

OCCUPANT EMERGENCY PLAN

July 2024

**UNIVERSITY OF WISCONSIN
LAW SCHOOL**

Facility Manager: Vicky Coulter

Office: 5346

Email: vacoulter@wisc.edu



Occupant Emergency Plan

Prepared by:

University of Wisconsin – Madison Police Department
Planning & Development Division

P: (608) 267-2677 [Dispatch]

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Date initial plan completed: 01/08/2013

Date last updated: 06/19/2024 [July 2024 Update]



Emergency Management

UW-MADISON POLICE DEPARTMENT

UNIVERSITY OF WISCONSIN-MADISON

UWPD Dispatch

(608) 264-2677

QUICK CONTACT LIST

Building Information:

Building: Law (A0430)
 Address: 975 Bascom Mall
 Madison, WI 53706
 Telephone: 608-262-2240 (Main Office)

Agency/Company	Name of Contact	Telephone Number
Fire/Police/Ambulance		911
University of Wisconsin Police Department Non-Emergency		608-264-2677
UWPD Infrastructure Security Unit		608-265-3279
Campus Community Officer	Vacant [June 2024]	
Poison Control		800-222-1222
Dane County Public Health Department		608-266-4225 608-255-2345
University of Wisconsin Physical Plant Customer Service – Tradesmen		608-263-3333 (24 Hour Line)
University of Wisconsin Safety Department		608-265-5000
MG&E		608-251-8300 (General Line) 608-252-7111 (Outages/Downed Power Lines)
University of Wisconsin Health Services Health consultant		608-265-5600
Facility Manager	Vicky Coulter	608-263-4325 (work) 608-628-7673 (cell)
Backup Facility Manager	CJ Ullrich	608-265-4655 (work) 608-451-2130 (cell)
Chief Administration Officer/Associate Dean for Admissions	Rebecca Scheller	608-262-1815 (work) 414-305-3629 (cell)
HR Manager	Justin Boehm	608-890-4466 (work) 715-340-3755 (cell)
IT Support-Primary	Eric Giefer	608-262-3207 (work) 608-403-5307 (cell)
IT Support-Backup	Patrick Long	608-262-5242 (work) 608-960-0336 (cell)

QUICK REFERENCE GUIDE

EVACUATION PROCEDURES

	LOCATION/PROCEDURE
Outside Assembly Point	<ul style="list-style-type: none"> ▪ Bascom Hill: on the grass by Education ▪ Lathrop Drive: Across from the Law School [CROSS ROAD, do not block Lathrop Drive] ▪ Sidewalk next to South Hall ▪ Parking area by Music Hall
Off-Site Shelter Facility	<ul style="list-style-type: none"> ▪ Education Building The facility Manager should contact Alex Johnson, 608-263-3697
Areas of Rescue Assistance (ARA)	<ul style="list-style-type: none"> ▪ Southeast stairwell (off Boerner Plaza) on levels 3, 4, and 5. ▪ Northeast stairwell (by the hill) in the Law Library on levels 1 through 6.
Preferred/alternate means of notifying occupants of a fire	<ul style="list-style-type: none"> ▪ Pull Station (Preferred) ▪ 911 ▪ PA via fire panel

INFRASTRUCTURE

	LOCATION
Entrances that can be locked electronically	<ul style="list-style-type: none"> ▪ Front (Hillside) Main Doors [Exterior] ▪ East exterior door (EJI Entrance) near the Music Hall [Exterior] ▪ Economic Justice Institute (EJI) room 1348 [Interior] ▪ Frank J. Remington Center rooms 4315 and 4318 [Interior] ▪ External Affairs rooms 2320 and 2348 [Interior]
PA System Panel	

PERSONNEL

	NAME
Staff trained in CPR and AED use	<ul style="list-style-type: none"> ▪ Jennie Broecker (2340) ▪ Adam Bushcott (Room 5110) ▪ Vicky Coulter (Room 5346) ▪ Lauren Devine (Room 5103) ▪ Katie Dunn (5342) ▪ Chelsea Gill (Room 4318D)

UW Law School – Occupant Emergency Plan – Quick Reference Guide

<p>Staff trained in CPR and AED use (cont'd)</p>	<ul style="list-style-type: none"> ▪ Kelly Hallmark (Room 6105) ▪ Jennifer Hanrahan (Room 5211) ▪ Annie Haugen (Room 1342) ▪ Scott Park (5342A) ▪ Lindsay Slaker (3221A) ▪ Jordan Smith (Room 3221) ▪ Kira Stewart (Room 5110A) ▪ Myra Sun (Room 5211) ▪ Jay Tucker (Room 5342A) ▪ Kris Turner (Room 5330)
<p>Persons authorized to use the PA System</p>	<ul style="list-style-type: none"> ▪ Justin Boehm ▪ Adam Bushcott ▪ Vicky Coulter ▪ Eric Giefer ▪ Jini Jasti ▪ Patrick Long ▪ Rebecca Scheller ▪ CJ Ullrich

EMERGENCY SUPPLIES

	LOCATION
<p>First Aid Kits</p> <p>Current Kits Expire 08/2026</p>	<ul style="list-style-type: none"> ▪ Main Office – 5110 ▪ Dean's Office – 5211 ▪ Law Library Breakroom ▪ Law Library Circulation Desk ▪ Office of Career & Professional Development ▪ The Economic Justice Institute – 1348 ▪ The Frank J. Remington Center – 4318 ▪ 24-hour Emergency Kit - SideBar Café
<p>NOAA Weather Radio/Monitor</p>	<ul style="list-style-type: none"> ▪ Main Office (Room 5110) ▪ Law Library (Circulation Desk)
<p>Automatic External Defibrillator (AED)</p>	<ul style="list-style-type: none"> ▪ Law School Atrium (Near 2nd Floor Entrance Doors) ▪ Main Office (5110, across from bathroom) ▪ Law Library (East of the Circulation Desk)
<p>Emergency Generator and what parts of the facility it powers</p>	<ul style="list-style-type: none"> ▪ N/A
<p>Flashlights</p>	<ul style="list-style-type: none"> ▪ Main Office (Room 5110) ▪ Law Library Circulation Desk
<p>Battery powered radio</p>	<ul style="list-style-type: none"> ▪ Main Office (Room 5110) ▪ Law Library Circulation Desk
<p>Non-VoIP phone</p>	<ul style="list-style-type: none"> ▪ N/A

EMERGENCY DOCUMENTS

	LOCATION
OEP Copy Locations	<ul style="list-style-type: none">▪ Chief Administration Officer (6224)▪ Associate Director of the Law Library/Facility Manager (5346)▪ Law School Dean's Office (5211)▪ Human Resources Manager (5109)▪ Law School Main Office (5110)▪ UWPD's Emergency Management Unit▪ S-Drive (Facilities – OEP & COOP Folder)▪ Law Library Intranet▪ Law School Business Office Website: http://law.wisc.edu/lawbiz/safety.html

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I. INTRODUCTION

This Occupant Emergency Plan (OEP) is designed to guide Law School staff members through various incidents. Not every scenario can 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 required administrative framework to respond to incidents. The overall university response needs to be quick, professional, and supportive, and it needs to 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 notified of a situation, and the Emergency Operation 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 unsure if it warrants activating the University Response Plan, call the University of Wisconsin-Madison Police Department (UWPD) at 608-264-2667 and ask to speak to the Manager-On-Call.

A. ADMINISTRATIVE FRAMEWORK

The plan aims to create a healthy and safe environment for building occupants, visitors, and staff in a coordinated response to 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 not available in UW-Madison's [Emergency Procedures Guide](#), which is in numerous offices throughout campus. Facility managers should continuously encourage building occupants to have a guide available and to review it periodically.

The Law School Occupant Emergency Plan functions are:

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

UW Law School – Occupant Emergency Plan

To ensure appropriate updates and changes, the Facility Manager or a designated person shall control this Occupant Emergency Plan, and reviews are incorporated in all distributed copies of the plan. A copy of this plan is maintained at the following locations:

Physical Copies:

- Chief Administration Officer 6224
- Associate Director of the Law Library/Facility Manager 5346
- Law School Dean's Office 5211
- Human Resources Manager 5109
- Law School Main Office 5110
- UWPD's Emergency Management Unit

Electronic Copies:

- S-Drive (Facilities – OEP & COOP Folder)
- Law Library's Intranet (Libnet)
- Law School Business Office website
 - <http://law.wisc.edu/lawbiz/safety.html>

B. TRAINING, TESTING, EXERCISING, AND UPDATING THE PLAN

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

Shortly after the OEP training, elements of this plan will be evaluated through an initial exercise to ensure that the facility's administrative staff, support, and other personnel are prepared to respond appropriately in an emergency. The facility will conduct Subsequent drills and exercises annually with assistance from the Emergency Management Unit. After the exercise, an After-Action Report (AAR) will be provided to the Facility Manager or designee. If a real emergency occurs or 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.

The Facility Manager, or designee, will update this plan semiannually with the EM Unit. Plans may also be updated after an actual situation if deficiencies need correcting. UWPD prefers that this update take place in January and July.

The information in the final plan should be discussed and trained with every facility staff member to help reduce confusion during an emergency and 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 FACILITY STAFF

All facility staff members need to know their roles and responsibilities to limit confusion during an emergency. The following information should be addressed and obtained.

Facility staff members who 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 B). This contact sheet should also contain staff titles. In addition, it should have 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 backup person should be designated for each role if the primary person cannot fulfill their duties.

Facility Manager:



Vicky Coulter
Office: 5346

Work: 608-263-4325
Cell: 608-628-7673

Backup Facility Managers:



CJ Ullrich
Office: 5344

Work: 608-265-4655
Cell: 608-451-2130

During regular 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.

Roles of Staff:

The first person to notice the emergency will contact the UWPD by dialing 911. In the case of a fire or hazardous chemical spill, pull the fire alarm. The employee will also notify the Facility Manager(s) of the situation.

New employees at the Law School are made aware of emergency plans during their orientation.

III. EMERGENCY COMMUNICATION PLAN

A. DIALING 911

When an unexpected situation or condition arises, it should be reported to UWPD. Facility employees are instructed to dial 911 from a campus phone for emergencies; for non-emergencies, dial 608-264-2677.

NOTE: Dialing 911 from a cell phone will connect you to Dane County 911 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
- The phone number you can be reached at
- Unit or Building (Law Building)
- Type of emergency
- The exact location of the emergency

The Facility Manager or designee may be notified of situations in their area or on campus through WiscAlerts (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.

EMERGENCY CONTACT:

Facility Manager: Vicky Coulter
Office: 5346
Phone: 608-263-4325 (Office)
608-628-7673 (Cell)

See **Quick Reference Guide or Page 7** for additional points of contact.

B. PUBLIC ADDRESS SYSTEM

The Law School public address system from which announcements can be made is located at the **FIRE PANEL** in the Atrium, near the glass elevator/CLEW area:

- The following are trained and authorized to use the PA system:
 - Justin Boehm, Adam Bushcott, Vicky Coulter, Eric Giefer, Jini Jasti, Patrick Long, Rebecca Scheller, CJ Ullrich

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 to 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

"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 severe weather report 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 [LAW SCHOOL DOES NOT USE GAS]

"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 occupants in place or in a particular shelter location for the emergency that has presented itself.

2. BUILDING EVACUATION

Movement of building occupants out of the Law School and relocating to an outside assembly point. A good example of this would be a fire.

- **The Law School's assembly point is:**

- Bascom Hill: On the grass by Education
- Lathrop Drive: Across from the Law School [Cross road, do not block Lathrop Drive]

3. RELOCATION TO ANOTHER BUILDING

Movement of occupants from 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:**

- **Education Building**

- The Law School Facility Manager should notify the **EDUCATION BUILDING Facilities Manager**, Alex Johnson [608-263-3697], that Law School employees need to relocate to the Education Building for temporary shelter.
- **The Executive Management Team (See COOP) should meet at the School of Education during any building evacuation.**
 - The Executive Management Team does not need to meet at the School of Education during the fire drill in the Fall.

4. FLOOR PLANS

The facility's floor plans are posted in plain view throughout the building. They 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 staff to 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. Remember to use your Emergency Response Guide (Appendix A)
2. Determine the appropriate type of evacuation based on the circumstances. Dispatch or first responders will likely give further instructions.
3. IF SAFE TO DO SO, the Facility Manager or designee will perform an overhead page via the fire panel/PA to alert building occupants of the imminent hazard and provide instructions to shelter in place or evacuate the building.
4. For on-site evacuation, all facility attendees and staff must report to the designated assembly area at least 100 feet away from the building unless directed by the Madison Fire Department or UWPD.
 - Supervisors, if present, should be prepared to provide a staff count to their Facility Manager.
5. Facility occupants should adhere to predetermined evacuation routes as much as possible during the evacuation. However, they should not hesitate to alter the designated route if necessary.
6. All occupants should stay at designated shelter or assembly points until they are notified by emergency personnel to re-enter the building.
7. The Facility Manager or designee should be in contact with the Madison Fire Department or UWPD at all times until emergency personnel notify occupants that it is okay to re-enter the building.
8. 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.
9. If alarms are activated, facility managers should not silence the alarm or turn off the strobes. Only the Madison Fire Department has jurisdiction to do so.

C. EVACUATION FOR PEOPLE WITH DISABILITIES

Individuals who need assistance during an evacuation, even temporarily (due to a 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 priority is the rescue of people.

Facility Managers cannot know everyone and all their exact needs. Everyone must 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, 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 usual location in the building and your personal plan.
 - Familiarize yourself with the layout of buildings you regularly occupy.
 - Familiarize yourself with the evacuation routes posted in each building by the elevators, stairs, and water fountains.
 - If there is no established plan in your facility, request assistance and then give clear instructions on what the volunteer needs to do to assist you.
 - If you are an employee with a physical disability (permanent or temporary) that will hinder you from easily evacuating the building, please get in touch with Kelly Hallmark, Division Disability Representative for the Law School, at (608) 262-3138, kelly.hallmark@wisc.edu. Kelly will work to ensure that you have the resources and knowledge to evacuate the building safely.
2. General Information:
 - Areas of Rescue Assistance (ARA) location(s):
 - Southeast stairwell (off Boerner Plaza) on levels 3, 4, and 5.
 - Northeast stairwell (by the hill) in the Law Library on levels 1 through 6.

NOTE: Area of Rescue Assistance alarms MAY NOT go to UWPD Communication Center. They are received at the facility's fire panel WHICH WILL ONLY BE VIEWED IF THE FIRE ALARM IS ACTIVATED

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 fire's location, size, and nature. The nature of the fire is essential in determining the proper response. The first thing to do is to evacuate the area and then decide whether to try to extinguish the fire. This should only occur if there is no imminent danger to the staff.
 - Yellow Smoke** may indicate there is a toxic gas present.
 - Gray Smoke** with brown wisps usually means an electrical fire.
 - Gray-black Smoke** is indicative of a general fire.
2. Activate the fire alarm and then dial 911. If the fire is small and not located in a room where facility attendees are present, a fire extinguisher may be used to extinguish it. 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. Door captains are assigned to specific doors to ensure that people move at least 100 feet from the building and do not block traffic.
 - Door captains cover:
 - Plaza: Jenner McLeod, Justin Boehm, and CJ Ullrich
 - Main Hill Doors/Library Exit: Erin Chuzles, Bonnie Shucha, and Kira Stewert
 - Music Hall Door: Jini Jasti, Shawn King, and Carrie Doyle
 - West exit by South Hall: Jay Tucker and Toni Landes
 - 3rd floor on Lathrop, Sidewalk between Law and South Hall: Adam Bushcott and Michael States
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.
 - Law School assembly points are 100 feet away from the building.
 - Across Lathrop Drive [DO NOT BLOCK Boerner Plaza or Lathrop Drive]
 - On the Grass on Bascom Hill outside the Education building
 - On the sidewalk by South Hall

B. BUILDING INFORMATION

- A. The preferred and alternate means of notifying occupants of a fire for the Law School:
 - Pull Station with audible alarm [Preferred]
 - 911
 - PA via fire panel (voice message)

- B. Many buildings have significant fire hazards associated with the everyday use and occupancy of the premises, including maintenance and housekeeping procedures. Examples include labs, chemicals, etc.
 - The Law School fire hazards are listed below:
 - Diesel Generator Room 1327
 - Cleaning supplies Room 3102 and 7230

- C. The Law School has mapped emergency egress/escape routes. These are posted throughout the building and depict the following:
 - Exits
 - Primary evacuation routes
 - Manual fire alarm pull stations.
 - Fire extinguishers (approximately every 75 feet)

- D. The normal route for Madison Fire Department vehicles is access from Lathrop Drive.
 - During an evacuation, keep Lathrop Drive clear for fire vehicles. Congregate on the far side of Lathrop Drive.

VI. WEATHER EMERGENCIES

The Facility Manager or designee will monitor and alert the building to inclement weather if necessary. The Facility Manager or designee will watch 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

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.

WARNING:

Issued by local weather offices to warn the public that storm spotters have seen severe weather or have 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

- Main Office Room 5110
- Circulation Desk Law Library

The Main Office and Circulation Desk have both electric and portable weather radios.

2. DANE COUNTY EMERGENCY MANAGEMENT WARNING SYSTEMS WEBSITE

- <https://em.countyofdane.com/notification-system/media>
 - You will receive a message requesting verification of your subscription. Upon verification, you will be subscribed to the system.
 - For information on planning, disaster assistance, and preparation.

3. LOCAL TV WEB CHANNEL OPTIONS (ONLINE SIGNUP)

- WISCTV CBS 3 www.channel3000.com/weather
- WKOW ABC 27 www.wkow.com/weather
- WMTV NBC 15 www.wmtv15.com/weather

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:
 - A dark or green-colored sky
 - A large, dark, low-lying cloud
 - Large hail
 - A loud roar that sounds like a freight train
 - A Dark, funnel-shaped cloud

If any above-listed weather conditions are noticed, immediately seek shelter in a designated area 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 areas, including 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 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 911 immediately.

A. MEDICAL PROBLEMS

If an occupant of Law School encounters a person who appears to be injured or ill, they should do the following (this could depend on roles/responsibilities):

1. If the illness or injury does not require immediate medical attention but requires a doctor's care, the Facility Manager or designated staff member can encourage the ill or injured person to seek medical attention.
2. If the person is unresponsive or the severity of their condition is unknown:
 1. Call 911
 2. When speaking to the dispatcher:
 - State your name.
 - Exact location in the building
 - Type of problem (dispatcher will ask you a series of questions).
 - Advise the dispatcher if there is a person to meet emergency personnel and what entrance they will be waiting at
 3. Contact the person's supervisor.
 4. Contact the Facility Manager
 5. Keep the person calm.

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.

The Law School has three automatic external defibrillators (AED) located:

- | | |
|---------------------|---|
| ▪ Law School Atrium | Near 2 nd floor entrance doors |
| ▪ Law Library | East of the Circulation Desk |
| ▪ Main Office | 5110, across from the bathroom |

Law School has staff trained and willing to conduct Cardiopulmonary Resuscitation (CPR) and use an Automatic External Defibrillator (AED) including but not limited to:

- Jennie Broecker (2340)
- Adam Bushcott (Room 5110)
- Vicky Coulter (Room 5346)
- Lauren Devine (Room 5103)
- Katie Dunn (5342)

UW Law School – Occupant Emergency Plan

- Chelsea Gill (Room 4318D)
- Kelly Hallmark (Room 6105)
- Jennifer Hanrahan (Room 5211)
- Annie Haugen (Room 1342)
- Scott Park (5342A)
- Lindsay Slaker (3221A)
- Jordan Smith (Room 3221)
- Kira Stewart (Room 5110A)
- Myra Sun (Room 5211)
- Jay Tucker (Room 5342A)
- Kris Turner (Room 5330)

The Law School has first aid kits available. They are in the following rooms:

- | | |
|---|--------------------------------------|
| ▪ Main Office | Room 5110 |
| ▪ Dean's Office | Room 5211 |
| ▪ Law Library Breakroom | 5 th Floor Supply Cabinet |
| ▪ Law Library | Circulation Desk |
| ▪ The Frank J. Remington Center | Room 4318 |
| ▪ The Economic Justice Institute | Room 1348 |
| ▪ The Office of Career and Professional Development | Room 3221 |
| ▪ 24-Hour Emergency Kit* | SideBar Café. |

***NOTE: THE 24-HOUR KIT CONTAINS BASIC FIRST AID SUPPLIES TO SUPPORT UNTIL UWPD/EMTS ARRIVE.**

SEE APPENDIX E FOR MORE EMERGENCY SUPPLY INFORMATION

B. DEATHS

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

- Call 911
- Shield the body from public view.
- Do not touch or move the body unless necessary to determine responsiveness.
- Contact the Facility Manager

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. The facility attendees, citizens, and staff in the immediate area should only be told what is essential to know about what has occurred. Staff members should offer any counseling needed for each other.

If a news reporter is aware of the situation and asks for information, they should be referred to UWPD.

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. Contact the facility manager if staff, students, visitors, or other facility attendees are not accounted for.
2. The supervisor of the staff member or facility attendee should search the premises for them.
3. Each area of the building where the attendee or staff person 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 possible 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 under suspicious circumstances, **immediately call UWPD and** then contact the Facility Manager.
2. Volunteers can then be contacted to mobilize to look for the missing child immediately.
3. When you call the police department, provide the child's name, date of birth, height, weight, and other unique identifiers such as eyeglasses and braces. Tell them how long the child has been missing and what clothing they were wearing.
4. UWPD will respond and determine the next steps. While responders are en route, follow the instructions of the dispatchers.

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

****NOTE** THE LAW SCHOOL DOES NOT HAVE NATURAL GAS**

Although this section generally does not apply to the Law School, it may apply if you are in another University building. 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, all types of portable communication, and electronic devices with a battery. These can spark and create a source of ignition for 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 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 they will 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

Steps to take if the building should lose power:

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
4. Battery-powered radios are in the Main Office, room 5110, and the Law Library Circulation Desk.
 - Also, for weather emergencies
5. Law School has a backup/emergency generator:
 - Location: Room 1327
 - Operating instructions: Call Physical Plant Customer Service (PPCS)
 - People authorized to operate:
 - University of Wisconsin Physical Plant Customer Service: 608-263-3333
 - Other: None
6. The facility has flashlights at the Main Office, room 5110, and the Law Library Circulation Desk.

C. PLUMBING

If there is a plumbing problem in your building:

1. The Facility Manager or designee should be notified of the plumbing problem.
 - E.g., overflowing toilets causing flooding in the building
2. The Facility Manager or designee should contact the facilities plumbing contractor.
 - UW 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 result from a plumbing problem, loss of power, or something else.
3. The Facility Manager or designee should contact the appropriate service/maintenance provider:
 - UW 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, the Main Office Manager, and the Director of IT should be notified promptly of the telephone service loss.
2. The Main Office Manager should contact:
 - DoIT Help Desk 608-264-4357

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 changeover period
2. If during the seasonal changeover period, notify the Facility Manager so they can find out when the building is scheduled for changeover.
3. The Facility Manager or designee should contact the appropriate service/maintenance provider.
 - UW Madison Physical Plant Customer Service: 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.
 - UW Madison Locksmith Shop: 608-263-3333
3. For problems with access control doors or the control panel, the Facility Manager should contact:
 - UWPD Infrastructure Security Unit through UWPD Dispatch at 608-264-2677
 - UW Madison Electric Shop: 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: wiscard.wisc.edu
5. If locking the entire perimeter of Law School is required, the Facility Manager or designee will perform this task by changing the "daily" locking schedule to a "holiday" locking schedule via notifying UWPD.
 - If this function is performed, the Facility Manager or designee should immediately advise UWPD of 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-hours access to the building will be able to enter the building

6. The Law School has seven doors with electronic locking capabilities:
 1. Front (Hillside) Main Doors [Exterior]
 2. East exterior door (EJI Entrance) near the Music Hall [Exterior]
 3. Economic Justice Institute (EJI) room 1348 [Interior]
 4. Frank J. Remington Center rooms 4315 and 4318 [Interior]
 5. External Affairs rooms 2320 and 2348 [Interior]

LAW SCHOOL ACCESS CONTROL ADMINISTRATOR:

- Name: Justin Boehm
- Room Number: 5109
- Phone Number: 608-890-4466

ALTERNATE ACCESS CONTROL ADMINISTRATOR

- Name: Vicky Coulter
- Room Number: 5346
- Phone Number: 608-890-4325

REMINGTON CENTER

- Name: Chelsea Gill
- Room Number: 4318D
- Phone Number: 608-262-0155

ECONOMIC JUSTICE INSTITUTE

- Name: Angela Haugen
- Room Number: 1342
- Phone Number: 608-262-5827

THE LAW SCHOOL HAS EMERGENCY LOCKING CAPABILITIES CONTROLLED BY:

- UWPD

X. RESPONSE TO HAZARDOUS CHEMICAL INCIDENT

This section provides general response guidelines to a hazardous chemical spill, leak, or release in or outside a campus building. When handling hazardous materials, follow all available safety and product guidelines, particularly the Materials Safety Data Sheets (MSDS). 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 with appropriate training to manage the substances in question safely).*

A. UNIVERSITY OF WISCONSIN MADISON ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

- University of Wisconsin Madison's Environment, Health & Safety Department (EHS) 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 cleanup can be attempted without risk, use appropriate personal protective equipment (PPE) and begin cleanup. 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 to help guide their department's initial response procedures and 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 the workplace should be aware of any potential hazards in their area. However, because the Law School generally does not have dangerous chemicals in the building, it does not have a Safety Officer.
4. If the identity of the spilled chemical is known and cleanup can be attempted without risk, begin to clean up and send another person to the Facility Manager for assistance.

C. PROCEDURE

The following are 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 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
 - The exact location of the emergency in the 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 someone feels okay.
2. **Quickly** remove all contaminated clothing while using the safety shower or other available water sources.
3. **Flood** the affected body area in cold water for at least 15 minutes.
4. If eyes are involved, **check** for contact lenses and flood eyes for at least 15 minutes. Use an eyewash station if one is available.
5. **Remove** all jewelry to facilitate the removal of any residual material.
6. An injury report should be completed and submitted to the Safety Manager promptly.

****NOTE: NOT APPLICABLE TO THE LAW SCHOOL SINCE WE GENERALLY DO NOT HAVE HAZARDOUS CHEMICALS IN THE BUILDING.****

XI. RESPONSE TO THREATS

The following section is a general response to threats that may present themselves inside or outside the Law School. UWPD encourages faculty, staff, students, and visitors to take a heightened awareness of anything suspicious, odd, or unusual in their area. 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 potentially threatening situation. Staff should only address conditions when 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 the University of Wisconsin Madison counseling services (students) or the 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 disruption occurs, immediately call 911 and:
 - State your name.
 - Phone number at which you can be reached.
 - Type of emergency.
 - The 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): 608-263-2987
 - Office of the Dean of Students (students): 608-263-5700

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 real until proven otherwise. All bomb threats should be reported to UWPD via 911. UWPD will advise whether to evacuate the building.
2. Any suspicious packages or letters should be reported to UWPD, who will advise whether 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 evacuate, note any information that may be important to responding law enforcement officers, such as unfamiliar objects. Ensure 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 contact the Incident Commander, pass along any information obtained, and answer any questions 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 F for 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 F for detailed Bomb Threat procedures.
- b. Staff should have the Bomb Threat Checklist readily available if 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 to evacuate the building.
- c. See Appendix G 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. 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. 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.
6. Study your surroundings before something happens.
7. Have a plan of action for rooms/buildings you frequent.
8. Establish an internal safe room.
9. Be prepared to call 911 when it is safe for you to do so.
10. Remember **RUN-HIDE-FIGHT**.

RUN:

- Get out and away from the 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 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, and 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.

SEE APPENDIX C & D FOR ADDITIONAL SHELTER-IN-PLACE AND LOCKDOWN PROCEDURES.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS AND THINGS TO CONSIDER AS THEY ARE RESPONDING:

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

Before un-securing an area (i.e., unlocking your room to let others in):

1. Consider the continued risk of attack. The shooter will not stop until an outside force engages them, and there may be more than one. The shooter may also pretend to be a police officer to lure people out of rooms.
2. Attempts to rescue people should only be attempted if they can be accomplished without further endangering the people inside a secure area.
3. Consider the safety of masses vs. the safety of a few.
4. If doubt exists about the safety of the individuals inside the room, the area should remain secure.

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

If you hear or see a hostage situation:

1. Immediately remove yourself from any danger
2. Immediately notify UWPD by dialing 911
3. Be prepared to give the dispatcher the following information:
 - Location and room number of incident
 - Number of possible hostage takers
 - Physical description of hostage takers and names, if possible
 - Number of possible hostages
 - Any weapons the hostage takers may have
 - Your name, location, and phone number

If you are taken hostage:

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

In any rescue situation:

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

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
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GENERAL PRINCIPLES

#1 Protect yourself	When calling 911... <ul style="list-style-type: none"> ▶ 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
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CRIMINAL ACTS

Acts <u>IN</u> PROGRESS (such as Intrusion, Theft, Threats or Acts of Violence)	Call 911
Acts <u>NOT</u> 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
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FIRE ALARM OR ACTUAL FIRE

Fire in Building	Pull fire alarm and exit area	Use Nearest Exit or Alternate Safe Route	Call 911	Stay 100 feet away from building
Fire Alarm	Exit area	Do NOT use elevators	Call from assembly point or neighboring building	Do NOT return to building until “All Clear” is given

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: EMERGENCY CONTACT LIST QUICK REFERENCE SHEET

Building Information:

Building: Law (A0430)
 Address: 975 Bascom Mall
 Madison, WI 53706
 Telephone: 608-262-2240 (Main office)

Agency/Company	Name of Contact	Telephone Number
Facility Director	Vicky Coulter	608-263-4325 (work) 608-628-7673 (cell)
Backup Facility Director	CJ Ullrich	608-265-4655 (work) 608-451-2130 (cell)
Chief Administrative Officer and Associate Dean for Admissions	Rebecca Scheller	608-262-1815 (work) 414-305-3629 (cell)
HR Manager	Justin Boehm	608-890-4466 (work) 715-340-3755 (cell)
IT Support-Primary	Eric Giefer	608-262-3207 (work) 608-403-5307 (cell)
IT Support-Backup	Patrick Long	608-262-5242 (work) 608-960-0336 (cell)
Fire/Police/Ambulance		911
University of Wisconsin Police Department Non-Emergency		608-264-2677
UWPD Infrastructure Security Unit		608-265-3279
Campus Community Officer	Vacant	608-262-0846
Poison Control		800-222-1222
Dane County Public Health Department		608-266-4225 608-255-2345
University of Wisconsin Physical Plant Customer Service – Trades		608-263-3333 (24 Hour Line)
University of Wisconsin Safety Department		608-265-5000
MG&E		608-251-8300 (General Line) 608-252-7111 (Outages/Downed Power Lines)
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

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 near your building).

OUT-OF-BUILDING EVACUATION

Movement of facility attendees, citizens, and staff out of the building and relocating to an outside assembly point. An excellent example of this would be a fire.

LAW SCHOOL ASSEMBLY POINTS ARE:

- Boerner Plaza (Outside building, Lathrop Side)
- Lathrop Drive (Far side, Across the Street)
- Bascom Hill (Grass near Education Building)

RELOCATION TO ANOTHER BUILDING

Movement of occupants from the entire building to a designated off-site shelter facility. This may occur when there is inclement weather during an emergency.

OFF-SITE SHELTER FACILITIES ARE LOCATED AT:

- Education Building, 1000 Bascom Mall – Alex Johnson, Facility Director
 - Lathrop Hall, 1050 University Avenue – Chris Hofland, Facility Director
1. The evacuation party should go to the assembly point(s) first, where a head count can be taken before traveling to a host facility.
 2. The host facility (Education/Lathrop) should be consulted on what arrangements need to be made to support the facility attendees and the estimated arrival time of the evacuation party, if possible. Contact information for facility directors is in the Continuity of Operations Plan.
 3. 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.

EXECUTIVE MANAGEMENT TEAM

The Executive Management Team (See COOP) should meet at the School of Education during any building evacuation.

- The Executive Management Team does not need to meet at the School of Education during the fire drill in the Fall.

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

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

RUN:

- Get out and away from the 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 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, and 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 the 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, and filing cabinets (cover may protect you from bullets)
- Place signs 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 handgun), backpacks, shooter's identity if known, separate explosions from gunfire, etc

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

The Law School has first aid kits available. They are in the following rooms:

- ❑ Main Office – 5110
- ❑ Dean's Office – 5211
- ❑ Law Library Breakroom – 5th Floor Supply Cabinet
- ❑ Law Library Circulation Desk
- ❑ The Frank J. Remington Center – 4318
- ❑ The Economic Justice Institute – 1348
- ❑ The Office of Career & Professional Development - 3222
- ❑ 24 Hour Emergency Kit* is in the SideBar Café

****NOTE: THE 24-HOUR KIT CONTAINS BASIC FIRST AID SUPPLIES TO SUPPORT UNTIL UWPD/EMTS ARRIVE.**

The First Aid Kits contain the following items:

PBT Bandage (2)	Emergency Blanket (1)
Large First Aid Bandage (2)	Safety Pins (10)
Crepe Bandage (2)	Notebook -50 pages (1)
Non-woven Tape (1)	Pencil (1)
Non-woven Triangle Bandage (1)	Antiseptic Cleaning Wipe (20)
Non-woven Pad (4)	Instant Ice Pack (1)
Wound Burn Dressing - large (10)	Mouth to Mouth Mask (1)
Tongue Depressor (3)	Gauze Pad (5)
Non-woven Dressing Bandage (4)	First Aid Guide Booklet (1)
Eye Pad (4)	Cotton Elastic Bandage (1)
PE Adhesive bandage - Large (20)	Alcohol Pad (20)
PE Adhesive bandage - Medium (20)	Non-adherent Pad (10)
PE Adhesive bandage - Small (20)	Cotton Buds (40)
PE Adhesive bandage - Round (25)	Emergency Whistle (1)
Scissors (1)	Cotton Balls (50)
PVC Gloves (2)	Burn Gel (5)
Bag (1)	Antibiotic Ointment (8)
Metal tweezers (1)	Disposable Thermometer (12)
	Eye Wash (4)

The Law School has a NOAA Weather Radio located in room:

- Main Office Room 5110
- Law Library Circulation Desk.

The Law School has flashlights and spare batteries located in room:

- Main Office Room 5110
- Law Library Circulation Desk

The Law School has three automatic external defibrillators (AED) located:

- Law School Atrium Near entrance doors (2nd Floor)
- Main Office 5110, across from the bathroom
- Law Library East of the Circulation Desk

Law School has staff trained and willing to conduct Cardiopulmonary Resuscitation (CPR) and use an Automatic External Defibrillator (AED):

- Jennie Broecker (2340)
- Adam Bushcott (Room 5110)
- Vicky Coulter (Room 5346)
- Lauren Devine (Room 5103)
- Katie Dunn (5342)
- Chelsea Gill (Room 4318D)
- Kelly Hallmark (Room 6105)
- Jennifer Hanrahan (Room 5211)
- Annie Haugen (Room 1342)
- Scott Park (5342A)
- Lindsay Slaker (3221A)
- Jordan Smith (Room 3221)
- Kira Stewart (Room 5110A)
- Myra Sun (Room 5211)
- Jay Tucker (Room 5342A)
- Kris Turner (Room 5330)

APPENDIX F: 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 a 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 phone.
3. Pay close attention to the caller and their words to see if:
 - a. Does the caller have **distinguishing voice characteristics** such as an accent, stuttering, mispronunciation, or using a microphone, a recorder, or other device?
 - b. Is the caller angry, excited, irrational, or agitated?
 - c. Is the caller a man or woman, young, middle-aged, or old?
 - d. If you have **caller ID**, please note the caller's phone number.
4. Listen for **background noises** (traffic, train whistle, music, radio, TV, children, etc.).
5. It is essential that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**. (Next page)

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. It 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 UWPD at 911. UWPD will notify all appropriate officials and assist in the evacuation as needed.

BOMB THREAT CHECKLIST



(STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN)

NAME OF PERSON

Who Received the Threat: _____

DATE & TIME

Threat Received: _____ AM/PM

HOW WAS THE THREAT REPORTED?

Telephone _____ Voicemail _____ Fax _____

In Person (Description) _____

BY MAIL: UPS/FedEx Campus USPS Courier _____

LOCATION THREATENED _____

EXACT WORDS USED TO MAKE 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 CALLERS VOICE (GIVE IDENTITY IF KNOWN)

Callers Name: _____ Male/Female

Young Old Middle-Aged Accent _____ Race _____

The 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) | EMERGENCIES DIAL 911

APPENDIX G: POSTAL BOMB THREAT/SUSPICIOUS PACKAGE

The illustration shows a white envelope and a brown cardboard package. The envelope has a return address, a recipient address, and a postmark from New York, NY. The package has a return address, a recipient address, and a 'DO NOT X RAY TAPE ENCLOSED' label. Callout labels point to various suspicious features on both items.

United States Postal Service logo and seal are visible at the top.

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

No return address
Restrictive Markings

PERSONAL!

CHIEF EXECUTAVE OFFICER
222 N. HARVIE ST.
PHILLADELPHIA, PA 20565

Operations Manager
122 M ST.
Saville, MO

Operations Manager
5032 D 1st
Anapolis, MD

DO NOT X RAY TAPE ENCLOSED

NEW YORK, NY
PM
19 OCT
2001

Possibly mailed from a foreign country
Excessive postage

Misspelled words
Addressed to title only
Incorrect title
Badly typed or written

Lopsided or uneven

Strange odor

Rigid or bulky

Excessive tape or string

Oily stains, discolorations, or crystalization on wrapper

- 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 . . .

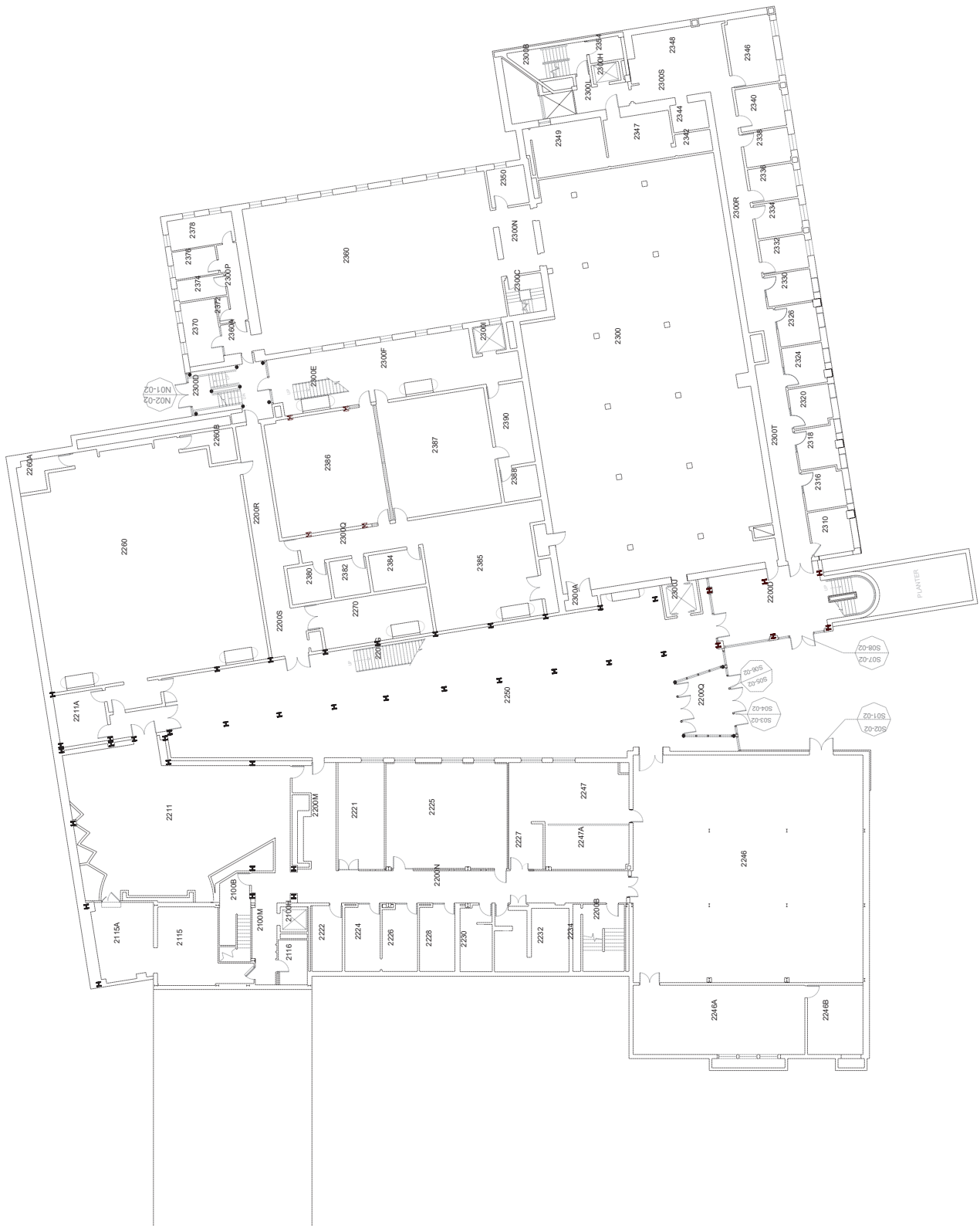
For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	For Biological or Chemical: 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 H: FLOOR PLANS

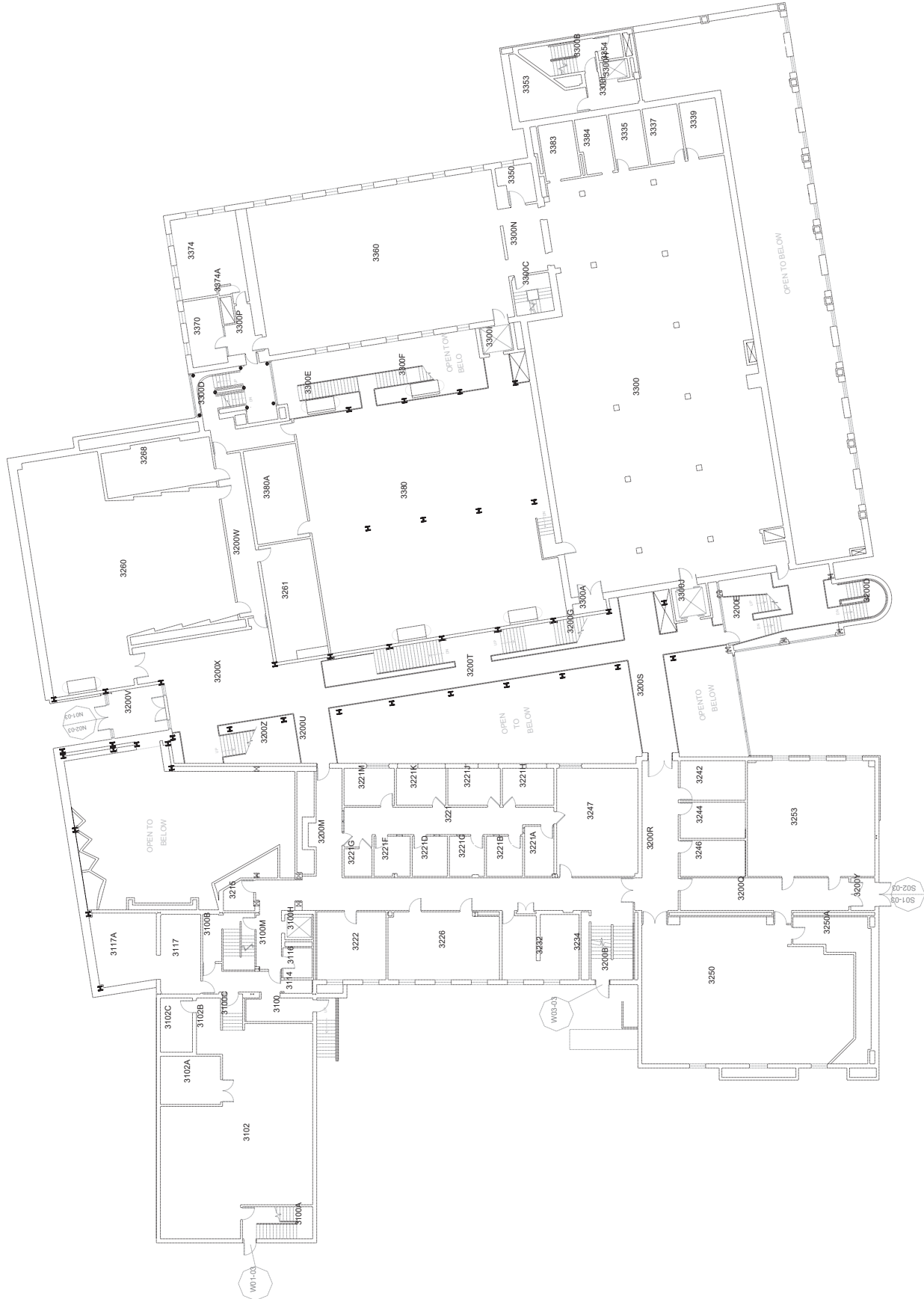
FIRST FLOOR



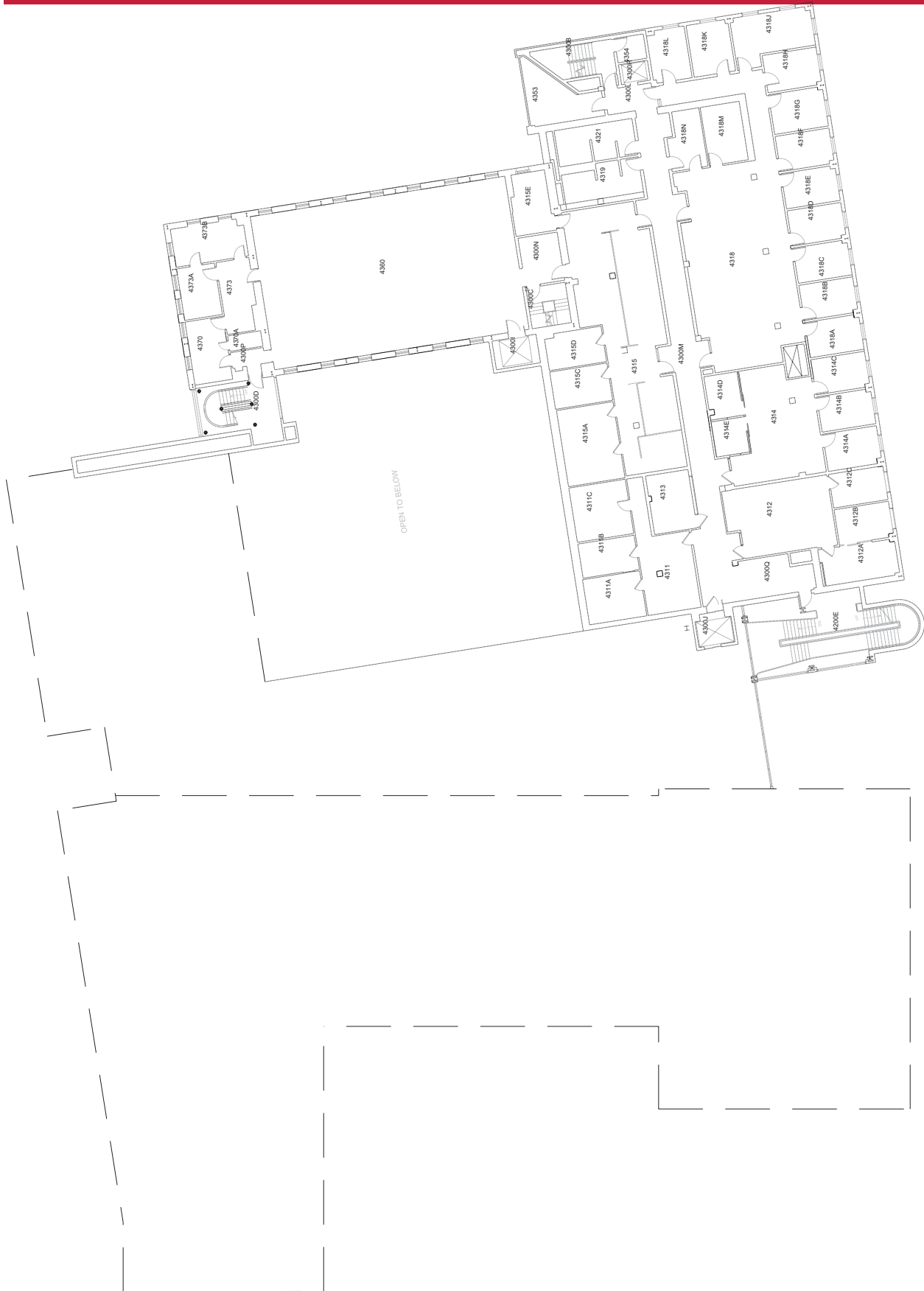
SECOND FLOOR



THIRD FLOOR



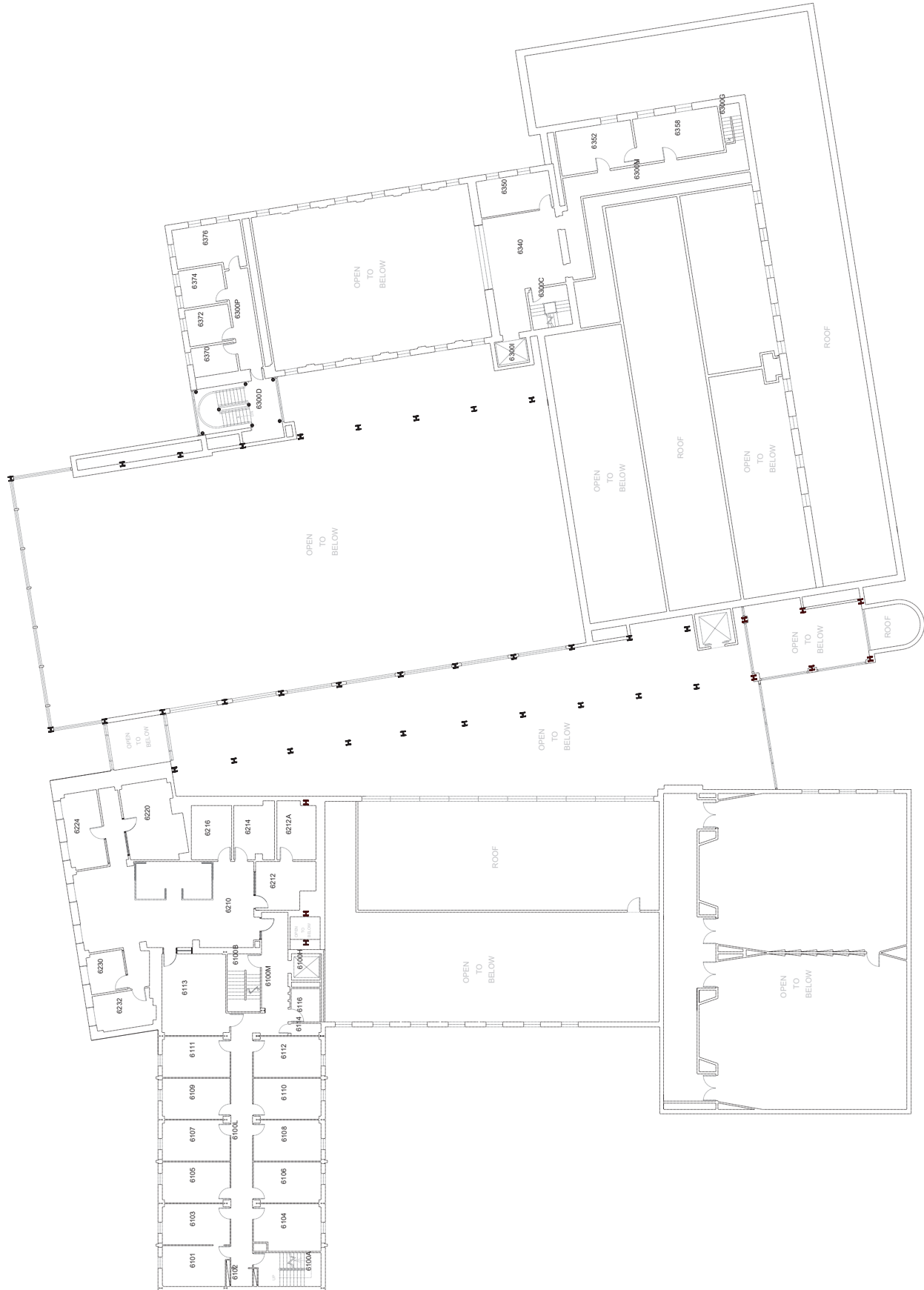
FOURTH FLOOR



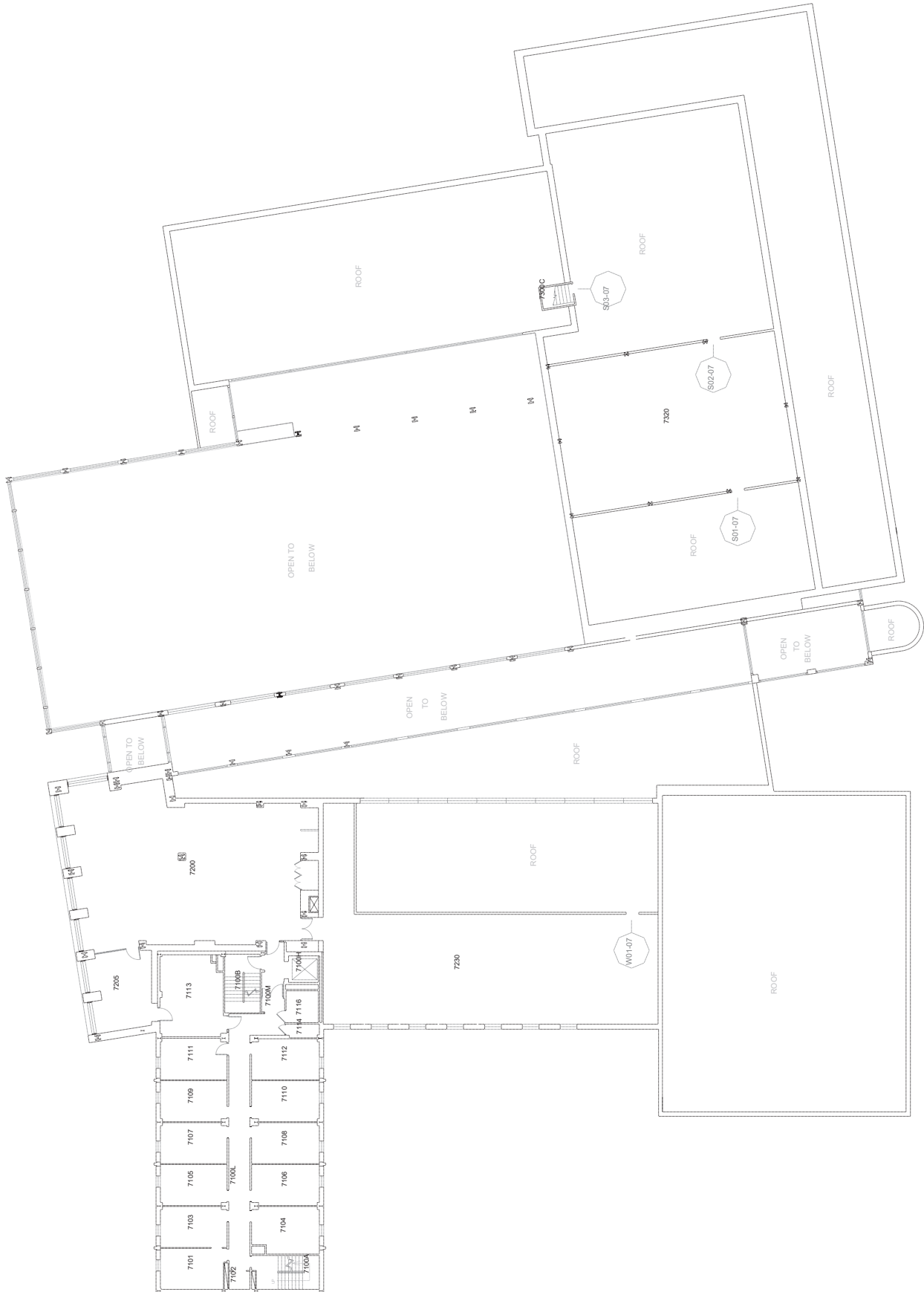
FIFTH FLOOR



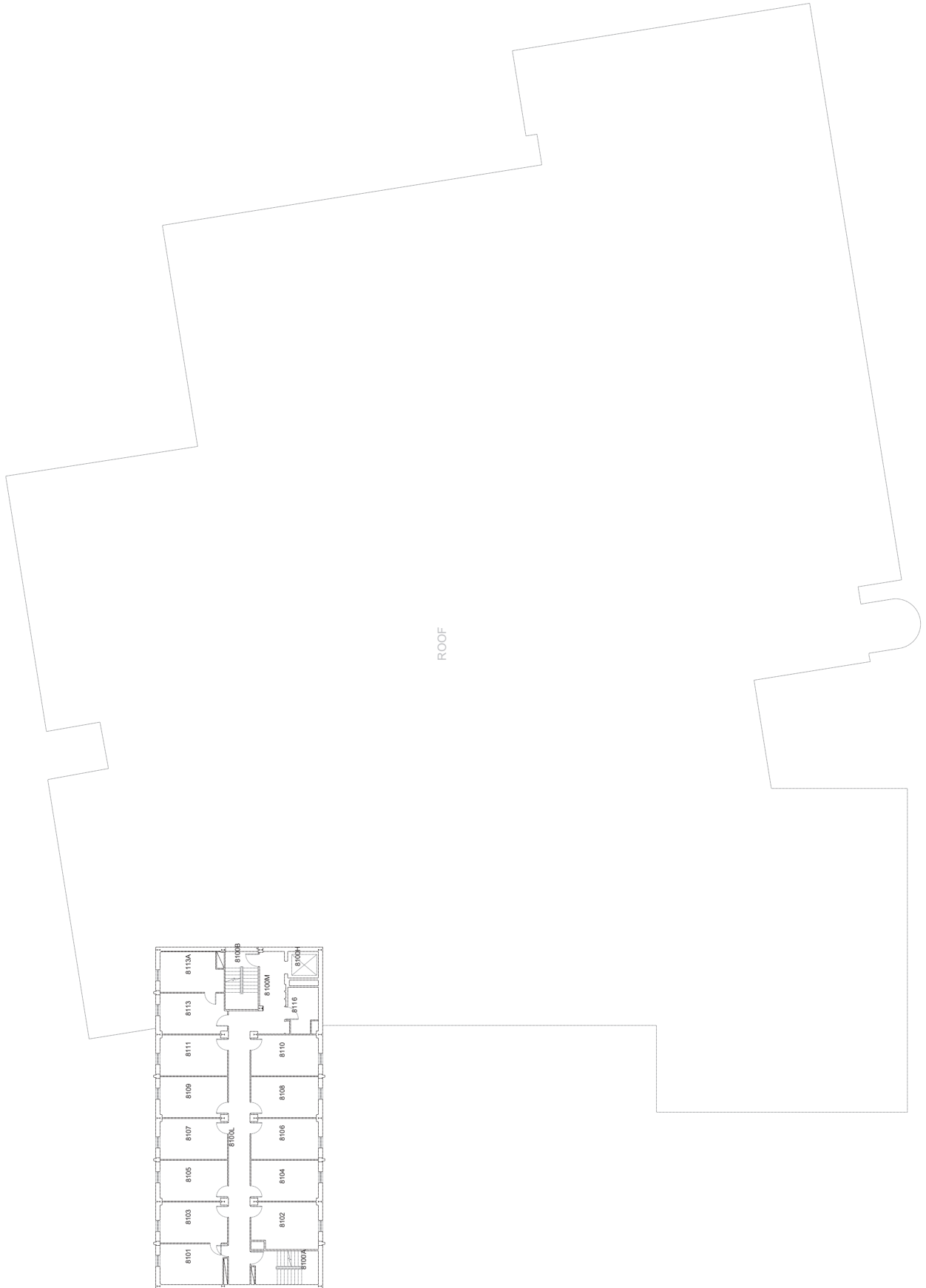
SIXTH FLOOR



SEVENTH FLOOR



EIGHTH FLOOR



NINTH FLOOR

