



# MADISON COLLEGE EMERGENCY PREPAREDNESS GUIDE

# OUR COMMITMENT

Madison College is committed to providing a safe environment in which to learn, study, and work. We are better prepared for an emergency thanks to the many people here to serve you.

Our ability to survive an emergency also depends on you doing your part to prepare for the unexpected. Whether an emergency is inconvenient or catastrophic, your actions and personal plans remain the most dependable tools to keep you safe while visiting our campuses.

## **Have a plan. Be informed. Be prepared.**

This guide provides information on how to minimize the effects of an emergency. It includes useful information, telephone numbers, and links to web sites to build a commonsense approach to emergency preparedness.

An involved and informed college community is a well-prepared college community. Your partnership with Madison College is key to our security and emergency management strategy.

John Flannery

Director of Public Safety & Risk Management

# EMERGENCY CONTACT INFORMATION

## **Madison College Emergency Response**

- 608.245.2222 or
- 2222 from a campus phone

## **Madison College Non-emergency Response**

- 608.246.6932 or
- 6932 from a campus phone

## **Madison College Main Number**

- 608.246.6100 or
- 6100 from a campus phone

## **County Emergency Response (Columbia, Dane, Dodge, Jefferson, and Sauk counties)**

- From a campus phone 9-911
- All other phones 911

## **City Non-emergency Response**

- City of Madison: 608.266.4948
- City of Fort Atkinson: 920.563.7777
- City of Watertown: 920.261.6660
- City of Reedsburg: 608.524.2376
- City of Portage: 608.742.2174



**Knowing what to do is your best protection and your responsibility.**

## PERSONAL PREPAREDNESS CHECKLIST

### Before an Emergency:

- Know your location and evacuation routes.
- Know where fire extinguishers, emergency exits, emergency telephones and pull alarms are.
- Know where a First Aid Kit and AED (automated external defibrillator) are located.
- Add our Campus Emergencies number to your phone contacts; 608.245.2222.
- Always keep identification on you.
- If you do not speak English, prepare an emergency card with your name, address, and information about medicines and allergies. Always keep it with you.
- Learn basic first aid and CPR.
- Signup for **WolfPack Alert**; emergency notifications sent to your cell phone and/or email.
  - Students can go to <https://students.madisoncollege.edu/safety/alerts> for instructions or
  - Select [Android device](#) or [Apple device](#) to download the InformaCast app on your phone.

### After an Emergency:

- Stay calm and take time to think.
- Follow instructions given to you from faculty, staff, or law enforcement representatives.
- Move to a safe and secure place once it is safe to do so.
- Give assistance where needed.
- Notify your loved ones that you are safe, but do not tie up telephone lines that may be needed for emergency calls. Text if possible.
- Monitor local television and updated WolfPack Alerts.
- Check [madisoncollege.edu](http://madisoncollege.edu) for updated information.
- Write down the details of the event.
- Following an emergency, **do not** return to the campus unless told it is safe by college officials. Returning to the campus before it is safe may be putting you and others in danger.



# Be Ready! Know how to protect yourself!

## CRIME ON CAMPUS

Madison College policies prohibit disruptive, threatening, and violent behaviors that obstruct college functions and activities or endanger the health or safety of any individual.

**Disruptive behavior** interferes with the educational environment or prevents normal work functions or activities. Examples include yelling, using profanity, or refusing reasonable requests for identification.

**Threatening behavior** includes physical actions short of actual contact or injury (e.g., moving closer aggressively), oral or written threats to people or property (e.g., “I’ll get you!”), or implicit threats (e.g., “This isn’t over!”).

**Violent behavior** includes any physical assault with or without a weapon, behavior a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door), or specific threats to inflict physical harm (e.g., a threat to shoot someone).

### If you feel threatened or in danger:

- Find a way to excuse yourself; leave the room/area and get help.
- Do not mention the police if you fear an angry or violent response.
- Signal for assistance.
- Do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated. If possible, leave a door open, open a closed door, or sit near the door.
- Never try to remove the individual from the area. An agitated individual who may respond with violence may interpret even a gentle push or grabbing an arm as an assault.

### You should contact Public Safety immediately when an individual is:

- Engaging in persistent, obsessive attention to others or stalking behavior.
- Intimidating, verbally abusing, harassing, or mistreating others.
- Making threatening references to other incidents of violence.
- Making threats to harm self, others, or property.
- Detailing specific proposed act(s) of disruption or violence.
- Expressing feelings of revenge, or being wronged, humiliated, or degraded.

**Report disruptive, threatening, or violent behavior to Public Safety 24/7/365.**

# HELP REDUCE THE EFFECTS OF AN EMERGENCY

**Crime prevention.** Ensuring the safety of the college community is a group effort; we all must be informed and get involved. When working, visiting, or attending class on campus, keep in mind the following:

- See something, say something! If you see any suspicious persons or activities, contact Public Safety's emergency number.
- Do not prop open entrances to buildings or rooms.
- Report maintenance issues via a [Work Request](#) or by calling 608.246.6020.
- Use the Public Safety escort service rather than walking alone at night. Call Public Safety's non-emergency number.
- Report lost keys and OneCards immediately to Public Safety.
- Make sure your area is as safe as possible in the event of an emergency.
- Inquire with Public Safety regarding safety training options that are available at [publicsafety@madisoncollege.edu](mailto:publicsafety@madisoncollege.edu).

## REPORT A SAFETY CONCERN

If you notice that there is a safety concern on campus, contact Risk Management. Reporting concerns before they turn into something more can help prevent the college community and/or campus from harm, injury, or damage.

- [riskmanagement@madisoncollege.edu](mailto:riskmanagement@madisoncollege.edu) or
- 608.243.4861



# MEDICAL EMERGENCIES

Medical emergencies can include fainting, seizures, severe injury to the body, etc. and should be handled quickly.

1. The first responder to the incident should stay with the injured person to provide first aid until another more qualified person arrives.
2. Direct someone to call 9-1-1 and Public Safety at x2222.
3. Direct someone to meet emergency medical services at the door to direct them to the location.
4. Public Safety is thoroughly trained in medical emergency procedures and will be able to assist once onsite.



# WEATHER EMERGENCIES

**Winter Storms.** The National Weather Service can issue one of three statements regarding winter weather: a warning, a watch or an advisory.

- Winter storm warnings: Confidence is high that a winter storm will produce heavy snow, sleet or freezing rain with significant impacts. Act immediately.
- Winter storm watches: Confidence is medium that a winter storm could produce heavy snow, sleet or freezing rain with significant impacts. Prepare for such impacts.
- Winter storm advisories: Light amounts of wintry precipitation or patchy blowing snow will cause slick conditions and could affect travel. Be aware of these conditions and exercise caution.

Tips for keeping yourself safe during a winter storm:

- Monitor local news and WolfPack Alerts.
- Check [madisoncollege.edu](https://madisoncollege.edu) for updated campus related information.
- Avoid unnecessary travel.
- Stock your vehicle with snow boots, blankets, non-perishable food and water, candles, shovel, phone charger, etc.
- Stay inside. Winter storm winds can cause frostbite, and snowdrifts may hide dangers otherwise seen.
- Learn more at the National Weather Service website: <https://www.weather.gov/safety/winter-ww>



**Tornados/Severe Thunderstorms.** Tornados can cause devastation and fatalities within seconds.

Severity levels include:

- Tornado/Thunderstorm warning: A tornado or severe thunderstorms are currently occurring. Take shelter immediately.
- Tornado/Thunderstorm watches: Tornados or severe thunderstorms are possible. Be aware of these conditions and exercise caution.

Tips for keeping yourself safe during a tornado or severe thunderstorm watch or warning:

- Monitor local news and WolfPack Alerts.
- If a tornado is sighted in your area, go to a safe place away from windows and doors such as an interior hallway, or the lowest level possible.
- Get under a sturdy piece of furniture.
- If you are outside or in your car, lie flat in the ditch or low-lying area. Do not attempt to outrun a tornado.
- Do not seek shelter under a highway underpass.



**Floods.** Severity levels include:

- Flood warning – A flash flood is occurring. Avoid areas where water is moving quickly.
- Flood watch – Flash flooding is possible. Avoid areas where water may accumulate and being to flow.

Tips for keeping yourself safe during a flood:

- Monitor local news and WolfPack Alerts.
- Do not try to walk or drive through flooded areas.
- Follow official emergency evacuation routes.
- Stay away from moving water.
- Do not return to the affected area until it is safe to do so.

# BOMB THREATS

Bomb threats are usually received by telephone, but they may also be received by note, letter, or email. All bomb threats should be taken seriously and handled as though an explosive were in the building.

What to do:

- If you receive a bomb threat, get as much information from the caller as possible including:
  - Person's name
  - Bomb's location
  - All information that the caller provides.
  - Background noises of the call (i.e., train, cars/highway, people talking, music, etc.)
  - Sounds of person's voice (i.e., gender, scared, angry, etc.)
  - Call 911 immediately.
- If you receive a suspicious package:
  - Do not touch the package.
  - Call Public Safety's emergency number.
  - Clear the area around the package.
- When evacuating a building, avoid standing in front of windows or other potentially hazardous areas.



# CAMPUS PROXIMITY EMERGENCY

Public Safety may put a campus on lockdown if there is an emergency in the immediate area surrounding that campus or a perceived danger to the college community exists.

What you need to know about a lockdown:

- A WolfPack Alert will be sent notifying recipients that the campus is on lockdown.
- All internal and external doors will be locked.
- If you are on campus during a lockdown, remain in your location and stay calm.
- Do not leave campus until you receive an "All Clear" notice via WolfPack Alerts.



# ACTIVE SHOOTER

Should an active shooter incident occur, quickly assess the situation, and practice the **Run, Hide, Fight** approach. It is important to have a survival mindset.

- Run – Move away from the source of the threat.
  - Know your surroundings and have escape routes in mind.
  - Do not gather belongings or hesitate; focus on exiting as quickly as possible.
  - Encourage others to come with you but continue to focus on getting yourself to safety.
  - The more distance and obstacles between you and the threat, the better.
  - Do not stop until you are in a safe location.
  - When you encounter law enforcement, keep your hands visible with palms out and do as you are directed.
- Hide – If you cannot get away, find a place to hide and make it as safe as possible.
  - Keep distance between you and the threat.
  - Create barriers to prevent or slow the threat from getting to you.
  - Lock the door(s) and barricade with large solid items. Use a belt or extension cord to wrap around the door handle.
  - Turn off the lights and sit along the wall that the door is on. Do not huddle in a group.
  - Stay calm, silent, and mute any devices.
  - Make a backup plan to defend yourself.
- Fight – You have the right to protect yourself.
  - Be aggressive and committed to your actions.
  - Target sensitive areas such as the eyes, throat, or groin.
  - Use items in your vicinity as weapons (i.e. pens, chairs, fire extinguishers).
  - Do not fight fair. THIS IS ABOUT SURVIVAL.
  - Secure weapons under a garbage can, in a drawer or anywhere out of sight. Inform Law Enforcement when they arrive.

When police arrive:

- Follow all commands and answer all questions.
- Keep your hands empty and visible with palms out.
- Do not make sudden movements.



# EVACUATION

When building evacuation is needed (fire or similar occurrence):

- Monitor WolfPack Alerts for instructions and when normal activities will resume or if the building needs to be evacuated.
- Use the exit route(s) that are the quickest and safest, or that are specified by Public Safety.
- Follow instructions and evacuate immediately.
- Take personal items that are within reach only.
- Move to at least 100 feet away from building(s) to allow access for emergency responders.
- Remain outside of the building until an “All Clear” is given from Public Safety and/or WolfPack Alerts.

## **Tips for people with specific needs or disabilities.**

If you may need assistance during an evacuation, contact a Disability Resource Services Specialist to request a personal self-evacuation plan.

- [608.246.6716](tel:608.246.6716) or
- [drtransition@madisoncollege.edu](mailto:drtransition@madisoncollege.edu)

Tips for keeping yourself safe during an emergency:

- Create and practice your personal emergency evacuation plan.
- Discuss your plan with your supervisor, faculty, or staff.
- Download the WolfPack Alert app.

Evacuation steps for people with mobility impairments:

1. Move to the stairwell nearest you.
2. Call Public Safety for assistance; 608.245.2222.
3. Public Safety officers will check stairwells and advise the fire department of people needing assistance.
  - a. NOTE – Madison Fire Department will not assist with evacuation during a false alarm.
4. In extreme emergencies (presence of fire), Public Safety officers will assist you with evacuation.



# HAZARDOUS MATERIALS

Hazardous materials include chemicals, biological matter, and radiological matter. Treat all unknown materials as hazardous.

Tips for keeping yourself safe during a hazardous materials emergency:

- Assess the situation by identifying the hazardous material involved via labels.
- Ensure personal safety by using personal protective equipment (PPE), stay upwind from the material, and avoid cross contamination.
- Evacuate the area.
- Alert Public Safety and call 911 if there are injuries or immediate threats.

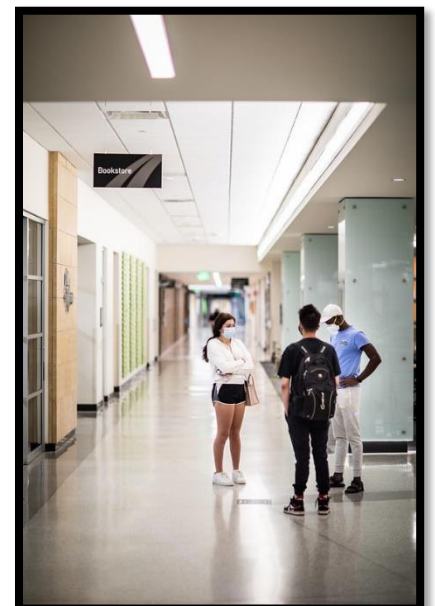


# PANDEMIC

Madison College takes the health and safety of our students, faculty, staff, and visitors seriously. The college adheres to the current Center for Disease Control (CDC) guidelines for illnesses related to a pandemic.

Tips for keeping yourself and others safe during a pandemic may include:

1. Stay home and away from others until you are 24-hours with improving symptoms AND you are fever free without the assistance of medication.
2. THEN take added precautions for the next 5 days:
  - a. Wear a mask when around others.
  - b. Distancing from those around you
  - c. Test as needed or directed by your medical provider.



# POWER OUTAGE

When a power outage occurs:

- Monitor WolfPack Alerts for instructions and when normal activities will resume or if the building needs to be evacuated.
- Emergency lighting, exit signs, and elevators will operate off generators for a short period of time.
- Stay away from downed power lines.



**Remember that in an emergency, what you do matters.**