



# **MADISON COLLEGE**

## **EMERGENCY PREPAREDNESS GUIDE**



**PROTECT THE PACK**  
MADISON COLLEGE

# 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

	All Phones	Campus Phones
Madison College Emergency Response	608-245-2222	2222
Madison College Non-emergency Response	608-246-6932	6932
Madison College Main Number	608-246-6100	6100
County Emergency Response (Columbia, Dane, Dodge, Jefferson, and Sauk counties)	911	911 *This will automatically alert Public Safety as well

City Non-emergency Response	
Fort Atkinson	920-563-7777
Madison	608-266-4948
Portage	608-742-2174
Reedsburg	608-524-2376
Watertown	920-261-6660



**PROTECT THE PACK**  
MADISON COLLEGE



# PERSONAL PREPAREDNESS CHECKLIST

## BEFORE AN EMERGENCY

- ✓ Know your location and evacuation routes
- ✓ Use campus [Emergency Resource Maps](#) (*internal access and use only*) to locate the nearest fire extinguishers, emergency exits, shelters, first aid cabinets, and AED
- ✓ 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 Alerts**; 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
- ✓ Follow instructions given to you from faculty, staff, or law enforcement
- ✓ Move to a safe and secure location
- ✓ Give assistance where needed
- ✓ Notify your loved ones that you are safe
- ✓ Monitor WolfPack Alerts
- ✓ Check [madisoncollege.edu](https://madisoncollege.edu) for updates
- ✓ **Do not** return to campus unless you are told it is safe by college officials

**KNOWING WHAT TO DO IS YOUR BEST PROTECTION AND YOUR RESPONSIBILITY**

# 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! Report concerns to Public Safety.
- 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.
- 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)

# TIPS FOR PEOPLE WITH SPECIFIC NEEDS OR DISABILITIES

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

- Call 608-246-6716 or
- [drtransition@madisoncollege.edu](mailto:drtransition@madisoncollege.edu)



Create and practice your personal emergency evacuation plan.

Use the buddy system - discuss your plan with your supervisor, faculty, or staff.

Download the WolfPack Alert app to stay current on all emergency situations.

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.
  - *Note: Madison Fire Department will not assist with evacuation during a false alarm.*
  - In extreme emergencies (presence of fire), Public Safety Officers will assist you with evacuation.



Emergency Resource Maps

# 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 FROM HARM OR INJURY.
- ONLINE [SAFETY INCIDENT REPORT](#)
- EMAIL: [RISKMANAGEMENT@MADISONCOLLEGE.EDU](mailto:RISKMANAGEMENT@MADISONCOLLEGE.EDU)
- CALL (NON-EMERGENCY): 608-243-4861
- IF IT'S EMERGENCY: 911 OR 608-245-2222







# **EMERGENCY RESPONSE:**

**REMEMBER THAT IN AN EMERGENCY, WHAT YOU DO MATTERS**



# 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.
- ✓ Stay in your location until you receive an "All Clear" from WolfPack Alerts or law enforcement.

## 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

# BOMB THREAT

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.

## Call

get as much information as possible:

Name

Bomb location

All information provided by caller

Background noises

Sounds of person's voice i.e.,  
gender, emotion, etc.

Call 911 immediately after the  
caller hangs up.

## Package:

Do not touch the  
package

Clear the area  
around the package

Call Public Safety  
608-245-2222 or  
x2222



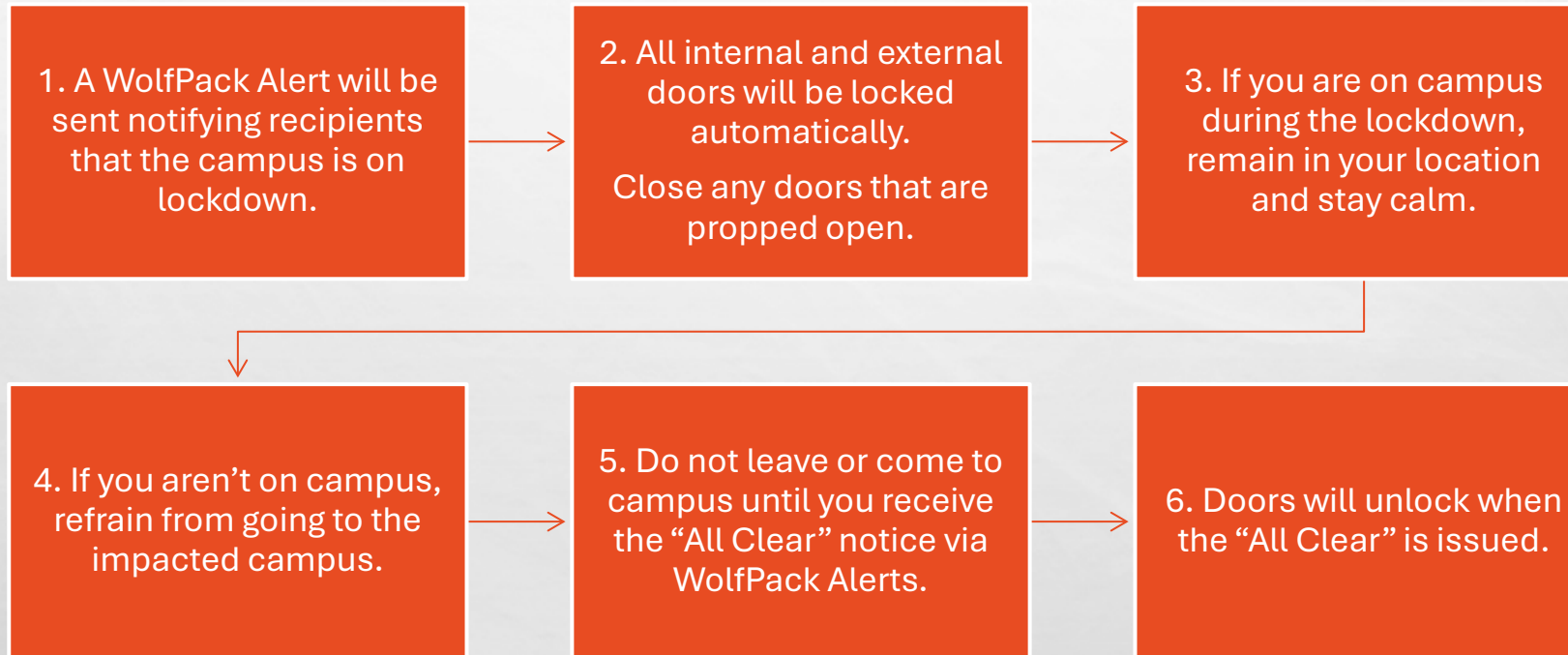
PROTECT THE PACK  
MADISON COLLEGE



Bomb Threat Checklist & Questions

# CAMPUS PROXIMITY EMERGENCY

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



PROTECT THE PACK  
MADISON COLLEGE



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

- **Disruptive behavior.** Yelling, using profanity, or refusing reasonable requests for identification.
- **Threatening behavior.** Moving closer aggressively, oral or written threats to people or property, or implicit threats.
- **Violent behavior.** Physical assault with or without a weapon, throwing things, pounding on a desk or door, or a threat to shoot someone.

## IF YOU FEEL THREATENED OR IN DANGER:

- ✓ FIND A WAY TO EXCUSE YOURSELF; LEAVE THE AREA
- ✓ DO NOT MENTION POLICE
- ✓ SIGNAL FOR ASSISTANCE
- ✓ DO NOT ISOLATE YOURSELF; MAINTAIN A SAFE DISTANCE AND DON'T TURN YOUR BACK
- ✓ NEVER TRY TO REMOVE THE INDIVIDUAL FROM THE AREA

## CONTACT PUBLIC SAFETY IMMEDIATELY:

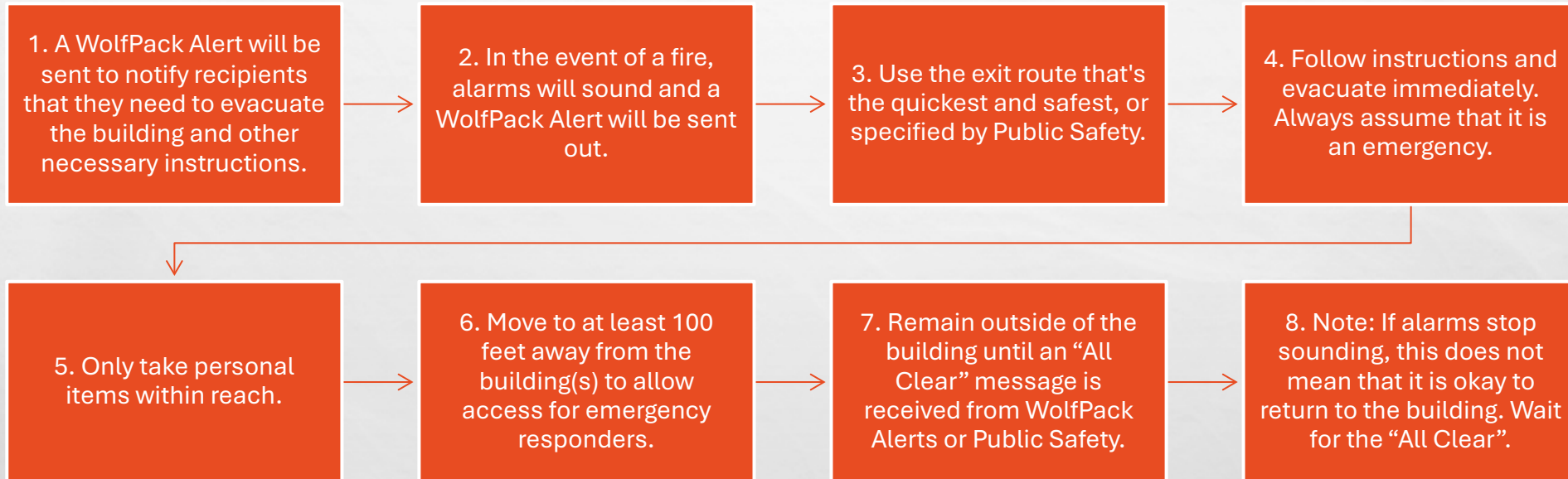
- ✓ STALKING-LIKE BEHAVIORS
- ✓ INTIMIDATION, VERBALLY ABUSIVE, HARASSING
- ✓ MISTREATING OTHERS
- ✓ THREATENING REFERENCES TO VIOLENCE
- ✓ THREATS TO HARM SELF OR OTHERS
- ✓ DETAILING SPECIFIC ACT(S) OF VIOLENCE
- ✓ EXPRESSING FEELINGS OR REVENGE

**BE READY! KNOW HOW TO PROTECT YOURSELF!**



# EVACUATION

Building evacuation may be needed in the event of a fire, hazardous chemical spill, bomb threat, or other similar occurrences.



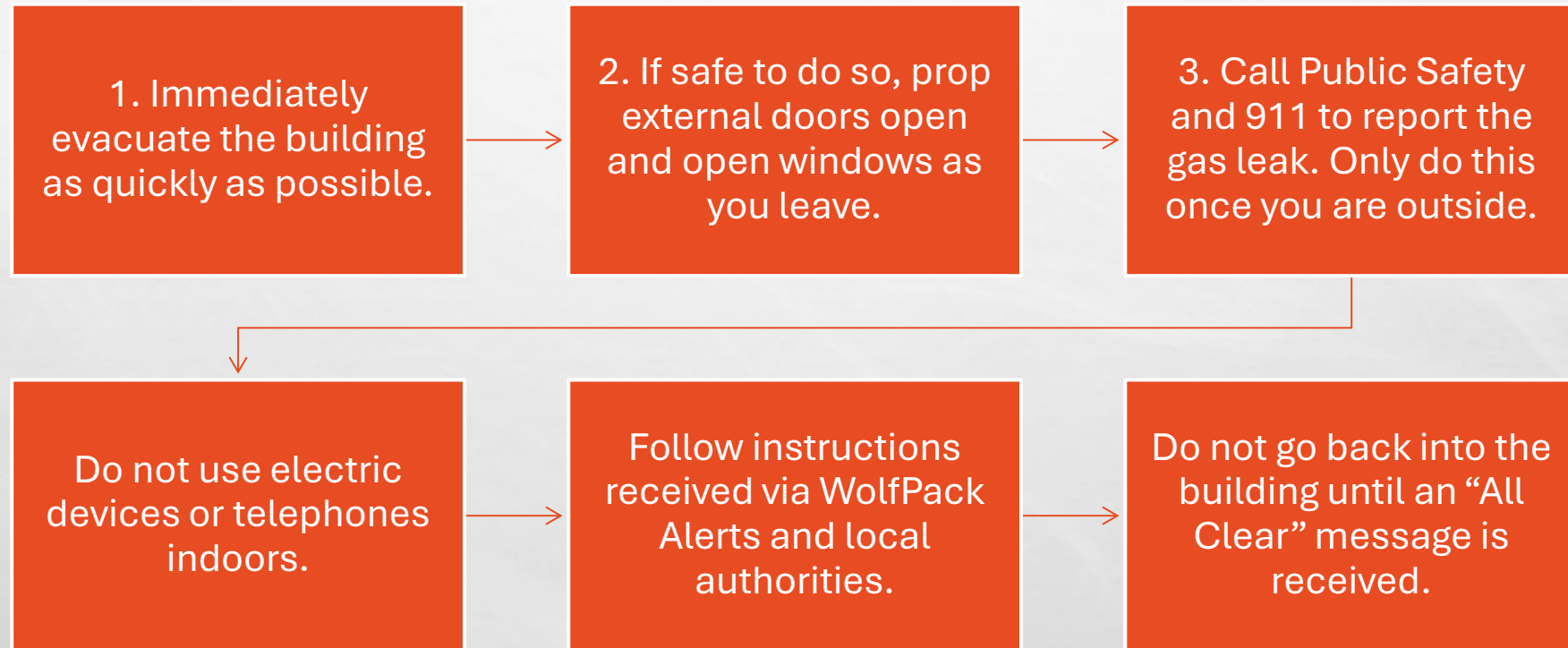
PROTECT THE PACK  
MADISON COLLEGE



Emergency Resource Maps

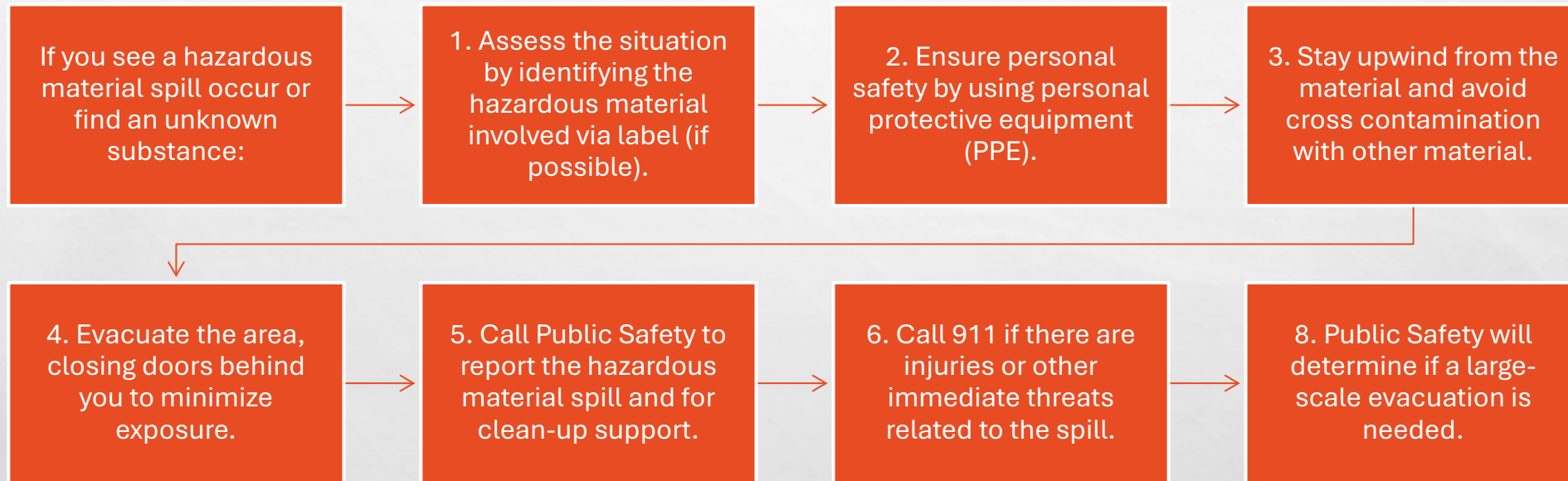
# GAS LEAK

In the event of a gas leak suspected or identified within a Madison College facility, the following steps should be taken:



# HAZARDOUS MATERIAL SPILL

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



# MEDICAL EMERGENCY

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



PROTECT THE PACK  
MADISON COLLEGE



Emergency Resource Maps



# PANDEMIC & INFECTIOUS DISEASE RESPONSE

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 or when experiencing a respiratory illness may include:

Stay home and away from others until you are 24-hours symptom free without medication.

Take precautions for the next 5 days:

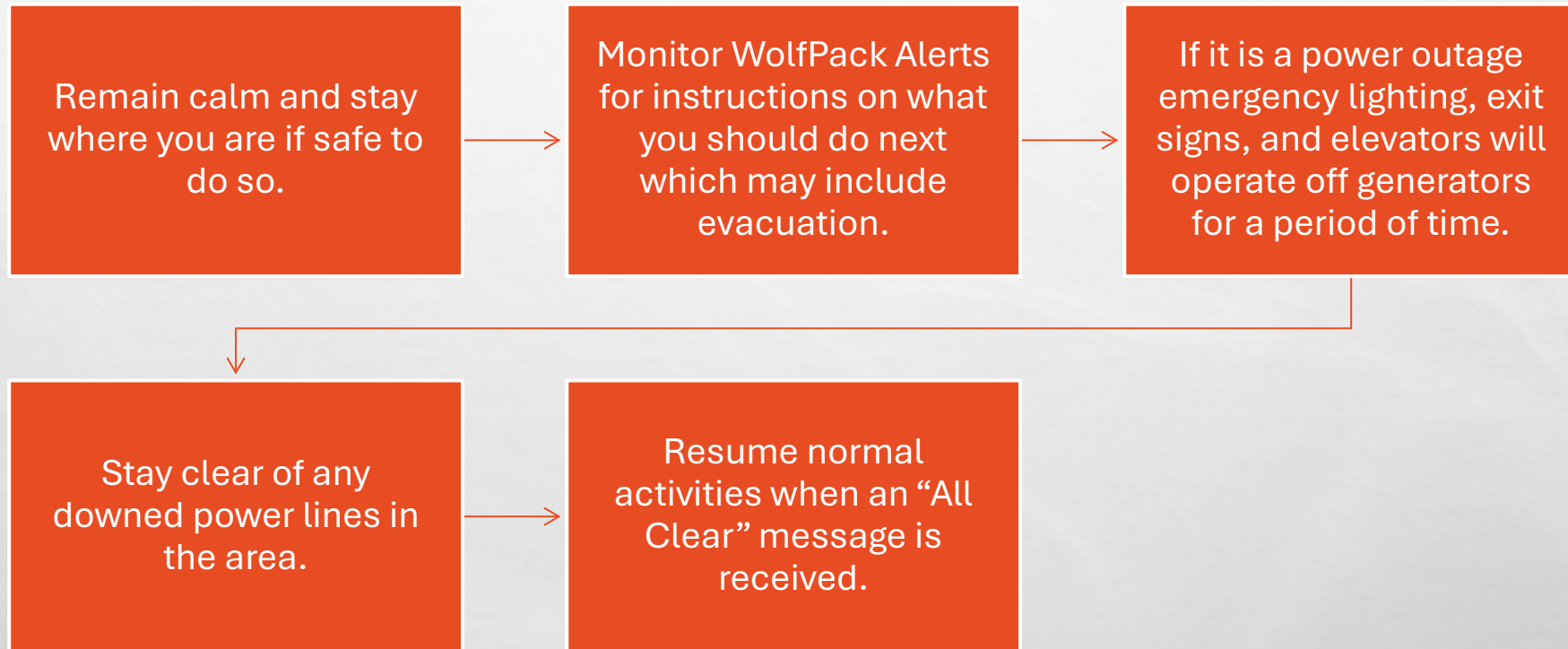
Wear a mask  
Distance from others  
Test as needed or directed by doctor



PROTECT THE PACK  
MADISON COLLEGE

# UTILITY FAILURE

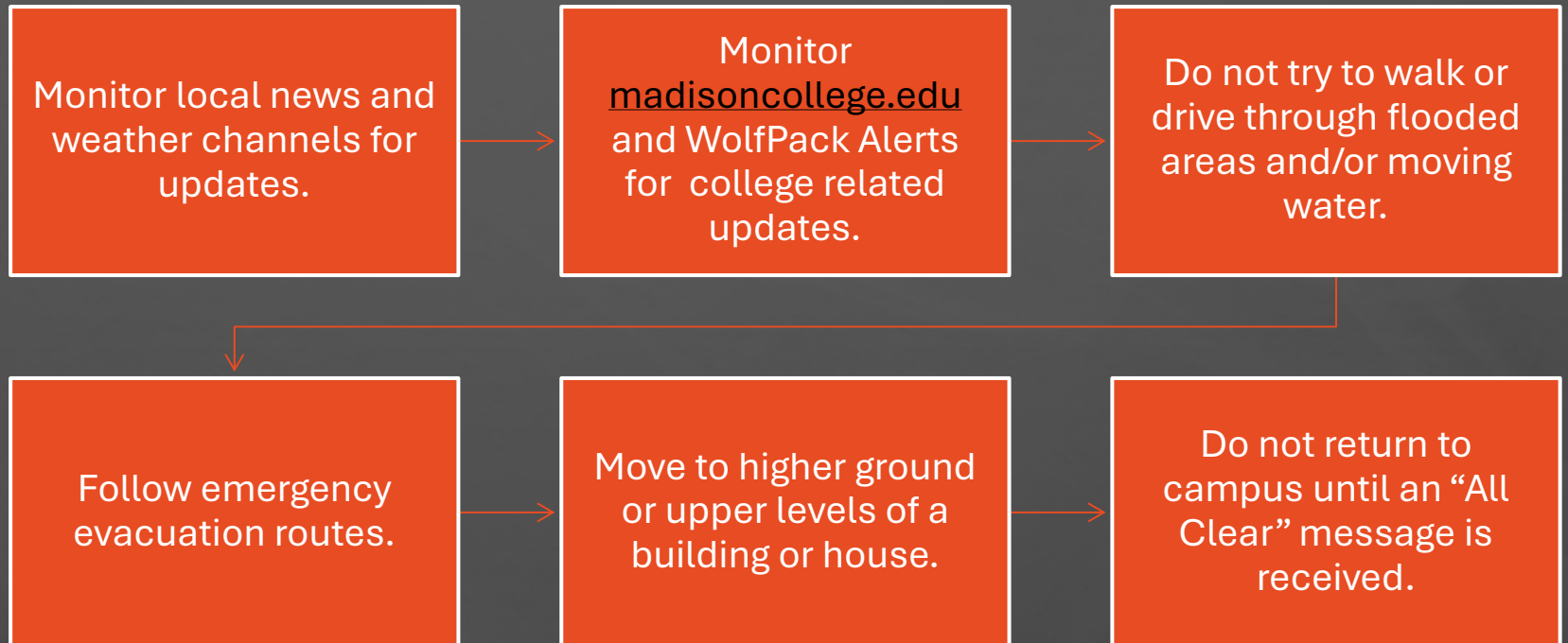
Utility failures include power, water, and sewage failures/outages. They can occur for various reasons including weather, building related issues, city powerline incidents, and other similar occurrences. During outages it is important that you:



# WEATHER EMERGENCY: FLOOD

Flash flood severity levels include:

- Watch – Flooding is possible
- Warning – Flood is occurring

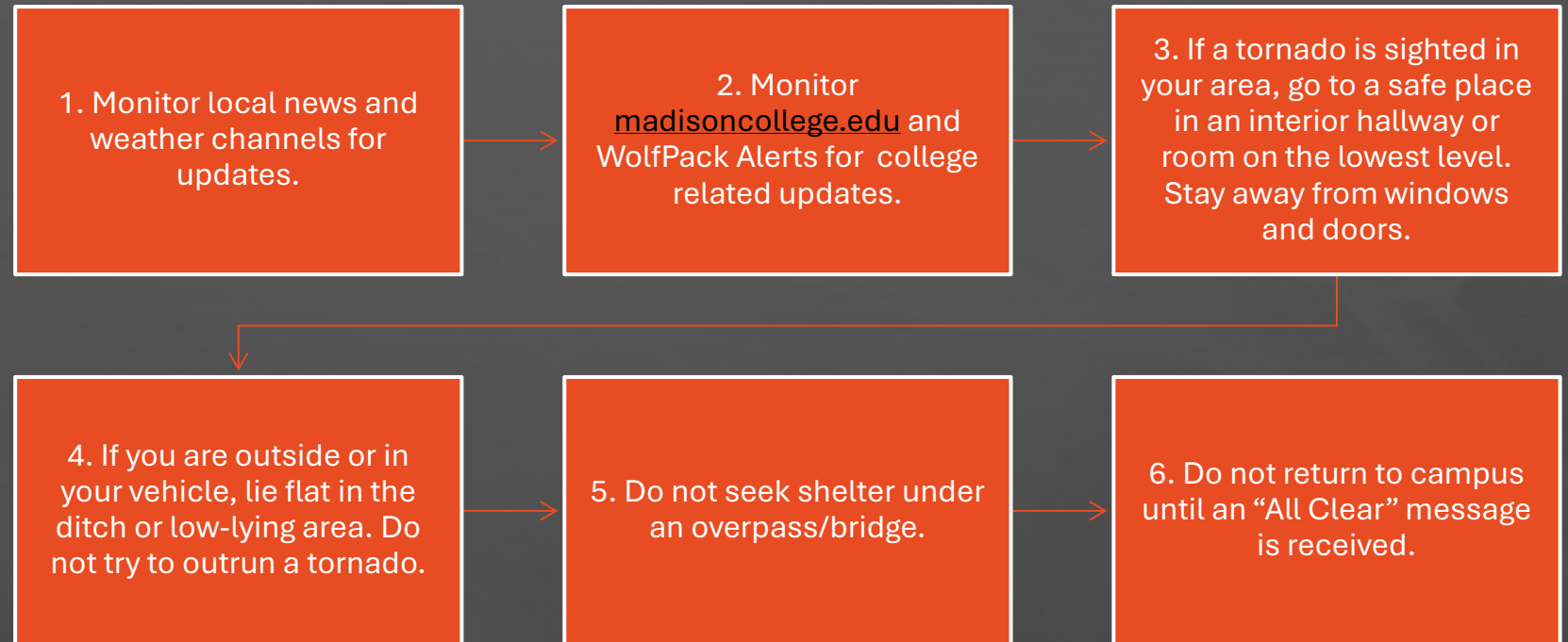


PROTECT THE PACK  
MADISON COLLEGE

# WEATHER EMERGENCY: TORNADO/SEVERE THUNDERSTORM

Tornados can cause devastation and fatalities within seconds. Severity levels include:

- Watch – Be aware of the conditions
- Warning – Take shelter immediately



PROTECT THE PACK  
MADISON COLLEGE



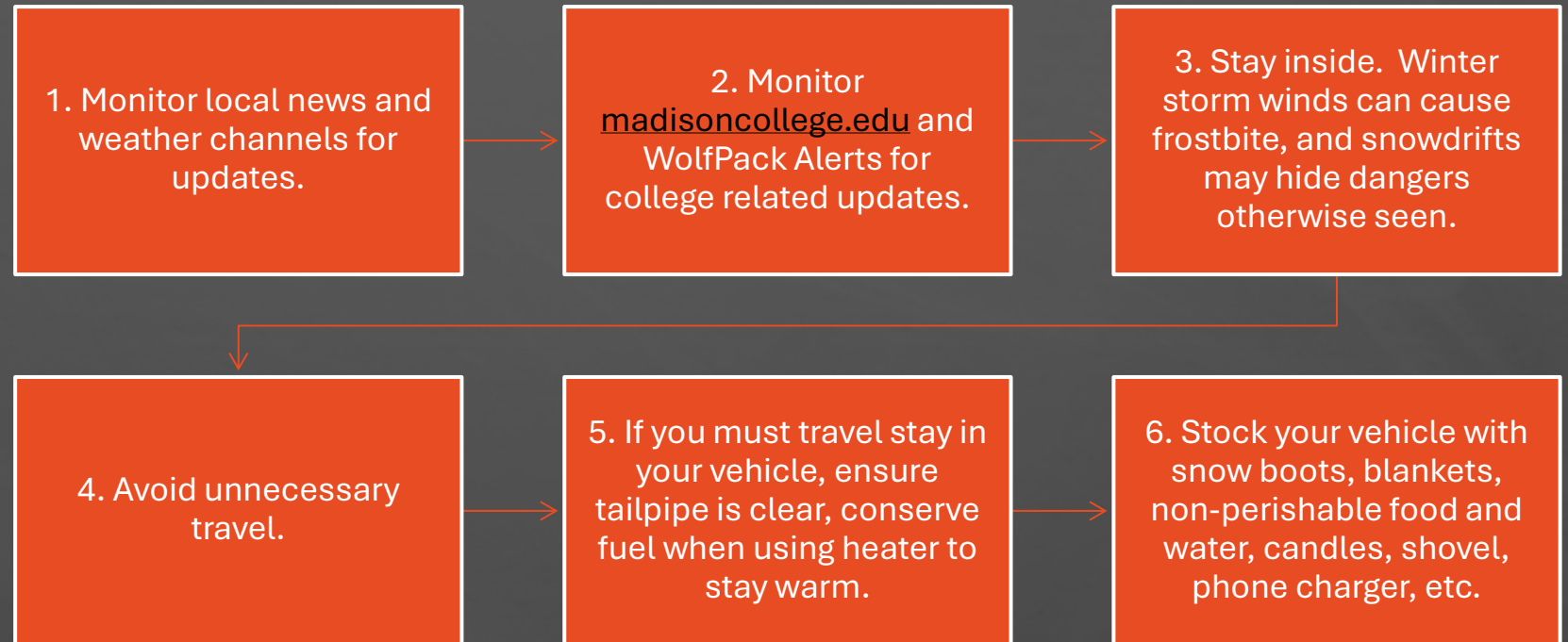
[Emergency Resource Maps](#)



# WEATHER EMERGENCY: WINTER STORM

The National Weather Service can issue one of three statements regarding winter weather:

- Advisory - Possible
- Watch – Be aware of potential storm
- Warning – Take action, do not travel



PROTECT THE PACK  
MADISON COLLEGE

Resource	Phone	Email	Link
Safety Incident Report			<a href="#">Online</a>
Public Safety	Non-Emergency: 608-246-6932 Emergency: 608-245-2222	<a href="mailto:publicsafety@madisoncollege.edu">publicsafety@madisoncollege.edu</a>	<a href="#">Online</a>
Risk Management	608-243-4861	<a href="mailto:riskmanagement@madisoncollege.edu">riskmanagement@madisoncollege.edu</a>	<a href="#">Online</a> (Internal Use Only)
Maintenance & Custodial Request	Maintenance: 608-246-6020 Custodial: 608-246-6030		<a href="#">Online Form</a> (Internal Use Only)
Emergency Resource Maps			<a href="#">Online</a> (Internal Use Only)

# RESOURCES

