PERSONS WITH DISABILITIES:

Individuals with a disability should follow the same procedures as noted above. If you have questions or need further information, please call Facilities Access at 263-3021 or 262-8419. You can also visit the Emergency Response Team's web site at:

<http://wiscinfo.doit.wisc.edu/evacuation/>