Madison Area Technical College District
Emergency Procedures Guide
MADISON CAMPUSSES

Commercial Avenue Education Center
2125 Commercial Avenue
Madison, WI 53704

Downtown Education Center
211 N. Carroll Street
Madison, WI 53703

Foundation Centre
3591 Anderson Street
Madison, WI 53704

Protective Services Center
1701 Pearson Street
Madison, WI 53704

School of Health Education
1705 Hoffman Street
Madison, WI 53704

South Madison Community Campus
2238 S. Park Street
Madison, WI 53713

Truax Campus
1701 Wright Street
Madison, WI 53704

West Campus
302 S. Gammon Road
Madison, WI 53717

REGIONAL CAMPUSSES

Fort Atkinson Regional Campus
827 Banker Road
Fort Atkinson, WI 53538

Reedsburg Regional Campus
300 Alexander Ave.
Reedsburg, WI 53959

Portage Regional Campus
330 W. Collins Street
Portage, WI 53901

Watertown Regional Campus
1300 W. Main Street
Watertown, WI 53098
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—Prior Planning Prevents Poor Performance!

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.

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 at (608) 245-2222 for building-specific emergency guidelines.

Madison Area Technical College
Public Safety Services
1701 Wright Street
Madison, WI 53704
(608) 245-2222
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 Public Safety at (608) 245-2222 when an immediate response is needed. Public Safety will immediately dispatch trained and knowledgeable Officers 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 COLLEGE

Truax & West Madison Campuses (608) 246-6100
Commercial Avenue Campus (608) 246-5202
Downtown Campus (608) 258-2300
South Madison Campus (608) 243-4200
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.

**InformaCast Messaging System** – Text and voice messages delivered via the College’s Cisco IP phone system.

**Madison College Website** – Critical information concerning severe weather and building closures are posted on Madison College’s homepage [http://madisoncollege.edu](http://madisoncollege.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 at (608) 245-2222. 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 a campus phone to contact Public Safety and answer all questions. The Dispatcher will then 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 Public Safety at (608) 245-2222. 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 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 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, or move away from it.
- 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(s) 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.
- 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 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://madisoncollege.edu](http://madisoncollege.edu); issuing timely **WolfPack Alerts** to all subscribers of that service; issuing **InformaCast** messages via the College’s Cisco IP phone system; **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 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, InformaCast messages via the College’s Cisco IP phone system, website homepage postings, Madison College Matters announcements, and public address announcements.
Suspicous Packages

If a suspicious package is received, notify Public Safety IMMEDIATELY.

(608) 245-2222
**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 at (608) 245-2222.** Public Safety will notify all appropriate officials and will facilitate an evacuation if necessary.

**Call Public Safety**

**(608) 245-2222**
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:_________________________________________________

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) 245-2222.

The nearest fire extinguisher is located at: ______________________________

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

- Activate the fire alarm system by pulling the nearest fire alarm and evacuate the building immediately after.
- From a safe location, first call 9-1-1 immediately, then contact Public Safety at (608) 245-2222 if possible.
- Be prepared to give:
  - Building name
  - Floor
  - Room number
  - Type of incident
- Use the nearest exit or a previously determined alternate safe route.

(continued)
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. 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
AT (608) 245-2222

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
(608) 245-2222

Be prepared to provide Public Safety 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, 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:

________________________________________________________________

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 at (608) 245-2222 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 at (608) 245-2222 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 at (608) 245-2222 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 at (608) 245-2222 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 at (608) 245-2222.

- 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 by calling 608-245-2222. 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 at (608) 245-2222 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 at (608) 245-2222.

- 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 Facilities staff.
- 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 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 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 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://madisoncollege.edu](http://madisoncollege.edu); issuing timely WolfPack Alerts to all subscribers of that service; InformaCast messages via the College's Cisco IP phone system; Madison College Matters announcements; and when circumstances dictate, via local news outlets and public address announcements.

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 at (608) 245-2222.
- 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 Officer.
- **DO NOT** attempt to turn on or off any utilities or other equipment.
- Report all injuries and damage to Public Safety at **(608) 245-2222.** 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
608-242-3232
www.emergencymanagement.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
800-621-FEMA (3362)
www.fema.gov

City of Madison Police Department
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Non-emergency Phone: 608-266-4275
www.cityofmadison.com/police

Dane County Sheriff's Office
115 W. Doty Street
Madison, WI 53703
Non-emergency Phone: (608) 284-6800
www.danesheriff.com