

**Agricultural Engineering Building  
460 Henry Mall  
Madison, Wisconsin 53706**

**OCCUPANT EMERGENCY PLAN**



**Facility Manager: Sue Reinen  
Office: 116  
E-mail: [smreinen@wisc.edu](mailto:smreinen@wisc.edu)**

**University of Wisconsin-Madison Police Department  
Planning & Development Division  
(608) 890-0672  
or  
[emergencymgt@mhub.uwpd.wisc.edu](mailto:emergencymgt@mhub.uwpd.wisc.edu)**



**August 1, 2021**

# TABLE OF CONTENTS

<b>I. Introduction .....</b>	<b>4</b>
<b>II. Administrative Framework .....</b>	<b>4</b>
<b>III. Training, Testing, and Updating The Plan .....</b>	<b>5</b>
<b>IV. Roles and Responsibilities Of Building Staff .....</b>	<b>6</b>
<b>EMERGENCY COMMUNICATION PLAN .....</b>	<b>6</b>
<b>EMERGENCY EVACUATION PLAN.....</b>	<b>7</b>
<b>A. Evacuation Options &amp; Definitions.....</b>	<b>7</b>
<b>B. General Procedures.....</b>	<b>7</b>
<b>C. Evacuation For People With Disabilities .....</b>	<b>9</b>
<b>FIRE EMERGENCIES.....</b>	<b>11</b>
<b>A. Procedures .....</b>	<b>11</b>
<b>B. Building Information .....</b>	<b>11</b>
<b>WEATHER EMERGENCIES.....</b>	<b>13</b>
<b>A. Definitions.....</b>	<b>13</b>
<b>B. Alert Systems .....</b>	<b>13</b>
<b>C. Conditions and Responses .....</b>	<b>14</b>
<b>RESPONSE TO ILLNESS OR INJURY.....</b>	<b>15</b>
<b>A. Medical Problems.....</b>	<b>15</b>
<b>B. Deaths .....</b>	<b>15</b>
<b>MISSING OR ABDUCTED FACILITY ATTENDEE OR STAFF PERSON .....</b>	<b>17</b>
<b>A. Missing Adult.....</b>	<b>17</b>
<b>B. Missing Children .....</b>	<b>17</b>
<b>RESPONSE TO UTILITIES AND MAINTENANCE EMERGENCIES.....</b>	<b>18</b>
<b>A. Gas Leak .....</b>	<b>18</b>
<b>B. Power Failure.....</b>	<b>18</b>
<b>C. Plumbing .....</b>	<b>19</b>
<b>D. Loss of Water.....</b>	<b>19</b>
<b>E. Telephone Service.....</b>	<b>19</b>
<b>F. Heat or Air Conditioning.....</b>	<b>19</b>
<b>G. Keys or Access Control.....</b>	<b>20</b>
<b>RESPONSE TO HAZARDEOUS CHEMICAL INCIDENT .....</b>	<b>21</b>
<b>RESPONSE TO THREATS.....</b>	<b>23</b>
<b>A. Threats: Verbal, Physical .....</b>	<b>23</b>
<b>B. Bomb Threats .....</b>	<b>24</b>
<b>C. Active Shooters.....</b>	<b>25</b>
<b>D. Hostage Situation .....</b>	<b>27</b>
<b>1. If you hear or see a hostage situation .....</b>	<b>27</b>
<b>2. If you are taken hostage .....</b>	<b>28</b>
<b>3. In a rescue situation .....</b>	<b>28</b>
<b>Appendix A: Emergency Response Guide.....</b>	<b>30</b>
<b>Appendix B: Emergency Contact List Quick Reference Sheet.....</b>	<b>31</b>
<b>Appendix C: Evacuation Quick Reference Sheet.....</b>	<b>32</b>
<b>Appendix D: Emergency Lock Down &amp; Shelter In Place .....</b>	<b>33</b>

<b>Appendix E: Emergency Supplies, First Aid Kit .....</b>	<b>34</b>
<b>Appendix F: Emergency Notification Call List.....</b>	<b>35</b>
<b>Appendix G: UW-Madison Bomb Threat Procedures .....</b>	<b>35</b>
<b>Appendix H: Postal Bomb Threat .....</b>	<b>38</b>
<b>Appendix I: Public Address Scripts .....</b>	<b>39</b>

# **Agricultural Engineering Occupant Emergency Plan**

## **I. INTRODUCTION**

This plan is designed to guide personnel in the Agricultural Engineering Building and University of Wisconsin-Madison Police Department (UWPD) personnel through various incidents. Because every scenario cannot be predicted, 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 the Agricultural Engineering Building 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 UW-Madison Crisis Response Plan. There are many circumstances in which facility managers and other University staff are simply notified of a situation and the UW-Madison Crisis 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, UWPD's Manager-on-Call (MOC) will determine if the incident warrants the activation of the UW-Madison Crisis Response Plan.

## **II. ADMINISTRATIVE FRAMEWORK**

The purpose of the plan is to create a healthy and safe environment for facility attendees, 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. Facility 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.

The functions of the Agricultural Engineering Occupant Emergency Plan 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
- 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 facility 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 UWPD and other agencies to resolve the issue at hand.

This Occupant Emergency Plan shall be controlled by the facility director 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:

- Facility Manager's office 116
- Biological Systems Engineering Departmental Safety Officer's office 125A
- BSE Department Main Office 115
- UW-Madison Police Department

### **III. TRAINING, TESTING, EXERCISING and UPDATING THE PLAN**

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

Shortly after OEP 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 tests/exercises will be conducted annually by the facility with assistance of the Emergency Management Unit. Detailed evaluations of the exercise and After Action Reports will be provided to the facility manager and the facility director after the exercises. If a real emergency occurs or if a drill is conducted without assistance from the Emergency Management Unit, the facility manager should contact Emergency Management for instructions and a template to document what actions were taken and what improvements need to be made. After Action Reports will be kept on file along with the building's plan.

This plan will be updated biannually by the facility manager or designee in conjunction with the 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 facility manager and the UWPD Emergency Management representative to discuss the following issues:

1. Revision or changes to applicable state or federal regulations
2. Whether or not particular deficiencies were identified
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.

# EMERGENCY COMMUNICATION PLAN

When an unpredicted situation or condition exists, it will most likely be reported to the UW-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(4-COPS).

*(Note: Dialing 9-1-1 from a cell phone will connect you to Dane County 9-1-1 Dispatch. A landline connects you to the UWPD 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 IN THE BUILDING

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. The building manager should follow their internal communication procedures for notifying the facility occupants of the perceived threat or emergency.

<b>Contact</b>	<b>Office</b>	<b>Cell #</b>	<b>Home #</b>	<b>E-mail</b>
Sue Reinen (Facility Manager)	116 262-2250	698-8576	N/A	smreinen@wisc.edu
Troy Runge (Department Chair)	115E 890-3143	219-9596	N/A	trunge@wisc.edu
Kevin Shinnars (Department Vice Chair)	227 263-0756	576-3550	828-9709	kjshinne@wisc.edu
Jeff Nelson (Safety Chair)	125A 263-1940	438-5398	831-6261	jwnelson@wisc.edu

# EMERGENCY EVACUATION PLAN

## A. Evacuation Options & Definitions

- . **In-place evacuation**: 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).
- . **Out of Building 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.

### **Your facilities assembly point is:**

- 500 Feet from Building
- In front of Hygiene Lab, 465 Henry Mall

- . **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:**

- Lobby area of Ag Hall, 1450 Linden Drive
- Doug Sabatke (262-9812) or designee should be notified to make appropriate arrangements

The facility's floor plans will be posted in plain view throughout the building, displaying exits, the best route(s) to evacuate the facility and shelter areas. The emergency evacuation plan should be tested at least annually. Emergency equipment should be tested at pre-determined intervals.

## B. General Procedures

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

Occupants of the Agricultural Engineering Building should consider the following procedures when taking actions during an emergency situation:

1. The facility manager, designee, or person near the incident will call 9-1-1 and indicate the need for assistance. Remember to use your Communication Plan (page 7 and Appendix A):
  - STATE YOUR NAME
  - PHONE NUMBER YOU CAN BE REACHED AT

- TYPE OF EMERGENCY
  - EXACT LOCATION OF THE EMERGENCY IN THE BUILDING
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 facility manager or designee will perform an overhead page (if available) via the fire panel located in the main entrance of the building to alert building occupants of the imminent hazard and provide instructions to shelter-in-place or evacuate the building.
    - Public Address scripts can be found in Appendix I.
  4. If out-of-building 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 UWPD.
    - Supervisors, if present or applicable, should be prepared to provide a staff count.
  5. During the evacuation, facility 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.
  6. If it can be done safely, designated personnel should attempt to check their area to ensure occupants have evacuated. 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 facility manager or designee should be in contact with the Madison Fire Department or UWPD at all times until they are notified by emergency personnel that it is OK for occupants to reenter the building.

## **C. EVACUATION FOR PEOPLE WITH DISABILITIES**

The following guidelines should be considered when assisting persons with disabilities in an evacuation. Emergency coordinators and volunteers should familiarize themselves with these procedures.

### **MOBILITY IMPAIRMENT (WHEELCHAIR)**

If persons with mobility impairments cannot exit, they should move to a designated ARA, if available, or a safer area, e.g., an office or classroom with the door shut which is a good distance from the hazard and away from falling debris.

The buddy and/or the floor captain should then proceed to the evacuation assembly point outside the building and inform emergency personnel of the location of the person who needs assistance. If the person who is not able to evacuate is alone, he/she should phone the emergency dispatcher – when calling from a UW phone the number is 911. He/she should give their present location (office/room location, Location of ARA, etc.) and the type of evacuation assistance they need. The dispatcher will relay the information to on-scene emergency personnel.

*If immediate evacuation is necessary, be aware of the following considerations:*

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; be aware that life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check the evacuation routes for obstructions before assisting the person to the exit. It may be necessary to help clear the exit route.
- Delegate other personnel to bring the wheelchair.
- Arrangements should also be made to make wheelchairs available after evacuation. Reunite the person with the wheelchair as soon as it is safe to retrieve it.

### **MOBILITY IMPAIRMENT (NOT USING A WHEELCHAIR)**

Contact the building coordinator/ emergency personnel for assistance. Ask the person their preferred method of assistance. Persons with mobility impairments who are able to walk independently may be able to use stairs with some assistance. If danger is imminent, the individual should wait until heavy traffic has cleared before attempting the stairs. Crutches, canes and walkers should not be left behind. If people with mobility impairments cannot exit, follow the same procedure as wheelchair users.

### **HEARING IMPAIRMENT**

- Face the person when you speak to them. Speak clearly and tersely while you describe the situation.
- To attract their attention, touch them, use eye contact or turn the light switch off and on.
- Gestures are helpful, but be prepared to write notes describing the emergency and nearest evacuation route if the person does not seem to understand what you are saying.
- Offer visual instructions (e.g., by pointing toward exits or a lobby evacuation map) in guiding the person to the safest exit.
- Make sure that floor captains check all locations, including restrooms, to communicate the need to evacuate. This is especially important for persons in the building who may be deaf or have other hearing impairments.

## **VISUAL IMPAIRMENT**

- In an emergency situation, describe the nature of the emergency. Most people with a visual impairment are familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance during an emergency evacuation. Do not grasp a person's arm without first asking. This might disorient a visually impaired person. If they welcome your assistance, offer your elbow and escort him/her to a safe place. Providing direction is very important if there is a crowd or obstruction in the area.
- When you are walking, give a verbal description about the evacuation route, using estimated distances and directional terms.
- When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.
- Some individuals may have dog guides that may be disoriented during the emergency, and may require additional assistance. They should be asked how/if they can be assisted.
- White canes and other mobility aids should not be left behind.

## **COGNITIVE/PSYCHIATRIC IMPAIRMENTS**

- In an emergency situation, describe the nature of the emergency. Most people with a visual impairment are familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance during an emergency evacuation. Do not grasp a person's arm without first asking. This might disorient a visually impaired person. If they welcome your assistance, offer your elbow and escort him/her to a safe place. Providing direction is very important if there is a crowd or obstruction in the area.
- When you are walking, give a verbal description about the evacuation route, using estimated distances and directional terms.
- When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.
- Some individuals may have dog guides that may be disoriented during the emergency, and may require additional assistance. They should be asked how/if they can be assisted.
- White canes and other mobility aids should not be left behind.

# Fire Emergencies

## A. Procedures

1. Evaluate the situation as to the location of the fire within the facility, 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. Activate the fire alarm. The UWPD Communications Center should be notified of the situation by dialing 9-1-1.
3. If the fire is small, a fire extinguisher may be used to put out the fire. Personnel should not fight the fire if there is any imminent threat to their safety.
4. If it can be done safely, designated personnel should attempt to check their area to ensure occupants have evacuated. Proceed to assembly points and attempt to conduct a head count.
5. All occupants should stay at designated assembly points until they are notified by emergency personnel or designated personnel to reenter the building. Your Assembly Point is: 500 feet from the building In front of Hygiene Lab, 465 Henry Mall

## B. Building Information

1. Mapped emergency egress/escape routes will be posted throughout the building depicting the following:
  - Exits
  - Primary evacuation routes
  - Secondary evacuation routes
  - Accessible egress routes
  - The locations of emergency evacuation chairs
  - Manual fire alarm pull stations
  - Portable fire extinguishers (approximately every 75 feet and in most labs)
  - Fire alarm enunciator and control panels
  - Emergency phone locations
2. The preferred and alternate means of notifying occupants of a fire for The Agricultural Engineering Building are:
  - Regular audible fire alarm
  - Pull Station
  - PA voice system

3. The normal route for Madison Fire Department vehicle access is Westbound University Avenue to Henry Mall:

- The building manager or designee must identify themselves to Madison Fire Department's command vehicle and/or UW-Madison Police Department's incident commander.

4. Many buildings have major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures (Examples: Labs, Chemicals, etc.)

- The Agricultural Engineering Building has fire hazards listed below:
  - No major fire hazards

# Weather Emergencies

The building manager or designee will monitor the National Oceanic and Atmospheric Administration (NOAA) radio or television for weather updates and alert the building of inclement weather if necessary. The building need only be notified of the inclement weather if it is affecting Dane County. The following are examples of inclement weather the building occupants could be notified of and, if necessary, told what to do:

## 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

- NOAA Weather Radio/Monitor Locations:
  1. Betsy – BSE Main Office (Room 115)
  2. Jeff – Office in 125
- Dane County Emergency Management Warning Systems (see their website for more details on how each system works)
- Phone - use the following link to sign up for Reverse 911 (use your work address since this is based on geographical location of the emergency ): <https://em.countyofdane.com/warning>
- 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](mailto: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)
  1. www.channel3000.com
  2. www.wkowntv.com
  3. www.nbc15.com
- Local AM Radio stations:
  1. 1310 WIBA
  2. 1670 WTDY
    - a. Batteries are in the office supply room “vault”.
- Outdoor warning sirens

## C. Conditions and Responses

1. Severe Thunderstorm
  - a. Be vigilant
  - b. Monitor for weather updates
2. Tornado
  - a. Watch
    - Monitor weather conditions
    - Review shelter areas-posted maps or plan
    - Be prepared for changes in weather conditions
  - b. Warning:
    - Monitor weather conditions
    - During a Tornado warning occupants should seek shelter in the designated shelter area -- in the basement of Ag Engineering in the interior hall area, away from windows.
3. Flooding
  - a. Seek shelter on high ground
  - b. Stay away from high voltage
  - c. Report problems to the Building Manager
4. Snow/Blizzard
  - a. 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.
    - The Agricultural Engineering Building has a Public Address system from which announcements can be made. The PA is located in the fire alarm panel in the main entrance.

# Response to Illness or Injury

The following information is for a 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 the Agricultural Engineering Building comes in contact with a person who appears to be injured or ill they should do the following (this could depend on roles/responsibilities):

- If the illness or injury does not require immediate medical attention, but requires a doctor's care, the facility manager or designated staff member can encourage the ill or injured person to seek medical attention.
- If the person is unresponsive or the severity of their conditions is unknown:
  1. Call 9-1-1
  2. When speaking to the dispatcher:
    - STATE YOUR NAME
    - EXACT LOCATION IN THE BUILDING
    - TYPE OF PROBLEM (dispatcher will ask you a series of questions)
    - TELL DISPATCHER IF THERE IS A PERSON TO MEET EMERGENCY PERSONNEL AND AT WHAT ENTRANCE WILL THEY BE WAITING.
  3. Contact the person's supervisor
  4. Contact the building manager
  5. Contact the person's family if requested
  6. Keep the person calm
  7. Do not attempt to move the person unless they would be in greater danger if they stayed.
  8. If the illness or injury was the direct or indirect result of faulty equipment, unsafe work conditions, not wearing the required safety equipment, etc, then the situation should be reviewed and rectified as soon as possible to prevent repeated incidents.

**NOTE: If you are not sure whether the situation is an emergency or not, never hesitate to use the emergency number 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 the work area is being used for the death investigation.
5. 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 UWPD or UW Communications for a statement
7. Upon request from the police and/or coroner, provide emergency contact information for the deceased's family.

## 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 facility during business hours. There are at times when 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 via your department's policy.

### A. Missing Adult

1. If a staff, student, visitor or other facility attendee is not accounted for, contact the building manager and set up a search of the facility inside and outside with help of volunteers.

*The Agricultural Engineering Building has procedures for area searches. They are as follows:*

*However, 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 police **immediately** and then begin searching while police are on the way.*

2. The supervisor should contact the persons emergency contact if available
3. If the person is not located after the building and area has been searched, contact the UW-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. Be prepared to provide some initial physical and clothing description to the police.
  - a. clothing description
  - b. description of anything they may have said
  - c. any notes or other indicators left behind
  - d. sex, race, height, weight, hair color, approximate age

### B. Missing Children

1. If a child disappears, particularly if under suspicious circumstances, **immediately call UW-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 law enforcement, 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 will issue an Amber Alert.

# Response to Utilities and Maintenance Emergencies

The following section is a general response to problems that may present themselves in the facility. As always follow your roles and responsibilities for reporting emergencies or other issues with your building.

## A. Gas Leak

In its natural state, natural gas is odorless and colorless. For easy detection an odorant is injected into the gas before it is inserted into the distribution system. 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. Here are some 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.
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 gas.
4. Any possible flame source should be extinguished
5. Do not use the elevators as this could cause a spark
6. Call UW-Madison Police Department
  - STATE YOUR NAME
  - EXACT LOCATION IN THE BUILDING
  - TYPE OF PROBLEM
  - Tell dispatcher if there is a person to meet emergency personnel and at what entrance will they be waiting.
7. Open windows and doors.
8. Evacuate everyone from the area.
9. All occupants should stay at designated assembly points until they are notified by emergency personnel or designated personnel to reenter the building
10. If your building does not have a natural gas supply and you smell natural gas coming from an area you should notify UW-Madison Police Department to investigate

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 tips listed above. If you are trained, turn off the gas valve with a pipe wrench or other suitable tool. If the leaking gas ignites, do not attempt to put out the flames. Immediately call 9-1-1.

## B. Power Failure

Things to consider 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 facility manager or designee should contact the local power company
  - Madison Gas and Electric: 608-251-8300 (general number)
  - Madison Gas and Electric: 608-252-7111(outages/downed wires)
  - Physical Plant: 263-3333
3. A battery-powered radio is located in the vault in the main office. (Also for weather emergencies)

## C. Plumbing

Things to consider if there is a plumbing problem in your building:

1. The building manager or designee should be notified promptly of the plumbing problem. An examples might include overflow toilets causing flooding in building.
2. The building manager or designee should contact the facilities plumbing contractor
  - UW-Madison Physical Plant (CARS): 608-263-3333

## D. Loss of Water

Things to consider if there is a loss of water in your building:

1. The facility 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 facility manager or designee should contact the local Public Works
  - UW-Madison Physical Plant (CARS): 608-263-3333

## E. Telephone Service

Things to consider if there is a telephone service problem in your building:

1. The facility manager or designee should be notified promptly of the telephone service loss.
2. The facility manager or designee should contact the telephone company:
  - UW-Madison Physical Plant (CARS): 608-263-3333
  - SBC at 1-800-257-0902

## F. Heat or Air Conditioning

Things to consider if there is a problem with the heat or air conditioning in your building:

1. What time of year is it? **Building's HVAC get switched at different times depending on what type of heat/cool system they have.**
2. The facility 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:

□ UW Physical Plant (CARS): 608-263-3333

## **G. Keys or Access Control**

### 1. General Information:

Things to consider if there is a problem with keys or access control system in your building:

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 Wiscard related issues, speak to an administrator or visit <https://wiscard.wisc.edu/>

For lock and key issues on non-access control doors, the building manager should contact the locksmith:

UW-Madison Locksmith Shop (CARS): 263-3333

If locking the entire perimeter of the facility is required, the building manager or designee will perform this task and advise the UW-Madison Police Department immediately after doing so, advising what the reason for the locking is, and what police response is necessary.

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

UW-Madison's Environment, Health & Safety Department (EH&S) will be glad to assist in answering questions (Help Line: 265-5518 or <http://www2.fpm.wisc.edu/chemsafety>). EH&S is also responsible for regulatory reporting requirements and must be notified of any spill, leak or release.

- The Agricultural Engineering Building has a Safety Officer to assess and advise incoming emergency services and EH&S personnel on the response to the spill.

Name: Jeff Nelson (Safety Officer)  
Contact information: 263-1940 jwnelson@wisc.edu

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 facility manager or safety officer for assistance.

If the spill is large, consider evacuation of the building. See Appendix I for a sample public address script.

In all other cases, UW-Madison's Environment, Health & Safety Department uses a ranking system to, not only 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 dangerousness.* Everyone in a workplace should be aware of any potential hazards in their area and have been trained accordingly.

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

- Evacuate the area immediately and go to a safe place
- Do NOT attempt to respond to an unidentified spill
- Extinguish all open flames
- Close doors and fume hood
- Avoid any action that might create a spark (do NOT turn lights on or off)
- Do not attempt to rescue an injured person unless you are protected from the hazard and you are sure of your safe return
- Do not attempt to rescue anyone who has passed out due to fumes
- Call 9-1-1 and provide the following information:
  - YOUR NAME
  - PHONE NUMBER YOU CAN BE REACHED AT
  - EXACT LOCATION OF THE EMERGENCY IN THE BUILDING
  - TYPE OF EMERGENCY, ANY INJURIES OR SYMPTOMS INVOLVED AND ANY HAZAROUS MATERIALS INVOLVED IF KNOWN
- Designate someone to meet emergency responders
- No one should enter the facility until authorized by emergency responders

**Personal Decontamination Procedures**

- **Quickly** remove all contaminated clothing while using the safety shower or other available source of water.
- **NOTE:** This is not a time for modesty. Contaminated clothing **MUST** be removed immediately.
- **Flood** the affected body area in cold water for at least 15 minutes.
- If eyes are involved, **check** for contact lenses and flood eyes for at least 15 minutes. Remove and discard contact lenses if present.
- **Remove** all jewelry to facilitate removal of any residual material
- **Call UWPD at 9-1-1 and get medical attention promptly.** Even if minimal contact and someone feels OK, they should be instructed to seek medical treatment.

# Response to Threats

The following section is a general response to some threats that may present themselves either inside or outside of the facility. We are encouraging 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 facility 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

**\*\*Note: NEVER** makes promises you can't keep, particularly about confidentiality. You may be obligated to report information if you believe the person is a danger to themselves or others\*\*

4. Indicators that the situation may escalate:
  - a. **Justification to use violence**: The person may have been suspended, disciplined or terminated
  - 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 YOU CAN BE REACHED AT
    - 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
    1. Dean of Students
    2. Employee Assistance Office
    3. University of Wisconsin-Madison Police Department non-emergency number.

## **B. Bomb Threats**

1. Any bomb threat should be taken seriously and treated as a real situation until proven otherwise
  
2. Any suspicious packages or letters should be reported to UWPD who will advise whether or not to evacuate the building
  
3. If evacuation is necessary, it should be out of the facility and to your assembly points. 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 facility manager(s) and responding officers.
  
4. Leave the windows and doors open to minimize shock damage from a possible explosion.

5. Upon arrival of UW-Madison Police Department and other assisting agencies, the facility 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.
6. All occupants should stay at designated assembly points until they are notified by emergency personnel or designated personnel to reenter the building.
7. See Appendix G for a more detailed Bomb Threat procedures and checklist. This same information can also be found in the Emergency Procedures Guide.

## C. 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.

**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.
  1. What to expect from responding police officers and things to consider as they are responding:
    - a) 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
    - b) Their purpose is to stop the shooting as quickly as possible so they will NOT stop to aid injured people
    - c) Remain calm, do as the officers tell you, and do not be afraid of them.
    - d) Put down any bags or packages you may be carrying and keep your hands visible at all times
    - e) If you know where the shooter is, tell the officers
  2. Before un-securing an area (i.e. unlocking your room to let others in):
    - a) 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
    - b) Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
    - c) Consider the safety of masses vs. the safety of a few
    - d) 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.*

## **D. 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 or 264-2677

- Be prepared to give the Police Communications Officer the following information
  - ✓ Location and room number of incident
  - ✓ Number of possible hostage takers
  - ✓ Physical description and names of hostage takers, if possible
  - ✓ Number of possible hostages
  - ✓ Any weapons the hostage takers may have
  - ✓ Your name
  - ✓ 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 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. Additional building-specific plans can be added.**



# APPENDIX A EMERGENCY RESPONSE GUIDE



## Emergency Response Guide



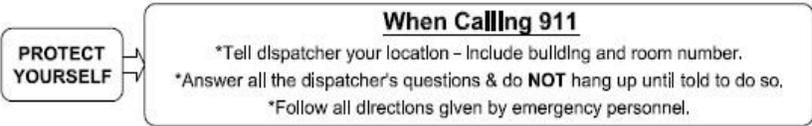
### EMERGENCY PHONE NUMBERS

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

**FIRE ——— 911**

**Polson Control:**  
**1-800-222-1222**

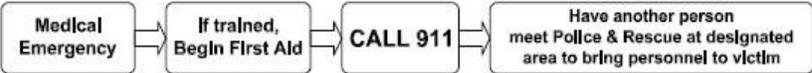
### GENERAL PRINCIPLES



### CRIMINAL ACTS



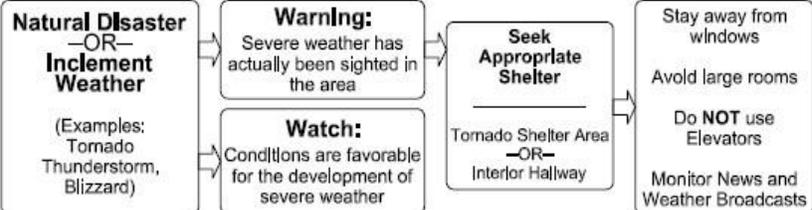
### MEDICAL EMERGENCY



### FIRE ALARM OR ACTUAL FIRE



### NATURAL DISASTER / INCLEMENT WEATHER



Please contact the Facility Manager or UW Safety (262-6768) if you have questions or comments about this poster.

## APPENDIX B EMERGENCY CONTACT LIST QUICK REFERENCE SHEET

### Facility Information

Name: Agricultural Engineering Building, #80

Address: 460 Henry Mall

City, State, Zip Code: Madison, WI 53706

Telephone number: 608-262-3310

Agency/Company	Name of Contact	Telephone Number
Facility Manager	Sue Reinen	Office: 262-2250
Safety Chair	Jeff Nelson	Office: 263-1940
Facility Director	Troy Runge	Office: 890-3143
Fire/Police/Ambulance		<b>9-1-1</b>
UW Police Non-Emergency		264-COPS (264-2677)
Poison Control		800-222-1222
Dane County Public Health Department		266-4225 or 255-2345
UW Physical Plant – Tradesmen		263-3333
UW Safety Department		265-5000
MG&E		251-8300
UW Health Services Health consultant		265-5600

*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

- **In-place evacuation:** 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).
- **Out of Building 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.

#### **Your facilities assembly point is:**

- 500 Feet from Building
- In front of Hygiene Lab, 465 Henry Mall

- **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:**

- Lobby area of Ag Hall
  - Doug Sabatke (262-9812) or designee should be notified to make appropriate arrangements
- ✓ The host facility 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
- Facility director or designee should notify UWPD of where the evacuation party is relocating and where their facility attendees can be picked up if necessary
  - The facility director or designee should have pre-designated locations for emergency evacuation chairs for wheelchair users if applicable

## **APPENDIX D**

### **EMERGENCY LOCK-DOWN & SHELTER IN PLACE**

#### **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 UWPD**

- 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), backpack, shooters identity if known, separate explosions from gunfire, etc.

## **APPENDIX E**

### **EMERGENCY SUPPLIES, FIRST AID KIT CONTENTS/LOCATIONS**

The facility should contain at least a 24-hour emergency supply of the following items:

- The facility first aid supplies are located:
  - On selves (west wall) in the office supply room “vault”
  - Jeff Nelson’s office (first shelf of bookcase on the right as you enter the office)
  - In the 2<sup>nd</sup> floor north hall closet (large orange pack)
  
- This facility does NOT have an Automatic External Defibrillator (AED).
  - Closest AED Location: At reception desk of lobby of the State Lab of Hygiene (across Henry Mall)
  - UWPD has mobile units
  
- This facility has staff trained and willing to conduct CPR and use an AED.
  - Name(s) & Location: Jeff Nelson (Room 125)

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
- Adhesive bandages
- Scissors and tweezers

**APPENDIX F**  
**EMERGENCY NOTIFICATION CALL LIST**  
 (Contact in order listed)

<b>Contact</b>	<b>Office</b>	<b>Cell #</b>	<b>Home #</b>	<b>E-mail</b>
Sue Reinen (Facility Manager)	116 262-2250	698-8576	N/A	smreinen@wisc.edu
Troy Runge (Department Chair)	115E 890-3143	219-9596	N/A	trunge@wisc.edu
Kevin Shinnars (Department Vice Chair)	227 263-0756	576-3550	828-9709	kjshinne@wisc.edu
Jeff Nelson (Safety Chair)	125A 263-1940	438-5398	831-6261	jwnelson@wisc.edu

For facility related problems contact the University of Wisconsin Madison Physical Plant Customer Service at 608-263-3333 (24/7 answering line).

**APPENDIX G**

# UNIVERSITY OF WISCONSIN BOMB THREAT PROCEDURES

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. Does the caller have any **distinguishing voice characteristics** such as an accent, stuttering, mispronunciation, or using a microphone, a recorder or other device?
  - b. Is the caller angry, excited, irrational or agitated?
  - c. Is the caller a man or woman, young, middle-aged, old?
  - d. If you have **caller ID**, please note the phone number of the caller
4. Listen for **background noises** (traffic, train whistle, music, radio, TV, children, etc.).
5. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

## CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT

The 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 UW Police at 911. The UW 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** \_\_\_\_\_ A.M.

Threat Received: \_\_\_\_\_ P.M.

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/site/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 Female

\_\_\_\_\_ (man) (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 MAIL ALERT

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 PUBLIC ADDRESS SCRIPTS

- Bomb Threat / Hazardous Materials Spill / General Building Evacuation
  - **“Attention, may I have your attention. We have detected a hazardous condition in our facility. Evacuate the building immediately. Assemble on the steps of Ag Hall.”**
  
- Severe Weather
  - **“Attention, may I have your attention. We have received a report of severe weather in our area. Please move to the lowest level of our building in the hall away from windows.”**
  
- Severe Weather – All Clear
  - **“Attention, may I have your attention. It is now safe to return to your office. Thank you for your cooperation. We apologize for the inconvenience.”**
  
- Power Outage
  - **“Attention, may I have your attention. We are experiencing a power outage. Please remain in your office while we try to correct the situation.”**