

Agriculture Engineering Lab

OCCUPANT EMERGENCY PLAN

540 Elm Drive
Madison, Wisconsin 53714

Version: 6/6/2024

Facility Point of Contact

Name: Kody Habeck
Office: 150B
Phone: 608/262/0606
E-mail: khabeck@wisc.edu



Emergency Management

POLICE DEPARTMENT

UNIVERSITY OF WISCONSIN-MADISON

UWPD Dispatch: 608-264-2677
emergencymgt@mhub.uwpd.wisc.edu

THIS PAGE INTENTIONALLY LEFT BLANK

I. INTRODUCTION	5
A. ADMINISTRATIVE FRAMEWORK	5
B. TRAINING, TESTING, EXERCISING and UPDATING THE PLAN	6
II. ROLES and RESPONSIBILITIES OF BUILDING STAFF	7
III. EMERGENCY COMMUNICATION PLAN	8
• Public Address System	8
IV. EMERGENCY EVACUATION PLAN	10
A. General Evacuation and Sheltering Options	10
B. General Emergency Procedures	10
C. Evacuation for People with Disabilities	11
V. FIRE EMERGENCIES	13
A. Procedures	13
B. Building Information	13
VI. WEATHER EMERGENCIES	15
A. Definitions	15
B. Alert Systems	15
C. Conditions and Responses	15
VII. RESPONSE TO ILLNESS OR INJURY	17
A. Medical Problems	17
B. Deaths	17
VIII. MISSING OR ABDUCTED PERSON	18
A. Missing Adult	18
B. Missing Children	18
IX. RESPONSE TO UTILITIES AND MAINTENANCE EMERGENCIES	19
A. Gas Leak	19
B. Power Failure	19
C. Plumbing	20
D. Loss of Water	20
E. Telephone Service	20
F. Heat or Air Conditioning	20
G. Keys or Access Control	21
X. RESPONSE TO HAZARDOUS CHEMICAL INCIDENT	21
A. University of Wisconsin Madison Environmental Health and Safety Department	21
B. Chemical Incident Response	22

C. Procedure	22
D. Personal Decontamination Procedures	23
XI. RESPONSE TO THREATS	24
A. Threats: Verbal/Physical	24
B. Bomb Threats	25
C. Active Shooters	26
D. Hostage Situation	28
APPENDIX A: EMERGENCY RESPONSE GUIDE	30
APPENDIX B: EMERGENCY CONTACT LIST QUICK REFERENCE SHEET	31
APPENDIX C: EVACUATION AND SHELTERING OPTIONS	32
APPENDIX D: ACTIVE SHOOTER SHELTER-IN-PLACE RESPONSE GUIDE	Error!
<i>Bookmark not defined.</i>	
APPENDIX E: EMERGENCY SUPPLIES, FIRST AID KIT CONTENTS/LOCATIONS	34
APPENDIX F: EMERGENCY NOTIFICATION CALL LIST	35
APPENDIX G: UNIVERSITY OF WISCONSIN BOMB THREAT PROCEDURES AND CHECKLIST	36
APPENDIX H: POSTAL BOMB THREAT/SUSPICIOUS PACKAGE	38
APPENDIX I: FLOOR PLANS	39

Agriculture Engineering Lab Occupant Emergency Plan

I. INTRODUCTION

This Occupant Emergency Plan (OEP) is designed to guide Agriculture Engineering Lab staff members 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 University Response Plan (URP). There are many circumstances in which Facility Managers and other university staff are simply notified of a situation and the University Response Plan itself will not be activated (e.g. criminal acts that are not in progress but require reporting). If an incident is 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 University Response Plan.

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

A. ADMINISTRATIVE FRAMEWORK

The purpose of the plan is to create a healthy and safe environment for building occupants, visitors and staff in a coordinated response for all emergencies. This is an all-hazards plan, which provides staff with the direction necessary to respond to any incident. 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. Facility managers should continuously encourage building occupants to have a guide available and to periodically review it.

The Agriculture Engineering Lab Occupant Emergency Plan functions are:

- Provide a coordinated response to incidents occurring in the facility
- Provide particulars regarding what steps should be taken in the event of an emergency
- Identify specific routes of entry into and exit from the facility in response to emergencies
- 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 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 UYPD and other agencies to resolve the issue at hand.

- This Occupant Emergency Plan shall be controlled 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:
 - Facility Manager’s Office
- BSE Department Main Office
- UYPD’s Emergency Management Unit

B. TRAINING, TESTING, EXERCISING and UPDATING THE PLAN

Agriculture Engineering Lab occupants must 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 will 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 semiannually 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.

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 during an emergency. The following information should be addressed and obtained.

Facility staff members that serve a primary and backup role in facility management and operations should have their contact information (specifically after-hours information) included on a contact sheet (Appendix F). 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:

- o The first person to notice the emergency will contact the University of Wisconsin Madison Police Department by dialing 9-1-1. In the case of a fire or hazardous chemical spill, pull the fire alarm. He or she will also notify the Facility Manager(s) of the situation.
- o The Facility Manager or designee is strongly encouraged to carry a cell phone which can be used for emergency purposes.
- o During normal business hours the Facility Manager or designee will ensure to the best of their ability that all facility attendees, staff and guests have been accounted for in the event of evacuation. If anyone has concerns about someone who has not been accounted for, the UWPD or Madison Fire Department should be notified.
- o New employees at the Agriculture Engineering Lab will be made aware of emergency plans during their orientation.

III. EMERGENCY COMMUNICATION PLAN

When an unexpected situation or condition arises, it should be reported to UWPD. Facility employees are instructed to dial 9-1-1 from a campus phone for emergencies and for non-emergencies dial 608-264-2677.

Note: Dialing 9-1-1 from a cell phone will connect you to Dane County 9-1-1 Dispatch. With the exception of medical emergencies, ask the dispatcher to transfer your call to the 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 Wisc Alerts (email and text notification tool). The Facility Manager should follow their internal communication procedures for notifying the facility occupants of the perceived threat or emergency.

- **Public Address System**

Agriculture Engineering Lab public address system from which announcements can be made is located in room ____NA_:

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

- _____NA_____
- _____NA_____
- Bomb Threat
 - “Attention; we have detected an emergency situation in our facility. We will be evacuating the building. Please proceed in an orderly manner out of the building.”
- Snow/Blizzard
 - “Attention, due the current weather conditions the roads have been closed. I encourage you to shelter in place for now until the severe winter weather conditions pass and the roads can safely support motor vehicle traffic.”
- Tornado Warning

Agriculture Engineering Lab – Occupant Emergency Plan

- “Attention: The National Weather Service has issued a TORNADO WARNING for Dane County. Please proceed in an orderly manner to one of the tornado shelter areas.”
- 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.”
- Severe Weather – All Clear
 - “Attention; it is now safe to return to your office. Thank you for your cooperation. We apologize for the inconvenience.”
- Power Outage
 - “Attention; we are experiencing a power outage. Please remain in your office while we try to correct the situation.”
- Gas Leak
 - “Attention: There is a gas leak on the premises. Please proceed in an orderly manner to our designated evacuation assembly point. No electrical switches should be touched during this evacuation. Maps are located throughout the building to assist you in evacuating the building as quickly as possible.”

IV. EMERGENCY EVACUATION PLAN

A. General Evacuation and Sheltering Options

1. **Shelter in Place**: Keeping facility attendees, citizens and staff in place, or in a particular shelter location for the emergency that has presented itself.
2. **Building evacuation**: Movement of building attendees, citizens, and staff out of Agriculture Engineering Lab and relocating to an outside assembly point. A good example of this would be a fire.
 - **Your facility's assembly point is:**
The steps to Animal Sciences on the Elm Drive side
3. **Relocation to another building**: 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 Animal Sciences on the Elm Drive side**
 - **Agriculture Engineering Lab** employees should notify **point of contact name and number** (office) to notify him/her **Agriculture Engineering Lab** employees need to relocate to **evacuation building** 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 9-1-1 and indicate the need for assistance. Remember to use your Emergency Response Guide and Communication Plan (Appendix A & F).
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.

Agriculture Engineering Lab – Occupant Emergency Plan

4. For on-site evacuation, all facility attendees and staff members 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, 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 necessary.
6. If it can be done safely, designated personnel (floor captains) 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 okay 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.

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 9-1-1 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

Agriculture Engineering Lab – Occupant Emergency Plan

- <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. General Information:
- Areas of Rescue Assistance (ARA) location(s):
 - NA

***Note:** These alarms MAY NOT go to UWPD Communication Center. They are received at the facilities fire panel WHICH WILL ONLY BE VIEWED IF THE FIRE ALARM IS ACTIVATED.*

- Agriculture Engineering Lab may have individual, personal evacuation plans in place. (If applicable, add individual plans to appendix).
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.

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.
 - a. **Yellow Smoke** may indicate there is a toxic gas present
 - b. **Gray Smoke** with brown wisps usually indicates an electrical fire
 - c. **Gray-black smoke** is indicative of a general fire
2. Activate the fire alarm, and then dial 9-1-1. If the fire is small and is not located in a room where facility attendees are present, a fire extinguisher may be used to put out the fire. The staff should not attempt to fight the fire if there is any imminent threat to their safety.
3. The Facility Manager or designee must 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

- The preferred and alternate means of notifying occupants of a fire for Agriculture Engineering Lab
 - Pull Station
 - 911
1. 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.). Agriculture Engineering Lab has fire hazards listed below (include substance and location):
 - Room 105: Flammable liquids cabinet in SW corner of room.
 - Room 121: Chemical storage on East and West walls (fire extinguishers near chemical storage), flammable and non-flammable gas cylinders, flammable solids
 - Room 130: Flammable liquids cabinet in SW corner of room, various vehicles (gas, diesel), forklift with large electric battery on west wall
 - Room 140: Welding gas cylinders, chemical storage in NW corner
 - Room 150C: Flammable liquid cabinet on east wall
 - Room 150A: Flammable liquid cabinet on east wall, various oils and cutting fluids under mezzanine stairs
 - Room 150: Welding gas cylinders on east and south wall

Agriculture Engineering Lab – Occupant Emergency Plan

Lean-to (south of 140): used motor oil 55 gallon drum, propane tanks, acetylene tank

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:
 - 1. Betsy Wood – BSE Main Office (Room 115)
 - 2. Jeff Nelson – Office in room 125 BSE building
2. Dane County Emergency Management Warning Systems website:
 - <http://em.countyofdane.com/warning>
 - 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
 - www.wkowntv.com
 - www.nbc15.com
4. Local Radio stations
5. Outdoor warning sirens

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:

Agriculture Engineering Lab – Occupant Emergency Plan

- A dark or green colored sky
 - A large, dark, low lying cloud
 - Large hail
 - A loud roar that sounds like a freight train
 - 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 University's Chief Executive Officer (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.

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 9-1-1 immediately.

A. Medical Problems

1. If an occupant of Agriculture Engineering Lab 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 9-1-1
 - 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 9-1-1.

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 9-1-1
 - 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
- b. Staff members should move all facility attendees, citizens and staff to another location in the facility if their work area is being utilized for the investigation
- c. The facility attendees, citizens and staff in the immediate area should only be told what is essential for them to know about what has occurred
- d. Staff members should offer any counseling needed to each other
- e. If a news reporter is aware of the situation and asks for information, they should be referred to UWPD
- f. Upon request from the police and/or coroner, provide emergency contact information for the deceased's family.

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.

A. Missing Adult

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

B. Missing Children

1. If a child disappears, particularly if under suspicious circumstances, **immediately call UWPD** then contact the Facility Manager.
2. Volunteers can then be contacted to immediately mobilize to look for the missing child.
3. When you call the police department, provide the child's name, date of birth, height, weight, and any other unique identifiers such as eyeglasses and braces. Tell them how long the child has been missing and what clothing he or she was wearing.
4. If appropriate, the police department will issue an Amber Alert.

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 9-1-1 (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 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}**

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

Agriculture Engineering Lab – Occupant Emergency Plan

- University of Wisconsin Madison Physical Plant (CARS): (608) 263-3333
 - Madison Gas and Electric: (608) 251-8300 (general number)
 - Madison Gas and Electric: (608) 252-7111 (outages/downed wires)
3. A battery-powered radio is located in _____ NA _____
 - Also for weather emergencies
 4. Agriculture Engineering Lab has a back-up/emergency generator:
 - Location: __NA__
 - Operating instructions: __NA__
 - People authorized to operate:
 - o University of Wisconsin Physical Plant (CARS): (608) 263-3333
 - o Other: _____NA_____
 5. The facility has flashlights. They are located at: __150B__

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
 - o e.g. overflowing toilets causing flooding in the building
2. The Facility Manager or designee should contact the facilities plumbing contractor
 - University of Wisconsin Madison Physical Plant (CARS): (608) 263-3333

D. Loss of Water

If there is a loss of water in your building

1. The 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 the appropriate service/maintenance provider
 - University of Wisconsin Madison Physical Plant (CARS): 608-263-3333

E. Telephone Service

If there is a telephone service problem in your building

1. The Facility Manager or designee should be notified promptly of the telephone service loss
2. The Facility Manager or designee should contact the telephone company
 - 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 the appropriate service/maintenance provider
 - University of Wisconsin Madison Physical Plant (CARS): 608-263-3333

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 (CARS): 608-263-3333
3. For problems with access control doors or the control panel the Facility Manager should contact
 - University of Wisconsin Madison Electric Shop (CARS): 608-263-3333
4. Problems with or loss of your access control card should be reported to
 - UWPD Infrastructure Security Unit
 - During Business Hours: 608-265-3279
 - Email: access@mhub.uwpd.wisc.edu
 - After Hours: Call UWPD Dispatch at 608-264-2677
 - Wiscard Office via: wiscard.wisc.edu
5. If locking the entire perimeter of Agriculture Engineering Lab is required, the Facility Manager or designee will perform this task by changing the “daily” locking schedule to a “holiday” locking schedule via the Andover Access Control System
 - 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

Note: Removing the “daily” locking schedule locks the doors, but the card readers will remain active; therefore anyone with after hour access to the building will be able to gain entry into the building.

6. Agriculture Engineering Lab does not have exterior door electronic locking capabilities.

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)

or <http://www2.fpm.wisc.edu/chemsafety>). The Environment, Health & Safety Department is also responsible for regulatory reporting requirements and must be notified of any spill, leak or release.

B. Chemical Incident Response

1. If the identity of the spilled chemical is known and clean up can be attempted without risk, don appropriate personal protective equipment (PPE) and begin clean up. Send another person to the Facility Manager or safety officer for assistance.
2. In all other cases, UW-Madison’s Environment, Health & Safety Department uses a ranking system, not only to help guide their department’s initial response procedures, but to provide corresponding 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.
 - Agriculture Engineering Lab has a Safety Officer to assess and advise incoming emergency services and EH&S personnel on the response to the spill:

Name: _Kody Habeck

Contact information: __608/262/0606_____

4. If the identity of the spilled chemical is known and clean up can be attempted without risk, begin clean up and send another person to the Facility Manager or safety officer for assistance.

C. Procedure

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

1. The 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 9-1-1 and provide the following information:

Agriculture Engineering Lab – Occupant Emergency Plan

- YOUR NAME
 - PHONE NUMBER AT WHICH YOU CAN BE REACHED
 - EXACT LOCATION OF THE EMERGENCY IN THE BUILDING
 - TYPE OF EMERGENCY, ANY INJURIES OR SYMPTOMS INVOLVED AND ANY HAZAROUS 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 9-1-1** even if there is minimal contact and someone feels okay.
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.

XI. RESPONSE TO THREATS

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

ALL threats should be taken seriously and reported.

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

A. Threats: Verbal/Physical

1. Types

- a. In-person
- b. Written
- c. Telephone

2. Warning signs

- a. Uncharacteristic poor performance
- b. Excessive absences or tardiness
- c. Reduced motivation
- d. Irritability
- e. Angry outbursts or tearfulness
- f. Intense emotions
- g. Inappropriate responses
- h. Strained interpersonal relations
- i. Substance abuse
- j. Isolating behavior/low self esteem
- k. Change in personal hygiene or dress
- l. Evidence of depression or stress
- m. Hyperactivity/difficulty concentrating

3. What to do if you observe warning signs

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

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

5. **What to do if the situation does escalate:**
 - a. If the person is present and violence or a disruption occurs, immediately call 9-1-1 and:
 - STATE YOUR NAME
 - PHONE NUMBER AT WHICH YOU CAN BE REACHED
 - TYPE OF EMERGENCY
 - EXACT LOCATION OF THE EMERGENCY
 - SOME DESCRIPTION OF THE PERSON & DIRECTION OF TRAVEL (if they left the area)
 - b. If the person is not present, but exhibits these indicators, immediately call:
 - UWPD's non-emergency number: 608-264-2677
 - Employee Assistance Office (faculty/staff)
 - Office of the Dean of Students (students)

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

B. Bomb Threats

1. Any bomb threat should be taken seriously and treated as a real situation until proven otherwise. All bomb threats should be reported to UWPD via 9-1-1. 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
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 9-1-1. 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

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

1. Nobody just SNAPS. A mass casualty killer ALWAYS tells someone or gives clues ahead of time. Look for the signs and indicators listed in verbal threats (Section A)
2. For this type of killer, violence becomes the only possible recourse for their perceived grievances

3. Study your surroundings BEFORE something happens. Where are your exits? Can the door be locked? What would work as a barricade? Do the windows open?
4. Have a plan of action for rooms/buildings you frequent and in general. Where would you run? How would you hold a barricade? Would you live if you jumped out a window?
5. Survival Strategies in the event of an Active Shooter
 - a. Study your surroundings before something happens
 - b. Have a plan of action for rooms/buildings you frequent
 - c. Establish an internal safe room
 - d. Be prepared to call 9-1-1 when it's safe for you to do so.
 - e. Remember **RUN-HIDE-FIGHT**
 - **RUN:**
 - Get out and away from area
 - Call 9-1-1 to alert police to the shooter's location. If you can't speak, leave the line open. Report as much detail as possible about your location and about the shooter(s)
 - **HIDE:**
 - If you can't get out, find a safe place to hide
 - If you are in a room you cannot leave, barricade the door to keep the shooter out
 - Close and lock all doors and windows, shut blinds, turn off all lights, get down on the floor &/or behind adequate cover (i.e. concrete walls, thick desks, filing cabinets)
 - **FIGHT:**
 - If there is no way out, your only choice may be to fight back and take out the shooter. Remember you are fighting for your life, so commit fully to your actions.
6. What to expect from responding police officers and things to consider as they are responding:
 - 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

- 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 9-1-1
 - c) Be prepared to give the dispatcher the following information:
 - i. LOCATION AND ROOM NUMBER OF INCIDENT
 - ii. NUMBER OR POSSIBLE HOSTAGE TAKERS
 - iii. PHYSICAL DESCRIPTION AND NAMES OF HOSTAGE TAKERS, IF POSSIBLE
 - iv. NUMBER OF POSSIBLE HOSTAGES
 - v. ANY WEAPONS THE HOSTAGE TAKERS MAY HAVE
 - vi. YOUR NAME
 - vii. YOUR 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

Agriculture Engineering Lab – Occupant Emergency Plan

- 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

See Appendix D for additional shelter in place and lockdown procedures.

APPENDIX A: EMERGENCY RESPONSE GUIDE



Emergency Response Guide



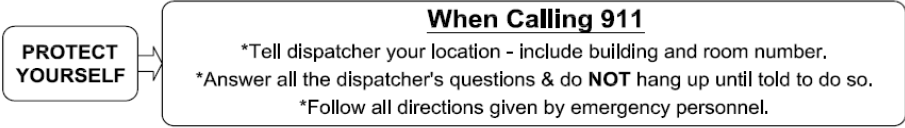
EMERGENCY PHONE NUMBERS

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

FIRE ---911

Poison Control:
1-800-222-1222

GENERAL PRINCIPLES



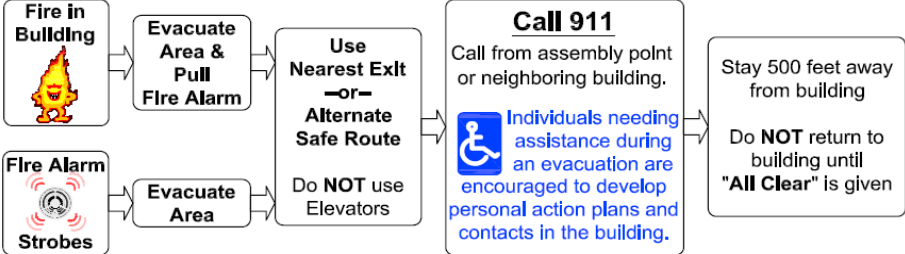
CRIMINAL ACTS



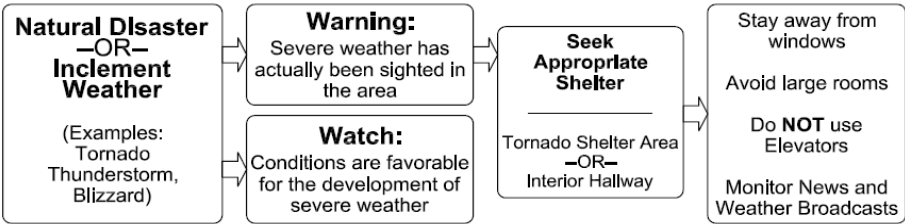
MEDICAL EMERGENCY



FIRE ALARM OR ACTUAL FIRE



NATURAL DISASTER / INCLEMENT WEATHER



Please contact the Facility Manager or UW-Safety (262-8769) if you have questions or comments about this poster.

APPENDIX B: EMERGENCY CONTACT LIST QUICK REFERENCE SHEET

Building Information:

Building: #0099 Agriculture Engineering Lab
 Address: 540 Elm Drive
 City/State/Zip: Madison, WI 53706
 Telephone #: 608/262/0606

Agency/Company	Name of Contact	Telephone Number
Operations Manager/Safety Chair	Kody Habeck	608/262/0606
Facility Manager	Kody Habeck	608/262/0606
Assistant Dean for Facilities		
Computer Support-Primary	Jeff Nelson	608/263/1940
Computer Support-Backup		
Fire/Police/Ambulance		9-1-1
University of Wisconsin Police Department Non-Emergency		608-264-2677
Poison Control		800-222-1222
Dane County Public Health Department		608-266-4225 608-255-2345
University of Wisconsin Physical Plant – Tradesmen		608-263-3333 (CARS)
University of Wisconsin Safety Department		608-265-5000
MG&E		608-251-8300
University of Wisconsin Health Services Health consultant		608-265-5600

Emergency Planners are encouraged to provide this and other appendix reference information to staff (i.e. attach to Emergency Procedures Guide.).

APPENDIX C: EVACUATION AND SHELTERING OPTIONS

1. **Shelter in Place**: Keeping facility attendees, citizens and staff in place or in a particular shelter location for the emergency that has presented itself (examples: tornado, active shooter, or a threat inside/outside or in the vicinity of your building).
2. **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.
 - **Agriculture Engineering Lab assembly point is:**
 - Steps outside of the Animal Sciences on Elm Drive side
3. **Relocation to another Building**: Movement of building occupants out of the entire building to a designated off-site shelter facility. This may occur when there is inclement weather during an emergency.
 - Your buildings off site shelter facilities are located at:
 - Lobby of the Animal Sciences Building on the Elm Drive side
 - The evacuation party should go to the assembly point(s) first where a head count can be taken before traveling to a host facility
 - The host facility (Animal Sciences) should be consulted on what arrangements need to be made to support the facility attendees and the estimated time of arrival of the evacuation party if possible
 - Facility Manager or designee should notify the University of Wisconsin Madison Police Department of where the evacuation party is relocating and where their facility attendees can be picked up if necessary.

APPENDIX D: ACTIVE SHOOTER SHELTER-IN-PLACE RESPONSE GUIDE

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

- **RUN**:
 - Get out and away from area
 - Call 9-1-1 to alert police to the shooter's location. If you can't speak, leave the line open. Report as much detail as possible about your location and about the shooter(s)
- **HIDE**:
 - If you can't get out, find a safe place to hide
 - If you are in a room you cannot leave, barricade the door to keep the shooter out
 - Close and lock all doors and windows, shut blinds, turn off all lights, get down on the floor &/or behind adequate cover (i.e. concrete walls, thick desks, filing cabinets)
- **FIGHT**:
 - If there is no way out, your only choice may be to fight back and take out the shooter. Remember you are fighting for your life, so commit fully to your actions.

General Quick Response Guide

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

What to Report to the University of Wisconsin Madison Police Department

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

APPENDIX E: EMERGENCY SUPPLIES, FIRST AID KIT CONTENTS/LOCATIONS

- Agriculture Engineering Lab has first aid kits available. They are located in the following rooms:
 - 101
 - 105
 - 110
 - 118
 - 119
 - 121
 - 130
 - 140
 - 150A

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

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

- Agriculture Engineering Lab has a NOAA Weather Radio located in room:
 - ___NA_

- Agriculture Engineering Lab will have a telephone that does not rely on electricity in the facility. It is also recommended that the facility have access to an emergency cellular telephone on the premises. This phone will be located:
 - ___NA_____

- Agriculture Engineering Lab has flashlights and spare batteries located in room:
 - __150B_____

- Agriculture Engineering Lab does have an automatic external defibrillator (AED) located next to the eye wash station at next to room 120.

Agriculture Engineering Lab – Occupant Emergency Plan

- Agriculture Engineering Lab does have staff trained and willing to conduct Cardiopulmonary Resuscitation (CPR) and use an Automatic External Defibrillator (AED). Contact Kody Habeck or Jeff Nelson

APPENDIX F: EMERGENCY NOTIFICATION CALL LIST

Facility Manager:	Name	Work	Home	Cell	Office#
Primary	Kody Habeck	608/262/0606		608/921/2924	150B
Backup	Sue Reinen	608/262/2250		608/698/8576	

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 AND CHECKLIST

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

1. **Remain Calm.** When bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
 - a. **DO NOT put the caller on hold**
 - b. **DO NOT attempt to transfer the call**
 - c. **DO NOT hang-up even after the call has concluded.** Leaving the line open will aid the telephone company in tracing the last incoming call
2. The person taking the call will immediately notify the highest-ranking staff person in the office area, with the use of another telephone, preferably while the caller is on the initial telephone.
3. Pay close attention to the caller and his/her words, to see if:
 - a. The caller has any **distinguishing voice characteristics** such as an accent, stuttering, mispronunciation, or using a microphone, a recorder or other device?
 - b. The caller is angry, excited, irrational or agitated?
 - c. The caller is a man or woman, young, middle-aged, old?
 - d. You have **caller ID**, please note the phone number of the caller.
4. Listen for **background noises** (traffic, train whistle, music, radio, TV, children, etc.).
5. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT

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

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

After receiving a bomb threat of any kind, immediately contact the University of Wisconsin Madison Police Department at 9-1-1. The University of Wisconsin Madison Police Department will notify all appropriate officials and will assist in the evacuation as needed.

BOMB THREAT CHECK LIST

(STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN)

NAME OF PERSON

Who Received Threat: _____

DATE & TIME _____ 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 PACKAGE



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: FLOOR PLANS