

**Chemistry Building  
1101 University Ave  
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**EMERGENCY RESPONSE PLAN**



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# The University of Wisconsin-Madison Emergency Response Plan Template

## I. INTRODUCTION

This plan is designed to guide Chemistry staff members and University of Wisconsin-Madison Police Department (UWPD) personnel through various incidents. Because every scenario cannot be predicted, it is necessary to have a response plan that can be quickly adapted to events as they unfold. The following plan designates areas of responsibility and defines for Chemistry the administrative framework necessary to respond to incidents. The overall University response needs to be quick, professional, supportive, and meet the changing demands of the situation.

This plan is linked to the UW-Madison Crisis Response Plan. There are many circumstances in which facility managers and other University staff are simply notified of a situation and the UW-Madison Crisis Response Plan itself will not be activated (e.g. criminal acts that are not in progress but require reporting). If the incident is in progress or is of a more significant nature, such as a major structure fire, the facility manager or designee must consult with the UWPD representative on scene, who will in turn notify the UWPD Manager-on-Call (MOC). The MOC is the person who will determine if the incident warrants the activation of the UW-Madison Crisis Response Plan.

## ADMINISTRATIVE FRAMEWORK

UW-Madison Emergency Response Plan functions:

- Provide a coordinated response to incidents occurring in the facility
- Provide particulars regarding what steps should be taken in the event of an emergency
- Identify specific routes of entry into and exit from the facility in response to emergencies
- Ensure that the appropriate university departments are notified

If an incident occurs within or adjacent to this facility, the facility manager or designee is expected to provide a coordinated response to the incident and assist as outlined in the Administrative Framework section of this plan. They are expected to work with UWPD and other agencies to resolve the issue at hand.

The purpose of the plan is to create a coordinated response for all emergencies. This is an “All Hazards” plan which provides staff with the direction necessary to respond to any incident, some of which are natural disasters, bomb threats and power outages. This plan will be updated biannually by the UWPD Emergency Management Unit in conjunction with the facility manager, facility director, Facilities Planning & Management, and the UW Safety Department.

This Emergency Response Plan shall be controlled by the facility director and the facility managers to ensure appropriate updates, changes and reviews are incorporated in all distributed copies of the plan. A copy of this plan shall be maintained at the following locations:

- Facility Director's office and their supervisor's office
- Facility Manager's office
- Safety Chairperson
- UW-Madison Police Department

## **II. TESTING THE PLAN—Exercises**

Various elements of this plan shall be validated through annual exercises and after any emergency event to evaluate emergency response capabilities and to ensure that facility administrative and support personnel are prepared to respond appropriately in an emergency situation.

Annual exercises of the UW-Madison Crisis Response Plan are designed to test the adequacy and effectiveness of organizational command and control, implementation procedures, emergency notification and communications networks, and overall emergency preparedness and program performance. The UW-Madison Crisis Response Plan is integral to the response to facility emergencies of a serious nature. The plan is maintained by UWPD.

Exercises to evaluate this emergency response plan will be conducted by the UWPD Emergency Management Unit with consultation of the Chemistry Department on an annual basis. A detailed evaluation of the exercise and after-action reports will be provided to the facility manager and the facility director after the conclusion of the exercise. A meeting will be scheduled with the facility manager, facility director(s), and the UWPD Emergency Management representative to discuss the after-action report and the following issues:

1. Revision or changes to applicable state or federal regulations
2. Whether or not particular deficiencies were identified
3. If there was a substantive change in key university personnel or cooperation with outside agencies
4. If there were substantial physical changes (e.g. remodeling) of the facility and, if so, if that area was covered by this plan

## **III. THE UW-MADISON EMERGENCY RESPONSE COMMUNICATIONS PLAN**

When an unpredicted situation or condition exists, it will most likely be reported to the UWPD. Facility employees are instructed to dial 9-1-1 from a campus phone. (**Note:** *Dialing 9-1-1 from a cell phone will connect you to Dane County 9-1-1 dispatch center. Ask the dispatcher to transfer your call to the UWPD Communications Center.*)

For non-emergencies, call 264-2677 (4-COPS). If you are unsure of the seriousness of the situation do not hesitate to dial 9-1-1. Both numbers will be answered by the UWPD Communications Center (UWPD dispatcher). Tell the UWPD dispatcher your name, the nature of the incident or emergency, and the exact location (building and room number). After dispatching the appropriate police personnel, UWPD dispatch will notify the UWPD MOC.

## **IV. ROLES AND RESPONSIBILITIES**

In order to limit confusion during an emergency, it is important for all facility staff to know their roles and responsibilities during an emergency. All facility staff that serve a primary and back up role in facility management and operations should have their contact information, including after-hours information, included on a contact sheet. This contact sheet should also contain the staff titles and their supervisors. In addition, it should contain a description of what their responsibilities are in an emergency situation. This contact sheet should accompany the emergency plan.

When addressing the different core staff roles or responsibilities, a back-up person should also be designated for each role in case the primary person cannot fulfill their duties.

### Responsibilities to facility staff

- The first person to notice the emergency will call UWPD by dialing 9-1-1 or 264-2677.

## **V. EMERGENCY EVACUATION**

### **1. General Facility Information**

The health and safety of facility attendees, citizens and staff is the most important issue. The emergency plans are developed to insure their safety.

In the event of an emergency, the facility manager or designee will be notified as quickly as possible of the situation and told what actions are taking place in response to the emergency. If the emergency warrants, the facility manager or designee may need to have staff remain on duty until the emergency is resolved.

Facility emergency response plans should address three possible evacuation scenarios.

1. **In-place evacuation**: Keeping facility attendees, citizens and staff in place, but in a particular location for the emergency that has presented itself. A good example of this would be a tornado emergency.

2. **On-site evacuation:** Movement of facility attendees, citizens, and staff out of rooms or areas that are affected by the emergency and relocating them to other areas of the facility.
3. **Off-site evacuation:** Movement of facility attendees, citizens, and staff out of the entire facility and to a designated shelter.

The emergency evacuation plan should be updated as needed and reviewed at least once a year, which is a good time to revisit procedures with employees. New employees should be made aware of the emergency evacuation plan in their orientation session.

The facility's floor plans will be posted in plain view throughout the building, displaying exits and the best route(s) to evacuate the facility. The emergency evacuation plan should be tested at least annually. Emergency equipment should be tested at pre-determined intervals.

In addition, the UWPD's Emergency Management Unit will forward a final copy of the evacuation plan, including floor plans, to the Madison Fire Department, the University of Wisconsin-Madison Safety Department's General Safety Manager and the facility manager.

## **2. Emergency Evacuation Plan**

In the event of a fire, inclement weather, facility emergency, bomb threat, or any other situation that results in the need for the facility to be evacuated, all staff should adhere to the following:

- The facility director or designee will call 9-1-1 or indicate the need for assistance
  - The facility director or designee will perform an overhead page, if applicable, via the fire panel located in Room 1239 to alert building occupants of the imminent hazard and provide instructions to shelter-in-place or evacuate the building
  - Supervisors, if present, should ensure that their area has been evacuated.
  - Evacuate all facility attendees and staff members to a designated assembly area located at least 100 feet away from the building if at all possible, unless otherwise directed by the Madison Fire Department or UWPD
  - During the evacuation, facility attendees, citizens and staff should adhere to predetermined evacuation routes as much as possible. However, they should not hesitate to alter the designated route if it is unsafe
- ✓ All persons with disabilities will be assisted as needed

- **No person should return into the facility until it is deemed safe by the Madison Fire Department or UWPD, and announced over the public address system.**
- The facility manager or designee should be in contact with the Madison Fire Department's incident command vehicle or UWPD at all times until they are told by the Madison fire Department or UWPD that it is OK for them to enter the building

## **VI. EMERGENCY EVACUATION**

### **1. Fire Evacuation Plan**

- Mapped emergency egress/escape routes--Outlined in building evacuation postings
- Supervisors shall be accountable for their people during evacuation
- The preferred and alternate means of notifying occupants of a fire or emergency are 9-1-1, fire panel, public address system, if applicable
- The preferred and any alternate means of reporting fires and other emergencies to the Madison Fire Department or UWPD are pull station, 9-1-1, building's fire alarm system and public address system
- The Facility Manager or designee can be contacted for further explanation of staff duties relating to the evacuation plan
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice message will be announced over the public address system if applicable

**ATTENTION: Facility staff and guests, please exit the facility in an orderly manner using the nearest available exit. Feel free to use the emergency stairs as well as the elevators. Maps are located throughout the building to assist you in exiting the facility. Please report to your pre-designated assembly point. [Repeat one more time]**

### **2. Fire Safety Plan**

- Staff will use a pull station to activate the fire alarm system and then dial 9-1-1 to report fires or other facility emergencies to the UWPD.
- Facility occupants are directed to evacuate the building and proceed according to their evacuation pattern for the building using evacuation maps posted in the building or knowing the evacuation pattern in Appendix D.

- Site plan must include the following:
    - ✓ The occupancy assembly points –See Appendix D
    - ✓ The location of the fire hydrants:
      - SW entrance
      - Loading dock
      - stairwells
    - ✓ The normal route of Fire Department vehicle access –Charter Street side via loading dock entrance.
  - Floor plans identifying the locations of the following:
    - ✓ Exits
    - ✓ Primary evacuation routes
    - ✓ Secondary evacuation routes
    - ✓ Accessible egress routes
    - ✓ Manual fire alarm pull stations
    - ✓ Portable fire extinguishers
    - ✓ Fire alarm enunciators and controls
    - ✓ Emergency phone locations
- Evacuation postings that depict the above listed information will be placed throughout the building*
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fire--UW Safety Department, UW Physical Plant

The following information should be available and discussed with facility staff with a role in managing an emergency to help reduce confusion during an emergency.

### **3. Response to Fire**

In case of a fire, the area should be evacuated immediately, the fire alarm system should be activated, and the facility manager should be notified.

Evaluate the situation as to the location of the fire within the facility, the size of the fire, and the nature of the fire. The nature of the fire is important in determining the proper response. The first thing to do is to evacuate the area, and then decide whether or not to try to extinguish the fire. This should only take place if there is no imminent danger of smoke inhalation to the staff.

If the fire is not controllable, activate the fire alarm or announce that there is a fire in the facility. The UWPD Communications Center should be notified of the situation by dialing 9-1-1.



If the fire is small and is not located in a room where facility attendees are present, a fire extinguisher may be used to put out the fire. This should only be done if the staff member responding to the fire has received the proper training. Also, the staff should not fight the fire if there is any imminent threat to their safety.

- The facility fire extinguishers are located in the following areas:
  - ✓ in each hallway, with no more than 75 feet between extinguishers
  - ✓ The majority of labs are equipped with at least one type of fire extinguisher
  - ✓ Posted maps of evacuation routes will have the locations marked showing where to find fire extinguishers, fire alarm pull stations, and emergency exits

If the fire requires that 9-1-1 be called, the person observing the fire or has information about the fire should go to the fire panel located in Room 1239. This is where the Fire Department will respond and the person will be able to direct the Fire Department to the appropriate location within the facility.

Once the Fire Department arrives on scene, the facility manager or designee should establish contact with the UWPD representative or the Madison Fire Department incident command vehicle.

The facility attendees and staff should gather and remain at the designated assembly point until they are told otherwise by the facility manager or designee. If there is any threat to facility attendees and staff at this location, an immediate evacuation to a different location will be necessary.

Both the facility attendees and staff need to be evacuated in the shortest time possible during an emergency.

The facility manager or designee also needs to ensure that no facility attendee, citizen or staff attempts to re-enter the facility until cleared by the Madison Fire Department or UWPD.

#### **4. Response to Inclement Weather**

Facility staff should follow these general rules during weather emergencies.

- The facility manager has designated an area as the safe place for the facility attendees and staff. (See posted evacuation maps located within the hallways.)
  - ✓ Staff should keep voice contact with each other at all times and attempt to keep each other calm. If flashlights are available make sure they are distributed to the appropriate persons

- ✓ Staff should direct facility attendees to the pre-designated safe place
- Once the storm has passed and there is no more danger to the facility attendees and staff, the following steps should be taken
  - ✓ If any medical attention is required, call 9-1-1. Give the dispatcher your location and request medical assistance
  - ✓ Staff needs to walk through the facility looking for any damage created by the inclement weather, such as fire, water or structural damage. Report any damage to the facility manager
  - ✓ Utilities of the facility should be tested to ensure that the operations of the facility have not been compromised
- The facility director should be notified with updates on conditions of the facility attendees, citizens, staff, facility, and weather
- Contact service providers if problems occur as a result of the inclement weather

The following are directions for specific inclement weather emergencies.

**a. Severe Thunderstorm Watch**

- The facility director shall designate a person who will monitor radio, television or a National Oceanic and Atmospheric Administration (NOAA) Weather Radio for weather updates

**b. Severe Thunderstorm Warning**

- The facility director shall designate a person will advise all staff of the weather conditions that are approaching
- The facility director shall designate a person to monitor radio, television or National Oceanic and Atmospheric Administration (NOAA) Weather Radio for updates
- The facility director shall designate a person who will monitor sky conditions as safely as possible. If a dark and/or funnel-shaped cloud is seen, seek shelter immediately at the designated shelter-in-place locations. (See posted building floor plans for safe shelter-in-place locations)

**c. Tornado Watch**

- The facility director shall designate a person who will monitor radio, television or NOAA Weather Radio for weather updates

**d. Tornado Warning**

- The facility director shall designate a person to monitor radio, television or NOAA Weather Radio for weather updates. If there is a tornado warning for Dane County, the facility manager or designee will monitor sky conditions as safely as possible.

If the designee observes changes in weather conditions such as:

- A dark or green-colored sky
- A large, dark, low-lying cloud
- Large hail
- A dark, funnel shaped cloud
- A loud roar that sounds like a freight train

the facility manager or designee will advise all staff of the weather conditions that are approaching via the fire panel to alert building occupants to respond to the designated tornado shelter areas listed on the building evacuation and tornado shelter postings

**e. Response to Blizzard/Snow**

- The facility director or designee will determine whether to advise all staff of the weather conditions that are approaching
- The facility manager or designee will monitor radio, television or NOAA Weather Radio for weather updates
- After assessing the impending or current severe weather conditions, it is the responsibility of the University's Chief Executive Officer (Chancellor) to decide to cancel University operations for the day
- Staff may be told to shelter-in-place for an extended period if the roadways are considered unsafe for travel due to excessive snowfall and freezing temperatures

## **5. Response to Illness or Injury**

The following information is a general response to injuries or illness that may present itself in the facility. In every situation, staff members should evaluate the situation and only address the situation when their safety is not compromised.

9-1-1 should be called and staff should only attempt to assist or treat the injured or ill person if trained and/or certified to do so. Otherwise, untrained staff should try to keep the person calm and as comfortable as possible without moving the person. The only exception would be if the person would be in greater danger if they were to remain in the area (e.g., a fire, gas leak, carbon monoxide exposure, etc.).

### **a. Major Illness or Injury**

- If medical attention is required immediately, the facility staff will contact 9-1-1
- The facility manager or designee will be notified
- If the illness or injury does not require immediate medical attention, but requires a doctor's care, the facility manager or designated staff member can encourage the ill or injured person to seek medical attention. It should be noted that the person may refuse to be treated
- If a staff person is ill or injured, his or her supervisor should be notified
- If the illness or injury was the direct or indirect result of faulty equipment, unsafe work conditions, not wearing the required safety equipment, etc, then the situation should be reviewed and rectified as soon as possible to prevent repeated incidents
- If the ill or injured staff person is transported to a local hospital for treatment, the supervisor of that employee should attempt to notify the next of kin of the situation
- If the facility attendee has fallen from a high place, do not move the person unless there is a life-threatening situation
- If the facility attendee may have consumed some type of poison, the facility staff will contact **Poison Control at 800-222-1222 (24 hours)**
- If a citizen is ill or injured within the building, a facility manager or safety officer should be notified and attempt to make contact with the ill or injured party. The nature, cause or reason for the injury or illness should be documented as soon as reasonably possible

### **b. Response to Death**

- If a death occurs at the facility, the following entities should be contacted immediately
  - ✓ The first staff member on scene will call 9-1-1 to contact local law enforcement, and allow them to notify the family members that the facility attendee is deceased. If the facility manager or designee is not on site, the call should be made notifying them of the situation
- The body should not be touched or moved. The body may be covered to shield it from public view
- Appropriate staff members should move all facility attendees, citizens and staff to another location of the facility
- The facility attendees, citizens and staff in the immediate area should only be told what is essential for them to know about what has occurred. Staff members should offer any comfort or counseling needed to each other
- No news or other media should be informed of the situation. If a news reporter is aware of the situation and asks for information, the facility manager, UWPD or the University of Wisconsin-Madison Public Relations Office will field all questions from the media

**c. Response to Missing or Abducted Facility Attendee or Staff Person**

The following information is a general response to a missing or abducted facility attendee or staff person.

- If a facility attendee or staff person is not accounted for, the staff member responsible for the facility attendee should search the premises. Each area of the facility where the attendee or staff person could possibly be should be searched, as well as any outdoor areas
- The staff member should make contact with the emergency contact person or known relatives
- If the facility attendee or staff person is not located after the building has been searched, the facility manager should be notified that a facility attendee or staff person is missing
- The facility manager should gather pertinent information, such as the missing person's name, age, sex, clothing description, vehicle description, height, weight, hair color and last known location if possible, and call 9-1-1
- While UWPD is en route to the facility, the staff of the facility will continue to search the facility for the missing facility attendee or staff person

- The facility manager will stay on the facility premises at all times to be the contact person for both the UWPD, and the missing facility attendee's relatives, spouse, etc.
- If the person missing is a child, the facility manager should consult with UWPD to determine whether the Amber Alert system should be activated

## **6. Response to Physical and Verbal Threats**

The following information is a general response to physical threats in the facility. This includes threats that come from outside as well as inside the facility. In every situation, the facility manager and facility staff members should evaluate the situation, and only address the situation when their safety is not compromised. If any person in the facility does not feel safe in the situation, 9-1-1 should be contacted.

- All physical threats made inside or outside the facility should be taken seriously
- Any physical threats directed towards facility attendees or staff members will be reported to the facility manager and documented
- If the physical threat comes from inside the facility, the facility manager will notify UWPD of the incident and communicate with staff members who were involved in the incident
  - ✓ Staff members involved in the altercation should be separated and, if possible, sent home for the remainder of the day
  - ✓ If citizens or guests of the facility are involved in a physical disturbance or if threats have been made, 9-1-1 or the non-emergency telephone number 264-2677 (4-COPS) for UWPD should be called
  - ✓ Facility attendees, citizens and staff should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved if it can be done in a safe manner
- If the physical threat comes from outside the facility, the facility manager or the employee's supervisor will be notified of the incident. The facility manager or the supervisor will notify UWPD of the incident
  - ✓ Facility attendees, citizens and staff should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved if it can be done in a safe manner

- All verbal threats will be treated the same way as physical threats

## **7. Response to Utilities and Maintenance Emergencies**

The following section is a general response to problems that may present themselves in the facility.

### **a. Gas Leak**

- *UW Physical Plant: 263-3333—gas leaks/odors*
- Check with Physical Plant during business hours first to determine if 9-1-1 should be notified.
- The facility manager should be notified of the situation. If the facility manager is on site. If the facility manager is not on-site, notify Physical Plant at 263-3333
- If the leak is confirmed by facility manager or Physical Plant, the facility attendees, citizens and staff who are not essential in the initial response should evacuate the building
- No electrical switches should be touched at this time, and any possible flame source should be extinguished

### **b. Power Failure**

- If possible, the facility should have a back-up generator
  - ✓ A battery-powered radio is located in 1121. The radio may be used for monitoring the weather conditions
- In the event of a power failure, the facility manager or designee should contact the local power company
  - ✓ *UW Physical Plant: 608-263-3333 (general number)*
  - ✓ *UW Physical Plant: 608-263-3333 (outages/downed wires)*

### **c. Loss of Water**

- The facility manager or designee should be notified promptly of the water loss

- If the water loss is not the result of a power loss or internal plumbing problem, the facility manager or designee should contact the local Public Works

✓ *UW-Madison Physical Plant: 608-263-3333*

**d. Loss of Telephone Service**

- The facility manager or designee should be notified promptly of the telephone service loss
- The facility manager or designee should contact the telephone company
  - ✓ DoIT: 608-262-5544

**e. Loss of Heat/Air Conditioning**

- The facility manager or designee should be notified promptly of the loss of heat or air conditioning
- The facility manager or designee should contact the installer of the system (UW Physical Plant) or the company that is used to service the system
  - ✓ For heat/air conditioning repair services call the UW-Madison Physical Plant at 608-263-3333

**f. Plumbing Problem**

- The facility manager or designee should be notified promptly of the plumbing problem
- The facility manager or designee should contact the facilities plumbing contractor
  - ✓ The plumbing contractor to call is UW-Madison Physical Plant at 608-263-3333

**g. Problem with Locks and Keys**

- The facility manager or designee should be notified promptly of the problem with locks or keys
  - ✓ The facility manager or designee should contact the UW-Madison Locksmith Shop at 608-263-3333 for assistance in repairing the locks or keys



## **8. Response to Bomb Threats**

The following section is a general response for the unlikely event of a bomb threat being made against the facility.

### **a. General Precautions**

- Any bomb threat should be taken seriously and treated as a real situation until proven otherwise
- Any suspicious packages or letters should be reported to UWPD, who will advise whether or not to evacuate the building
- If evacuation is necessary, it should be out of the facility and to another location as far from the facility as possible. The area that is being evacuated should be searched quickly for information that may be important to responding law enforcement officers
- Upon evacuation, the windows and doors should be left open to minimize shock damage from a possible explosion
- Upon arrival of the UWPD's response team, the facility manager or designee will assist with any questions that the UWPD response team may have
- No person should enter the facility until the UWPD response team has been consulted and the situation has been resolved

### **b. Special Instruction for Telephone Threat**

- The staff member taking the call should notify the facility director or designee that a bomb threat is in progress so that:
  - ✓ The facility manager or designee will contact UWPD via 9-1-1
  - ✓ UWPD will advise whether or not to evacuate the building
- The staff member talking to the caller should keep the caller on the line as long as possible
- Information should be recorded as quickly and accurately as possible. The following information should be taken down
  - ✓ The time the call was received

- ✓ The caller's exact words
- ✓ A description of the caller's voice
- If possible, the staff member should also ask the following questions:
  - ✓ Where is the bomb located?
  - ✓ When is the bomb set to go off?

c. **Special Instruction for Written Threat**

- The staff member that receives the written threat should handle the letter as little as possible, and should save all materials that came with the letter
- UWPD should be contacted via 9-1-1. All materials involved in the threat should be turned over to UWPD
- The facility manager or designee should be notified of the letter
- The building should be evacuated, if advised to do so by UWPD, until it is determined that there is no longer any danger

## **9. Response to Hazardous Chemical Spill**

Chemistry building staff is expected to be familiar with appropriate safety measures for handling spills of any chemical they work with. The person responsible for the spill shall provide appropriate direction to others involved in the response to the spill.

- A staff member will contact 9-1-1 and notify them that there has been a hazardous materials spill if appropriate to do so. The staff in charge or the building Safety Officer (if available) should assess and advise incoming emergency services personnel on the response to the spill
- If the identity of the spilled chemical is known and clean up can be attempted without risk, begin clean up and send another person to the facility manager for assistance
- Do not attempt to respond to an unidentified spill
- Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill
- Any person who comes in contact with hazardous chemicals during a chemical spill should be instructed to seek medical treatment, even if they

say they feel OK. An accident or injury report should be completed in a timely manner and the person who has come into contact with a hazardous material should wash the chemical off their person immediately

## **10. Response to Weapons of Mass Destruction (WMD)**

The following section gives a general response to a weapon of mass destruction incident. Since this is a worst-case scenario for the facility and the community as a whole, the safety of facility attendees, citizens and staff should be the major concern.

- If there is reason to suspect that a WMD event has originated in or near your facility, contact 9-1-1
- If the facility needs to respond to a WMD event, the facility manager or designee should monitor the battery-powered radio for updates
- If the situation calls for shelter-in-place, take the following steps
  - ✓ Facility staff will close and lock all windows and doors
  - ✓ The facility manager or designee will turn off the heating, ventilation and air conditioning system if he or she is capable
  - ✓ The facility attendees and staff should move to a designated interior room, located in the highest place possible
  - ✓ Once all facility attendees, citizens and staff have been accounted for, the facility manager or designee should tape off the door
  - ✓ The facility manager or designee should continue to monitor the battery-powered radio for information updates, in case an announcement is made for evacuation
- If the situation calls for evacuation of the facility, take the following steps
  - ✓ The facility manager or designee will monitor the battery-powered radio for directions on where to relocate and the proper routes to take
  - ✓ Until the facility is ready to be evacuated, the facility staff will shut all windows
  - ✓ The facility staff will follow all the general evacuation procedures outlined earlier in this procedure
  - ✓ The facility manager or designee should obtain/borrow a cellular phone to maintain contact with UWPD and other emergency services personnel

# APPENDIX A EMERGENCY RESPONSE GUIDE



## Emergency Response Guide



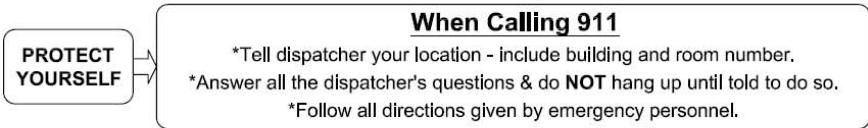
### EMERGENCY PHONE NUMBERS

Police -----911  
Or  
Non-emergency 262-2957

**FIRE —911**

Poison Control:  
1-800-222-1222

### GENERAL PRINCIPLES



### CRIMINAL ACTS



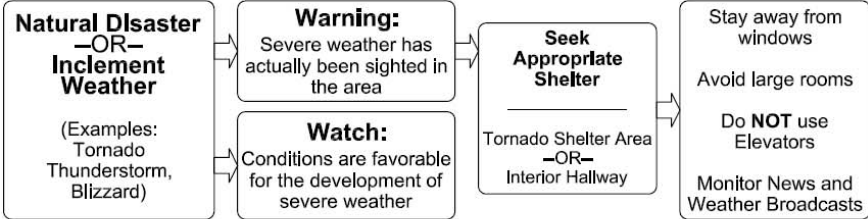
### MEDICAL EMERGENCY



### FIRE ALARM OR ACTUAL FIRE



### NATURAL DISASTER / INCLEMENT WEATHER



Please contact the Facility Manager or UW-Safety (262-8769) if you have questions or comments about this poster.

# APPENDIX B FLOOR PLANS

## Building Evacuation Routes

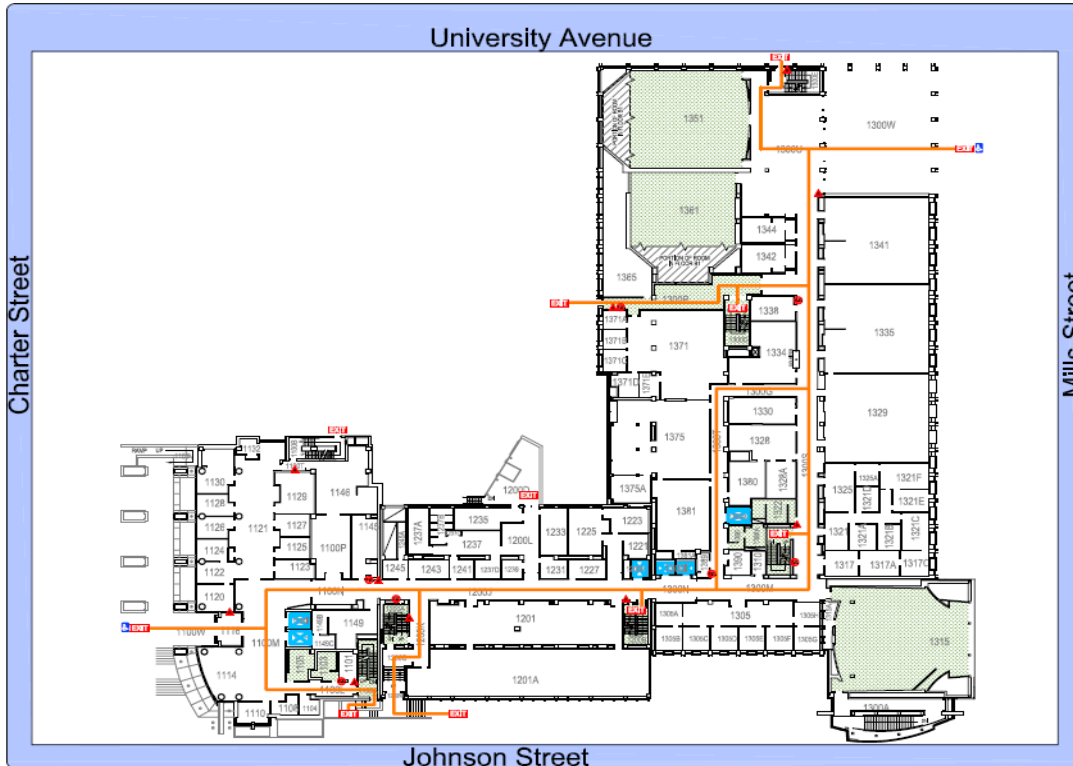


CHEMISTRY BUILDING  
1101 UNIVERSITY AVENUE

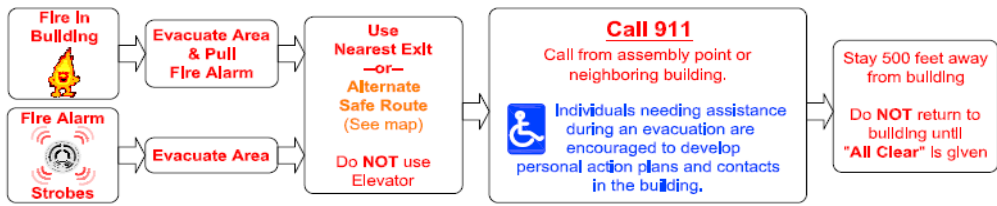
FIRST FLOOR PLAN



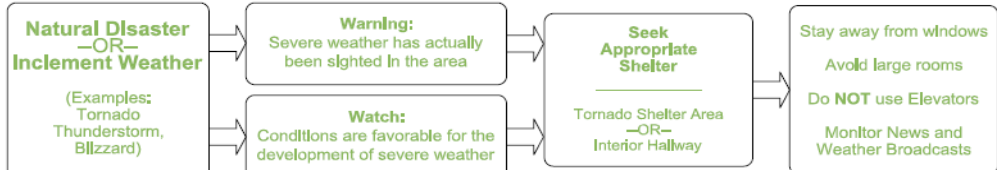
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



### FIRE ALARM OR ACTUAL FIRE



### NATURAL DISASTER / INCLEMENT WEATHER



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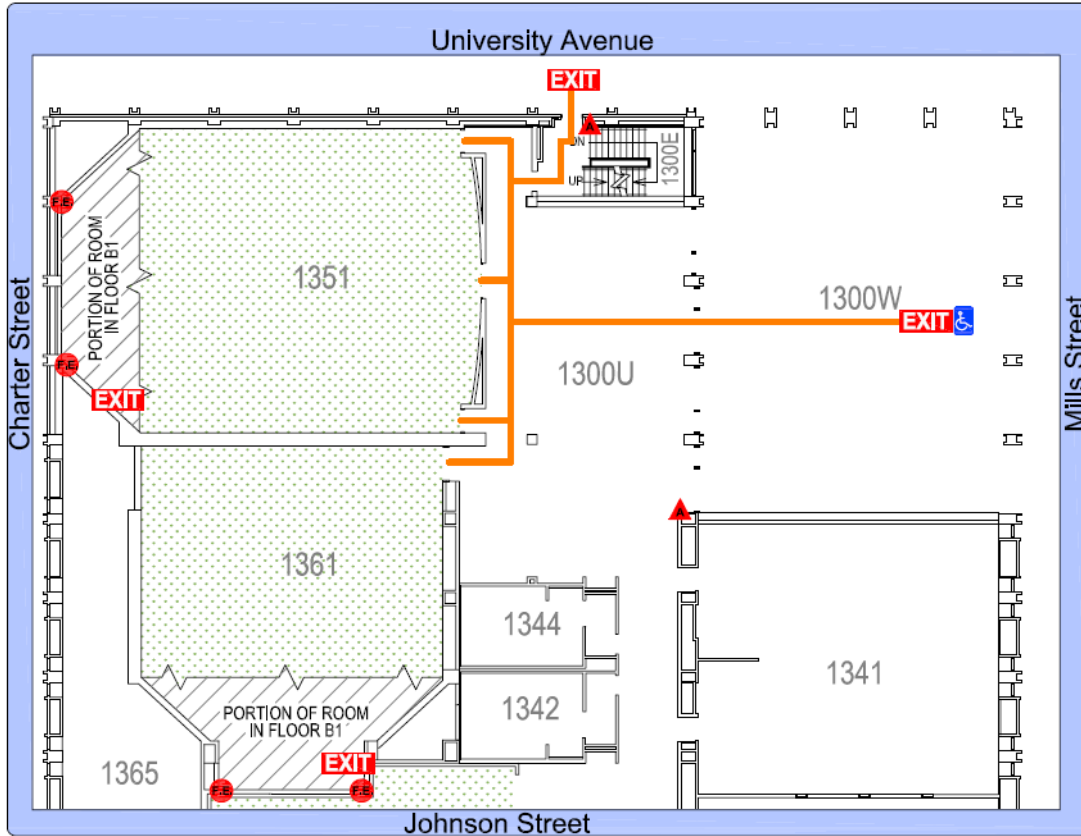
# Building Evacuation Routes

CHEMISTRY BUILDING  
1101 UNIVERSITY AVENUE

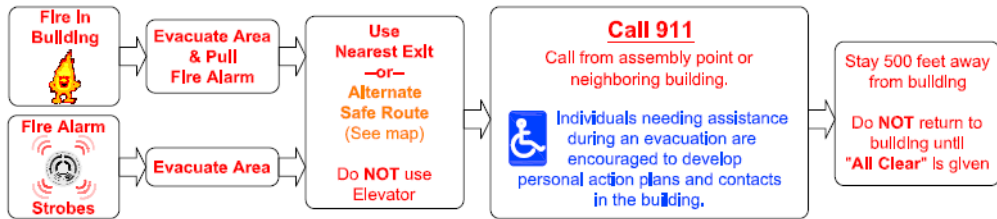
FIRST FLOOR PLAN



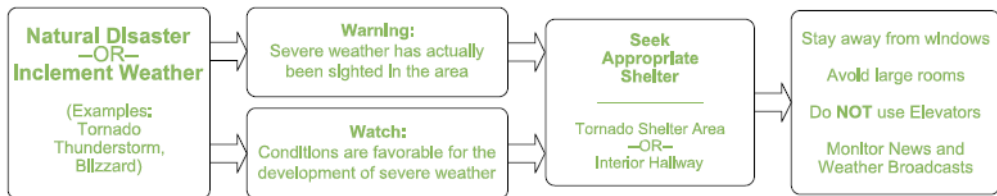
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\0047A01.dwg, 2005



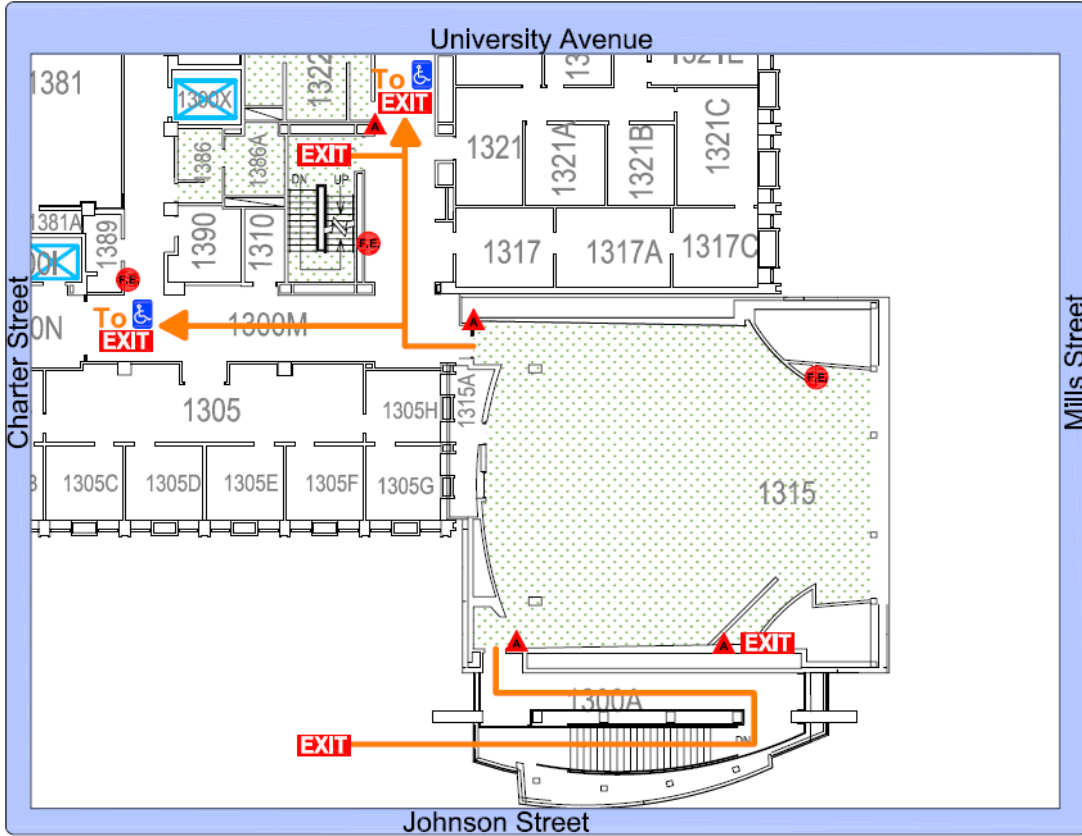
# Building Evacuation Routes

CHEMISTRY BUILDING  
1101 UNIVERSITY AVENUE

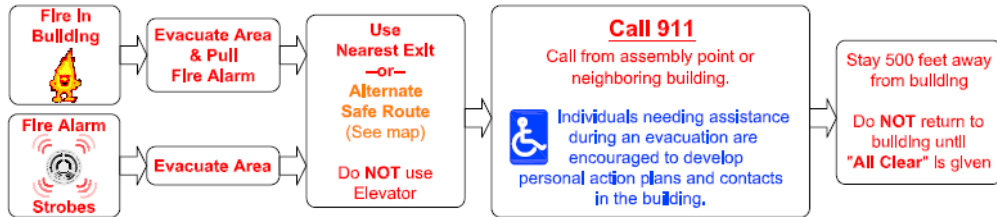
FIRST FLOOR PLAN



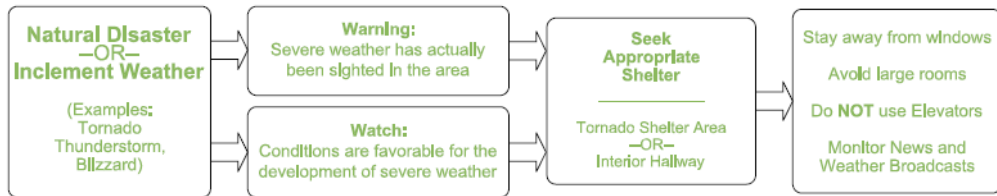
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Elevator		Area of Rescue Assistance
	Evacuation Route (Follow EXIT signs)		



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\W0047A01.dwg, 2005





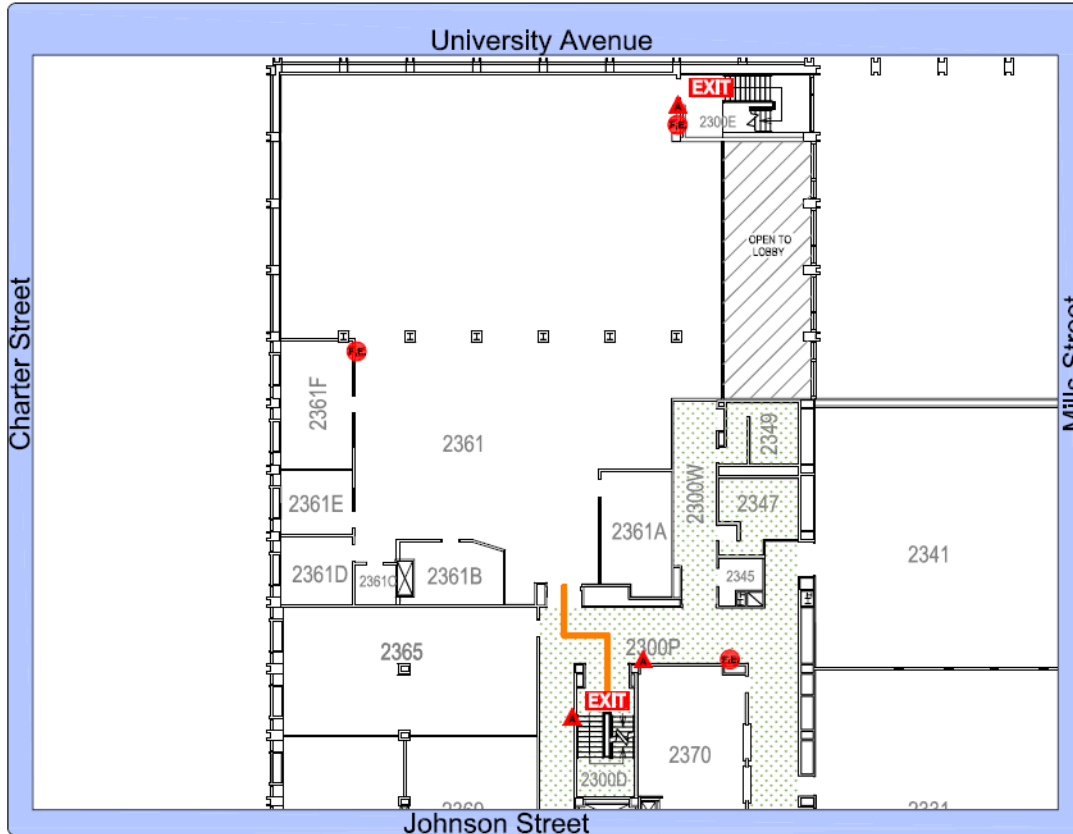
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

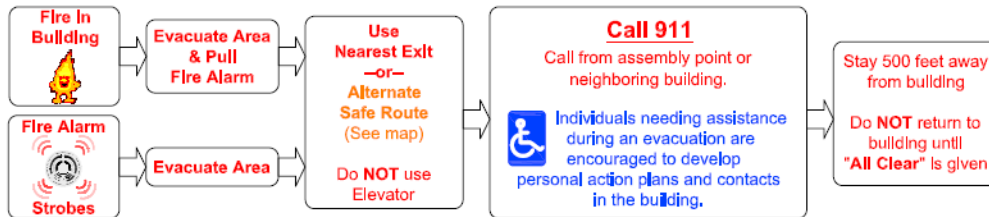
SECOND FLOOR PLAN



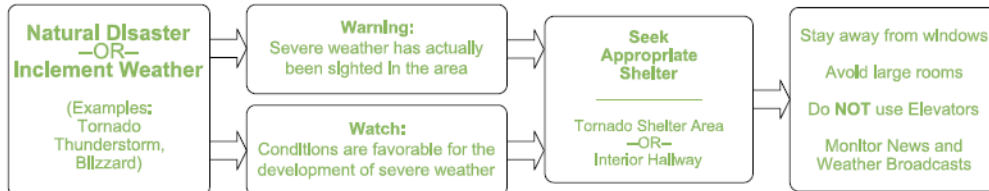
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\W0047A02.dwg, 2005



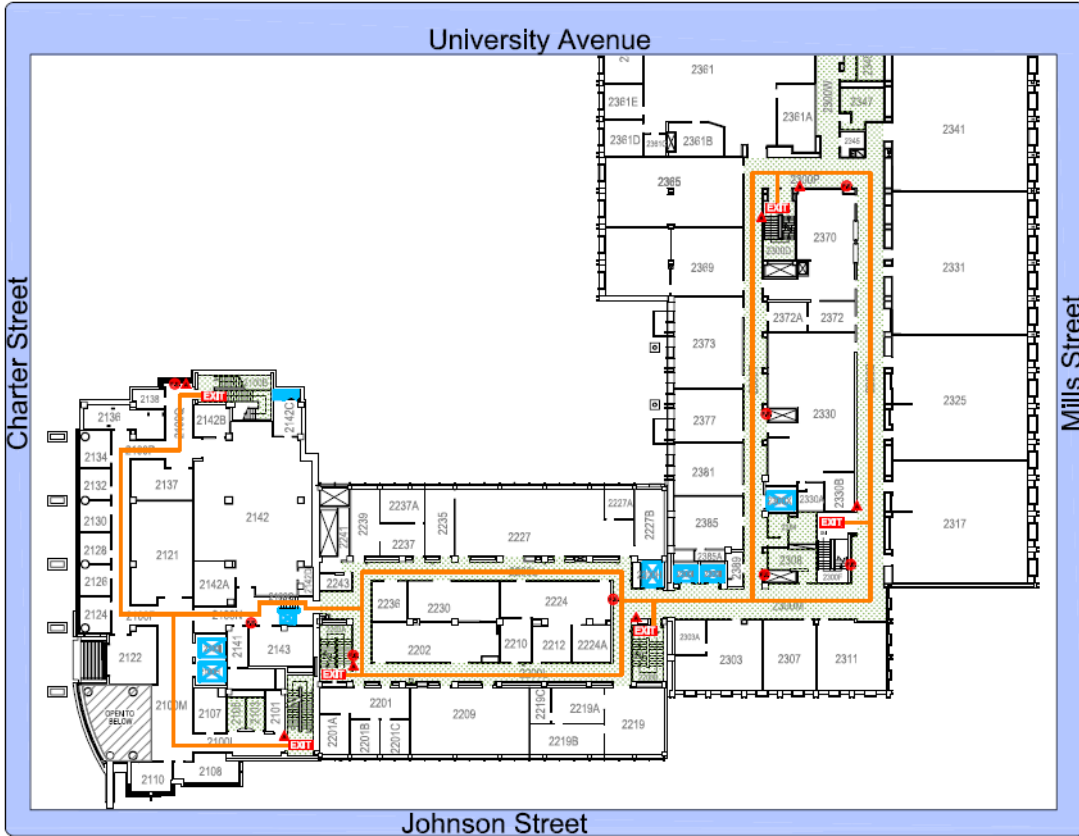


# Building Evacuation Routes

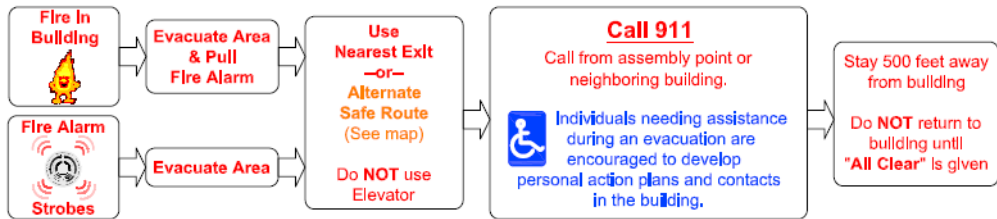
CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE  
SECOND FLOOR PLAN



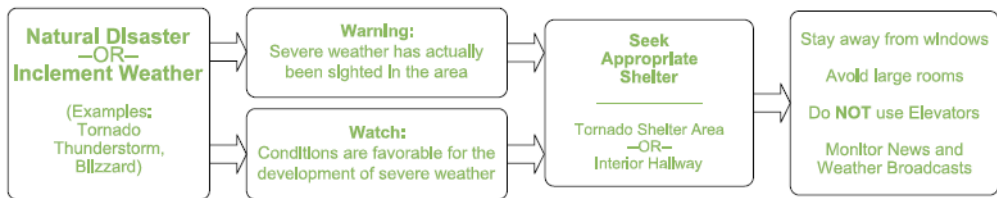
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\W0047A02.dwg, 2005



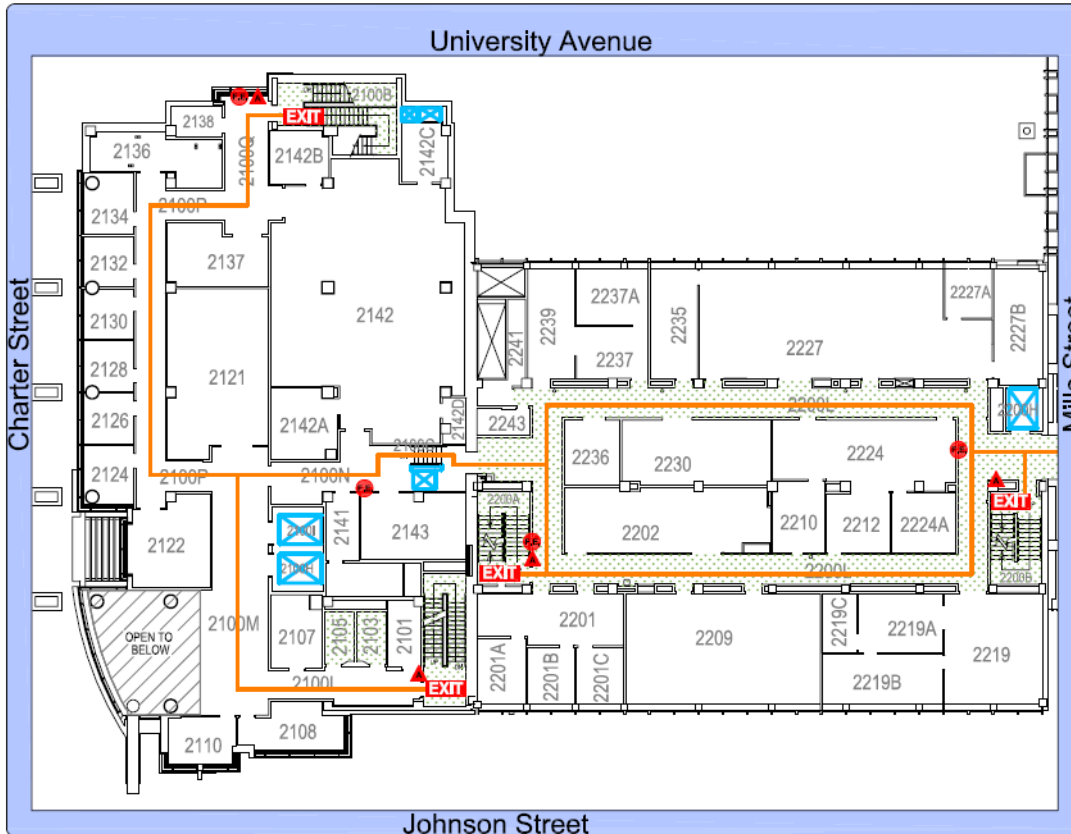
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

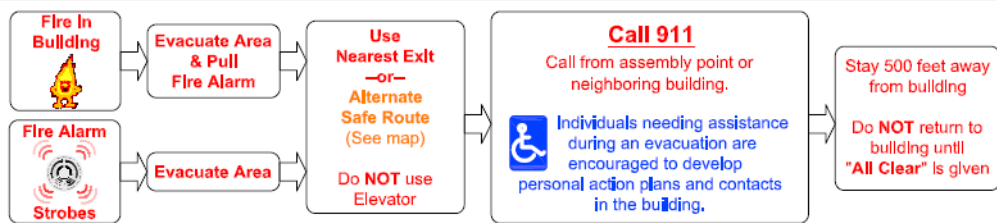
SECOND FLOOR PLAN



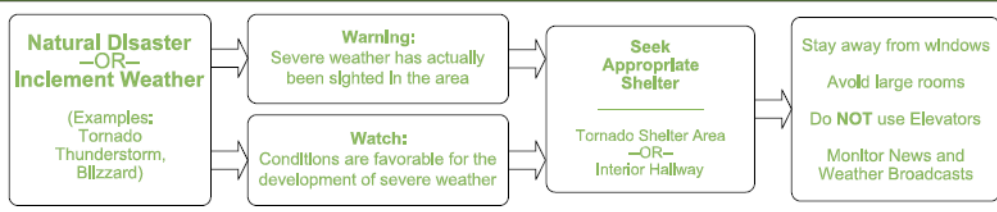
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\00047A02.dwg, 2005



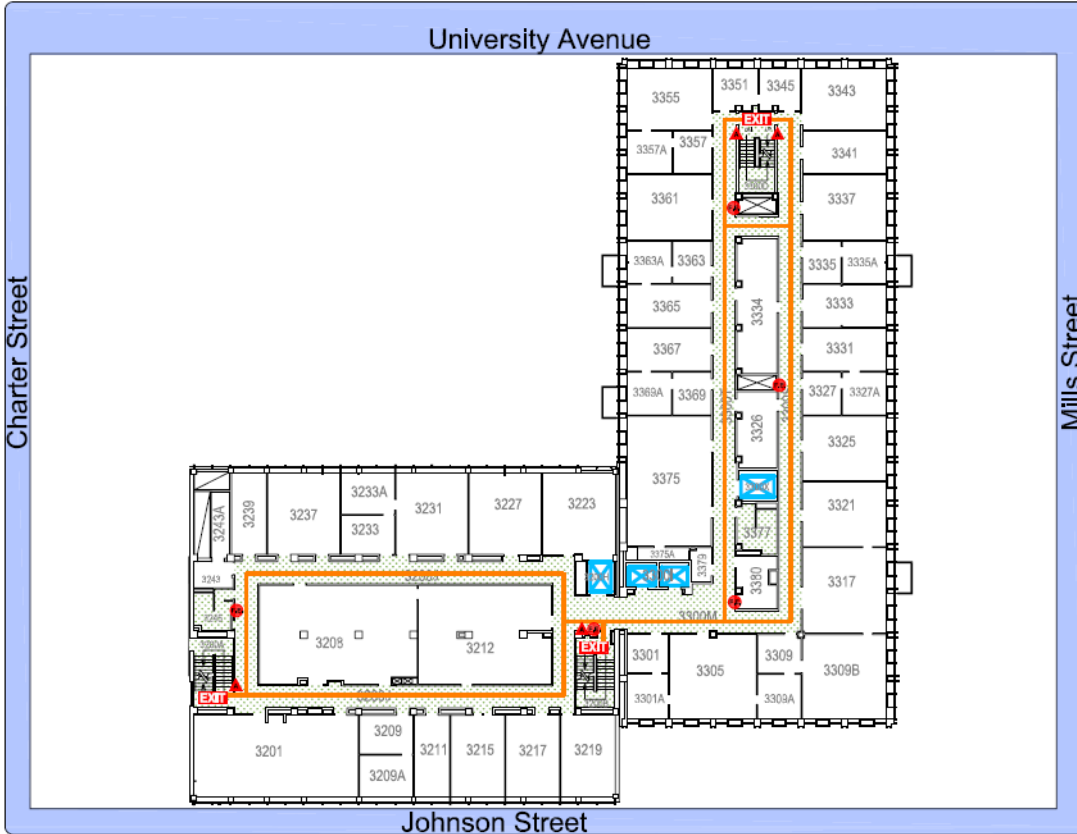
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

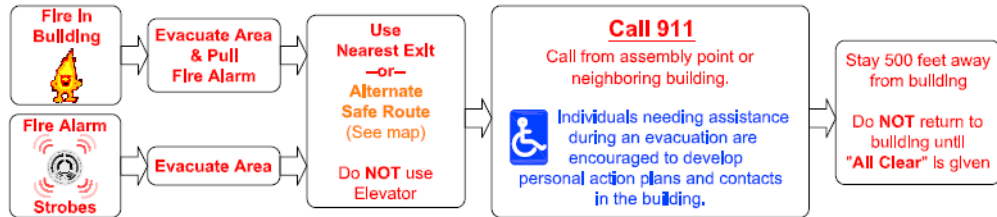
THIRD FLOOR PLAN



LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\00047A03.dwg, 2005



# Building Evacuation Routes

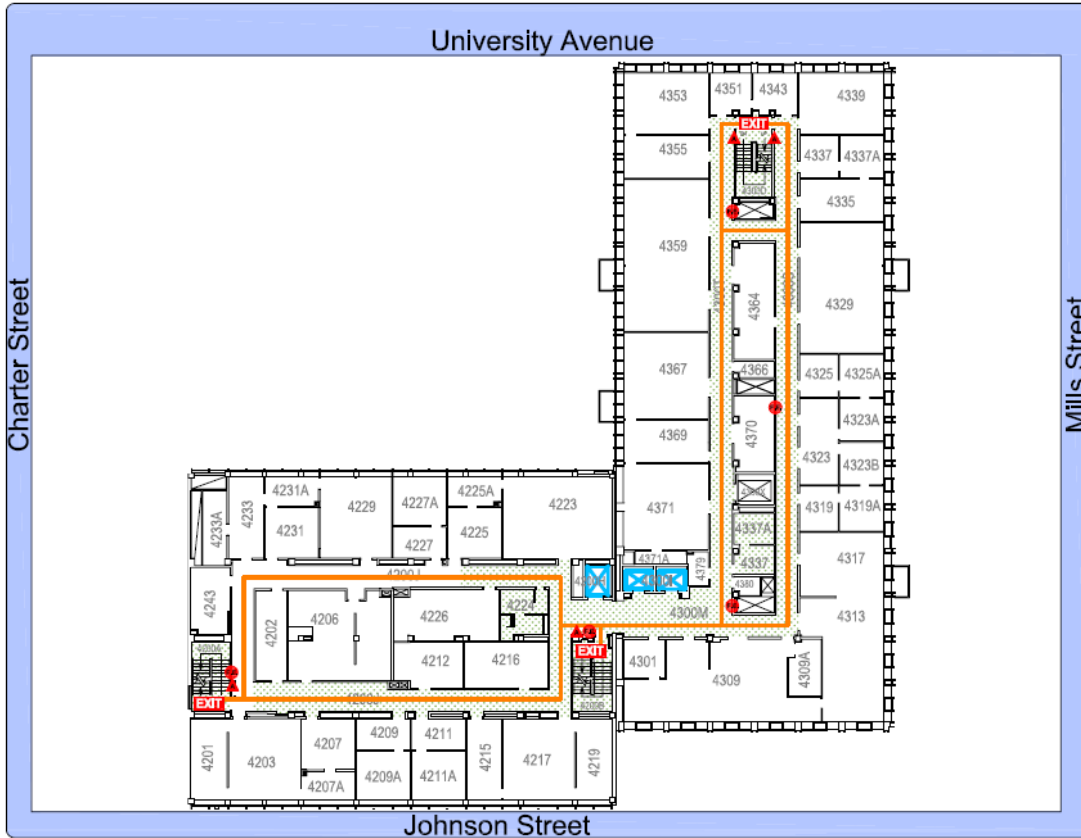
CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

FOURTH FLOOR PLAN

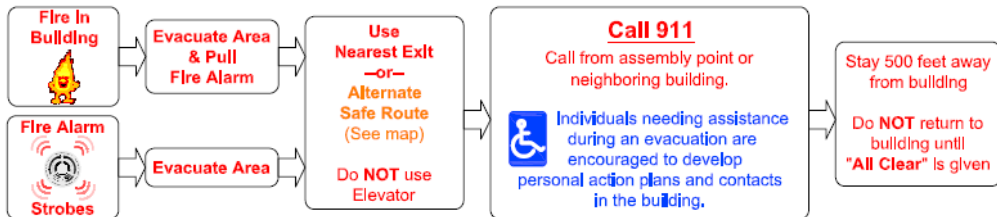


**LEGEND**

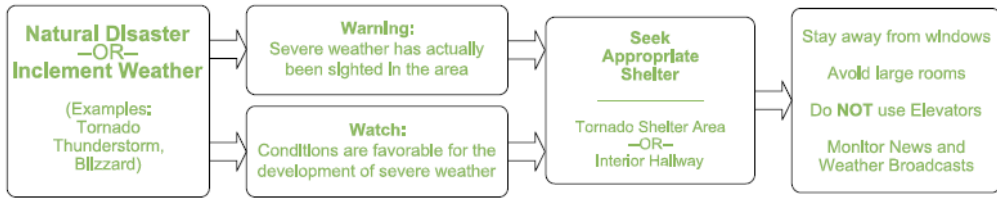
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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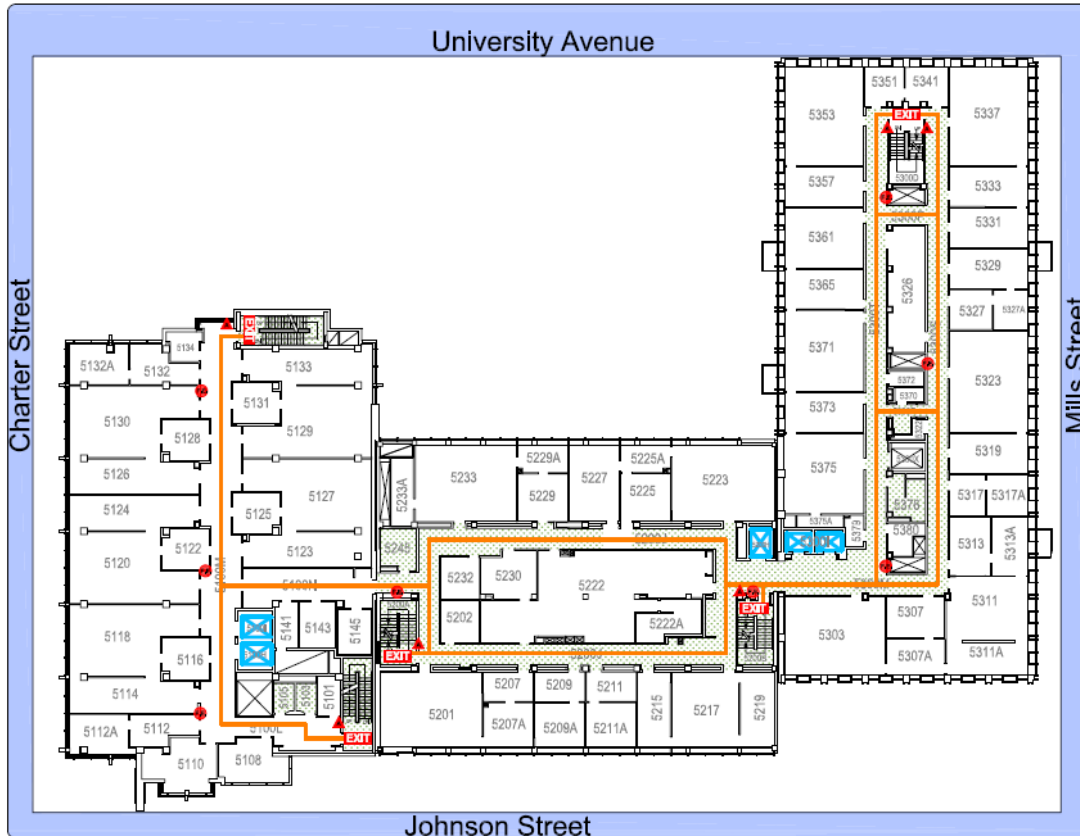
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

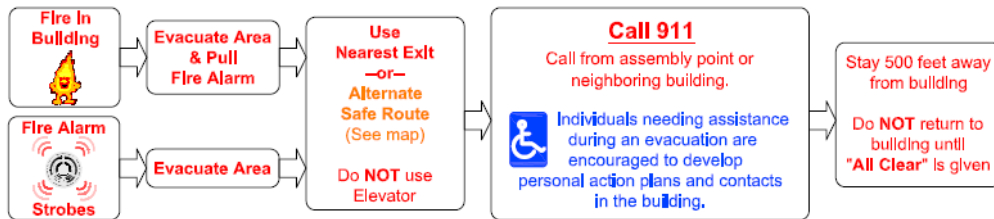
FIFTH FLOOR PLAN



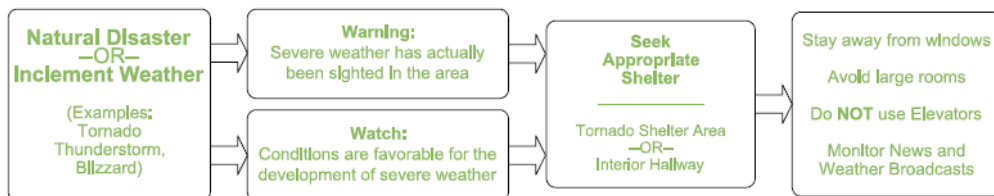
LEGEND			
	YOU ARE HERE		Fire Extingulsher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\00047A05.dwg, 2005





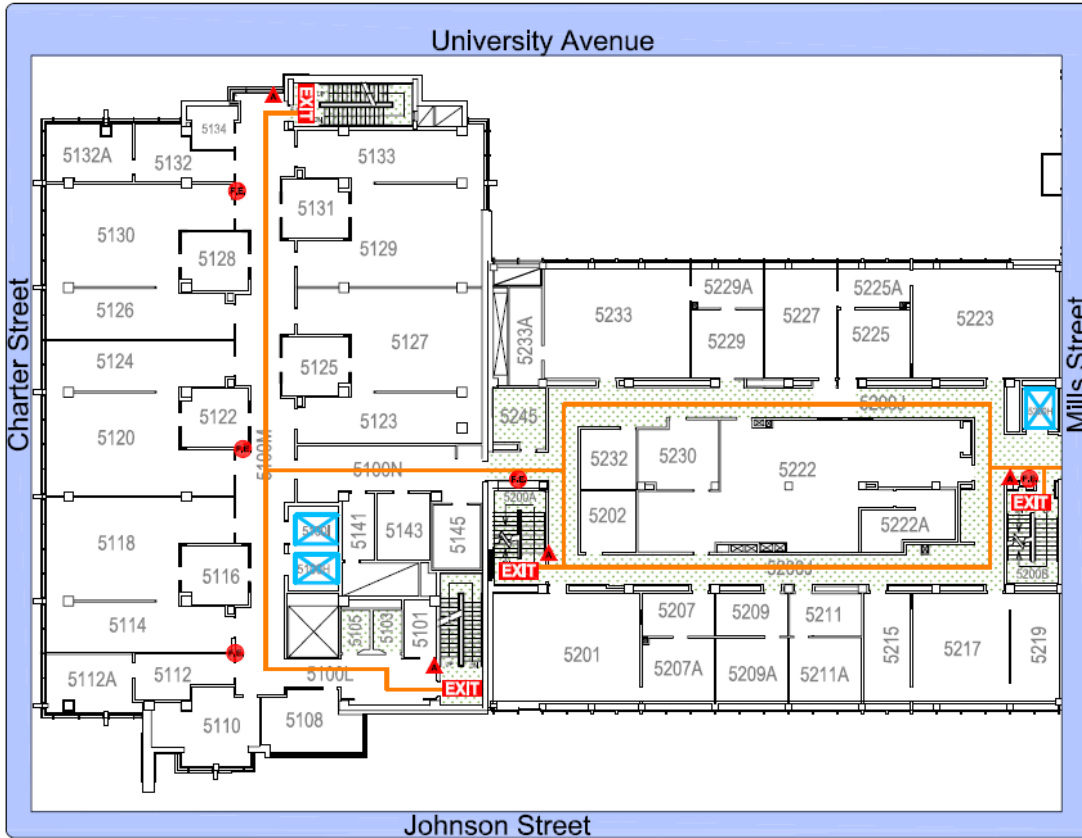
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

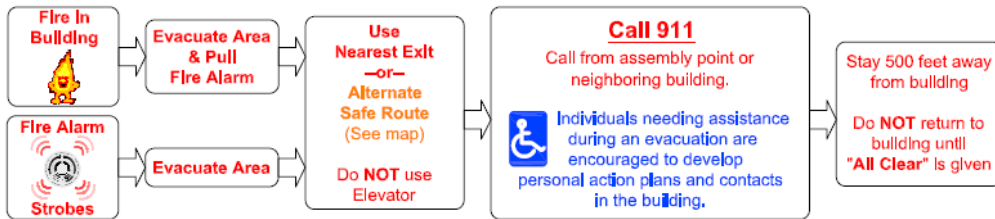
FIFTH FLOOR PLAN



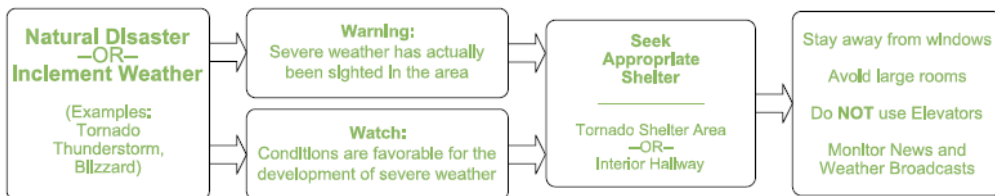
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\U0047A05.dwg, 2005



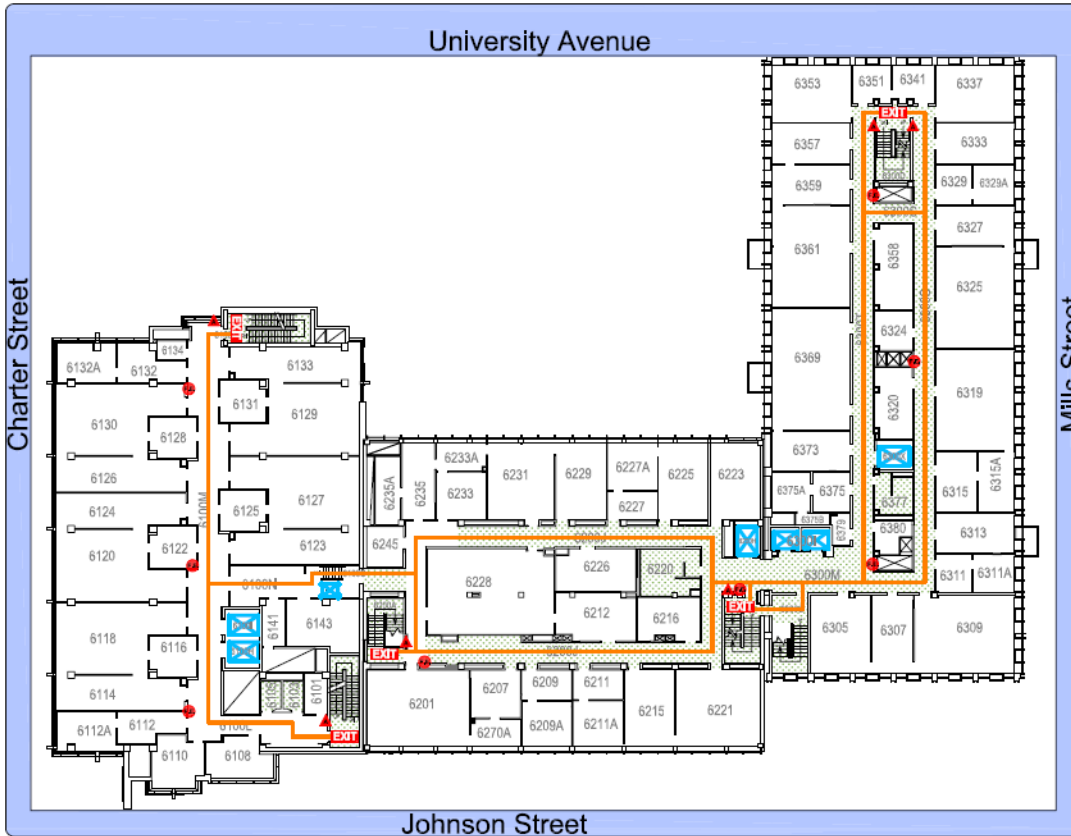
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

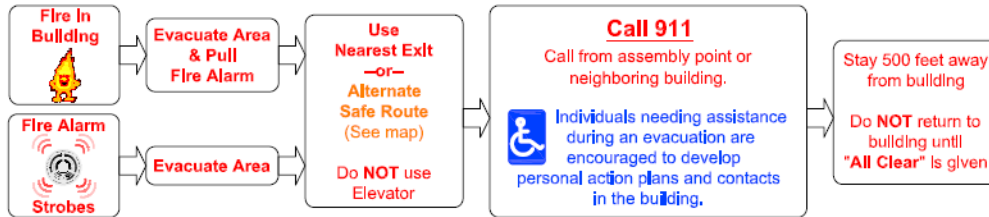
SIXTH FLOOR PLAN



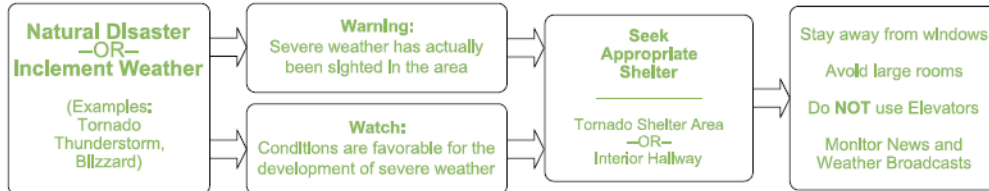
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\W0047A06.dwg, 2005



# Building Evacuation Routes

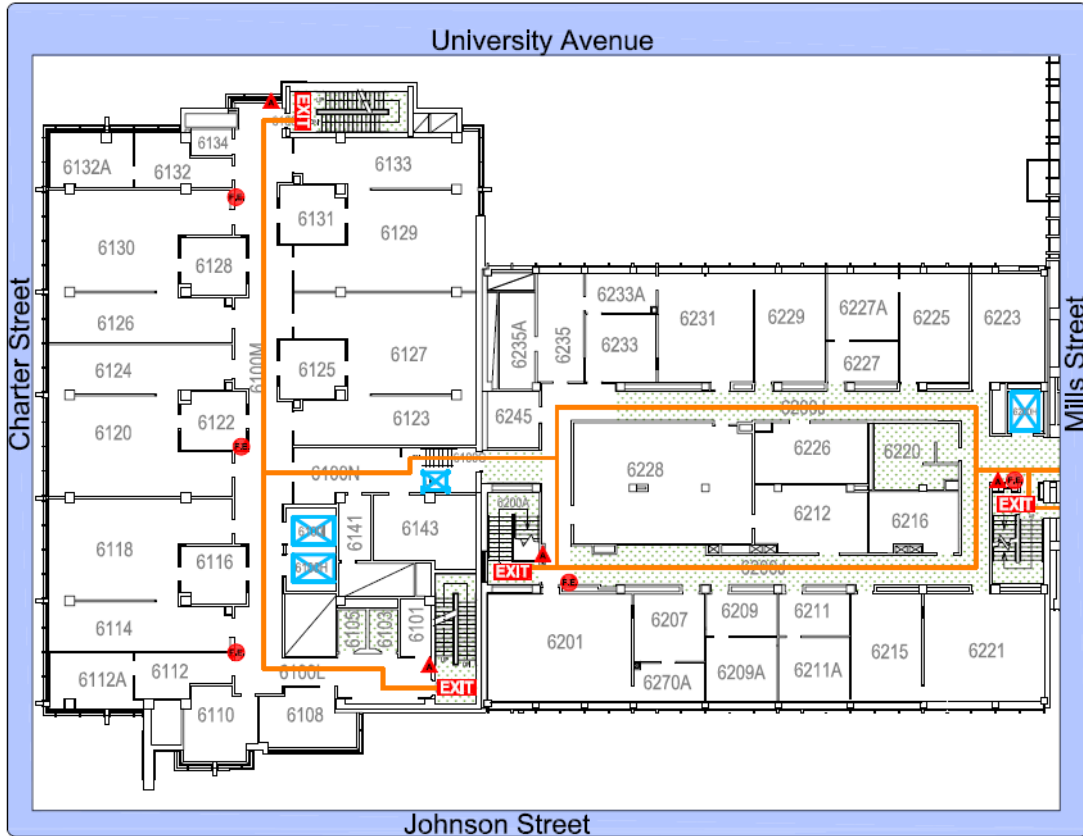
CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

SIXTH FLOOR PLAN

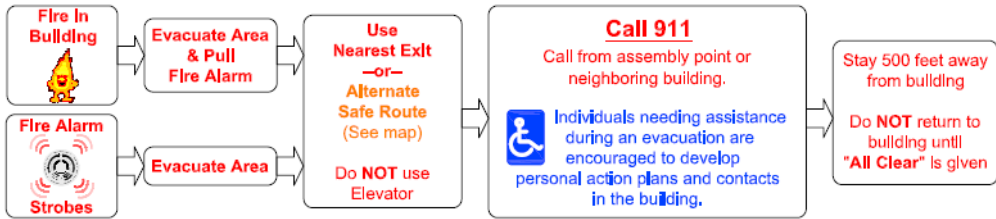


**LEGEND**

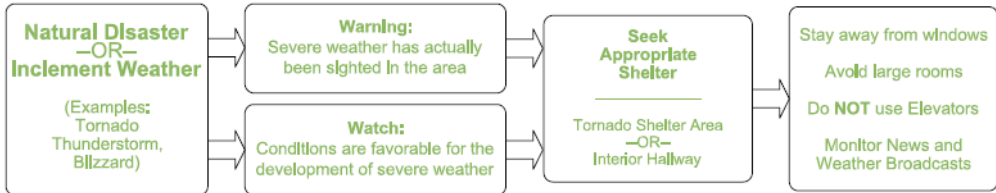
YOU ARE HERE	Fire Extinguisher
EXIT	Fire Alarm Pull Station
Accessible EXIT	Tornado Shelter
Evacuation Route (Follow EXIT signs)	Elevator
	Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\0047A06.dwg, 2005





# Building Evacuation Routes

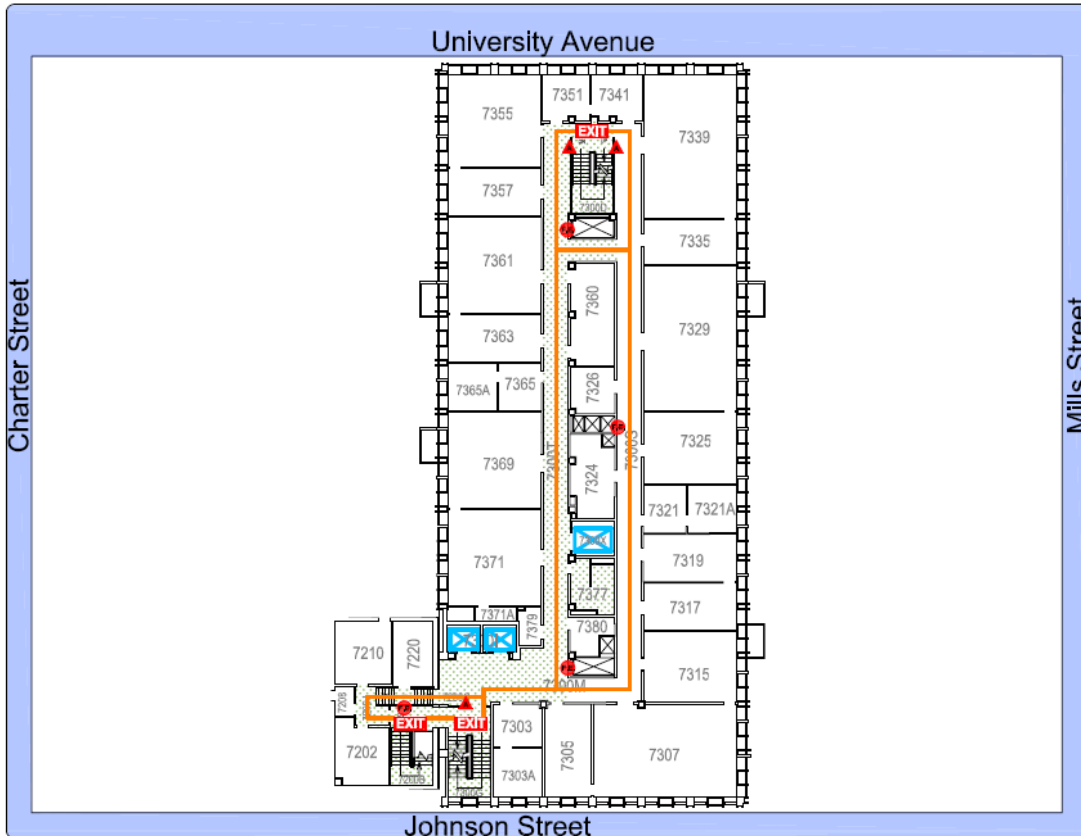
CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

SEVENTH FLOOR PLAN

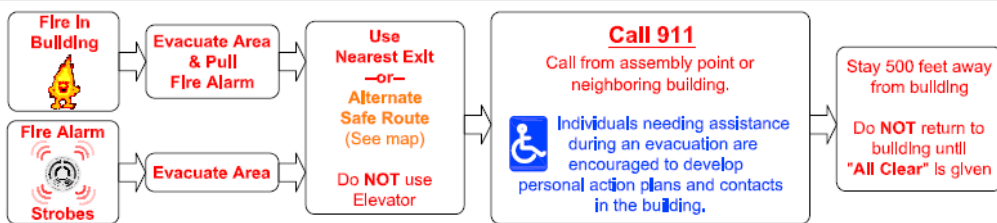


**LEGEND**

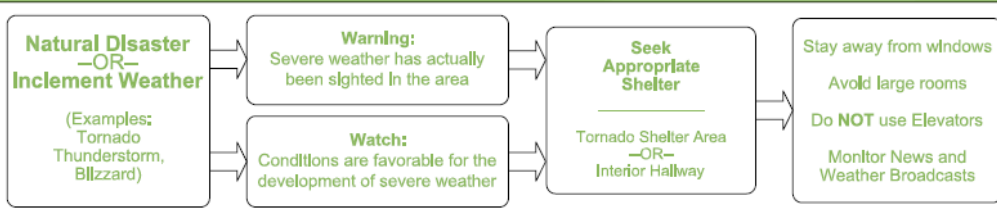
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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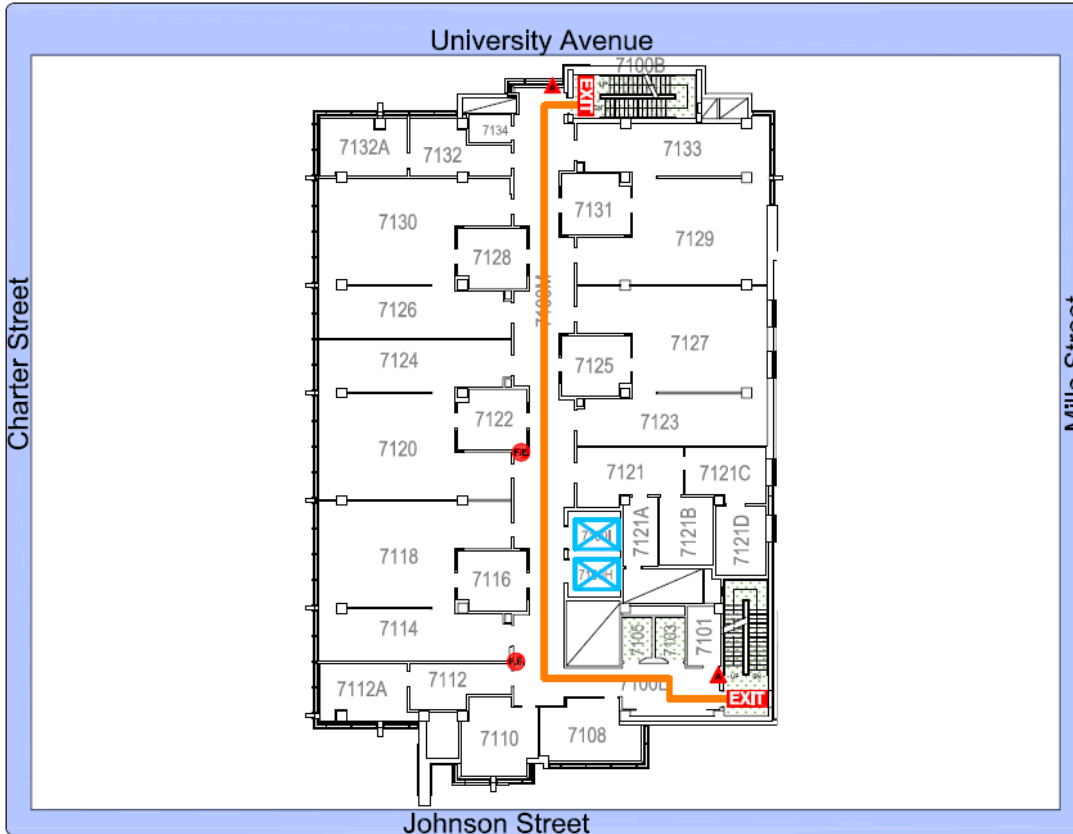
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

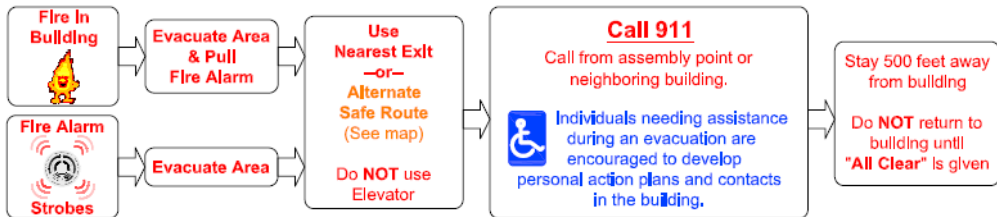
SEVENTH FLOOR PLAN



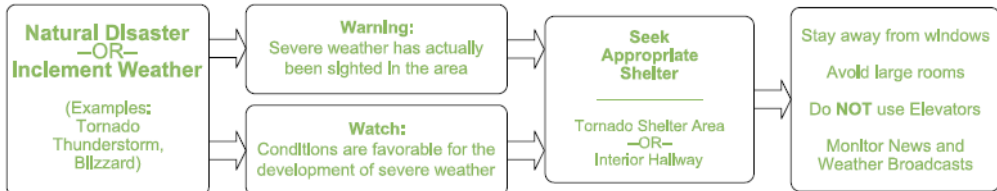
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\0047A07.dwg, 2005



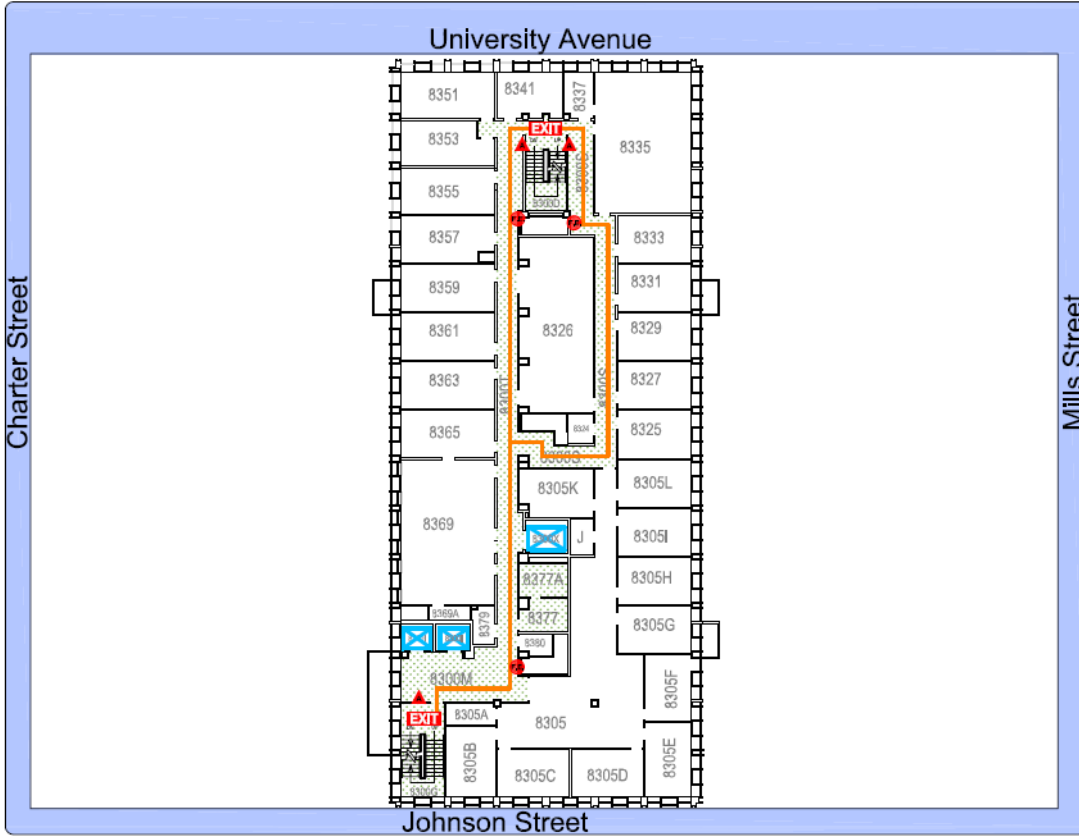
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

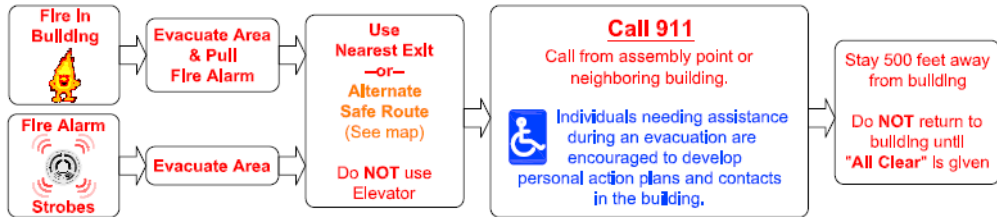
EIGHTH FLOOR PLAN



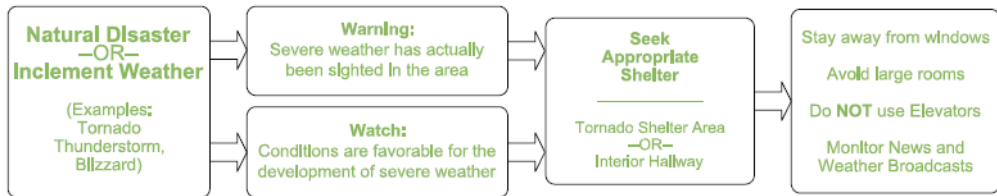
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\0047A05.dwg, 2005



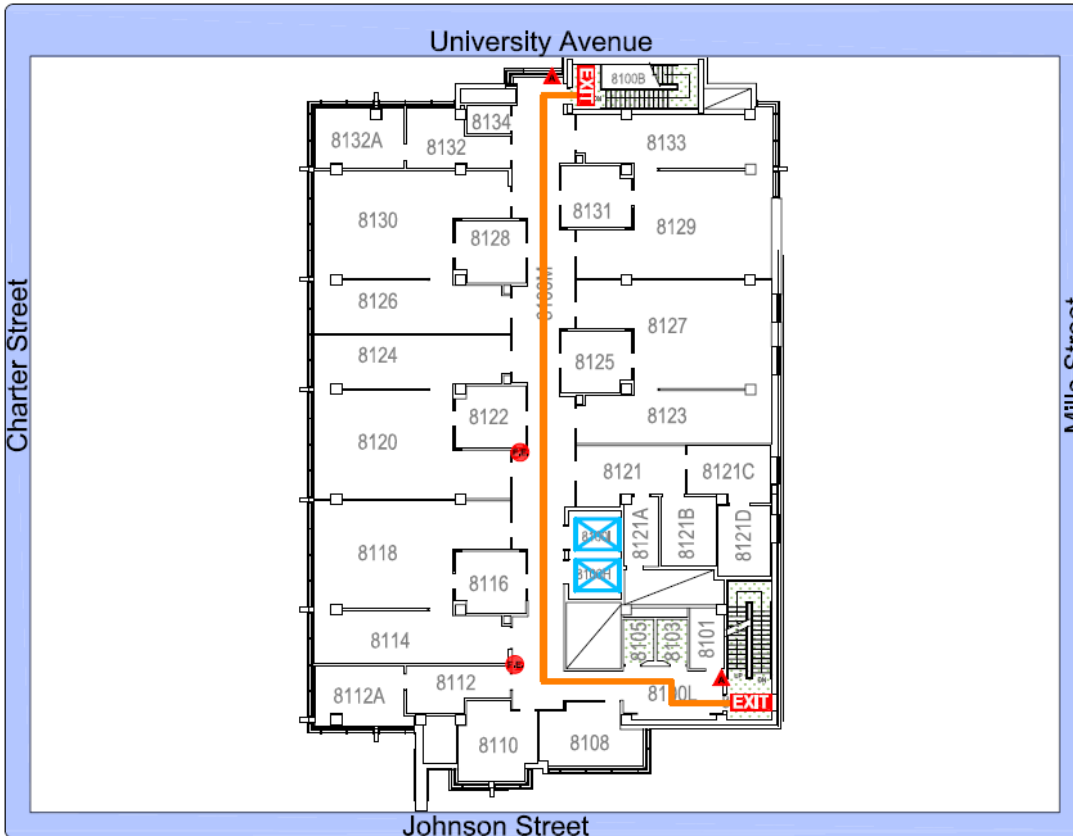
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

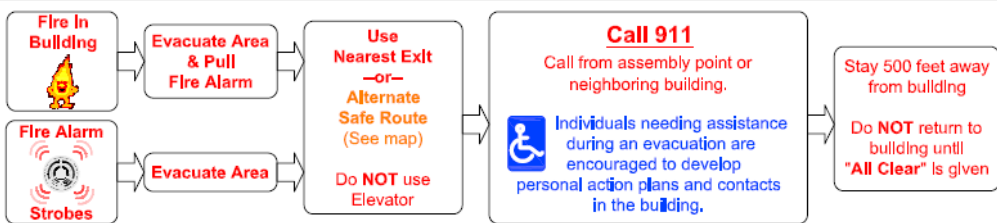
EIGHTH FLOOR PLAN



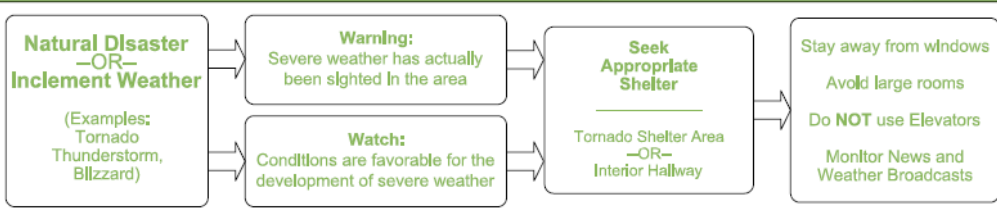
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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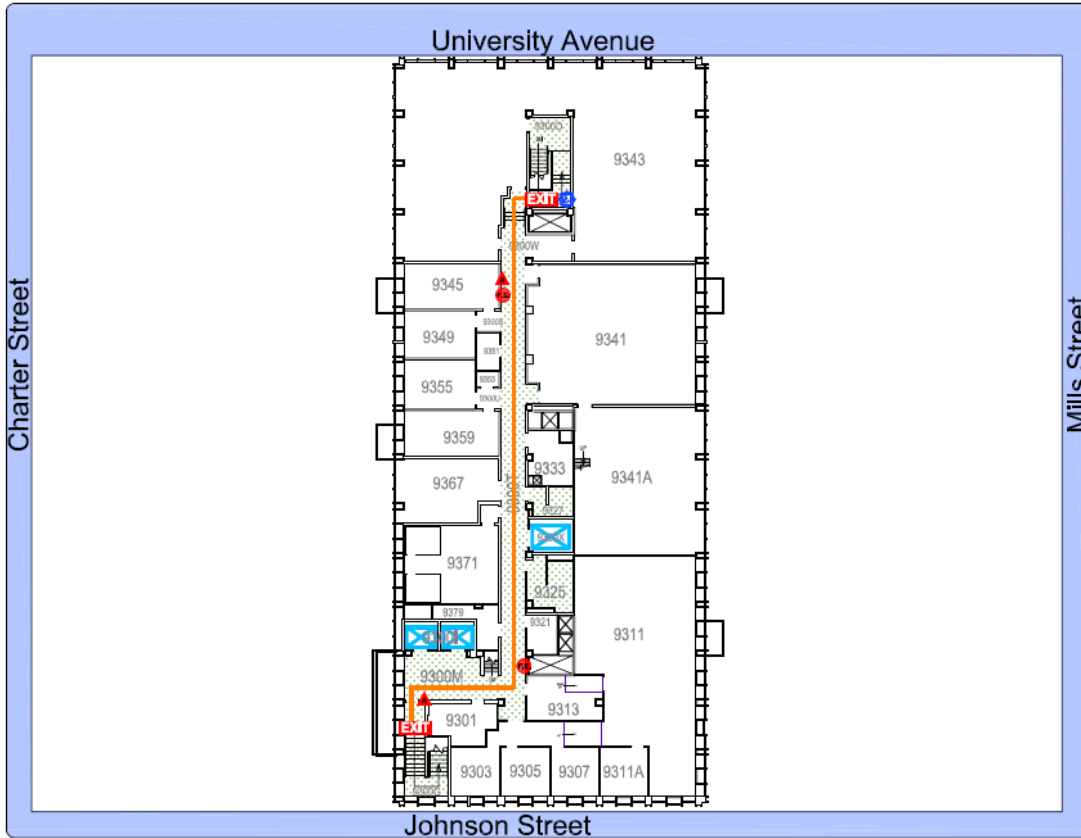
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

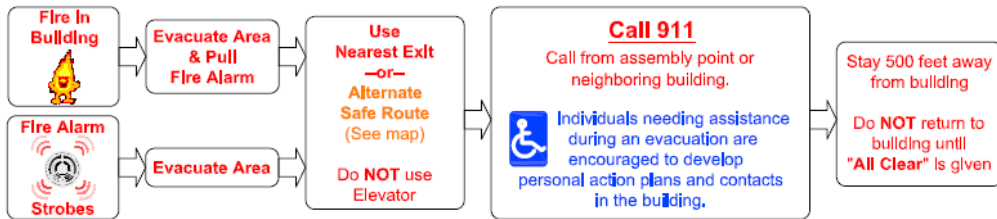
NINTH FLOOR PLAN



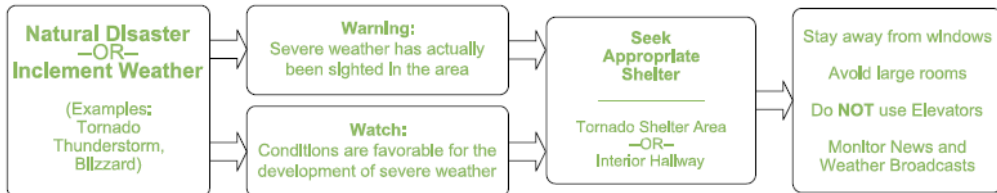
LEGEND			
	YOU ARE HERE		Fire Extingulsher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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S:\0047\00047A09.dwg, 2005



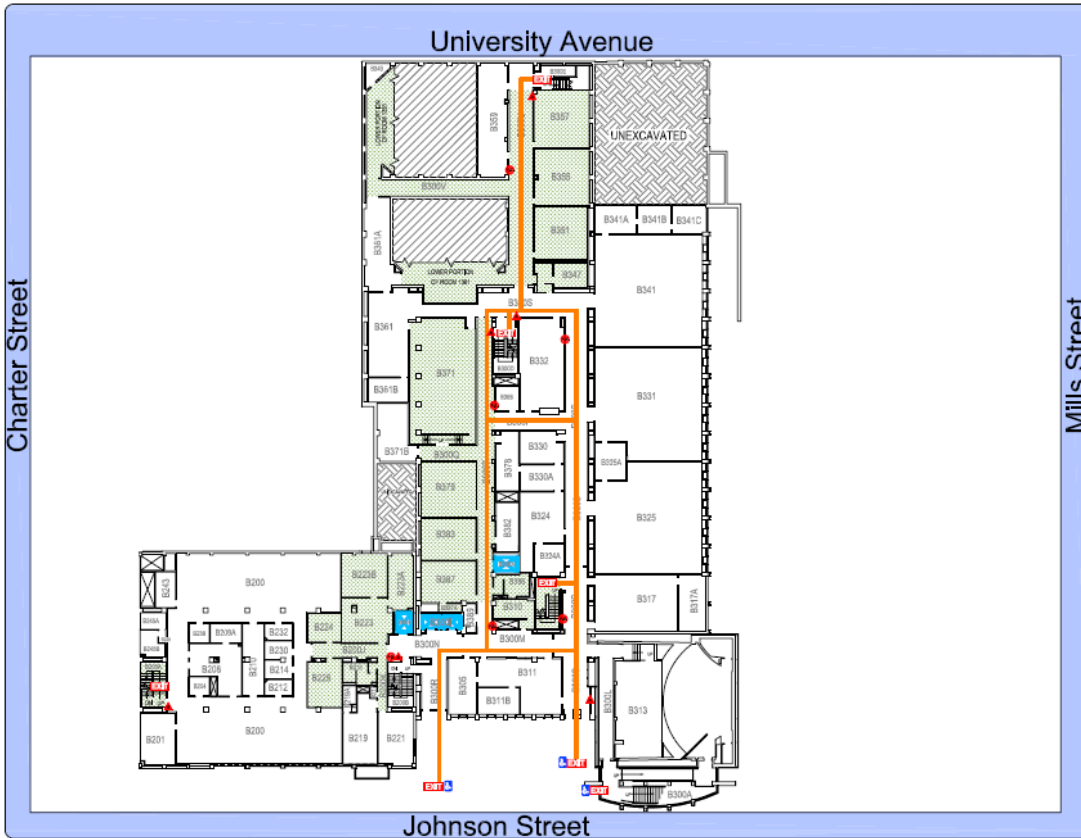
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

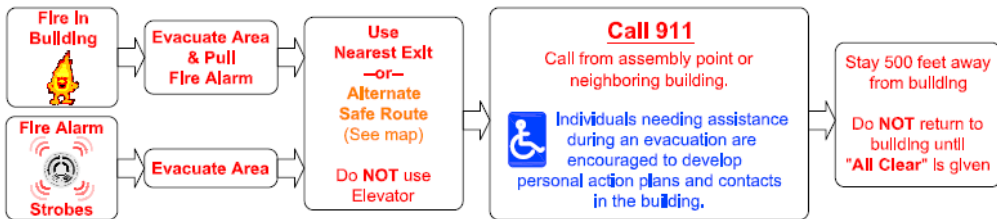
BASEMENT PLAN



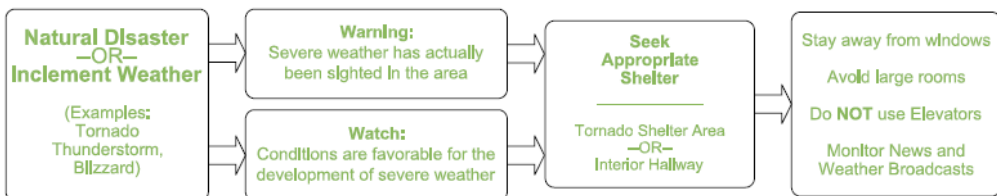
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



Please contact the Facility Manager or UW-Safety (262-4768) if you have questions or comments about this poster.

S:\0047\0047AB1.dwg, 2005





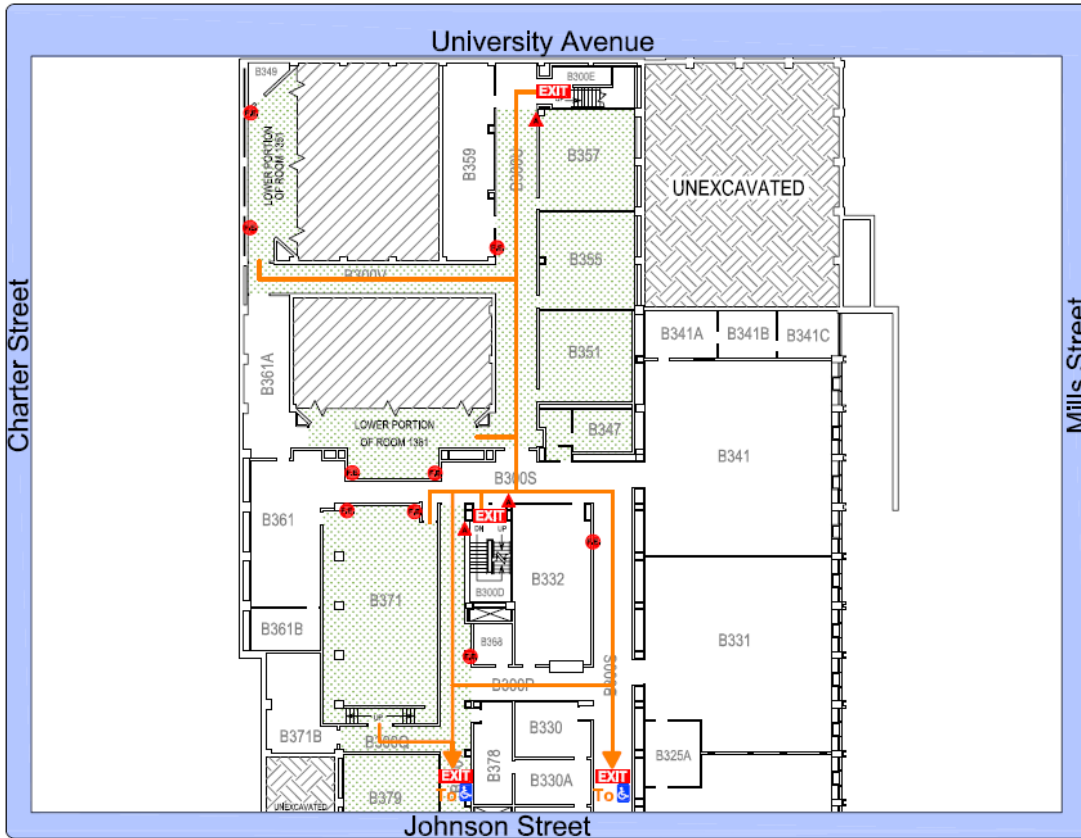
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

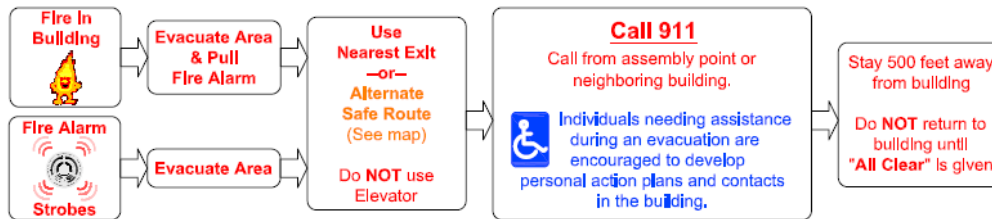
BASEMENT PLAN



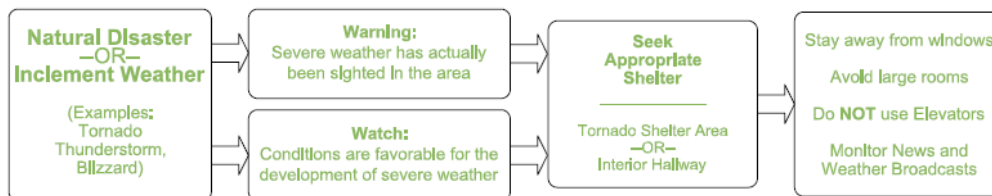
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



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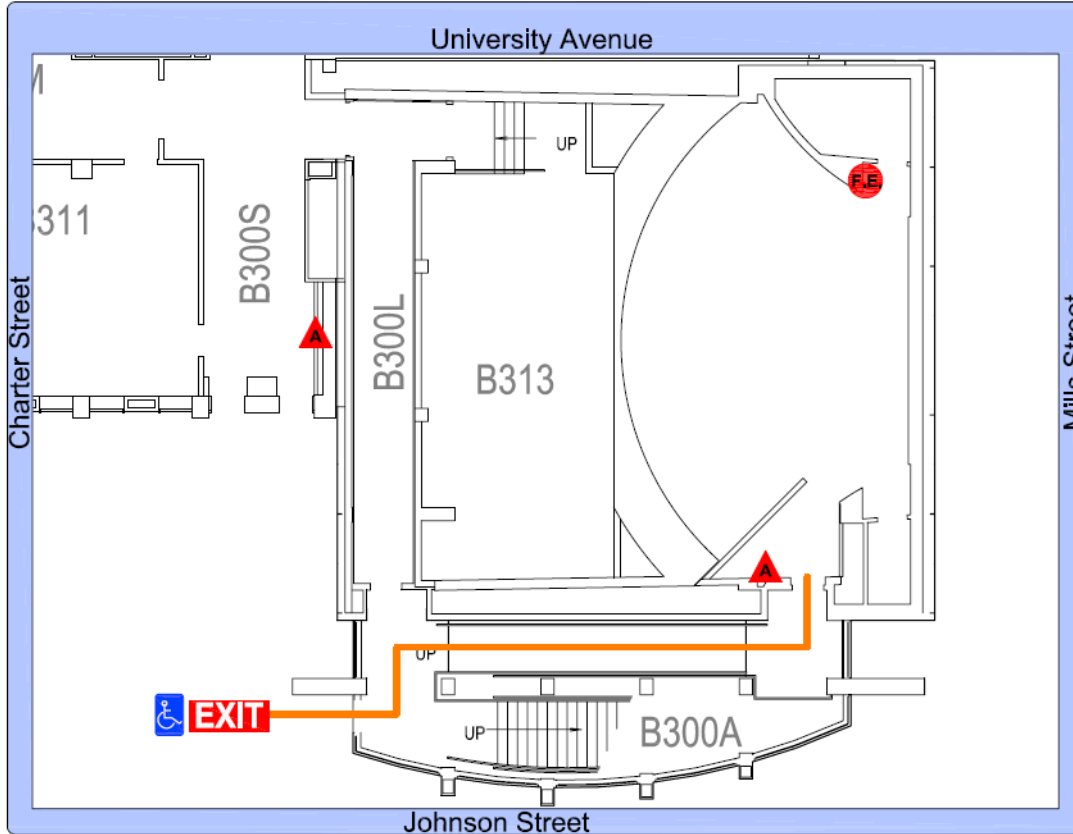
# Building Evacuation Routes

CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

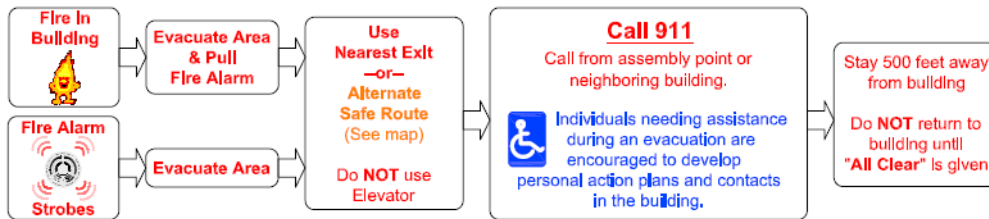
BASEMENT PLAN



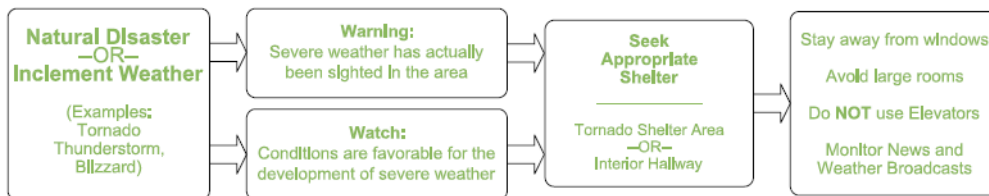
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter Area
	Elevator		Area of Rescue Assistance
	Evacuation Route (Follow EXIT signs)		



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



Please contact the Facility Manager or UW-Safety (262-4768) if you have questions or comments about this poster.

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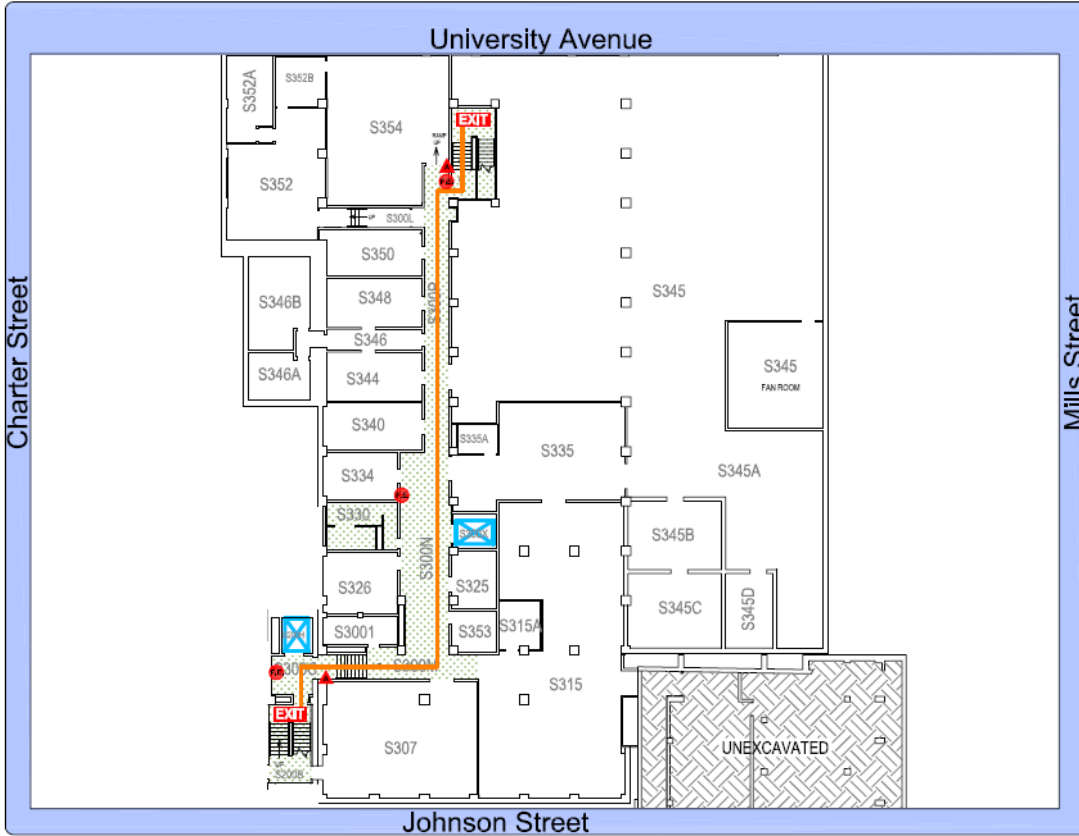


# Building Evacuation Routes

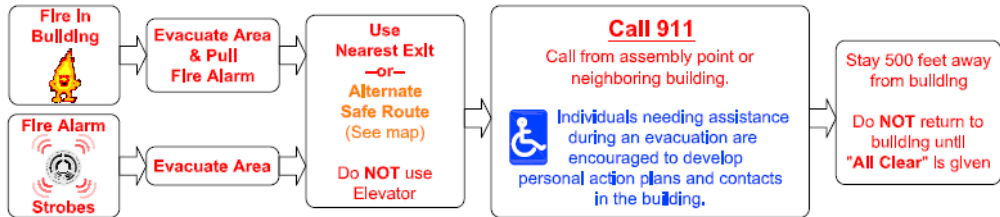
CHEMISTRY BLDG,  
F DANIELS & J H MATHEWS  
1101 UNIVERSITY AVE

SUB-BASEMENT FLOOR PLAN

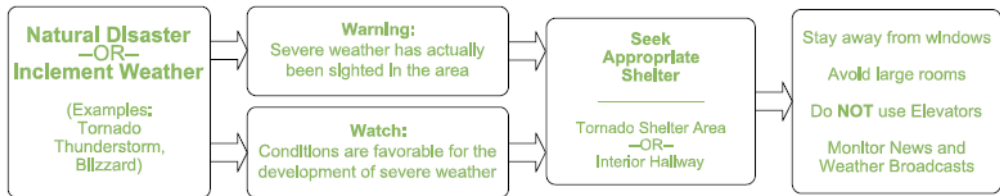
LEGEND			
	YOU ARE HERE		Fire Extinguisher
	EXIT		Fire Alarm Pull Station
	Accessible EXIT		Tornado Shelter
	Evacuation Route (Follow EXIT signs)		Elevator
			Area of Rescue Assistance



## FIRE ALARM OR ACTUAL FIRE



## NATURAL DISASTER / INCLEMENT WEATHER



Please contact the Facility Manager or UW-Safety (262-4768) if you have questions or comments about this poster.

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## APPENDIX C

### EMERGENCY CONTACT LIST

### QUICK REFERENCE SHEET

#### Facility Information

Name: Chemistry Building

Address: University Ave

City, State, Zip Code: Madison, WI 53706

Telephone number: \_\_\_\_\_

Agency/Company	Name of Contact	Telephone Number
Facility Director	Matt Sanders	Office: 263-4693
Facility Manager	Tom Foseid	Office: 262-4851
Safety Chair	Gordon Bain	Office: 263-4851
Fire/Police/Ambulance		<b>9-1-1 or 264-2677</b>
Poison Control		800-222-1222
Dane County Public Health Department		266-4225 or 255-2345
Dane County Emergency Management		266-4330
UW Plumbing Shop (water)	Dave Bonfield	263-3333
UW Waste and Recycling (garbage)	Peter Lowrey	263-3333
UW General Maintenance	Dave Coffey	263-3333
UW Physical Plant (heating, ventilation and air conditioning repair)	Steve Gullick (steamfitter) Dwight Pugh (sheet metal)	263-3333
UW Electric Shop	Kurt Johnson	263-3333
UW Physical Plant (plumbing contractor)		263-3333
UW Physical Plant Locksmith	Louis Lombardo	263-3333
UW Grounds (snow removal)	Gene Turk	263-3333
UW Police Non-Emergency		264-COPS (264-2677)
MG &E		251-8300
UW Health Services Health consultant		265-5600
UW Safety Department		
Chemical and Radiation	Ron Bresell	262-9178
General Safety	Keith Burdick	262-9739
Occupational Health	Tom Kenny	263-2177
Biological Safety	Jan Klein	263-9026

## APPENDIX D EVACUATION PATTERN SHEET

Please read and observe the following evacuation patterns for various areas of the Chemistry Building. Make sure to scroll through the whole list and **read about all areas where you work, especially your teaching space(s) if you are a T.A.**

**Muster Areas** have been designated with a view to minimizing congestion outside exit doors, as well as keeping the SW and NE entrances and the loading dock area clear for Fire Department access. Faculty and staff should help to direct traffic to keep building entrances clear and ensure rapid evacuation and Fire Department access.

### **Evacuation Patterns.**

Primary exit routes are designed with optimum traffic flow in mind, in particular with minimizing congestion in the stairwells and exit doors. Please observe primary exit routes wherever possible.

#### **Seminar Hall (1315)**

**Primary Exit Route** - exit via the stairwell on the south side of Seminar Hall and the emergency exit door that leads directly out of the building. There are doors to this stairwell at the top of Seminar Hall and also at the bottom to the right of the blackboard.

**Secondary Exit Route** - The entry door to the Main Street Hallway, then down the Daniels South or South East stair and out the basement level doors to the south.

**Muster area** - Mills Street sidewalk.

#### **New Wing**

**Primary/Secondary Exit Route** - closest accessible stairwell. Descend to the 1st floor level and exit the building directly to the street (south) or alley (north).

**Muster Area** – Charter Street sidewalk.

#### **Mathews Wing**

##### **Floors 2 - 6**

**Primary/Secondary Exit Route** - Closest accessible stairwell, exit to south.

**Muster Area** - South side of building along Johnson Street.

##### **First Floor**

**Primary Exit Route** - north through the loading dock door.

**Secondary Exit Route** - Closest accessible stairwell, exit to south. OR Charter Street Entrance.

**Muster Area** - Lawn between this building and the Church (primary), South sidewalk (secondary)

##### **Basement**

**Primary Exit Route** – Southeast exit door (next to Seminar Hall).

**Secondary Exit** - Daniels/Mathews south exit (bottom of south stairs).

**Muster Area** - South side of building along Johnson Street.

## **Daniels Wing**

### **Floors 3 - 9**

**Primary/Secondary Exit Route** - Closest accessible stairwell.

**North Stair** - descend to 1st floor and exit left (west) to W. Church Lawn or through the N.E. lobby

**Muster Area** - Lawn between this building and the Church or Mills Street Sidewalk.

**South Stair** - descend to basement level and exit through south door.

**Muster Area** - South side of building along Johnson Street.

### **Floor 2**

**West Classrooms, Analytical teaching labs, Library.** (rooms 233x - 238x)

**Primary Exit Route** - north stair descend to 1st floor and exit left (west) to W. Church Lawn

**Secondary Exit Route(s)** - Daniels SE or Mathews E stair to basement - exit south. Library emergency exit to north exit.

**South classrooms, General Chemistry Labs.** (rooms 2303 - 2325)

**Primary Exit Route** - Daniels SE stair to basement - exit south.

**Secondary Exit Route(s)** - Mathews E stair to basement - exit south. OR Daniels N stair.

**Muster Areas** -

**North Stair** - Lawn between this building and the Church or Mills Street Sidewalk.

**SE Stair** - T.A.s to take lab students around Seminar Hall to Mills Street sidewalk.

### **Floor 1**

**Lecture Halls 1351 & 1361**

**Primary Exit Route** - rear doors to NE lobby and out NE doors. Staff should move students away from the building. Keep the area between the doors and Mills Street clear for Fire Department access.

**Secondary Exit route** - basement level doors to basement hallway. Turn left (north) and take Daniels far-north stair to north emergency exit (Steel service door leading to University Avenue).

**Muster Area** - if the lecture is more than half over the students should probably be dismissed and told to leave the area of the building. The individual instructor will need to make the call at the instant the alarm sounds. If students are to stay, they should spread south along Mills Street and west along University Ave.

**Computer Rooms and GenChem labs.**

**Primary Exit Route** - exit through NE lobby and move away from the building.

**Secondary Exit Route** - down Daniels SE stair or Mathews E Stair to basement level and exit south.

**Muster Area** - cross to the east side of Mills street.

**Study Room**

**Primary Exit Route** - leave room through north door, turn left and exit building through west door to church lawn.

**Secondary Exit Route** - through main door and out via NE lobby.

**Muster Area** - sidewalk along University Avenue.

**Basement**

**B351 - 357.**

**Primary Exit Route** - go north to Daniels far-north stair to north emergency exit (Steel service door leading to University Avenue).

**Secondary Exit Route** - south to south exits on basement level.

**Muster Area** -           Primary - University Avenue sidewalk  
                                  Secondary - Mills Street sidewalk (east or west side)

**All other basement rooms**

**Primary Exit Route** - south exits to Johnson Street sidewalk.

**Secondary Exit Routes** - North the Daniels far-north stair and north emergency exit (Steel service door leading to University Avenue). OR west through p-chem lab to Mathews west stair. Exit to Johnson Street.

**Muster Area** - T.A.s should take their students across Mills Street to the parking lot on the corner of Mills and Johnson. All others muster on the Johnson street sidewalk.

**Sub-basement**

**Primary/Secondary Exit Route** - closest accessible stairwell. Climb to:  
1st floor level (north) and exit building to the west (church lawn), or  
Basement level (south)) and exit to Johnson street.

**Muster Area** – Mills street (north), Johnson Street sidewalk (south).

## **APPENDIX E EMERGENCY SUPPLIES AND FIRST AID KIT LOCATIONS**

The facility should contain at least a 24-hour emergency supply of the following items:

- The facility will have first aid kit(s) available. Lab supervisors or their designee will verify contents of all kits annually.
- The facility should have an emergency radio. This equipment should be designated “For Emergency Use Only.”
- The facility will have a telephone that does not rely on electricity in the facility. It is also recommended that the facility have access to an emergency cellular telephone on the premises

## **APPENDIX F**

### **FIRST AID KIT CONTENTS**

Standard Kit: refill in stockroom

If your kit does not have the required pieces to its contents, contact the stockroom and re-supply your kit. Also check for out dated supplies and replace with new.

**APPENDIX G**  
**EMERGENCY NOTIFICATION CALL LIST**  
(Contact in order listed)

**Chemistry Building**

**1. Department Vice President: Matt Sanders**

Back-up	Office: 263-4693	Cell:	Home: 251-4820	closest
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**2. Safety Committee Chair: Gordon Bain**

Primary	Office: 263-4851	Cell:345-0962	Home: 288-8248	Fitchburg
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**3. Facility Manager: Tom Foseid**

Primary	Office: 262-8745	Cell:	Home: 767-3356	Black Earth
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**4. Facility Manager: Gary Essenmacher**

Backup	Office: 263-4852	Cell:	Home: 831-8449	Middleton
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For facility related problems; after hours, you must first call the UW-Madison Police Department at 264-2677 and they will contact the physical plant employee on-call.



## APPENDIX H

### UNIVERSITY OF WISCONSIN BOMB THREAT PROCEDURES

If you should receive a bomb threat by telephone, there are some things to keep in mind that can be helpful to you:

1. **Remain Calm.** When bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
  - a. **DO NOT put the caller on hold**
  - b. **DO NOT attempt to transfer the call**
  - c. **DO NOT hang-up even after the call has concluded.** Leaving the line open will aid the telephone company in tracing the last incoming call
2. The person taking the call will immediately notify the highest-ranking staff person in the office area, with the use of another telephone, preferably while the caller is on the initial telephone.
3. Pay close attention to the caller and his/her words, to see if:
  - a. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation, or using a microphone, a recorder or other device?
  - b. Is the caller angry, excited, irrational or agitated?
  - c. Is the caller a man or woman, young, middle-aged, old?
  - d. If you have caller ID, please note the phone number of the caller
4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
5. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

#### CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT

The Checklist should be immediately available (under your phone or other accessible location).

All personnel should become familiar with the following Bomb Threat Checklist. It can become the only means of determining what is happening and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.

After receiving a bomb threat of any kind, immediately contact the UW Police at 911. The UW Police Department will notify all appropriate officials and will assist in the evacuation as needed.

# BOMB THREAT CHECK LIST

(STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN)

## NAME OF PERSON

Who Received Threat: \_\_\_\_\_

DATE & TIME \_\_\_\_\_ A.M.

Threat Received: \_\_\_\_\_ P.M.

How was THREAT REPORTED: Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Give Phone Number (include Area Code): \_\_\_\_\_

In Person \_\_\_\_\_ Voice-Mail \_\_\_\_\_ Fax \_\_\_\_\_

By MAIL Carrier (e.g. FED EX): \_\_\_\_\_ Campus \_\_\_\_\_ US Mail \_\_\_\_\_ Courier \_\_\_\_\_

LOCATION THREATENED: \_\_\_\_\_

(Give name of Bldg/dept/site/agency, etc.) \_\_\_\_\_

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 bomb located? \_\_\_\_\_
3. WHAT kind of bomb is it? \_\_\_\_\_
4. WHAT does it look like? \_\_\_\_\_
5. WHO placed the bomb? \_\_\_\_\_
6. WHY was the bomb placed? \_\_\_\_\_
7. Where are you calling from? \_\_\_\_\_

## DESCRIPTION OF THE CALLER'S VOICE (Give Identity if known):

Caller's Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Young \_\_\_\_\_ Old \_\_\_\_\_ Middle-Aged \_\_\_\_\_ Accent \_\_\_\_\_ Race \_\_\_\_\_ (man) \_\_\_\_\_ (woman) \_\_\_\_\_

Tone of voice (e.g. excited, calm, angry, loud, stuttered) \_\_\_\_\_

Was Voice-Language: Taped \_\_\_\_\_ Well-spoken \_\_\_\_\_ Irrational \_\_\_\_\_ Is voice familiar \_\_\_\_\_

If so, who did it sound like: \_\_\_\_\_

Other Voice characteristics: \_\_\_\_\_

Background or Other Noises: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_ Phone: \_\_\_\_\_



UW Madison Police Department  
(608) 264-COPS (2677)

911

# APPENDIX I POSTAL BOMB THREAT



## 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