

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 <small>*This will automatically alert Public Safety as well</small>

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



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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](#) 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

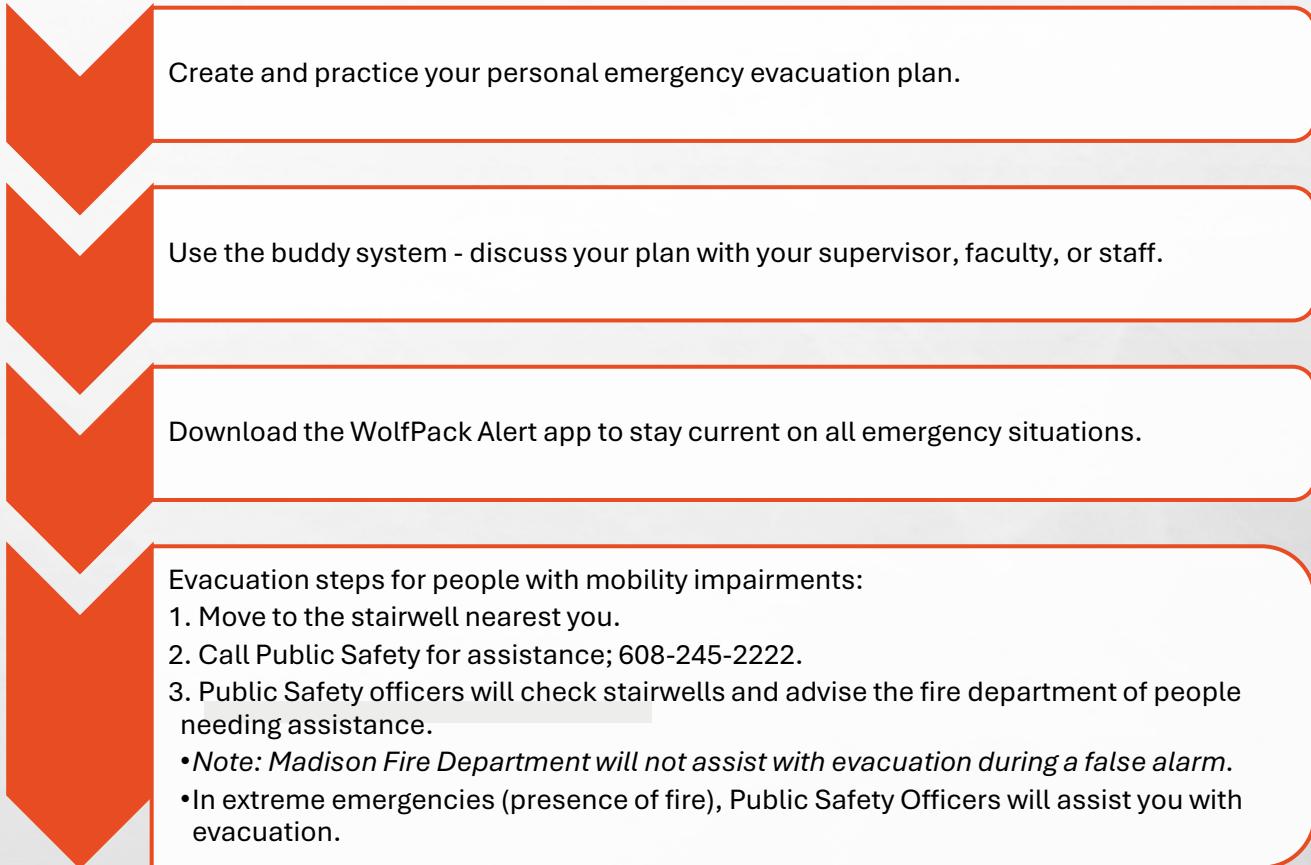
Crime prevention. Ensuring the safety of the college community is a group effort; we all must be informed and get involved. When working, visiting, or attending class on campus, keep in mind the following:

- 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

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



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
- 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

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



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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.

1. A WolfPack Alert will be sent notifying recipients that the campus is on lockdown.

2. All internal and external doors will be locked automatically.
Close any doors that are propped open.

3. If you are on campus during the lockdown, remain in your location and stay calm.

4. If you aren't on campus, refrain from going to the impacted campus.

5. Do not leave or come to campus until you receive the "All Clear" notice via WolfPack Alerts.

6. Doors will unlock when the "All Clear" is issued.



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.



GAS LEAK

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

1. Immediately evacuate the building as quickly as possible.

2. If safe to do so, prop external doors open and open windows as you leave.

3. Call Public Safety and 911 to report the gas leak. Only do this once you are outside.

Do not use electric devices or telephones indoors.

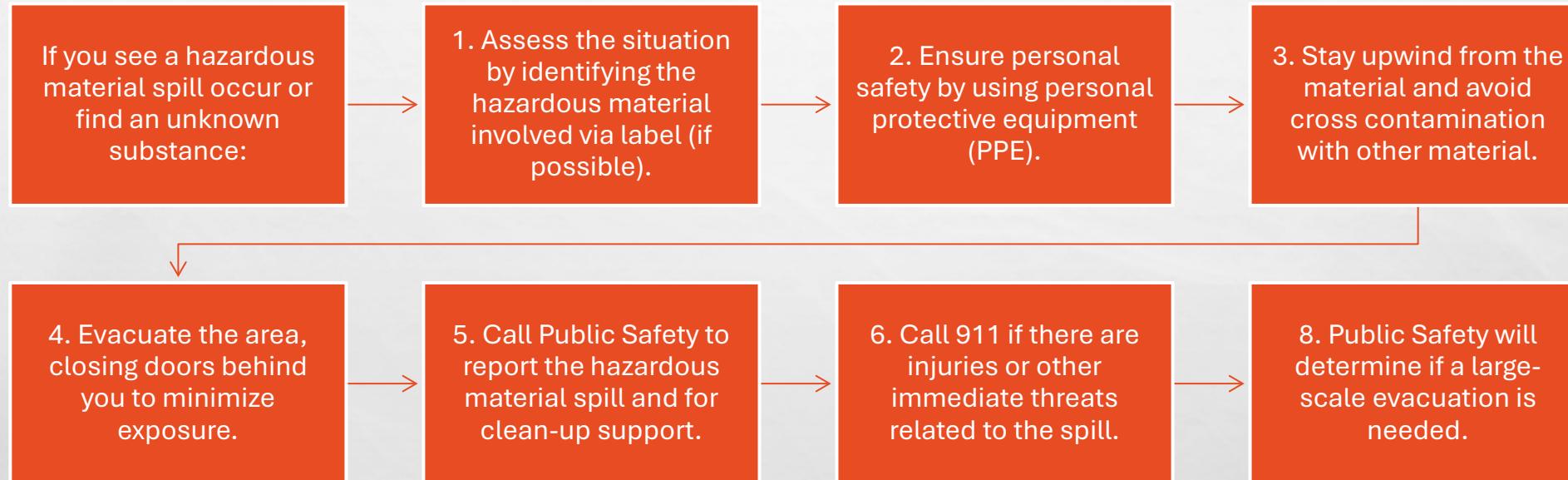
Follow instructions received via WolfPack Alerts and local authorities.

Do not go back into the building until an “All Clear” message is received.



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.



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



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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:

Remain calm and stay where you are if safe to do so.

Monitor WolfPack Alerts for instructions on what you should do next which may include evacuation.

If it is a power outage emergency lighting, exit signs, and elevators will operate off generators for a period of time.

Stay clear of any downed power lines in the area.

Resume normal activities when an “All Clear” message is received.



WEATHER EMERGENCY: FLOOD

Flash flood severity levels include:

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

Monitor local news and weather channels for updates.

Monitor madisoncollege.edu and WolfPack Alerts for college related updates.

Do not try to walk or drive through flooded areas and/or moving water.

Follow emergency evacuation routes.

Move to higher ground or upper levels of a building or house.

Do not return to campus until an “All Clear” message is received.



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

1. Monitor local news and weather channels for updates.

2. Monitor madisoncollege.edu and WolfPack Alerts for college related updates.

3. If a tornado is sighted in your area, go to a safe place in an interior hallway or room on the lowest level. Stay away from windows and doors.

4. If you are outside or in your vehicle, lie flat in the ditch or low-lying area. Do not try to outrun a tornado.

5. Do not seek shelter under an overpass/bridge.

6. Do not return to campus until an “All Clear” message is received.



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[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

1. Monitor local news and weather channels for updates.

2. Monitor madisoncollege.edu and WolfPack Alerts for college related updates.

3. Stay inside. Winter storm winds can cause frostbite, and snowdrifts may hide dangers otherwise seen.

4. Avoid unnecessary travel.

5. If you must travel stay in your vehicle, ensure tailpipe is clear, conserve fuel when using heater to stay warm.

6. Stock your vehicle with snow boots, blankets, non-perishable food and water, candles, shovel, phone charger, etc.



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

RESOURCES

