

# **Agricultural Engineering Building**

**460 Henry Mall  
Madison, Wisconsin 53706  
(608) 263-3310**

## **OCCUPANT EMERGENCY PLAN**



**Version: August 15, 2025**

**Facility Point of Contact**

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**Phone: 608-263-1940**

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## Contact List

Facility managers are encouraged to provide this and other reference information to staff.

NAME	NAME	NUMBER
Fire/Police/Ambulance	<b>X</b>	<b>911</b>
University of Wisconsin Police Department Non-Emergency	<b>X</b>	<b>608-264-2677</b>
UWPD Infrastructure Security Unit		<b>608-265-3279</b>
Poison Control	<b>X</b>	<b>800-222-1222</b>
Dane County Public Health Department	<b>X</b>	<b>608-266-4225</b> <b>608-255-2345</b>
University of Wisconsin Physical Plant Customer Service – Tradesmen	<b>X</b>	<b>608-263-3333</b> <b>(24/7 answering line)</b>
University of Wisconsin Safety Department	<b>X</b>	<b>608-265-5000</b>
MG&E	<b>X</b>	<b>608-251-8300</b> <b>(general)</b> <b>608-252-7111</b> <b>(outages/downed wires)</b>
University of Wisconsin Health Services Health Consultant	<b>X</b>	<b>608-265-5600</b>
DoIT Voice Services	<b>X</b>	<b>608-262-5544</b>
Operations Manager/Safety Chair	<b>Jeff Nelson</b>	<b>608-263-1940</b>
Facility Manager	<b>Jeff Nelson</b>	<b>608-263-1940</b>
Department Chair	<b>Anita Thompson</b>	<b>608-262-0604</b>
Department Administrator	<b>Matt Hahne</b>	<b>608-262-2250</b>
Assistant Dean for Facilities	<b>Doug Sabatke</b>	<b>608-265-3476</b>
Computer Support-Primary	<b>Donna Carlson</b>	<b>608-262-9486</b>

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## Quick Reference

### EVACUATION PROCEDURES

	LOCATION/PROCEDURE
Outside Assembly Point	In front of Hygiene Lab, 465 Henry Mall
Off-Site Shelter Facility	CALS Student Center, lower level of Ag Hall
Areas of Rescue Assistance (ARA)	Top of stairwells, 2 <sup>nd</sup> floor
Preferred/alternate means of notifying occupants of a fire	<ul style="list-style-type: none"> <li>• Pull Station</li> <li>• PA via fire panel (voice or pre-recorded message)</li> </ul>

### INFRASTRUCTURE

	LOCATION
PA System Panel	Main entrance

### PERSONNEL

	NAME
Staff trained in CPR and AED use	Jeff Nelson
Person(s) authorized to use PA System	Jeff Nelson, Matt Hahne, Anita Thompson

### EMERGENCY SUPPLIES

	LOCATION
First Aid Kits	Office supply vault, Jeff Nelson's office
NOAA Weather Radio/Monitor	Main office (115)
Automatic External Defibrillator (AED)	Main hall, outside main office (115)

### EMERGENCY DOCUMENTS

	LOCATION
OEP Copies	<ul style="list-style-type: none"> <li>• Main office (Rm 115)</li> <li>• Jeff Nelson office (Rm 125)</li> <li>• UWPD's Emergency Management Unit</li> </ul>

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## University of Wisconsin-Madison Agricultural Engineering Building Occupant Emergency Plan

### I. INTRODUCTION

This Occupant Emergency Plan (OEP) is designed to guide Agricultural Engineering Building staff members and building occupants 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 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 Emergency Operations Plan (EOP). There are many circumstances in which facility managers and other university staff are simply notified of a situation and the Emergency Operations Plan itself will not be activated (e.g. criminal acts that are not in progress but require reporting). If an incident is significant, such as a structure fire, the University of Wisconsin-Madison Police Department's Manager-On-Call (MOC) will determine if the incident warrants the activation of the Emergency Operations Center.

If there is an incident at your facility, but you are not sure if it warrants an activation of the Emergency Operations Plan, call the University of Wisconsin Madison Police Department (UWPD) at 608-264-2667 and ask to speak to the MOC.

### A. ADMINISTRATIVE FRAMEWORK

The purpose of the plan is to create a 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. This plan augments and adds building-specific information and procedures that are NOT available in UW-Madison's Emergency Procedures Guide (flip guides), which are located in numerous offices throughout campus and on the UWPD Emergency Management website. Facility managers should continuously encourage building occupants to have a guide available and to periodically review it.

The Agricultural Engineering Building Occupant Emergency Plan:

- Provides a coordinated response to incidents at the facility
- Provides steps should be taken in the event of an emergency
- Identifies specific routes of entry into and exit from the facility in response to emergencies
- Clearly designates assembly areas and shelter facilities where building occupants can gather to be accounted for
- Ensures that the appropriate university departments are notified

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If an incident occurs within or adjacent to this facility, the 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 the UWPD and other agencies to resolve the issue at hand.

This Occupant Emergency Plan is overseen by the facility 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 is maintained at the following locations:

- Main Office (Rm 115)
- Jeff Nelson's Office (Rm 125)
- UWPD's Emergency Management Unit

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

Agricultural Engineering Building occupants should be trained on this plan once it is completed. The Emergency Management (EM) Unit can assist with or facilitate this training process based on the preferences of the planners. Typically, the EM Unit will train facility leaders who, in turn, are responsible for training the remaining occupants.

Shortly after the 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 drills and exercises can be conducted annually by the facility with assistance from the Emergency Management Unit. An After-Action Report (AAR) will be provided to the facility manager or designee after the exercise. If a real emergency occurs or if a drill is conducted without assistance from the EM Unit, the facility manager or designee should contact the EM Unit for instructions and a template to document what actions were taken and what improvements need to be made. The AARs will be kept on file along with the building's OEP.

This plan will be updated annually by the facility manager or designee in conjunction with the EM Unit. Plans may also be updated after a real situation if there were deficiencies that need correcting.

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 OEP and the Emergency Procedures Guide in their orientation session.

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## II. 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.

**Staff members** that serve a primary or backup role in facility management and/or operations should have their contact information (specifically after-hours information) included on a contact sheet. This contact sheet should also contain staff titles. In addition, it should contain a description of what their responsibilities will be in an emergency. 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 should contact UWPD by dialing 911. In the case of a fire or hazardous chemical spill, pull the fire alarm. They should also notify the facility manager(s) of the situation.
- The facility manager or designee is strongly encouraged to carry a cell phone which can be used for emergency purposes.
- During normal business hours the facility manager or designee will ensure, to the best of their ability that all facility occupants have been accounted for in the event of evacuation. If anyone has concerns about someone who has not been accounted for, UWPD or the Madison Fire Department should be notified.
- New employees at the Agricultural Engineering Building will be made aware of emergency plans during their orientation.

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### III. EMERGENCY COMMUNICATION PLAN

When an unexpected situation or condition arises, it should be reported to UWPD.

***Note:** Dialing 911 from a cell phone will connect you to the Dane County 911 Center. With the exception of medical emergencies, ask the dispatcher to transfer your call 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

The facility manager or designee may be notified of situations in their area or on campus through WiscAlerts. The facility manager should follow their internal communication procedures for notifying the facility occupants of the perceived threat or emergency.

- **Public Address System**

Agricultural Engineering Building public address system from which announcements can be made is located in the main entry.

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

- Jeff Nelson
- Matt Hahne
- Anita Thompson
- Bomb Threat
  - “Attention; we have detected an emergency situation in our facility. Evacuate the building. Please proceed in an orderly manner out of the building. Assemble in the Student Center in the lower level of Ag Hall”
- Tornado Warning
  - “Attention: The National Weather Service has issued a tornado warning for Dane County. Please proceed in an orderly manner to the lower level and avoid windows.”
- 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.”

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## IV. EMERGENCY EVACUATION/SHELTERING PLAN

### A. General Evacuation and Sheltering Options

1. **Shelter in Place**: Keeping facility occupants or in a particular shelter location for the emergency that has presented itself.
2. **Building evacuation**: Movement of facility occupants, citizens, and staff out of Agricultural Engineering Building and relocating to an outside assembly point. A good example of this would be a fire.
  - **Your facility's assembly point is:**
    - In front of the Hygiene Lab, 465 Henry Mall
3. **Relocation to another building**: Movement of facility occupants 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:**
    - Student Center in the lower level of Ag Hall.
  - **Agricultural Engineering Building** employees should notify **Doug Sabtke (608) 265-3476** to notify him of the **Agricultural Engineering Building** employees need to relocate to **inclement weather location** for temporary shelter.
4. **Floor Plans**: 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 designated shelter areas.

### B. General Emergency Procedures

In the event of an emergency, the facility 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 facility 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 facility manager or designee may need to have staff remain on duty until the emergency is resolved.

1. The facility manager, designee, or person near the incident will call 911 and indicate the need for assistance.
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 to do so, the facility manager or designee will perform an overhead page via the fire panel/PA (if building is equipped) to alert building occupants of the imminent hazard and provide instructions to shelter in place or evacuate the building.

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4. For on-site evacuation, all facility occupants must report to the designated assembly area located at least 100 feet away from the building if at all possible, unless otherwise directed by the Madison Fire Department or UWPD.
  - Supervisors, if present, should be prepared to provide a staff count to their facility manager.
5. During the evacuation, facility occupants should adhere to predetermined evacuation routes as much as possible. However, they should not hesitate to alter the designated route if necessary.
6. If it can be done safely, designated personnel (floor captains, if applicable) 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 to re-enter the building.
8. The facility manager or designee should be in contact with the Madison Fire Department or UWPD at all times until notified by emergency personnel that it is safe for occupants to re-enter the building.
9. The facility manager or designee should check the fire panel for the location of the alarm and notify first responders if individuals are in any Areas of Rescue Assistance. Not all facilities are equipped with ARA.
10. If alarms are activated, facility managers should not silence the alarm or turn off strobes. Only the Madison Fire Department has the jurisdiction to turn off alarms and allow occupants to re-enter the facility.

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## 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. Madison Fire Department's first priority is the rescue of people.

Facility managers cannot know everyone and all their exact needs. It is important that everyone be aware of their own capabilities and limitations. Facility 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 911 and state your location. UWPD dispatchers will relay this information to responding personnel
- Pre-planning will make facility 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://accessibility.fpm.wisc.edu>
- Inform your facility 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. Areas of Rescue Assistance (ARA) location(s)

- Top of the stairwells on the 2<sup>nd</sup> floor

### 3. Considerations if attempting to help someone with a disability

- Always **ask** someone with a disability how you can help **before** attempting to provide assistance. Ask how they can best be assisted or moved, and if 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.

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## **V. 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 and staff are trained in the use of an extinguisher.
2. Activate the fire alarm and then dial 911. If the fire is small and is not located in a room where facility occupants 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.
3. The facility manager or designee should identify themselves to Madison Fire Department's command vehicle and/or UWPD's incident commander.
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 re-enter the building.

### **B. Building Information**

1. The preferred and alternate means of notifying occupants of a fire for Agricultural Engineering Building:
  - Pull Station
  - PA via fire panel (voice or pre-recorded message)

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## VI. WEATHER EMERGENCIES

The facility manager or designee will monitor and alert the building of inclement weather if necessary. The facility 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:

### 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:
  - Main office (115)
2. Dane County Emergency Management Warning Systems website:
  - <http://em.countyofdane.com>
  - You will receive a message requesting verification of your subscription. Upon verification, you will be subscribed to the system.
3. Local T.V. web channel options (sign up online)
  - [www.channel3000.com](http://www.channel3000.com)
  - [www.wkowtv.com](http://www.wkowtv.com)
  - [www.nbc15.com](http://www.nbc15.com)
4. Local Radio stations
5. Outdoor warning sirens

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## C. Conditions and Responses

1. Severe Thunderstorm:
  - Be vigilant
  - Monitor for weather updates
2. Tornado:
  - **Watch:**
    - Monitor NOAA Weather Radio for weather updates.
    - Review shelter areas on posted maps or in this plan.
    - Be prepared for changes in weather conditions such as:
      - A dark or green colored sky
      - A large, dark, low lying cloud
      - Large hail
      - Dark, funnel shaped cloud
    - If any of the above listed weather conditions are noticed, seek shelter in one of the designated areas immediately, and stay tuned to the NOAA Weather Radio.
  - **Warning:**
    - Monitor NOAA Weather Radio for weather updates.
    - During a tornado warning occupants should seek shelter in designated shelter areas which could include bathrooms, stairwells, basements, parking ramps, and interior hallways.
3. Flooding
  - Seek shelter on high ground
  - Stay away from high voltage
  - Report problems to the facility manager
4. Snow/Blizzard
  - After assessing the impending or current severe weather conditions, it is the responsibility of the Chancellor to determine if any classes or services will be postponed or suspended.
  - 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.

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## VII. RESPONSE TO ILLNESS OR INJURY

The following information is a general response to injuries, illness or death that may occur in your facility. If at any time you or anyone else does not feel safe, call 911 immediately.

### A. Medical Problems

1. If an occupant of 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):
  - a. 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.
  - b. If the person is unresponsive or the severity of their conditions is unknown:
    - i. Call 911
    - ii. 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
  - c. Contact the person's supervisor
  - d. Contact the facility manager
  - e. Keep the person calm
  - f. Do not attempt to move the person unless they would be in greater danger if they stayed

**Note:** If you are not sure whether the situation is an emergency or not; call 911.

### B. Deaths

1. 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:
  - a. Call 911
  - b. Shield the body from public view
  - c. Do not touch or move the body unless necessary to determine responsiveness
  - d. Contact the facility manager
2. Staff members should move all facility occupants to another location in the facility if their work area is being utilized for the investigation
3. The facility occupants in the immediate area should only be told what is essential for them to know about what has occurred
4. Staff members should offer any counseling needed to each other
5. If a news reporter is aware of the situation and asks for information, they should be referred to UWPD
6. Upon request from the police and/or coroner, provide emergency contact information for the deceased's family.

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## VIII. MISSING OR ABDUCTED PERSON

The following information is a general response to an employee, student or visitor missing or abducted from the building during business hours.

### B. Missing Adult

1. If staff, student, visitor or other facility attendee is not accounted for, contact the facility manager
2. Supervisor of the staff member or facility attendee should search the premises for him/her
3. 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.
4. The supervisor should contact the person's emergency contact if available
5. If the person is not located after the building and area has been searched, contact UWPD; continue searching and making calls to family and friends
6. 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.*

### C. Missing Children

1. If a child disappears, particularly if under suspicious circumstances, **immediately call UWPD** then contact the facility manager.
2. 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.
3. UWPD will respond and determine the next steps. While responders are in route, follow the instructions of the dispatchers.

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## IX. 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. Evacuate everyone from the building. Do not use the elevators, as this could cause a spark.
6. Call 911 (after you have safely exited the facility)
  - State your name
  - Give your exact location in the building
  - Describe the type of problem
  - Tell the dispatcher if there is a person to meet emergency personnel and at what entrance will they be waiting at
7. All facility occupants should stay at the designated assembly point until they are notified by emergency personnel or designated personnel to re-enter the building
8. If your building does not have a natural gas supply and you smell natural gas, you should notify UWPD to investigate
9. The facility manager or designee will alert staff of the situation 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}**

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## B. Power Failure

If there is a power failure in your building:

1. The facility manager or designee should be notified promptly of the power failure
2. The facility manager or designee should contact the local power company
  - University of Wisconsin Madison Physical Plant Customer Service : (608) 263-3333
  - Madison Gas and Electric: (608) 251-8300 (general number)
  - Madison Gas and Electric: (608) 252-7111 (outages/downed wires)
3. The facility manager or designee should check elevators throughout their facility to ensure no one is trapped within
  - If anyone is trapped, contact UWPD at 608-264-2677

## C. Plumbing

If there is a plumbing problem in your building

1. The Facility Manager or designee should be notified promptly of the plumbing problem
  - e.g. overflowing toilets causing flooding in the building
2. The Facility Manager or designee should contact University of Wisconsin Madison Physical Plant Customer Service : (608) 263-3333

## D. Loss of Water

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
3. The facility manager or designee should contact University of Wisconsin Madison Physical Plant Customer Service : 608-263-3333

## E. Telephone Service

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 DoIT Voice Services 608-262-5544

## F. Heat or Air Conditioning

If there is a problem with the heat or air-conditioning in your building:

1. 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
2. If during the seasonal change over period notify the facility manager so they can find out when the building is scheduled for change over
3. The facility manager or designee should contact University of Wisconsin Madison Physical Plant Customer Service : 608-263-3333

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

If there is a problem with keys or access control system in your building

1. The facility manager and/or access control administrator should be notified promptly of any problem with locks, keys, access control doors and access control cards
2. For lock and key issues on non-access control doors, the facility manager should contact the locksmith
  - University of Wisconsin Madison Locksmith Shop : 608-263-3333
3. If locking the entire perimeter of Agricultural Engineering Building is required, the facility manager or designee will perform this task manually.
  - If this function is performed the facility manager or designee should immediately advise UWPD the reason for locking the building, and what police response is necessary

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## **X. 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 Safety Data Sheets (SDS). If your facility contains 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: 608-265-5000). 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, don appropriate personal protective equipment (PPE) and begin clean up. Send another person to the facility manager or Safety Officer (if there is one identified) 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 personnel 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.
  - Agricultural Engineering Building has a Safety Officer to assess and advise incoming emergency services and EH&S personnel on the response to the spill:

**Contact information: Jeff Nelson, 608-263-1940**

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### C. Procedure

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

1. The facility manager or designee will alert building occupants of the situation:
  - **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. 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 911 and provide the following information:
  - Your name
  - Phone number at which you can be reached
  - Exact location of the emergency in your building
  - Type of emergency, any injuries or symptoms 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

1. **Call 911** even if there is minimal contact and the individual does not feel impaired.
2. **Quickly** remove all contaminated clothing while using the safety shower or other available source of water.
3. **Flood** the affected body area in cold water for at least 15 minutes.
4. If eyes are involved, **check** for contact lens and flood eyes for at least 15 minutes. Use an eyewash station if one is available.
5. **Remove** all jewelry to facilitate removal of any residual material.
6. An injury report should be completed and submitted to the Safety Manager in a timely manner.

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## XI. RESPONSE TO THREATS

The following section is a general response to some threats that may present themselves either inside or outside of the Agricultural Engineering Building. 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: people, vehicles, 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 or electronic

#### 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 University Health Services (students) or Employee Assistance Office (faculty/staff)
- c. Speak with the person privately
- d. Remain calm/keep your composure
- e. Actively listen to what the person is saying

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- 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 911 and:
    - State your name
    - Phone number at which you can be reached
    - Type of emergency
    - Exact location of the emergency
    - Description of the person and direction of travel (if known)
  - b. If the person is not present, but exhibits these indicators, immediately call:
    - UWPD's non-emergency number: 608-264-2677

## **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 UWPD via 911. UWPD will advise whether or not to evacuate the building
  - 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, report to your assembly points. The facility manager or designee will alert building occupants of the situation
- **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. Make sure that information is passed on to the facility manager and responding officers

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5. Upon arrival of UWPD 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 the designated assembly point until they are notified by emergency personnel or designated personnel to re-enter 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

**SPECIAL INSTRUCTIONS FOR TELEPHONE BOMB THREATS:**

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

**SPECIAL INSTRUCTIONS FOR WRITTEN BOMB THREATS:**

- a) 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
- b) UWPD should be contacted via 911. All materials involved in the threat should be turned over to UWPD. UWPD will advise whether or not to evacuate the building
- c) See Appendix H for more information about a postal bomb threat/suspicious mail

## **C. Active Shooters/Threats**

An active shooter/threat 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. A mass casualty killer usually 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?

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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 911 when it's safe for you to do so.
  - e. Remember **RUN-HIDE-FIGHT**
    - **RUN:**
      - Get out and away from area
      - Call 911 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:
  - 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
7. 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

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- 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:
  - a) Immediately remove yourself from any danger
  - b) Immediately notify UWPD by dialing 911
  - c) Be prepared to give the dispatcher the following information:
    - i. Location and room number of incident
    - ii. Number of possible hostage takers
    - iii. Physical description of hostage takers
    - iv. Number of possible hostages
    - v. Any weapons the hostage takers may have
    - vi. Your name, location and phone number
2. If you are taken hostage:
  - a) Remain calm, be polite and cooperate with your captors
  - b) DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors
  - c) Speak normally, DO NOT complain, avoid being belligerent and comply with all orders and instructions
  - d) DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks
  - e) Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later
  - f) Avoid getting into political or ideological discussions with the captors
  - g) Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you
  - h) 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 pleas on your own behalf
  - i) Try to stay low to the ground or behind cover from windows or doors, if possible
3. In any rescue situation:
  - a) **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
  - b) Wait for instructions and obey all instructions you are given

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- c) Do not be upset, resist, or argue if a rescuer isn't sure whether you are a suspect or a hostage
- d) Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear
- e) You will be taken to a safe area, where proper identification and status will be determined

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## APPENDIX A: EMERGENCY RESPONSE GUIDE



### FACILITY INCIDENT RESPONSE GUIDE



#### EMERGENCY PHONE NUMBERS

**Police — 911**  
(Non-emergency: 264-2677)

**FIRE — 911**

**Poison Control**  
1-800-222-1222

#### GENERAL PRINCIPLES

**#1**  
**Protect**  
**yourself**

**When**  
**calling**  
**911...**

- ▶ Inform dispatcher of your location – include building and room number
- ▶ Answer all the dispatcher's questions and do NOT hang up until told to
- ▶ Follow all directions given by emergency personnel

#### CRIMINAL ACTS

##### Acts IN PROGRESS

(such as Intrusion, Theft, Threats or Acts of Violence)

**Call 911**

##### Acts NOT in progress

(such as Vandalism, Missing Property, Signs of Break-in)

Call UW Police Non-Emergency Line  
(608) 264-2677

#### MEDICAL EMERGENCY

Major  
Medical  
Emergency

Begin  
first aid  
as trained

**Call 911**

Have another person meet Police and Rescue at  
designated area to bring them to the victim

#### FIRE ALARM OR ACTUAL FIRE

**Fire in**  
**Building**



Pull fire alarm  
and exit area

Use Nearest  
Exit or  
Alternate Safe  
Route

**Call**  
**911**

Call from  
assembly point  
or neighboring  
building

Stay 100 feet away  
from building

Do NOT return to  
building until "All  
Clear" is given

**Fire**  
**Alarm**



Exit area

Do NOT use  
elevators

#### NATURAL DISASTER / INCLEMENT WEATHER

Natural Disaster or  
Inclement Weather

Tornado-  
Thunderstorm-  
Blizzard, etc

Monitor news & weather  
broadcasts

Watch: Conditions are  
Favorable for severe weather  
  
Warning: Severe weather  
has actually been signed

Seek Appropriate  
Shelter

Evacuate only if  
told to, or facility is  
unsafe

Stay away from  
windows

Avoid large rooms  
  
Do NOT use  
elevators

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## APPENDIX B: 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 UW-Madison Police Department at 911. The University of Wisconsin Madison Police Department will notify all appropriate officials and will assist in the evacuation as needed.

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## **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: \_\_\_\_\_

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## APPENDIX C: POSTAL BOMB THREAT/SUSPICIOUS 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

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## APPENDIX D: FLOOR PLANS

Agricultural Engineering Building, 460 Henry Mall. Madison, WI 53706 (Building 0080)

Basement:



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