

**Madison Area Technical
College District
Emergency
Procedures Guide**



MADISON

AREA | TECHNICAL

COLLEGE

MADISON LOCATIONS

Commercial Avenue Education Center

2125 Commercial Avenue
Madison, WI 53704
(608) 246-5200

South Madison Community Campus

2238 S. Park Street
Madison, WI 53713
(608) 243-4200

Downtown Education Center

211 N. Carroll Street
Madison, WI 53703
(608) 246-6100

Truax Campus

3550 Anderson Street
Madison, WI 53704
(608) 246-6100

Fire Service Education Center

1750 Pearson Street
Madison, WI 53704
(608) 246-6911

West Campus

302 S. Gammon Road
Madison, WI 53717
(608) 246-6100

McAllen/Cisco Networking Academy

1802 Wright Street
Madison, WI 53704
(608) 243-4348

REGIONAL LOCATIONS

Fort Atkinson Regional Campus

827 Banker Road
Fort Atkinson, WI 53538
(920) 568-7200

Reedsburg Regional Campus

300 Alexander Ave.
Reedsburg, WI 53959
(608) 524-7800

Portage Regional Campus

330 W. Collins Street
Portage, WI 53901
(608) 745-3100

Watertown Regional Campus

1300 W. Main Street
Watertown, WI 53098
(920) 206-8000

District Emergency Procedures Guide

This guide is designed as a quick reference resource that can be used to prepare for an emergency. We encourage you to review and become familiar with this guide *before* an emergency occurs. Remember the five “P” rule—**P**rior **P**lanning **P**revents **P**oor **P**erformance!

Readers of this guide should become familiar with its contents and share them with students and fellow employees. Additional copies of this guide are available from Madison College Public Safety Services, Human Resources, as well as all regional campus administrations.

In some of the informational sections of this guide there are blank spaces provided for your own notations. Once you become comfortable with your knowledge of all the emergency procedures and information contained within this guide, please keep it in an easily accessible and convenient location such as near your phone.

This document cannot possibly address every specific emergency that may arise at your location. If you are unsure of what you need to do in your particular building, please contact Public Safety Services at **(608) 243-4357** for building-specific emergency guidelines.



Madison Area Technical College
Public Safety Services
3550 Anderson Street
Madison, WI 53704
(608) 243-4357

Reporting Emergencies

WHAT IS AN EMERGENCY?

An emergency is defined as a sudden, urgent, usually unexpected occurrence requiring immediate intervention to avoid, minimize or contain damage to health (including loss of life), property and/or environment. If you are not sure whether an incident falls into an emergency classification, call the Public Safety Services office at **(608) 243-4357** when an immediate response is needed. Public Safety Services will immediately dispatch trained and knowledgeable Security Specialists to your location to assess the situation and determine the proper services needed, including whether outside agencies such as law enforcement, fire department, or emergency medical personnel are required.

WHEN REPORTING AN EMERGENCY

- Stay on the line with the Dispatcher
- Provide the address, location, and your phone number
- Provide an accurate and thorough description of the incident and/or people involved to assure appropriate resources are dispatched

PHONE NUMBERS

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the appropriate agency and yet keep valuable and limited emergency lines free for emergencies.

MADISON AREA TECHNICAL COLLEGE

Truax Campus	(608) 246-6100
Commercial Avenue Campus	(608) 246-5202
Downtown Campus	(608) 258-2300
Fort Atkinson Campus	(920) 568-7200
Reedsburg Campus	(608) 524-7800
Portage Campus	(608) 745-3100
Watertown Campus	(920) 206-8000

Persons with Disabilities

Emergency Safety Plan – Familiarize yourself with the safety plan in your workplace and what is expected of you in the event of a fire or other critical incident at your location.

Assistance – Identify precisely the particular type(s) of assistance needed in order to alert you and help get you to a safe area within or outside the building during a fire or similar emergency. Ensure co-workers know if you cannot see or understand specific emergency instructions, hear alarms or verbal directives, and cannot use the stairs *prior to* the occurrence of an emergency.

People with special needs who need assistance during an evacuation should coordinate with their Supervisor to identify in advance at least one person who will assist them, if possible, with exiting the building in the event of an emergency. Supervisors should then be prepared to seek out and inform First Responders of the location of those with special needs who were unable to be evacuated or who otherwise need immediate attention.

IN CASE OF BUILDING EVACUATION

(Fire Alarm, Hazardous Material Exposure, Bomb Threat, etc.)

Suggested Evacuation Aids:

Hearing Impaired – Visual/strobe light alarms, text pagers that vibrate, running text on a computer monitor.

Visually Impaired – Identify as many alternative paths of evacuation as possible, then travel those routes regularly until they are second nature.

Mobility Impaired – Familiarize yourself with the location and utilization of evacuation chairs and ensure several coworkers or friends are trained and able to assist you should the elevators be disabled in time of need.

WolfPack Alert – Sign up for free electronic alerts via Madison College's website. You can have critical information regarding severe weather and evacuation alerts sent directly to your mobile phone, PDA, or email account.

Madison College Website – Critical information concerning severe weather and building closures are posted on Madison College's homepage <http://matcmadison.edu>.

Madison College Matters – This is a free service which is emailed to all faculty and staff members. **Matters** is updated each weekday and contains, in addition to information regarding building closures, important items such as the *President's Message, Top Stories* and *Announcements*.

Practice, Practice, Practice – Recognize the challenges and obligations that people with special needs have in ensuring their own safety.

- Exit the building immediately using the most direct route.
- If unable to do so on your own, utilize campus phones to contact Public Safety Services at (608) 243-4357. Ask for assistance to the nearest exit or room near a stairway with a window. Note the room number so it can be reported to First Responders.
- Ask someone leaving the building to notify emergency personnel of your location.

TO SEEK SHELTER ON CAMPUS
(Tornado, Other Severe Weather, Violent Intruder, etc.)

- Seek shelter in a room with no windows, in the interior of the building if possible. Note the room number for First Responders.
- If necessary, utilize the campus phones to contact the Department of Public Safety Services and answer all questions, then the dispatcher will relay your location to First Responders.

Students—For more information for persons with special needs, contact the Disability Resources Services Office at (608) 246-6716.

Staff—For more information for persons with special needs, contact Human Resources at (608) 246-6900.

Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal in nature, immediately notify a Security Officer or contact Public Safety Services at **(608) 243-4357**. Be prepared to provide as much of the following information as possible:

- Exact location of incident
- Detailed description of suspect(s) behavior
- Number of people involved
- Detailed physical description and clothing of those involved
- Weapons involved
- Vehicle description and license plate number
- Direction of travel if known
- Any injuries and whether or not EMS may be needed at the scene

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with Public Safety Services to provide additional information until First Responders arrive.

REPORT THINGS THAT ARE UNUSUAL OR SUSPICIOUS!

If you would like to report non-emergency activity anonymously, you are encouraged to contact Public Safety Services through our non-emergency number at (608) 246-6932.

Active Shooter/Random Action

This situation may be defined as one or more subjects who participate in a random or systematic shooting spree demonstrating their intent to continuously harm or kill others if left unchallenged. While this scenario often occurs in an indoors setting, outdoor confrontations are not unusual and since the situations are so unpredictable in nature, an incident may actually begin indoors and move outdoors or vice versa. Such dynamic situations leave little or no time for proper planning and normally require First Responders to take immediate action to stop the threat to the campus and/or community.

In a Classroom or Office

- If you are in a classroom or office, **STAY THERE** and secure the door.
- If the door has no lock and the door opens inward, a door wedge or stop can be driven under the door to keep it closed. Consider barricading the door with heavy furniture if available.
- If the door has a window, cover it, if possible.
- Depending on the shooter's location, consider alternative exit options, such as an open window on a ground floor. Have an assistant watch for the intruder(s) as you help as many students out of the room as quickly and as quietly as possible. If you cannot open any windows or they resist breakage, or you are not located on the ground floor, stay out of sight of the door and stay as quiet as possible.
- If law enforcement is not yet on the scene and you are not trapped in a particular room, move as far away from the incident as possible, find a position of relative safety and wait for police to arrive.
- Once you have evacuated the building, don't leave the area — you may have vital information that responding police officers need. Move

directly toward the first police vehicle in sight when safe to do so and stay there until you have spoken with a police officer.

In Hallways or Corridors

- Unless you are very close to an exit, go directly to a classroom or office and lock the door.
- Do not expose yourself to danger by running through a long hallway to get to an exit unless there is one nearby. Restrooms as hiding places are *not* recommended, as they do not provide adequate concealment or viable exit routes.

In Large Rooms or Auditoriums

- If you are in a large room, such as a gym or theater area, and a threat is not present, seek out and exit any external doors available. Move directly toward any visible police officer, keeping your hands on your head, and do exactly and *only* what the police tell you.

Trapped with the Shooter(s)

- If you are trapped with the shooter(s), don't do anything to provoke violence. If no shots have yet been fired, do what they say and don't make any sudden movements. Keeping the antagonist calm and feeling in charge of the situation may mean the difference between mass fatalities and a peaceful resolution.
- If the worst happens and the shooter(s) do start shooting people, you need to make an immediate choice: remain stationary and hope to be spared, or flee for the nearest exit in a serpentine manner. You may have no other choice but to attack the shooter, however this is an extremely dangerous gambit and one that is ***not recommended*** for the general public unless no other option for escape or peaceful resolution exists.

Open Spaces

- Stay alert and look for suitable locations that will provide ample cover and concealment. Brick walls, large trees, retaining walls, parked vehicles and any other object which may deflect firearm ammunition penetration may be utilized.

Important Note!

These safety tips and guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, can increase your chances of surviving an active shooter incident on campus.

Notifications

In the event of the occurrence of such an incident, Public Safety Services will notify the campus community in a variety of methods. These methods include, but are not necessarily limited to, posting the necessary alerts and accompanying instructions on Madison College's homepage, <http://matcmadison.edu>; issuing timely **WolfPack Alerts** to all subscribers of that service; Madison College Matters announcements; and when circumstances dictate, via local news outlets and public address announcements.

Lock Down

In the event of a building “Lock Down,” all students, faculty, staff and visitors of the college will be directed to remain where they are until the crisis has been resolved and they are notified that it is safe to move about the building or campus.

Public Safety Services will communicate all building Lock Down information to the occupants of the building.

Notifications may be made to the campus community in a variety of methods, including but not limited to **WolfPack Alerts**, website homepage postings, **Madison College Matters** announcements, and public address announcements.

Suspicious Package

If a suspicious package is received,
notify Public Safety Services IMMEDIATELY.
(608) 243-4357



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

Bomb Threats

If you receive a bomb threat by telephone, please be mindful of the following considerations:

1. **Remain calm.** When a bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
 - **DO NOT** put the caller on hold
 - **DO NOT** attempt to transfer the call
2. The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.
3. Pay close attention to the caller's words and speech pattern(s):
 - Does the caller's voice have any distinguishing characteristics, such as a distinct accent, stuttering, mispronunciation?
 - Does the caller sound angry, excited, sad, irrational, depressed, happy, or agitated?
 - Is the caller's gender or age discernable?
4. If you have caller ID, take note of the incoming phone number.
5. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
6. It is important that you document all of the information you have obtained during the call. Completing the Bomb Threat Checklist will assist you in doing so.

CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT:

The following Bomb Threat Checklist (see next page) should be easily accessible to all staff members with telephones at their desks or in their offices, especially those who have a direct responsibility to receive external phone calls. Keep one under your phone or other immediately available location.

All personnel should become familiar with the included Bomb Threat Checklist. It may serve as the only means of determining the validity of a call and possibly aid in identifying and apprehending the caller.

After receiving a bomb threat of any kind, **immediately contact Public Safety Services at (608) 243-4357.** Public Safety Services will notify all appropriate officials and will facilitate an evacuation if necessary.

**Call Public Safety Services
(608) 243-4357**

Bomb Threat Check List

(Stay calm and collect all the information you can.)

Name of Person Who Received Threat: _____
Date and Time: _____ AM / PM
Threat Received: _____
Name of Building/Department/Site/Agency, etc.): _____
How The Threat Was Reported:
Telephone (provide phone number with area code) _____
E-Mail: _____
In Person: _____
Voice-Mail: _____
Fax: _____
Externally: Overnight Delivery (e.g., Fed Ex, UPS, etc.) ___ Campus ___
US Mail ___ Courier ___ Other _____

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 device located? _____
3. **What** kind of device is it? _____
4. **What** does the device look like? _____
5. **Who** placed the device? _____
6. **Why** was the device placed? _____
7. **Where** are you calling from? _____

Description of the Caller's Voice (provide identity if known):

Caller's Name (if known): _____
Is voice familiar (yes/no): _____
Male ___ Female ___
Young ___ Middle-Aged ___ Old ___ Accent ___ Race ___
Tone of Voice (e.g., excited, calm, angry, loud, stuttering)

Was Voice-Language: Taped ___ Well-Spoken ___ Irrational ___

Other Voice Characteristics:

Background or Other Noises:

REMARKS:

Completed by: _____

Phone Number: _____

Fire Emergencies

KNOW WHAT TO DO IN CASE OF FIRE

Take time to get prepared now – because there is no time in an emergency.

BEFORE A FIRE: PLANNING AND PREPARATION

- Know the location of the nearest fire extinguisher
 - Understand all available types and how to use them.
- Know the location of the fire alarm pull stations in your area
- Know the location(s) of the nearest exit
- Know alternative evacuation routes of the building
- Practice exiting your area by imagining you are in a dark, smoky environment – count doorways, turns, etc.
- Report potential hazards or refer fire prevention questions to Public Safety Services at **(608) 243-4357**.

The nearest fire extinguisher is located at: _____

UPON DISCOVERING SMOKE, FIRE, OR FLAMES IN THE BUILDING:

- Immediately contact Public Safety Services at **(608) 243-4357** from a safe location.
- Be prepared to give:
 - Building name
 - Floor
 - Room number
 - Type of incident
- Activate the fire alarm system by pulling the nearest fire alarm and evacuate the building immediately after.
- Use the nearest exit or a previously determined alternate safe route.

(continued)

Fire Emergencies (cont.)

- **DO NOT** use elevators during a fire emergency.
- When a fire alarm sounds, comply with the directions of First Responders. If an evacuation has been declared or you feel it's unsafe to stay where you are, walk, **DO NOT** run, to the nearest stairway exit, proceed to ground level and report to a designated Evacuation Site. Be mindful if the stairway contains smoke or fumes, you may have to use an alternate stairway exit. If it is safe to do so, close all doors and windows as you leave.

NOTE: The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving emergency personnel.
- **DO NOT** return to the building until the "All Clear" signal is given from the Fire Department or other authorized emergency personnel.
- Someone familiar with the situation who knows the area should meet First Responders. Those with keys to access affected areas should be available upon arrival of the Fire Department.
- If you suspect someone may be trapped inside the building, immediately notify First Responders.

Medical Emergencies

**CALL PUBLIC SAFETY SERVICES
AT (608) 243-4357**

REMEMBER!

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, attempt to move the patient carefully, supporting the head and neck as a single unit.
- **DO NOT** bend or twist the injured person's body.

**CALL PUBLIC SAFETY SERVICES
(608) 243-4357**

Be prepared to provide Public Safety Services with the following information:

- Location of the emergency
- Complete description of the incident
- Gender and age of patient(s)
- Condition of the patient(s), i.e., level of consciousness, breathing, bleeding, etc.

Additional instructions:

- After calling Public Safety Services, stay with the victim until First Responders arrive.
- If you are trained and certified in CPR and/or First Aid and use of an Automated External Defibrillator (AED), restore or maintain the patient's pulse and breathing, if possible. If you have no such training, continue to monitor and inform First Responders upon their arrival.
- Keep patient warm.
- Persons in your building trained and certified in CPR and the use of the AED should be listed below:

The First Aid Kit and AED is located:

**Remember to use Universal Precautions
(Protect yourself from blood and bodily fluids)**

Chemical Spills

DO NOT attempt to contain or clean up any chemical spill unless you know what the spilled material is, its hazards and you have been trained in safe cleanup methods.

MINOR, NON-HAZARDOUS SPILLS

A minor non-hazardous spill is described as something inside the building(s), not escaping to a drain and not an inhalation hazard.

Anyone who knows what was spilled, as well as its hazards and safe cleanup methods, may clean up a minor spill. If you do not know how to clean it, contact Facilities at **(608) 246-6782** for the Truax Campus. If Facilities is closed, contact Public Safety Service at **(608) 243-4357** so Custodial personnel can be contacted.

MAJOR OR HAZARDOUS SPILLS

A major or hazardous spill is described as one which is hazardous to human health, one you cannot safely clean up or that has occurred outside of a building.

Volatile?

- Contain and/or clean up the spill only if you are specifically trained and can do so safely.
- Evacuate the room(s) where the spill occurred.
- Call Public Safety Services at **(608) 243-4357** from a safe place with as much information as possible about the material spilled including amount.
- Meet First Responders to provide information.

Flammable?

In addition to the above information on volatile chemicals:

- Avoid any action that might create a spark.
- If the spill is close to a source of ignition, activate the fire alarm to evacuate the building.

Outside of building?

- Contain and/or clean up the spill only if you have been specifically trained and can do so safely.
- Unless you can clean the spill completely, call Public Safety Services at **(608) 243-4357** from a safe place and provide as much information as possible about the material spilled including amount.

Entering a drain?

- Block additional material from entering the drain, if you can do so safely.
- Call Public Safety Services at **(608) 243-4357** from a safe place and provide as much information as possible about the material spilled including amount.

Hazardous Odors or Leaks

Report any hazardous gas leaks to Public Safety Services at **(608) 243-4357**.

- Be prepared to provide the following information:
 - Your name
 - Building name
 - Nature of the incident
 - Floor(s) affected
 - Room number(s)
 - Type(s) of hazardous material, if known
 - Should you detect any suspicious odors or a gas odor, report it immediately to Public Safety Services by calling **608-243-4357**. They will send a First Responder to check on the problem.

In the Event of Gas Leaks or Visible Fire from Gas Cylinders or Piping:

Evacuate the area immediately and call Public Safety Services at **(608) 243-4357** and follow all instructions given to you by the Officer.

- If it is an explosive gas (e.g., natural gas) **DO NOT** use or activate items that can generate a spark *in the general vicinity*. Light switches, fire alarm pull stations, phone, elevator cars, etc., are all sources that can initiate a spark that could ignite explosive gas.
- Confine any fire or fumes to the extent possible. If you can do so safely, close off any doors to the affected area as you evacuate. This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.

Evacuation:

- If safe, activate the building's fire alarm and leave the building (Note: **DO NOT** activate the fire alarm if it is an explosive gas such as natural gas).
- If it is an explosive gas, exit the building via a stairwell. **DO NOT use an elevator.**
- Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.
- If you are unable to activate the building's fire alarm, notify others in the immediate area and as you exit, knock on office doors and inform as many people as possible.
- Upon exiting the building, get a safe distance from the building (at least 500 feet away).
- Remain upwind of the leak.
- Leave adequate room for police vehicles and other emergency responders.
- **DO NOT** return to the building until given approval by fire or police personnel.
- **DO NOT** leave the premises unless approved to do so by a supervisor.
- If you have information about the source of the odor or leak, give the information to any police officer or firefighter at the scene.

Utility Failures

Report any utility failure to Public Safety Services at (608) 243-4357.

- Be prepared to provide the following information:
 - Your name
 - Phone number where you can be reached
 - Building name
 - Nature of the incident
 - Floor(s) affected
 - Room number(s)
 - Circumstances surrounding the failure, if known

Electrical Failure:

- Madison College's electricians will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator (if so equipped) will provide limited electricity to crucial areas of the building, including emergency lighting.
- Turn off all electrical equipment including computers. **DO NOT** turn electrical equipment back on without the explicit approval of your supervisor or Facility Director.
- Emergency lighting in certain buildings is generated by battery, thus the time in which sufficient lighting is available is limited. In this instance, you should evacuate the building as soon as the emergency lighting is activated. This is especially important if there is limited or no natural lighting along your path of evacuation.
- **DO NOT** return to the building until all power has been restored.
- Remember – The elevators *will not function* in a power failure. Use the stairs if you evacuate the building.
- If trapped in an elevator, use the emergency telephone inside the elevator. This emergency telephone is a direct line to Public Safety Services and will advise Officers of your predicament.

Steam Leaks:

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

Water Leaks/Flooding:

- In the event of a water leak, try to contain the leakage in a suitable vessel to minimize damage or safety hazards. If it is a significant water leak, avoid areas where water has accumulated and wait for help.
- Remember – Water is an excellent conductor of electricity; thus, electrocution is a very real and potential danger.

- Immediately cease using all electrical equipment.
- If the leak is from an unknown source, avoid contact with leaking material as it may be hazardous. In case of accidental contact, wash the affected area immediately and thoroughly with soap and clean water.

Weather Emergencies

Know the location of the nearest emergency shelter for your facility.

Check with Public Safety Services or check building postings for the location of emergency shelters.

In the event of the occurrence of severe weather that would require a building closure or the necessity to seek shelter, Public Safety Services will notify the campus community in a variety of methods. These methods include, but are not necessarily limited to, posting the necessary alerts and accompanying instructions on Madison College's homepage, <http://matcmadison.edu>; issuing timely **WolfPack Alerts** to all subscribers of that service; Madison College Matters announcements; and when circumstances dictate, via local news outlets and public address announcements.

Response to Snow Emergencies

- The Facility Director or designee will advise all staff of approaching adverse weather conditions.
- The Facility Director or designee will monitor radio, television or NOAA Weather broadcasts for weather updates.
- After assessing the impending or current severe weather conditions, it is the responsibility of the College's Chief Executive Officer (President) to decide whether or not College operations will be cancelled for the day.
- Staff may be advised not to leave campus for an extended period, if the roadways are considered unsafe for travel due to excessive snowfall and freezing temperatures.

Severe Thunderstorms

Watch:

Conditions are right for a severe thunderstorm. Continue with normal activities, but closely monitor the situation as it develops.

Warning:

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

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
- Report any injuries or damage to Public Safety Services at **(608) 243-4357**.
- Be prepared to provide the following information:
 - Your name
 - Building name/location
 - Types of injuries and/or property damage incurred
 - Location and number of injured person(s)
 - Location and extent of property damage
 - Room number/exact location from where you are calling

Tornado

Watch:

Conditions are right for a severe thunderstorm. Continue with normal activities, but closely monitor the situation as it develops.

Warning:

Radar or weather spotters have identified a tornado. The emergency siren will sound a steady tone for three minutes or longer if there is danger in the immediate area. If this occurs, take the following actions:

- **SEEK SHELTER IMMEDIATELY.** When the warning siren sounds, seek shelter, preferably in a basement or below-ground evacuation location. A steel-formed or reinforced concrete building will provide some protection. Individuals with disabilities should follow the same procedures.
- In a multi-story building, seek shelter in an interior hallway or a lower floor.
- Stay away from exterior walls and doors, as well as glass windows or partitions. **DO NOT** open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, covering your head with your hands.
- After the “All Clear” signal has been given, evacuate badly damaged buildings if it is safe to do so. Elevators may not work in damaged buildings, in which case seek out the nearest stairwell to an exit.
- If you are surrounded by debris, be aware that moving a single piece can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay where you are until help arrives.
- **DO NOT** attempt to return to the building unless directed to do so by Fire or Police officials or a Public Safety Services Officer.
- **DO NOT** attempt to turn on or off any utilities or other equipment.
- Report all injuries and damage to Public Safety Services at **(608) 243-4357**. Be prepared to give the following information:
 - Your name
 - Building name/location
 - Types of injuries and/or property damage incurred
 - Location and number of injured person(s)
 - Location and extent of property damage
 - Room number/exact location from where you are calling

Additional Emergency Resources

Wisconsin Emergency Management

2400 Wright Street
P.O. Box 7865
Madison, WI 53707-7865
Phone 608-242-3232
Fax: 608-242-3247

www.emergencymanagment.wi.gov

American Red Cross -- Madison

5426 Hampton Ct
Madison, WI 53705
(608) 233-1828

www.arcbadger.org

National Weather Service

National Oceanic and Atmospheric Administration
1325 East West HWY
Silver Spring, MD 20910

www.weather.gov

Federal Emergency Management Agency (FEMA)

500 C Street SW
Washington, DC 20472
Phone: 800-621-FEMA (3362)

www.fema.gov

US Department of Homeland Security

Washington, DC 20528
Phone: 202-282-8000
Comment Line: 202-282-8495

www.dhs.gov/dhspublic

Dane County Sheriff's Office

115 W. Doty Street
Madison, WI 53703
(608) 284-6800

www.danesheriff.com

