Occupant Emergency Plans

Building Manager Lunch & Learn

Emergency Management Specialists Mclayne Vaughn, Megan Schaefer
UW-MADISON POLICE DEPARTMENT

Introductions

Emergency Management 101

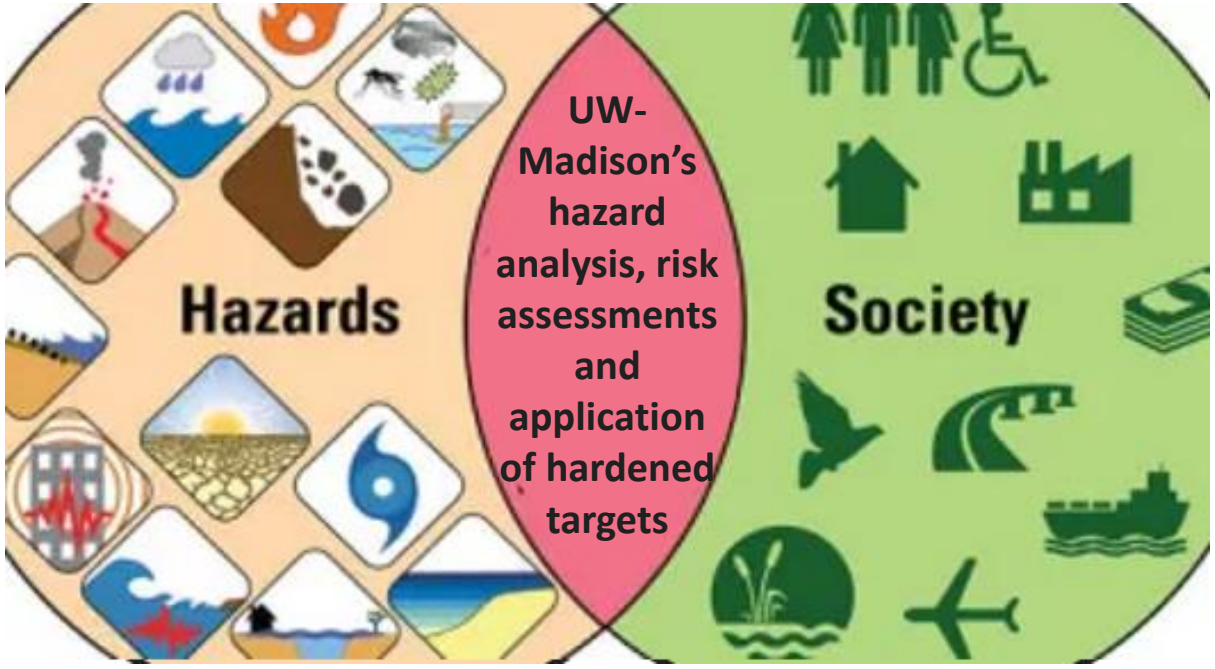
- The UWPD Emergency Management Unit's commitment is to safeguard UW-Madison and the campuses of the Universities of Wisconsin against both natural and person-made disasters.

Preparedness

- Continuous cycle of planning, managing, training/exercising, monitoring, and evaluating.
- Ensures effective coordination and the enhancement of capabilities of organizations to prevent, protect against, respond to, recover from natural disasters, acts of terrorism, and other person-made disasters.

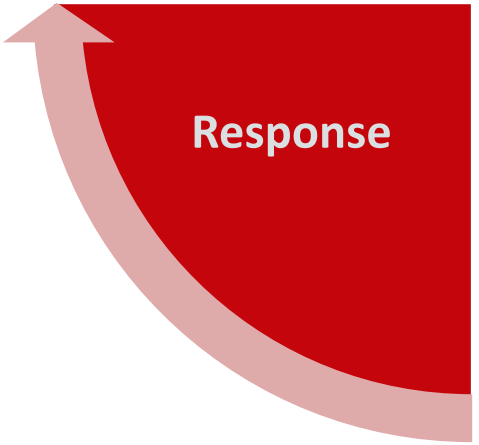
Mitigation

- Sustained action that reduces long-term risk to people and property from person-made or natural hazards and their effects.
- E.g: Deploying warning systems to alert the public (WiscAlerts and BadgerSAFE App); Protecting critical facilities and infrastructure from future hazard events (bollards at Camp Randall); Outreach and education (CPR and Active Threat Response Training), & more.



Response

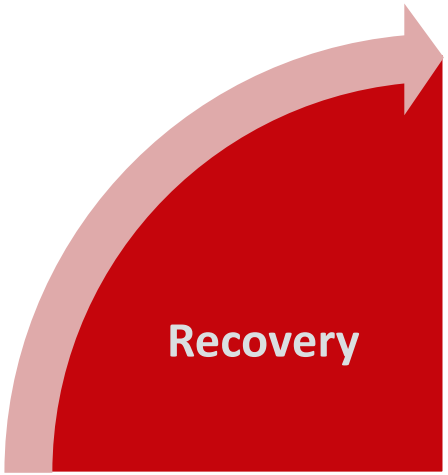
- The mobilization of necessary emergency services and first responders to the on-scene incident, to immediately assist in the preservation of life and property.



Recovery

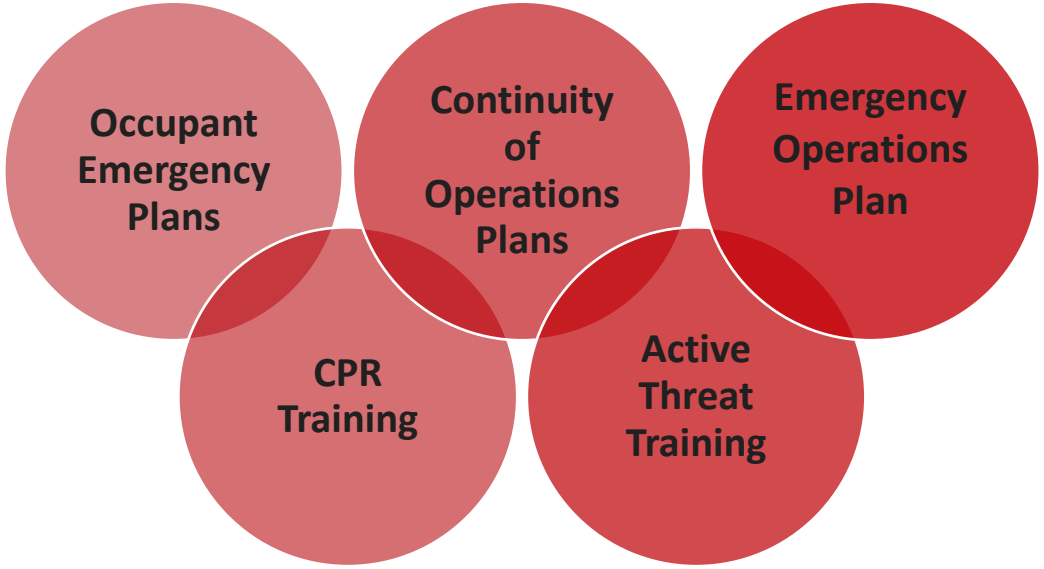
- Aims to restore the affected area to its pre-disaster state.
- Deals with issues and decisions that must be made after the immediate needs are met.
- E.g.: Rebuilding destroyed property, restoring power, job assistance, debris clearance, etc.

UW-Platteville re-opens for school year after tornado



Emergency Management at UW-Madison

- At UW-Madison, the UWPD EM Unit **advises** and **supports** departments, schools, and colleges in the development of COOP plans and OEPs.
- We **administer** and maintain the Emergency Operations Plan (EOP), **facilitate** exercises, **coordinate** emergency response and management activities, and provide life safety training to the campus community.
- We provide CPR/AED and Active Threat Response training.
- We collaborate with other local jurisdictions to ensure community lifelines are available in an emergency
- We host weather calls, provide assistance in Command Posts, and more!



UW-Madison Emergency Operations Center (EOC)

- The authority to activate and operate the EOC comes from the Chancellor as outlined in the EOP, and is managed by the EM Unit.
- The EOC is comprised of several units including: Operations, Planning, Logistics, Finance/Administration, the Joint Information Center, and a separately located EOC Executive Committee.
- 100+ volunteers from campus departments make up the EOC. They are provided entry level and additional trainings to improve their EOC skills.
- Our EM Unit also conducts annual exercises for UWPD, the EOC Executive Committee, and the EOC.

Occupant Emergency Plans

What is an Occupant Emergency Plan?

- The OEP is an all-hazards plan designed around a building's unique layout and function. The primary purpose of the OEP is to provide guidance to building occupants in the event of an emergency, such as a tornado, active shooter, gas leak, or bomb threat.

Why Are Occupant Emergency Plans Needed?

- The OEP provides life saving information to the occupants of the building. Occupants need to know when it is appropriate to evacuate a building, when to shelter-in-place, and when to hide. This and further life saving information is found in the OEP.

Who is Required To Have An OEP?

- The University requires that Occupant Emergency Plans (OEP) shall be completed for:
  - UW-Madison facilities with 10 or more full time staff and/or faculty
  - Facilities that have classes with students in attendance

Where are OEPs Stored?

- The OEP is stored on the building's Intranet, in a hard copy, or in both locations.
- Where we keep it at UWPD?
  - Smartsheets

Who is Responsible for OEPs?

- Building managers
  - Locating, updating, maintaining
- UWPD
  - Manage OEP updates, including assistance and progress monitoring, facilitate OEP tabletop discussions

When or How Often are OEPs Updated?

- Once annually
- When a significant change to the building or contact(s) occurs
- IMPORTANT: If a Building Manager changes, update the plan!

Updating OEPs

UW-Madison Occupant Emergency Plans (OEP)

Each building at UW–Madison is required to have a completed Occupant Emergency Plan (OEP). The OEP is an all-hazards plan designed around a building's unique layout and function. The primary purpose of the OEP is to provide guidance to building occupants in the event of an emergency, such as a tornado, active threat, gas leak, or bomb threat.

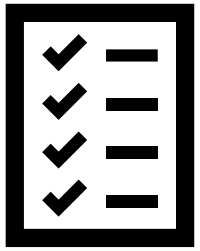
Every building that has a completed and approved OEP is required to hold at least one emergency drill per year. These drills will test the building occupants with a scenario they may face in real life. Note that the yearly OEP drill is in addition to the required yearly tornado and fire drills.

If you are unsure if your building has an OEP, please contact your facility manager. If you are a facility manager and need assistance with your OEP, please contact the Emergency Management Unit at em@uwpd.wisc.edu.

OEP Template Downloads:

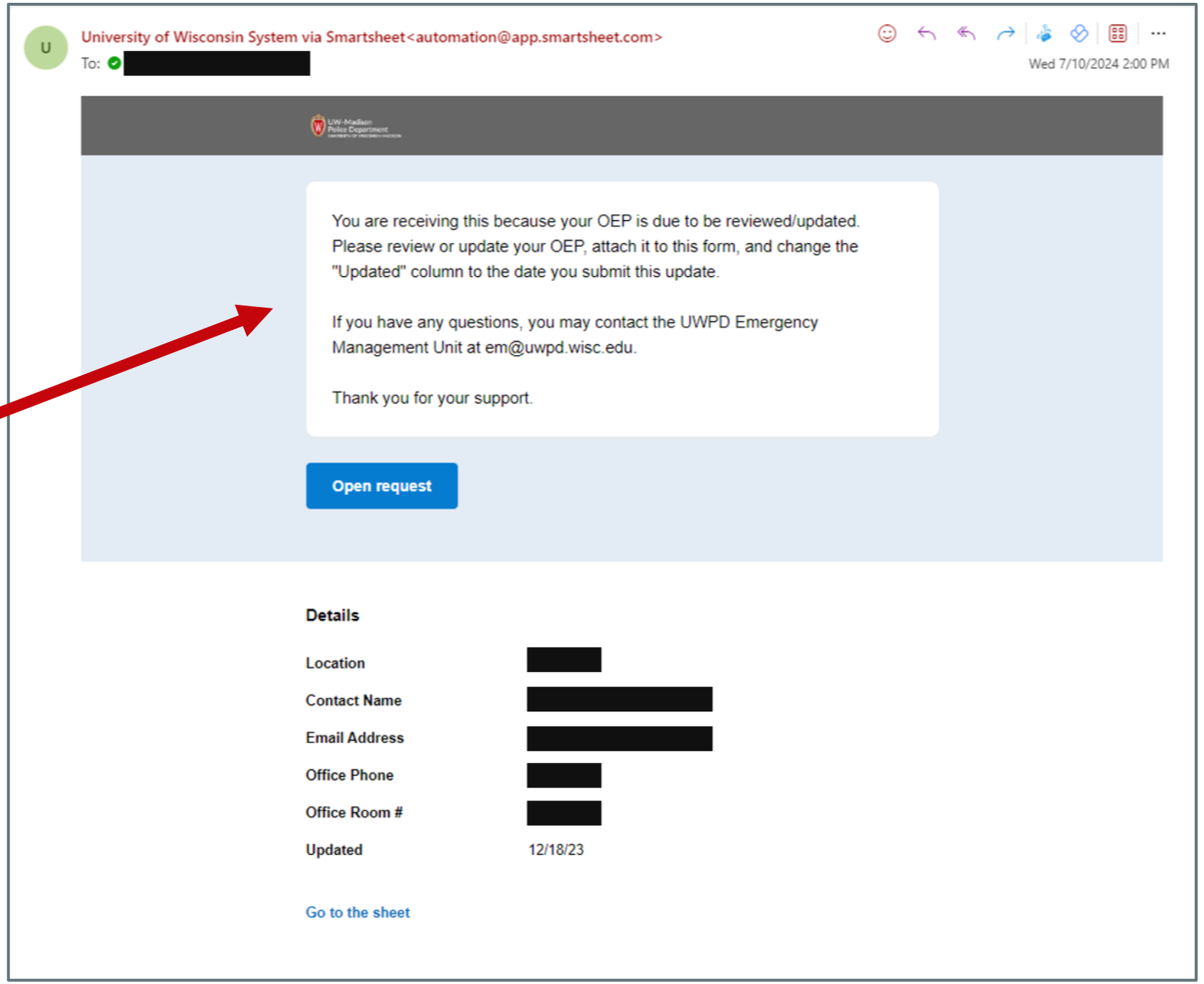
OEP Template | OEP After Action Review Template

AGENDA



- Why an update is important
- Where to find the template
- Updating process
- Common updates

Reminders



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University of Wisconsin System via Smartsheet<automation@app.smartsheet.com>

To: [redacted]

Wed 7/10/2024 2:00 PM

UW-Madison Police Department

You are receiving this because your OEP is due to be reviewed/updated. Please review or update your OEP, attach it to this form, and change the "Updated" column to the date you submit this update.

If you have any questions, you may contact the UWPD Emergency Management Unit at em@uwpd.wisc.edu.

Thank you for your support.

Open request

Details

Location	[redacted]
Contact Name	[redacted]
Email Address	[redacted]
Office Phone	[redacted]
Office Room #	[redacted]
Updated	12/18/23

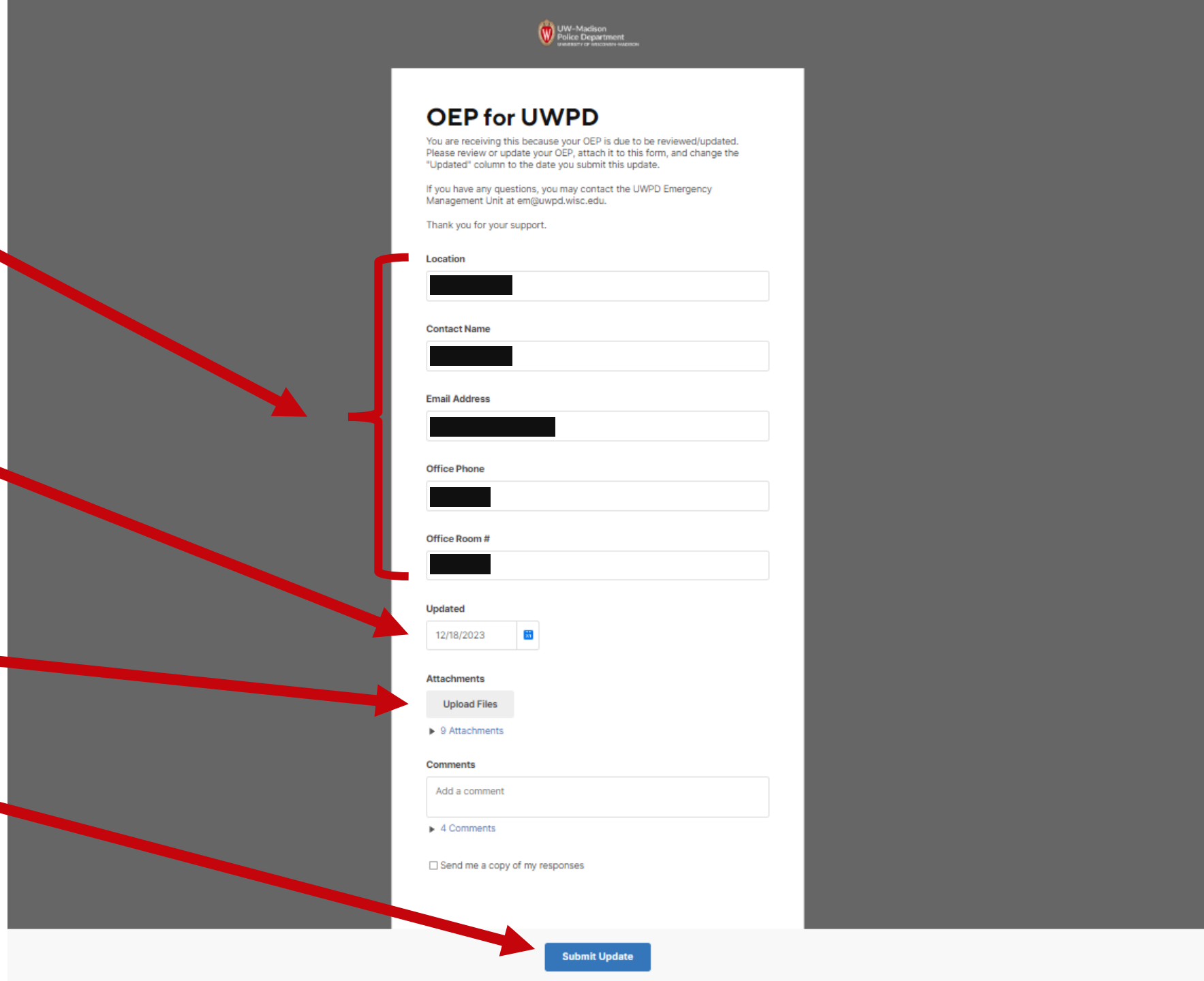
Go to the sheet

Check these boxes to ensure the information is still current

Change the “Updated” date when you submit a new version (**this keeps you from receiving more emails!)**

Upload your newly updated OEP

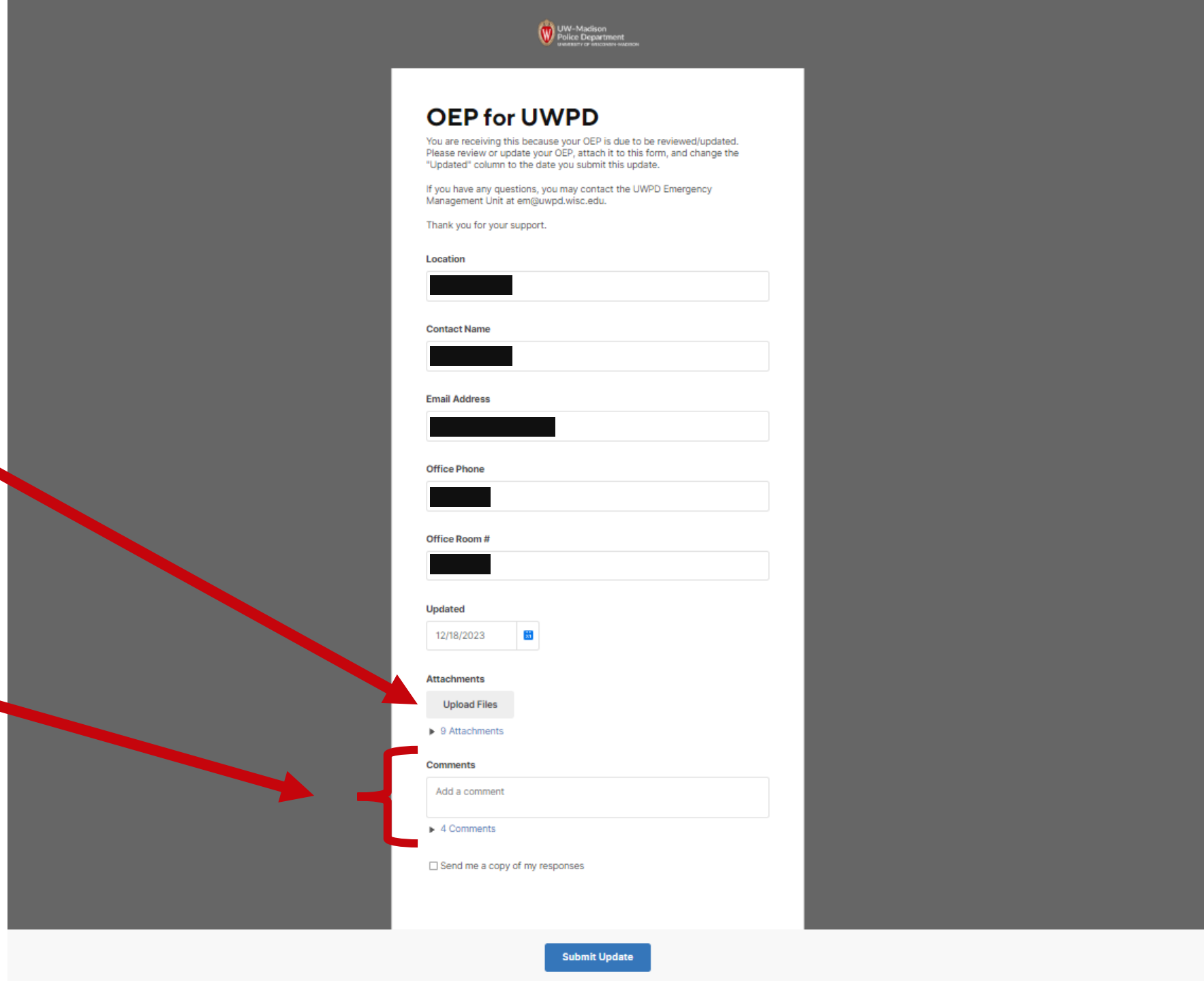
And click “Submit Update!”



If you’re interested…

The attachments drop-down list shows you what documents we currently have on file for you **(including your most recent OEP)**

You can add a comment using the text box or see what comments are on your file by clicking the drop-down list



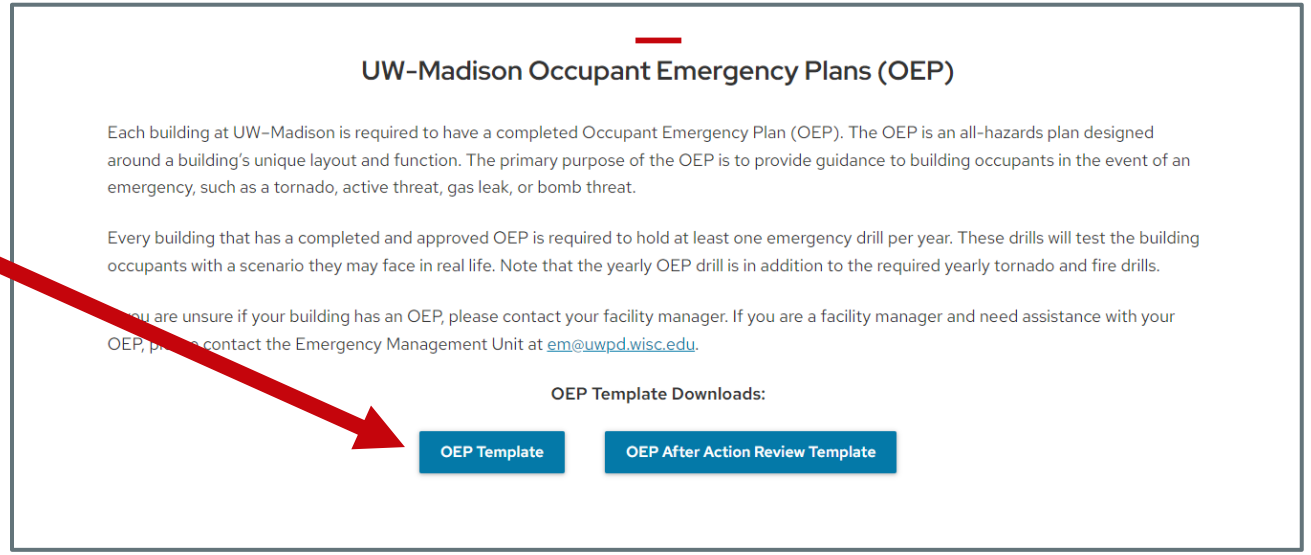
Start with an old plan…

- You can find your old plan:
  - In your files
  - In the attachments drop-down list on the update form
  - Or email the UWPD emergency management unit

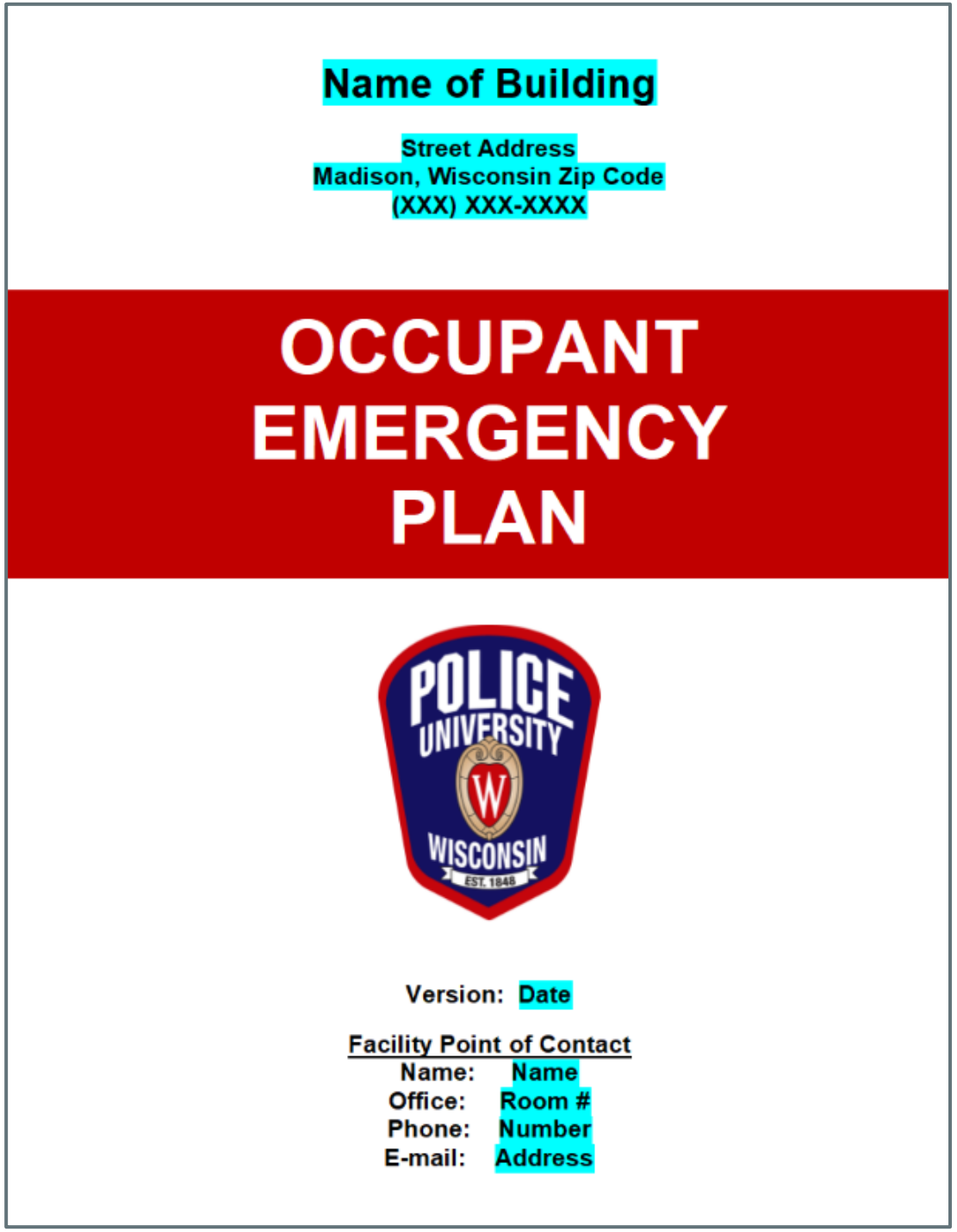
… or start from scratch

- Template can be found at uwpd.wisc.edu/have-a-plan

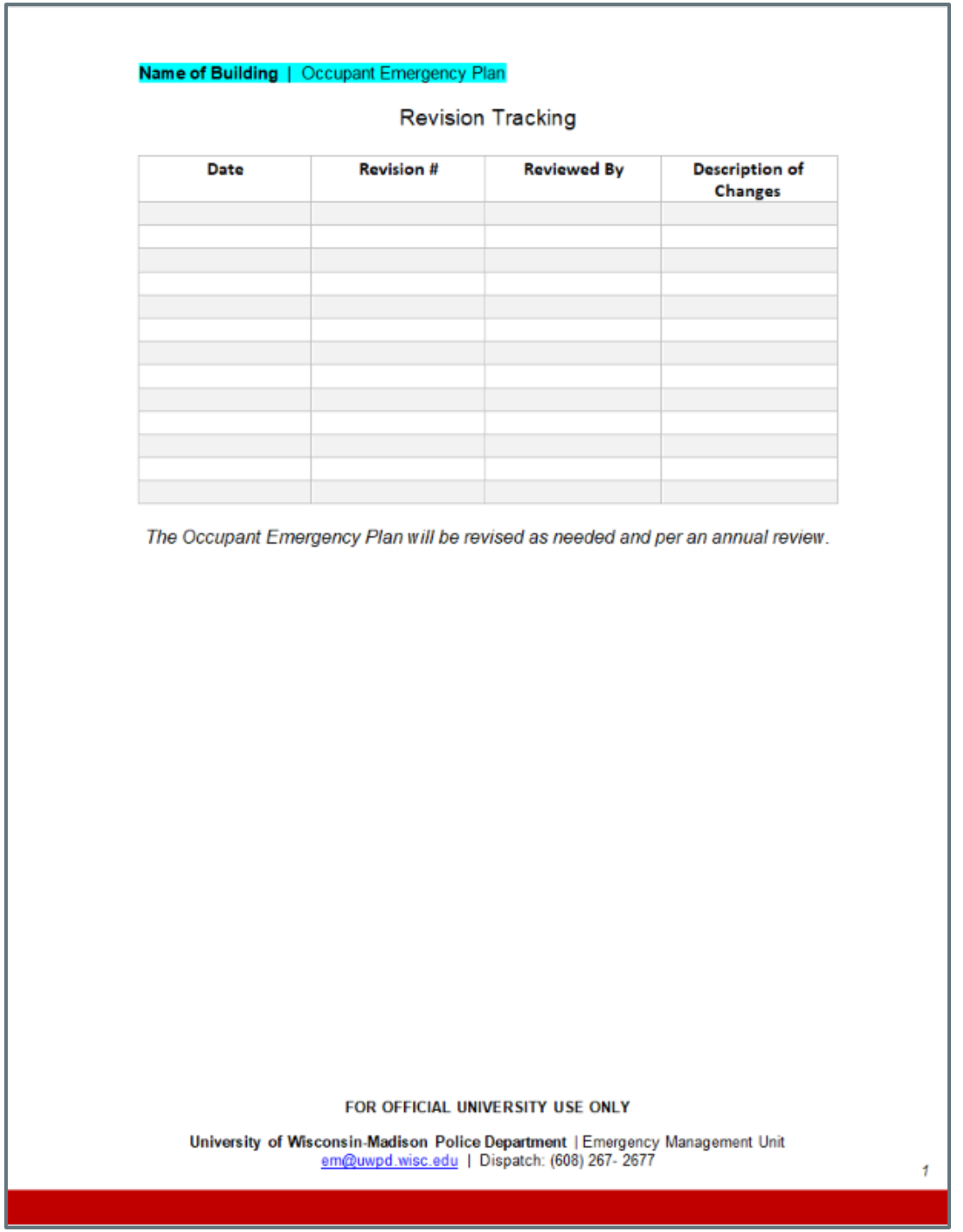
Scroll to the OEP section and click on “OEP Template”



- Every title page should have:
  - Name of Building
  - Address
  - Version date
  - Information for the plan/building's point-of-contact



- Revision tracking (optional)
  - Mark revisions in this section. Date should match the date on the cover page



Name of Building | Occupant Emergency Plan

Revision Tracking

Date	Revision #	Reviewed By	Description of Changes

The Occupant Emergency Plan will be revised as needed and per an annual review.

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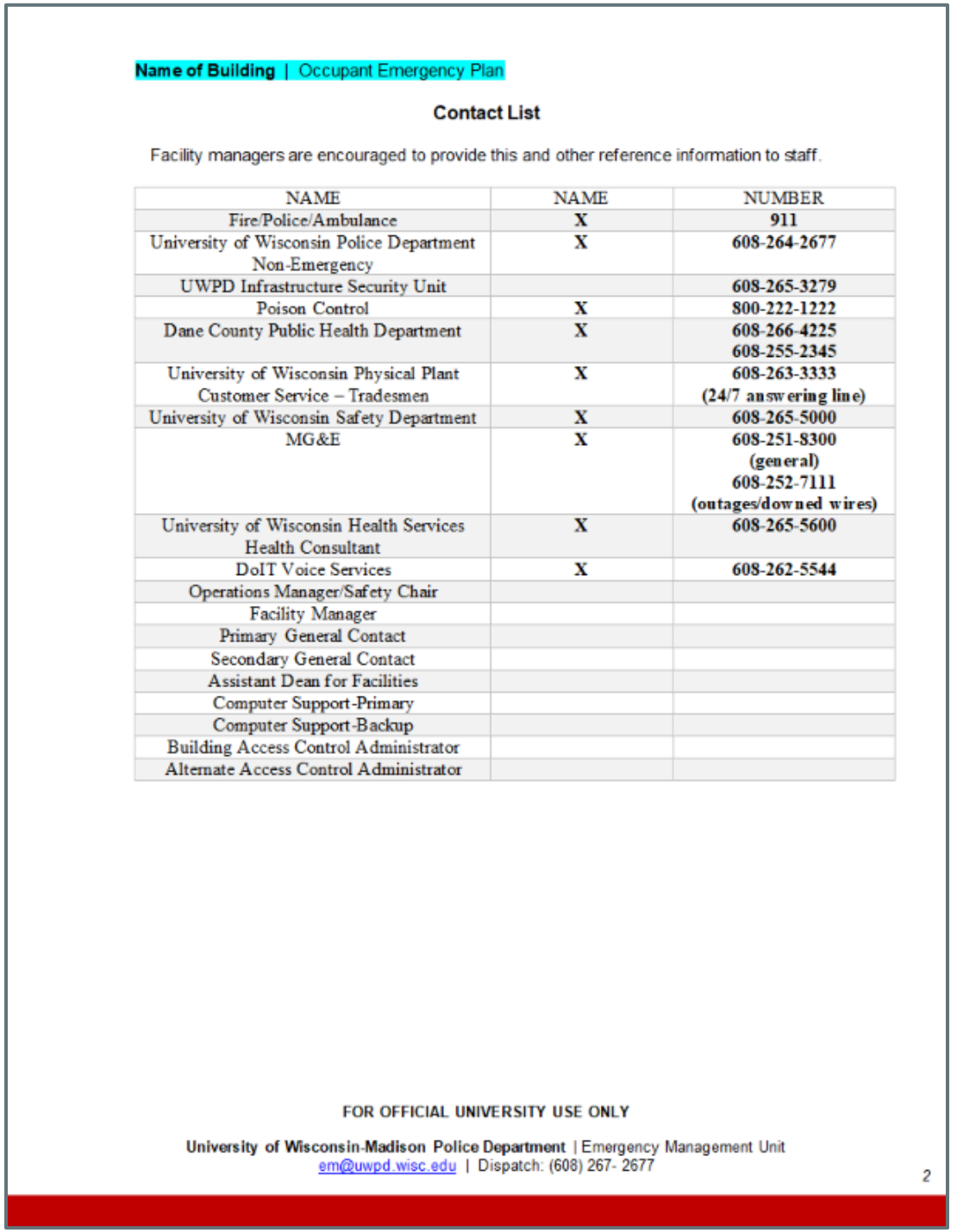
- Contact list
  - Double check **ALL** phone numbers
  - Update list to reflect relevant building contacts



Name of Building | Occupant Emergency Plan

Contact List

Facility managers are encouraged to provide this and other reference information to staff.

NAME	NAME	NUMBER
Fire/Police/Ambulance	X	911
University of Wisconsin Police Department Non-Emergency	X	608-264-2677
UWPD Infrastructure Security Unit		608-265-3279
Poison Control	X	800-222-1222
Dane County Public Health Department	X	608-266-4225 608-255-2345
University of Wisconsin Physical Plant Customer Service – Tradesmen	X	608-263-3333 (24/7 answering line)
University of Wisconsin Safety Department	X	608-265-5000
MG&E	X	608-251-8300 (general) 608-252-7111 (outages/downed wires)
University of Wisconsin Health Services Health Consultant	X	608-265-5600
DoIT Voice Services	X	608-262-5544
Operations Manager/Safety Chair		
Facility Manager		
Primary General Contact		
Secondary General Contact		
Assistant Dean for Facilities		
Computer Support-Primary		
Computer Support-Backup		
Building Access Control Administrator		
Alternate Access Control Administrator		

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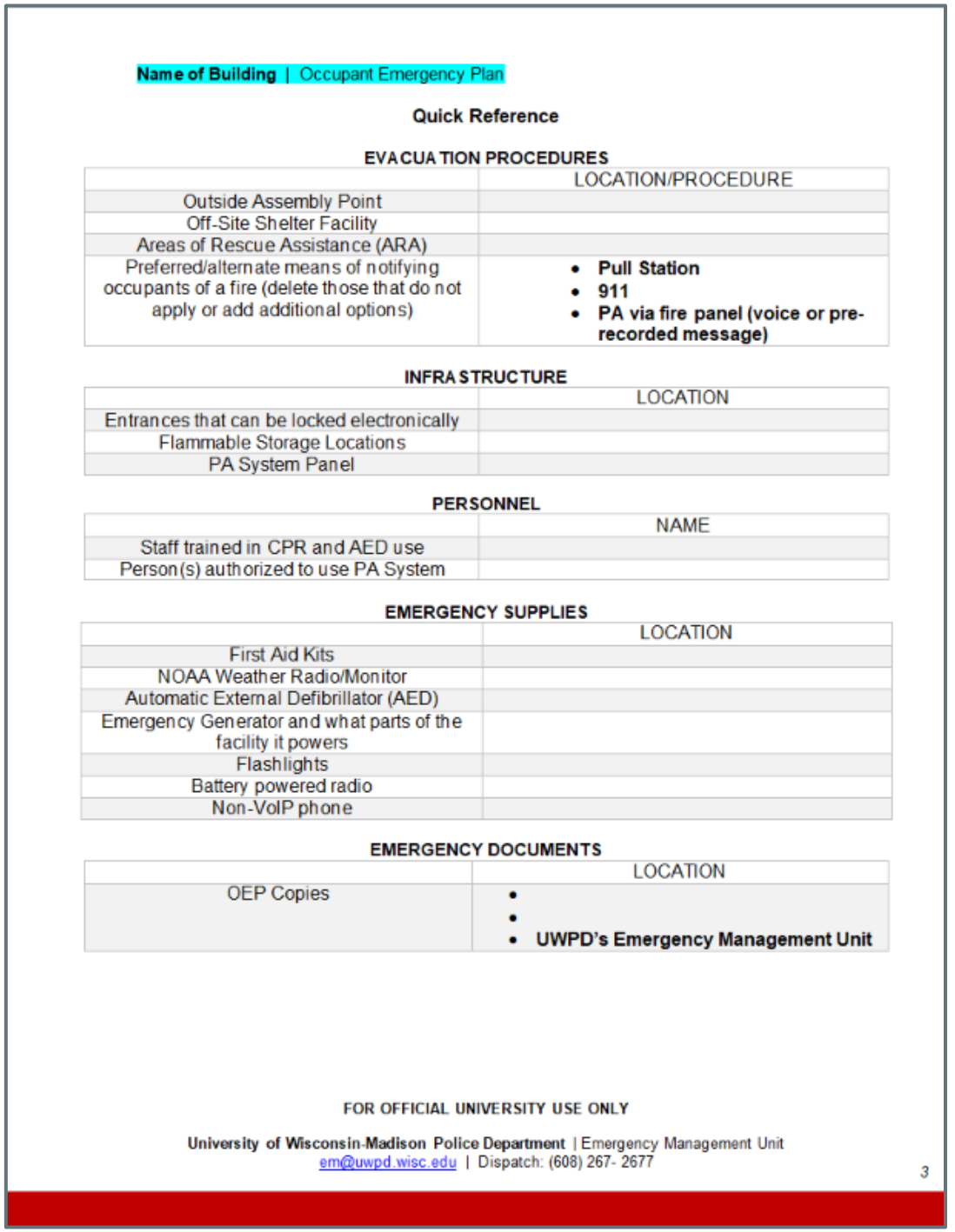
- Quick Reference Guide (optional)
  - This contains critical information from throughout the plan in one place



Name of Building | Occupant Emergency Plan

Quick Reference

EVACUATION PROCEDURES

	LOCATION/PROCEDURE
Outside Assembly Point	
Off-Site Shelter Facility	
Areas of Rescue Assistance (ARA)	
Preferred/alternate means of notifying occupants of a fire (delete those that do not apply or add additional options)	• **Pull Station** • **911** • **PA via fire panel (voice or pre-recorded message)**

INFRASTRUCTURE

	LOCATION
Entrances that can be locked electronically	
Flammable Storage Locations	
PA System Panel	

PERSONNEL

	NAME
Staff trained in CPR and AED use	
Person(s) authorized to use PA System	

EMERGENCY SUPPLIES

	LOCATION
First Aid Kits	
NOAA Weather Radio/Monitor	
Automatic External Defibrillator (AED)	
Emergency Generator and what parts of the facility it powers	
Flashlights	
Battery powered radio	
Non-VoIP phone	

EMERGENCY DOCUMENTS

	LOCATION
OEP Copies	• • • **UWPD's Emergency Management Unit**

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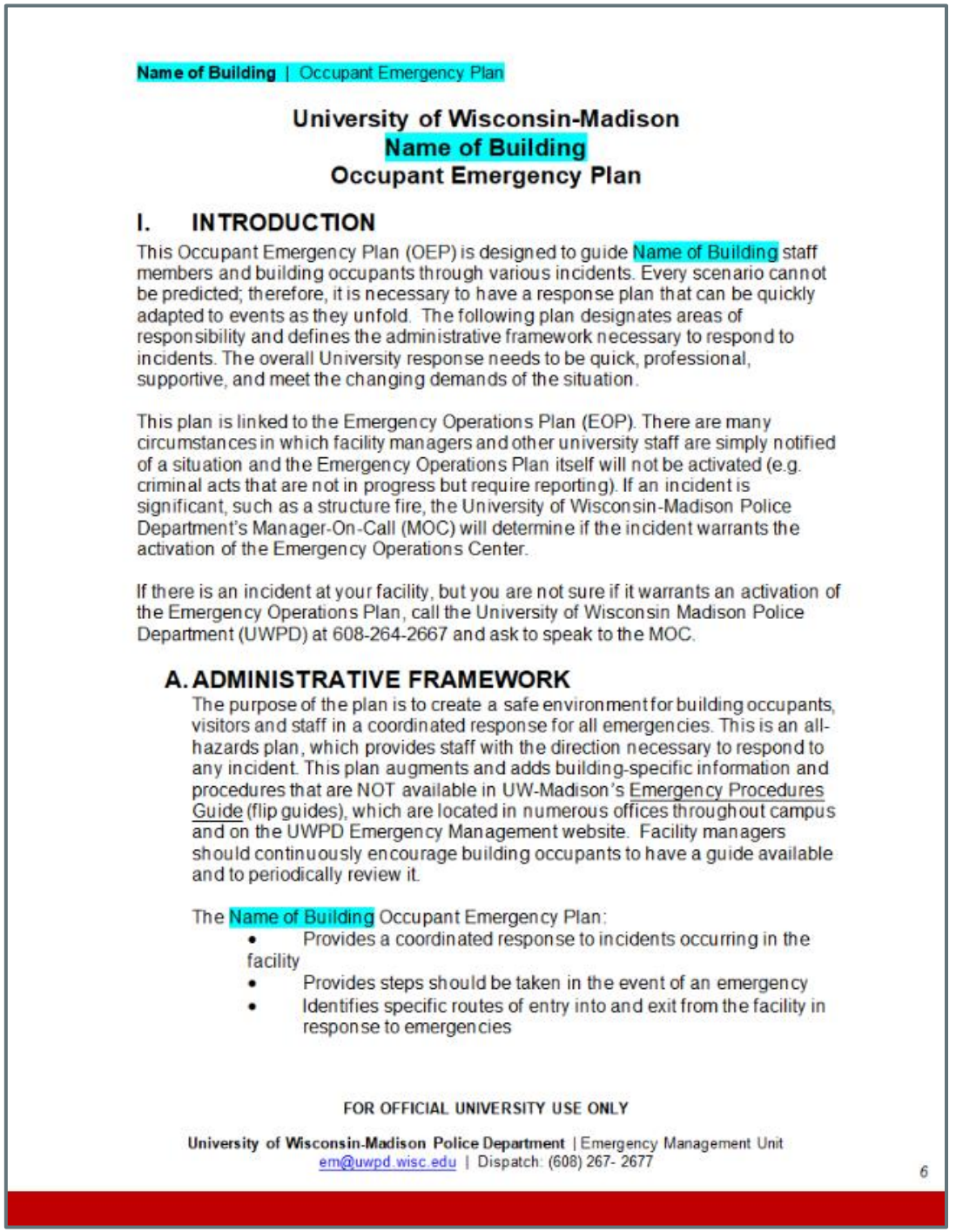
- Most pages contain few necessary edits. The base template fits the need for most basic facilities at UW-Madison



University of Wisconsin-Madison
Name of Building
Occupant Emergency Plan

I. INTRODUCTION

This Occupant Emergency Plan (OEP) is designed to guide Name of Building staff members and building occupants through various incidents. Every scenario cannot be predicted; therefore, 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 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 Emergency Operations Plan (EOP). There are many circumstances in which facility managers and other university staff are simply notified of a situation and the Emergency Operations Plan itself will not be activated (e.g. criminal acts that are not in progress but require reporting). If an incident is significant, such as a structure fire, the University of Wisconsin-Madison Police Department's Manager-On-Call (MOC) will determine if the incident warrants the activation of the Emergency Operations Center.

If there is an incident at your facility, but you are not sure if it warrants an activation of the Emergency Operations Plan, call the University of Wisconsin Madison Police Department (UWPD) at 608-264-2667 and ask to speak to the MOC.

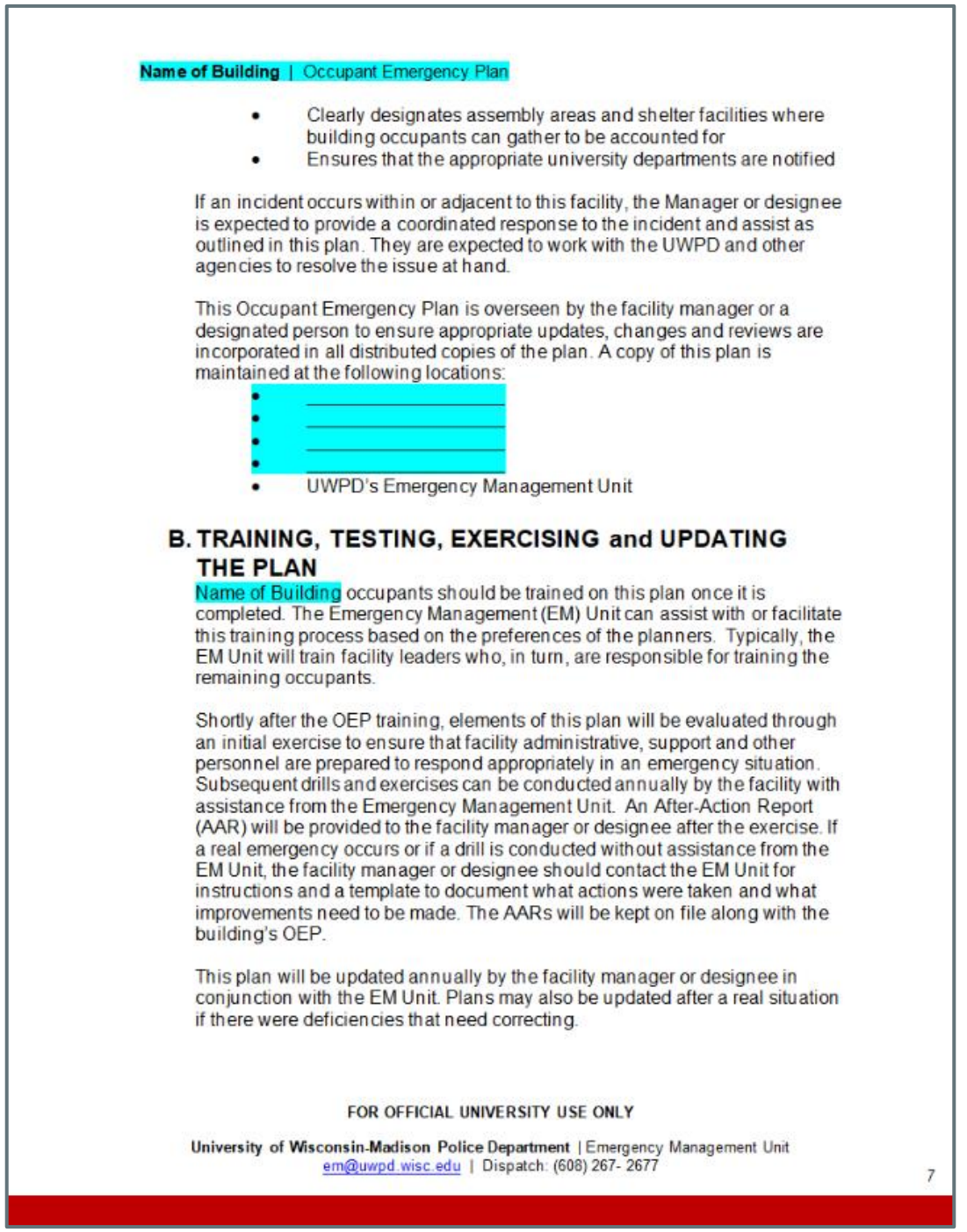
A. ADMINISTRATIVE FRAMEWORK

The purpose of the plan is to create a safe environment for building occupants, visitors and staff in a coordinated response for all emergencies. This is an all-hazards plan, which provides staff with the direction necessary to respond to any incident. This plan augments and adds building-specific information and procedures that are NOT available in UW-Madison's Emergency Procedures Guide (flip guides), which are located in numerous offices throughout campus and on the UWPD Emergency Management website. Facility managers should continuously encourage building occupants to have a guide available and to periodically review it.

The Name of Building Occupant Emergency Plan:

- Provides a coordinated response to incidents occurring in the facility
- Provides steps should be taken in the event of an emergency
- Identifies specific routes of entry into and exit from the facility in response to emergencies

- Update the list of locations where the document is stored.
  - It is recommended the document is stored on both the building's intranet and in hard copies.



Name of Building | Occupant Emergency Plan

- Clearly designates assembly areas and shelter facilities where building occupants can gather to be accounted for
- Ensures that the appropriate university departments are notified

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

This Occupant Emergency Plan is overseen by the facility manager or a designated person to ensure appropriate updates, changes and reviews are incorporated in all distributed copies of the plan. A copy of this plan is maintained at the following locations:

- _____
- _____
- _____
- _____
- UWPD's Emergency Management Unit

B. TRAINING, TESTING, EXERCISING and UPDATING THE PLAN

Name of Building occupants should be trained on this plan once it is completed. The Emergency Management (EM) Unit can assist with or facilitate this training process based on the preferences of the planners. Typically, the EM Unit will train facility leaders who, in turn, are responsible for training the remaining occupants.

Shortly after the OEP training, elements of this plan will be evaluated through an initial exercise to ensure that facility administrative, support and other personnel are prepared to respond appropriately in an emergency situation. Subsequent drills and exercises can be conducted annually by the facility with assistance from the Emergency Management Unit. An After-Action Report (AAR) will be provided to the facility manager or designee after the exercise. If a real emergency occurs or if a drill is conducted without assistance from the EM Unit, the facility manager or designee should contact the EM Unit for instructions and a template to document what actions were taken and what improvements need to be made. The AARs will be kept on file along with the building's OEP.

This plan will be updated annually by the facility manager or designee in conjunction with the EM Unit. Plans may also be updated after a real situation if there were deficiencies that need correcting.

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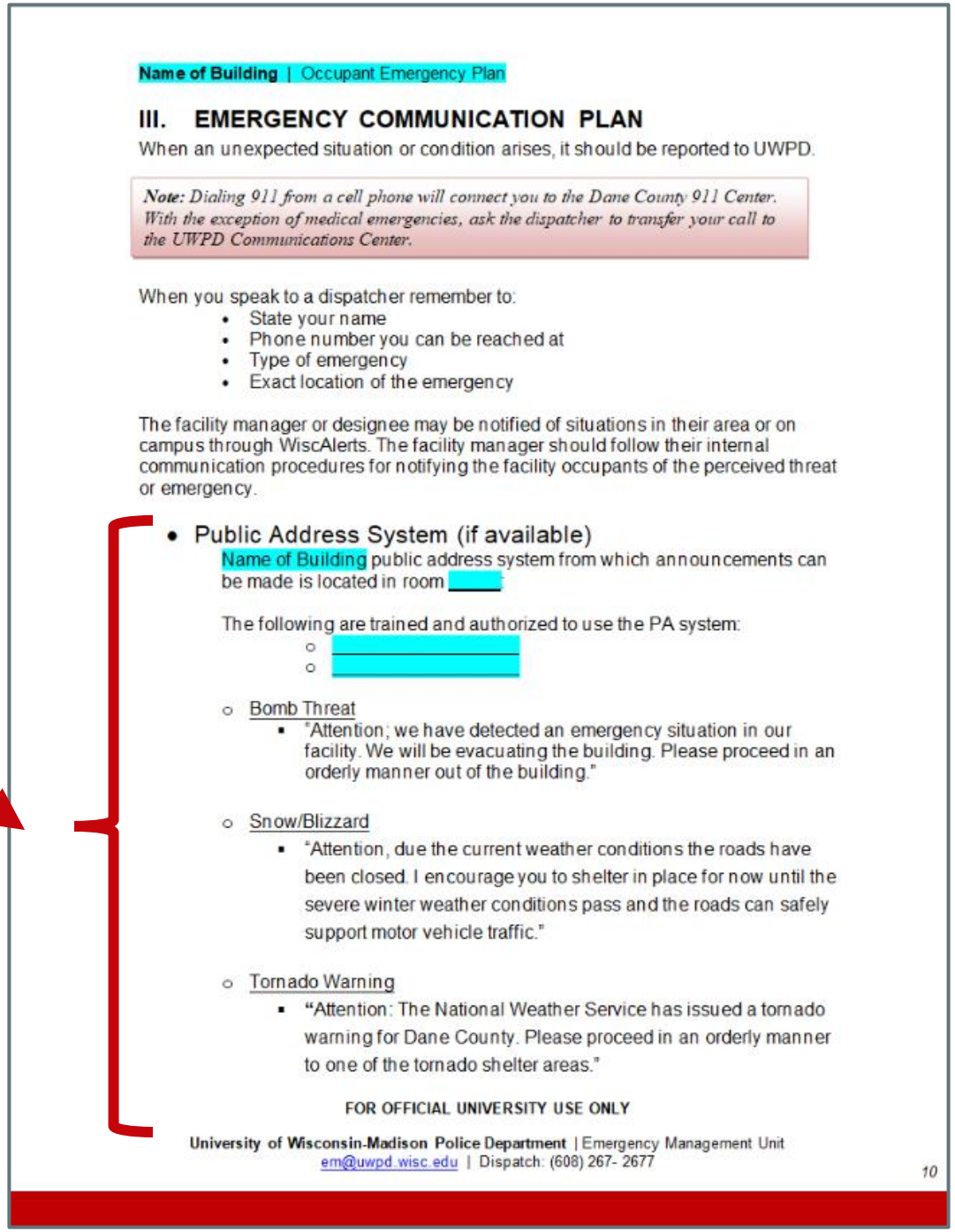
- Not all buildings have PA systems. If this or any other part of the plan does not fit your facility, add or make a note that it does not apply to your building.



Name of Building | Occupant Emergency Plan

III. EMERGENCY COMMUNICATION PLAN

When an unexpected situation or condition arises, it should be reported to UWPD.

Note: Dialing 911 from a cell phone will connect you to the Dane County 911 Center. With the exception of medical emergencies, ask the dispatcher to transfer your call to the UWPD Communications Center.

When you speak to a dispatcher remember to:

- State your name
- Phone number you can be reached at
- Type of emergency
- Exact location of the emergency

The facility manager or designee may be notified of situations in their area or on campus through WiscAlerts. The facility manager should follow their internal communication procedures for notifying the facility occupants of the perceived threat or emergency.

- **Public Address System (if available)**

  Name of Building public address system from which announcements can be made is located in room _____.

  The following are trained and authorized to use the PA system:

  - _____
  - _____

  - Bomb Threat
    - "Attention; we have detected an emergency situation in our facility. We will be evacuating the building. Please proceed in an orderly manner out of the building."
  - Snow/Blizzard
    - "Attention, due the current weather conditions the roads have been closed. I encourage you to shelter in place for now until the severe winter weather conditions pass and the roads can safely support motor vehicle traffic."
  - Tornado Warning
    - "Attention: The National Weather Service has issued a tornado warning for Dane County. Please proceed in an orderly manner to one of the tornado shelter areas."

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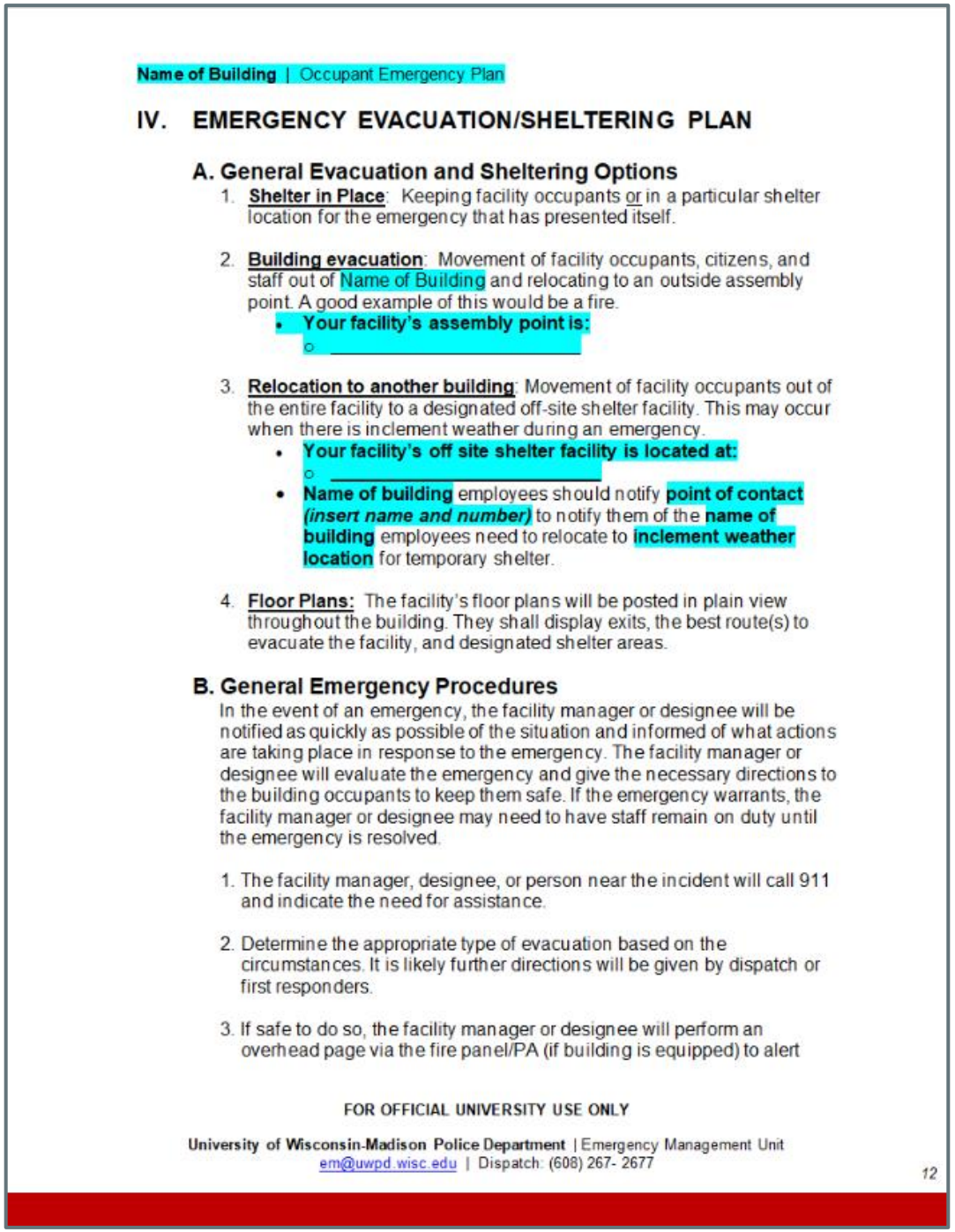
- Off-site locations require coordinating with other facilities
  - Double check your assembly points are clear and ADA accessible
  - Coordinate your off-site shelter facility plan with the point-of-contact for the alternate facility



Name of Building | Occupant Emergency Plan

IV. EMERGENCY EVACUATION/SHELTERING PLAN

A. General Evacuation and Sheltering Options

1. **Shelter in Place**: Keeping facility occupants or in a particular shelter location for the emergency that has presented itself.

2. **Building evacuation**: Movement of facility occupants, citizens, and staff out of Name of Building and relocating to an outside assembly point. A good example of this would be a fire.
   - **Your facility's assembly point is:**
     - _____

3. **Relocation to another building**: Movement of facility occupants out of the entire facility to a designated off-site shelter facility. This may occur when there is inclement weather during an emergency.
   - **Your facility's off site shelter facility is located at:**
     - _____
   - **Name of building** employees should notify **point of contact** ***(insert name and number)*** to notify them of the **name of building** employees need to relocate to **inclement weather location** for temporary shelter.

4. **Floor Plans:** The facility's floor plans will be posted in plain view throughout the building. They shall display exits, the best route(s) to evacuate the facility, and designated shelter areas.

B. General Emergency Procedures

In the event of an emergency, the facility manager or designee will be notified as quickly as possible of the situation and informed of what actions are taking place in response to the emergency. The facility manager or designee will evaluate the emergency and give the necessary directions to the building occupants to keep them safe. If the emergency warrants, the facility manager or designee may need to have staff remain on duty until the emergency is resolved.

1. The facility manager, designee, or person near the incident will call 911 and indicate the need for assistance.

2. Determine the appropriate type of evacuation based on the circumstances. It is likely further directions will be given by dispatch or first responders.

3. If safe to do so, the facility manager or designee will perform an overhead page via the fire panel/PA (if building is equipped) to alert

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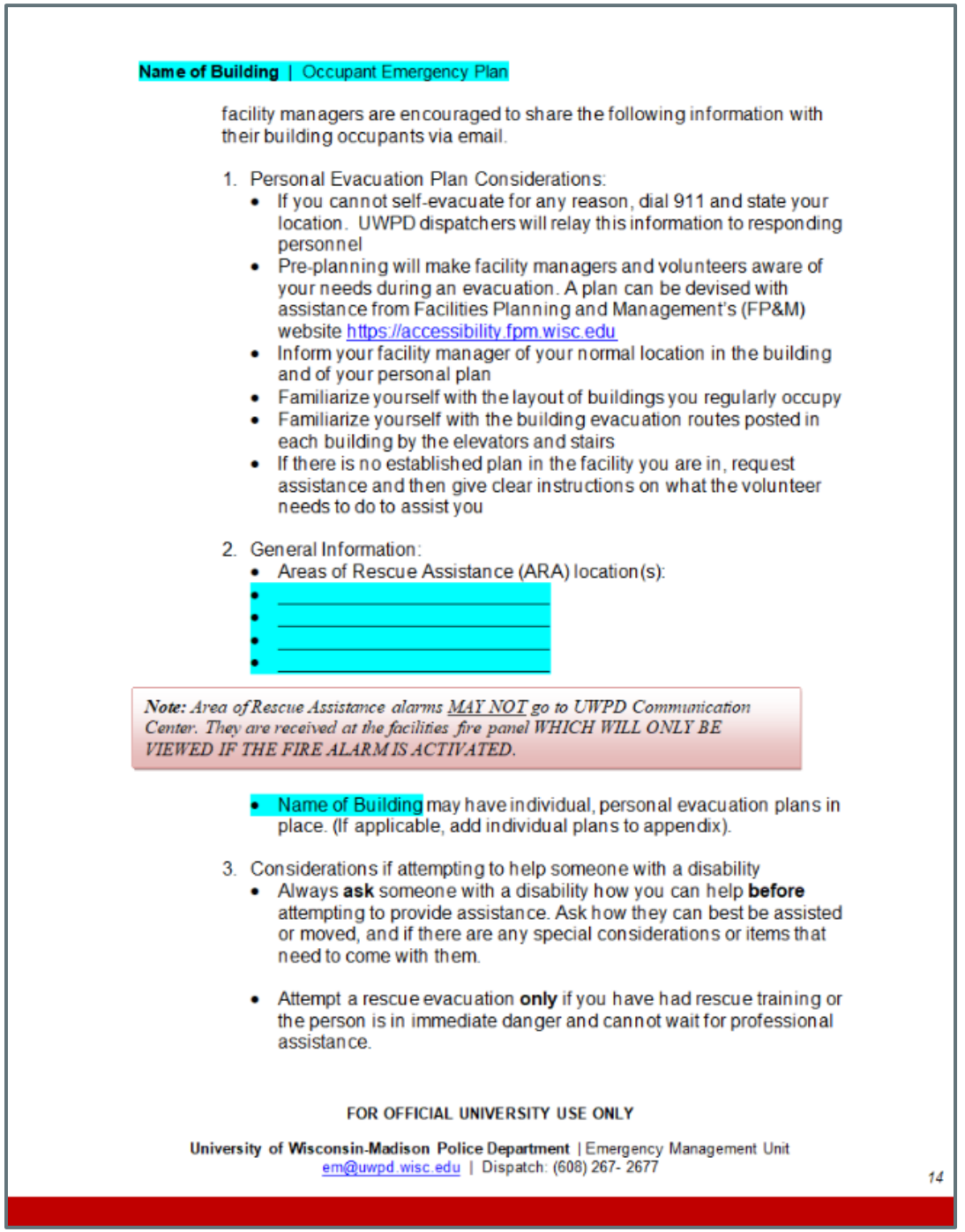
- Record Areas of Rescue Assistance
  - This is important for personal emergency planning for individuals with disabilities
  - Include any other applicable emergency information for individuals with disabilities in this section



Name of Building | Occupant Emergency Plan

facility managers are encouraged to share the following information with their building occupants via email.

1. Personal Evacuation Plan Considerations:
   - If you cannot self-evacuate for any reason, dial 911 and state your location. UWPD dispatchers will relay this information to responding personnel
   - Pre-planning will make facility managers and volunteers aware of your needs during an evacuation. A plan can be devised with assistance from Facilities Planning and Management's (FP&M) website https://accessibility.fpm.wisc.edu
   - Inform your facility manager of your normal location in the building and of your personal plan
   - Familiarize yourself with the layout of buildings you regularly occupy
   - Familiarize yourself with the building evacuation routes posted in each building by the elevators and stairs
   - If there is no established plan in the facility you are in, request assistance and then give clear instructions on what the volunteer needs to do to assist you

2. General Information:
   - Areas of Rescue Assistance (ARA) location(s):
     - _____
     - _____
     - _____
     - _____

Note: Area of Rescue Assistance alarms MAY NOT go to UWPD Communication Center. They are received at the facilities fire panel WHICH WILL ONLY BE VIEWED IF THE FIRE ALARM IS ACTIVATED.

   - Name of Building may have individual, personal evacuation plans in place. (If applicable, add individual plans to appendix).

3. Considerations if attempting to help someone with a disability
   - Always **ask** someone with a disability how you can help **before** attempting to provide assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
   - Attempt a rescue evacuation **only** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

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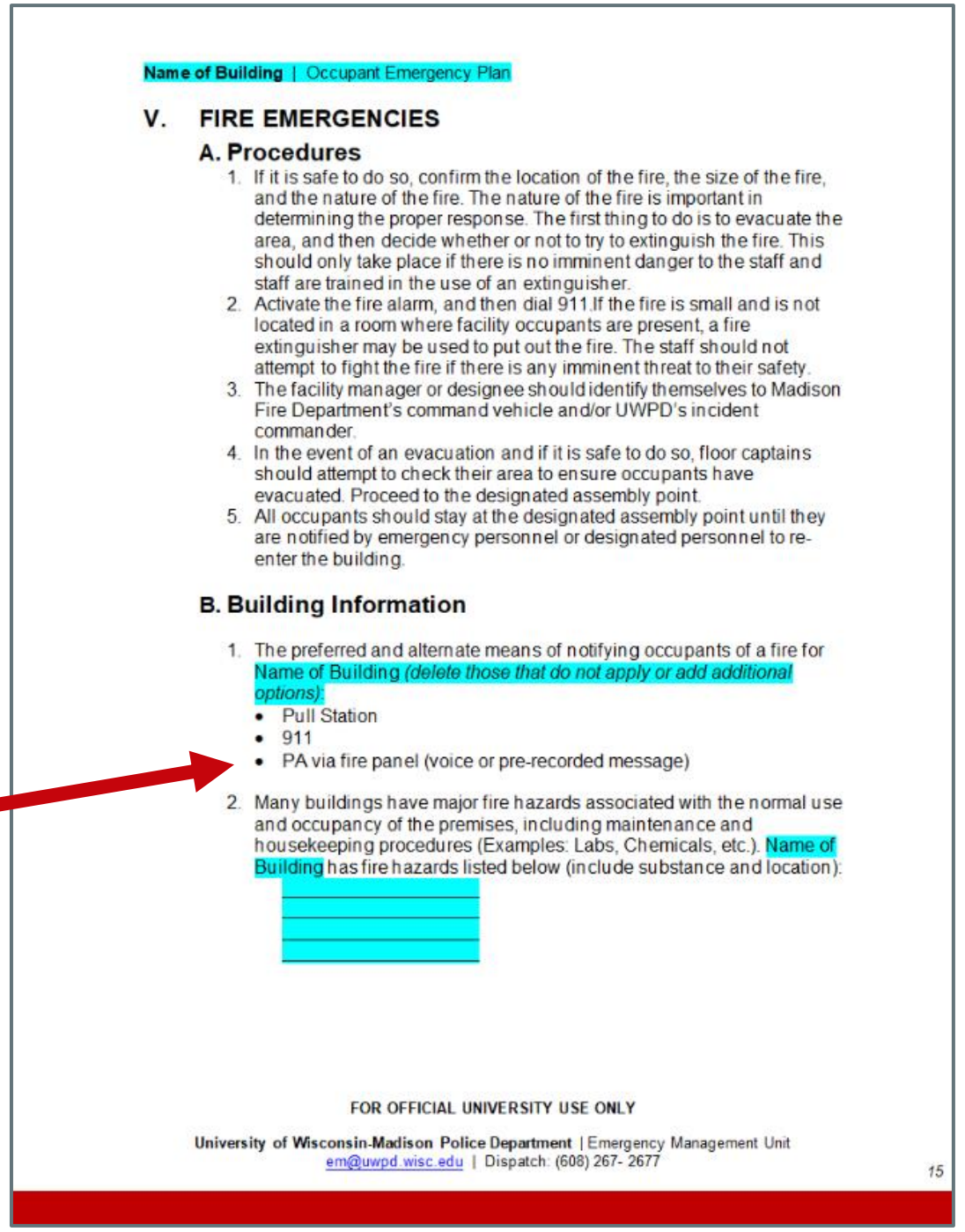
- Fire Risks
  - Record major fire hazards associated with your building

Remove any content about the PA system if it doesn't apply to your building



Name of Building | Occupant Emergency Plan

V. FIRE EMERGENCIES

A. Procedures

1. If it is safe to do so, confirm the location of the fire, 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 to the staff and staff are trained in the use of an extinguisher.
2. Activate the fire alarm, and then dial 911.If the fire is small and is not located in a room where facility occupants are present, a fire extinguisher may be used to put out the fire. The staff should not attempt to fight the fire if there is any imminent threat to their safety.
3. The facility manager or designee should identify themselves to Madison Fire Department's command vehicle and/or UWPD's incident commander.
4. In the event of an evacuation and if it is safe to do so, floor captains should attempt to check their area to ensure occupants have evacuated. Proceed to the designated assembly point.
5. All occupants should stay at the designated assembly point until they are notified by emergency personnel or designated personnel to re-enter the building.

B. Building Information

1. The preferred and alternate means of notifying occupants of a fire for Name of Building *(delete those that do not apply or add additional options)*:
   - Pull Station
   - 911
   - PA via fire panel (voice or pre-recorded message)
2. Many buildings have major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures (Examples: Labs, Chemicals, etc.). Name of Building has fire hazards listed below (include substance and location):

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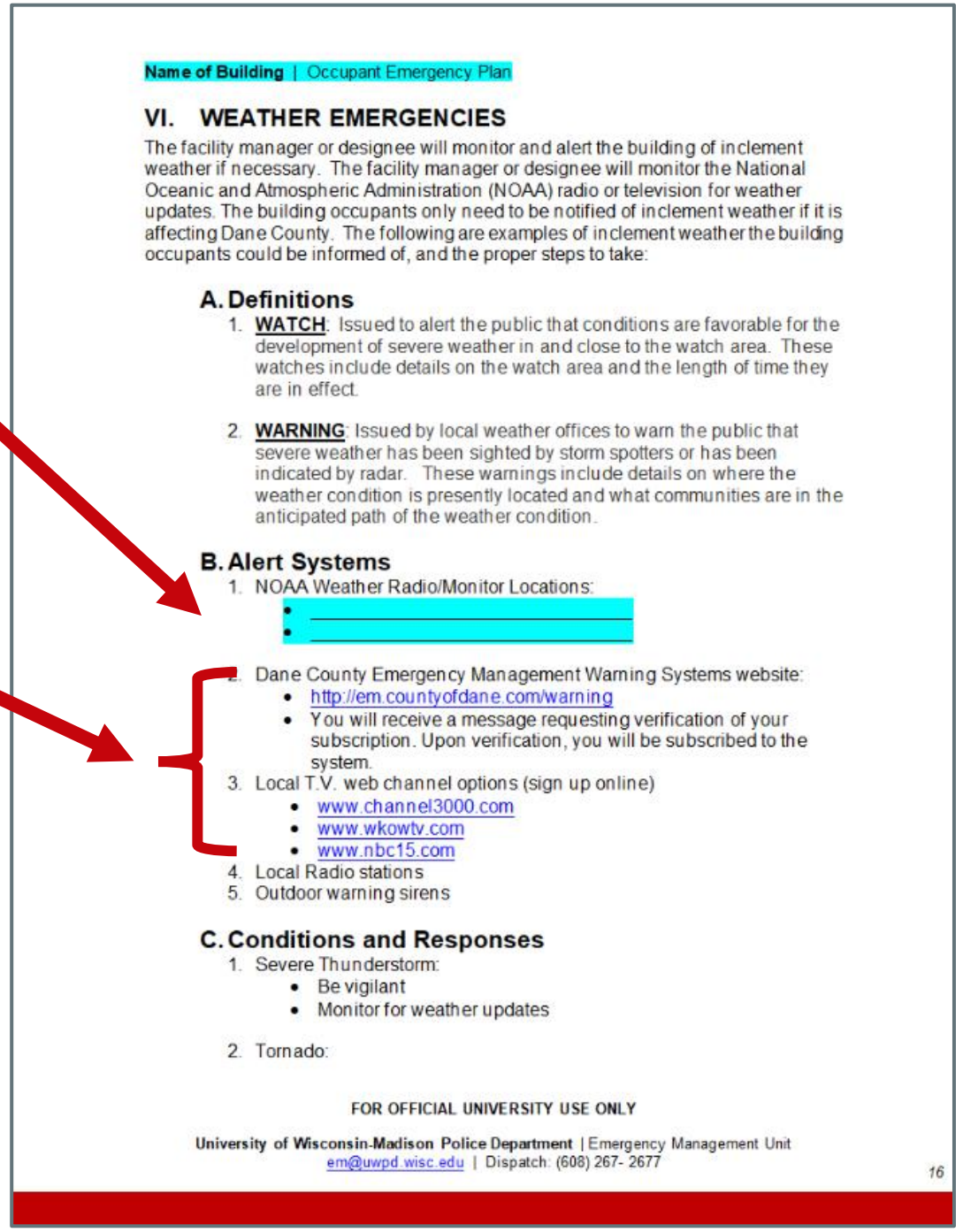
- Record the location of NOAA weather radios
- Double check all links to ensure they are still active



Name of Building | Occupant Emergency Plan

VI. WEATHER EMERGENCIES

The facility manager or designee will monitor and alert the building of inclement weather if necessary. The facility manager or designee will monitor the National Oceanic and Atmospheric Administration (NOAA) radio or television for weather updates. The building occupants only need to be notified of inclement weather if it is affecting Dane County. The following are examples of inclement weather the building occupants could be informed of, and the proper steps to take:

A. Definitions

1. **WATCH**: Issued to alert the public that conditions are favorable for the development of severe weather in and close to the watch area. These watches include details on the watch area and the length of time they are in effect.

2. **WARNING**: Issued by local weather offices to warn the public that severe weather has been sighted by storm spotters or has been indicated by radar. These warnings include details on where the weather condition is presently located and what communities are in the anticipated path of the weather condition.

B. Alert Systems

1. NOAA Weather Radio/Monitor Locations:
   - _____
   - _____
2. Dane County Emergency Management Warning Systems website:
   - http://em.countyofdane.com/warning
   - You will receive a message requesting verification of your subscription. Upon verification, you will be subscribed to the system.
3. Local T.V. web channel options (sign up online)
   - www.channel3000.com
   - www.wkowtv.com
   - www.nbc15.com
4. Local Radio stations
5. Outdoor warning sirens

C. Conditions and Responses

1. Severe Thunderstorm:
   - Be vigilant
   - Monitor for weather updates

2. Tornado:

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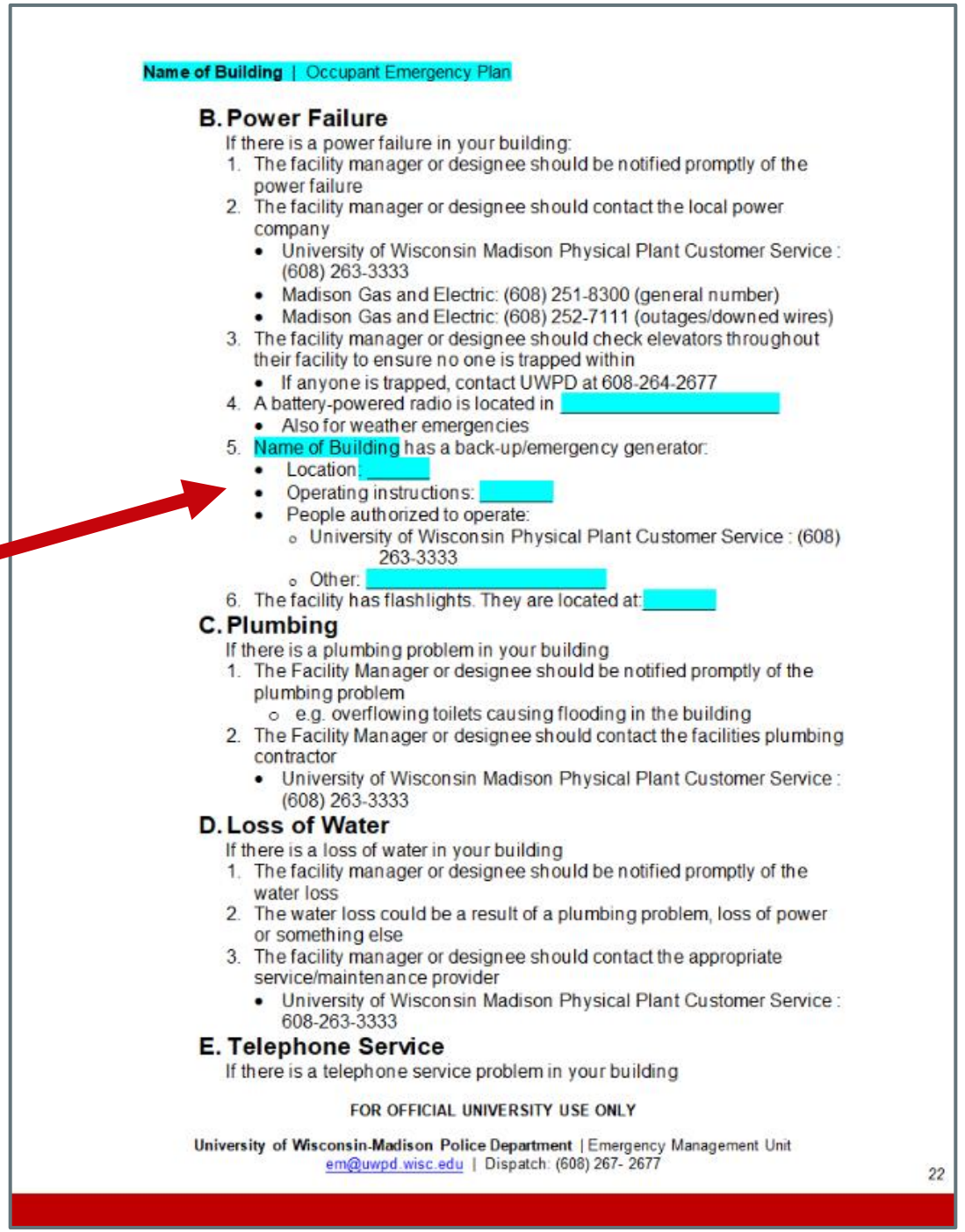
- The “Power Failure” section should include information important during a power failure
  - Location of radios
  - Location of flashlights
  - If the building does not have a back-up generator, indicate as such



Name of Building | Occupant Emergency Plan

B. Power Failure

If there is a power failure in your building:

1. The facility manager or designee should be notified promptly of the power failure
2. The facility manager or designee should contact the local power company
   - University of Wisconsin Madison Physical Plant Customer Service : (608) 263-3333
   - Madison Gas and Electric: (608) 251-8300 (general number)
   - Madison Gas and Electric: (608) 252-7111 (outages/downed wires)
3. The facility manager or designee should check elevators throughout their facility to ensure no one is trapped within
   - If anyone is trapped, contact UWPD at 608-264-2677
4. A battery-powered radio is located in
   - Also for weather emergencies
5. Name of Building has a back-up/emergency generator:
   - Location:
   - Operating instructions:
   - People authorized to operate:
     - University of Wisconsin Physical Plant Customer Service : (608) 263-3333
     - Other:
6. The facility has flashlights. They are located at:

C. Plumbing

If there is a plumbing problem in your building

1. The Facility Manager or designee should be notified promptly of the plumbing problem
   - e.g. overflowing toilets causing flooding in the building
2. The Facility Manager or designee should contact the facilities plumbing contractor
   - University of Wisconsin Madison Physical Plant Customer Service : (608) 263-3333

D. Loss of Water

If there is a loss of water in your building

1. The facility manager or designee should be notified promptly of the water loss
2. The water loss could be a result of a plumbing problem, loss of power or something else
3. The facility manager or designee should contact the appropriate service/maintenance provider
   - University of Wisconsin Madison Physical Plant Customer Service : 608-263-3333

E. Telephone Service

If there is a telephone service problem in your building

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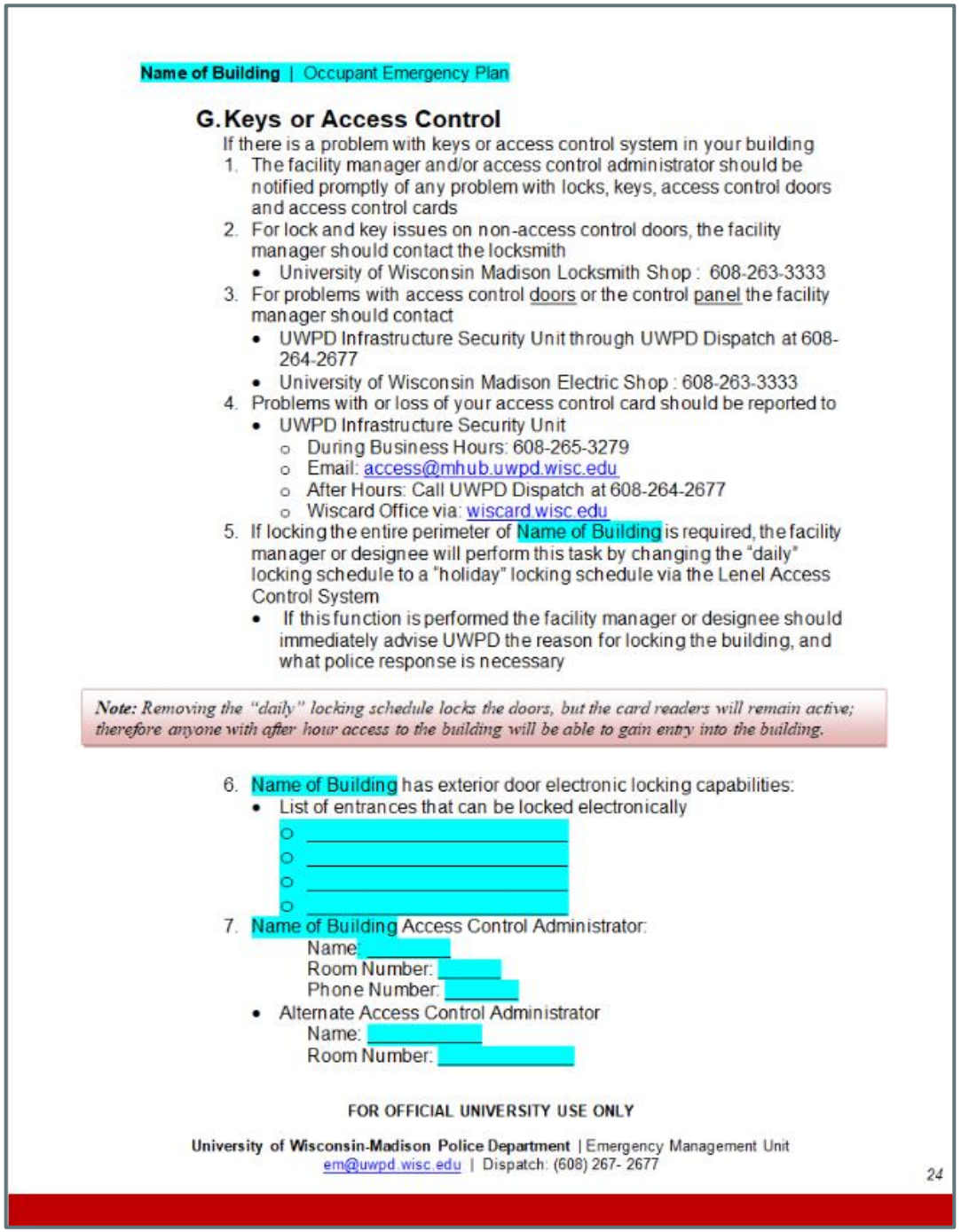
- Record the entrances that have electronic locking capabilities
  - Also record who has authority over access control for your facility
  - Record that individual's contact information on the contact sheet as well



Name of Building | Occupant Emergency Plan

G. Keys or Access Control

If there is a problem with keys or access control system in your building

1. The facility manager and/or access control administrator should be notified promptly of any problem with locks, keys, access control doors and access control cards
2. For lock and key issues on non-access control doors, the facility manager should contact the locksmith
   - University of Wisconsin Madison Locksmith Shop : 608-263-3333
3. For problems with access control doors or the control panel the facility manager should contact
   - UWPD Infrastructure Security Unit through UWPD Dispatch at 608-264-2677
   - University of Wisconsin Madison Electric Shop : 608-263-3333
4. Problems with or loss of your access control card should be reported to
   - UWPD Infrastructure Security Unit
     - During Business Hours: 608-265-3279
     - Email: access@mhub.uwpd.wisc.edu
     - After Hours: Call UWPD Dispatch at 608-264-2677
     - Wiscard Office via: wiscard.wisc.edu
5. If locking the entire perimeter of Name of Building is required, the facility manager or designee will perform this task by changing the "daily" locking schedule to a "holiday" locking schedule via the Lenel Access Control System
   - If this function is performed the facility manager or designee should immediately advise UWPD the reason for locking the building, and what police response is necessary

***Note:** Removing the "daily" locking schedule locks the doors, but the card readers will remain active; therefore anyone with after hour access to the building will be able to gain entry into the building.*

6. Name of Building has exterior door electronic locking capabilities:
   - List of entrances that can be locked electronically
     - _____
     - _____
     - _____
     - _____
7. Name of Building Access Control Administrator:
   Name: _____
   Room Number: _____
   Phone Number: _____
   - Alternate Access Control Administrator
     Name: _____
     Room Number: _____

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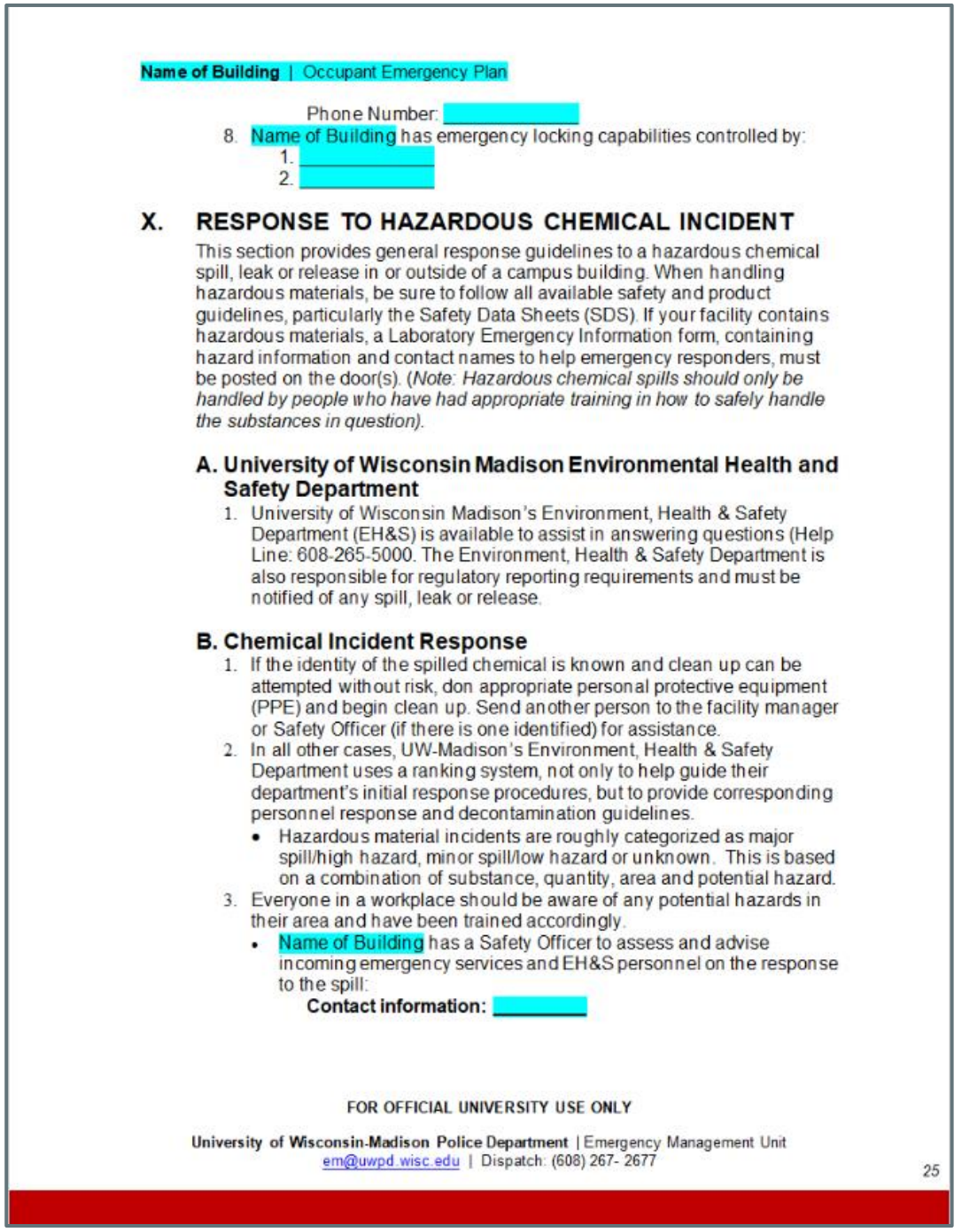
- Chemical/Hazmat Incidents
  - If you have a Safety Officer or staff responsible for your building, record their contact info here and on the contact sheet



Name of Building | Occupant Emergency Plan

Phone Number: _____

8. Name of Building has emergency locking capabilities controlled by:
   1. _____
   2. _____

X. RESPONSE TO HAZARDOUS CHEMICAL INCIDENT

This section provides general response guidelines to a hazardous chemical spill, leak or release in or outside of a campus building. When handling hazardous materials, be sure to follow all available safety and product guidelines, particularly the Safety Data Sheets (SDS). If your facility contains hazardous materials, a Laboratory Emergency Information form, containing hazard information and contact names to help emergency responders, must be posted on the door(s). (*Note: Hazardous chemical spills should only be handled by people who have had appropriate training in how to safely handle the substances in question).*

A. University of Wisconsin Madison Environmental Health and Safety Department

1. University of Wisconsin Madison's Environment, Health & Safety Department (EH&S) is available to assist in answering questions (Help Line: 608-265-5000. The Environment, Health & Safety Department is also responsible for regulatory reporting requirements and must be notified of any spill, leak or release.

B. Chemical Incident Response

1. If the identity of the spilled chemical is known and clean up can be attempted without risk, don appropriate personal protective equipment (PPE) and begin clean up. Send another person to the facility manager or Safety Officer (if there is one identified) for assistance.
2. In all other cases, UW-Madison's Environment, Health & Safety Department uses a ranking system, not only to help guide their department's initial response procedures, but to provide corresponding personnel response and decontamination guidelines.
   - Hazardous material incidents are roughly categorized as major spill/high hazard, minor spill/low hazard or unknown. This is based on a combination of substance, quantity, area and potential hazard.
3. Everyone in a workplace should be aware of any potential hazards in their area and have been trained accordingly.
   - Name of Building has a Safety Officer to assess and advise incoming emergency services and EH&S personnel on the response to the spill:
     Contact information: _____

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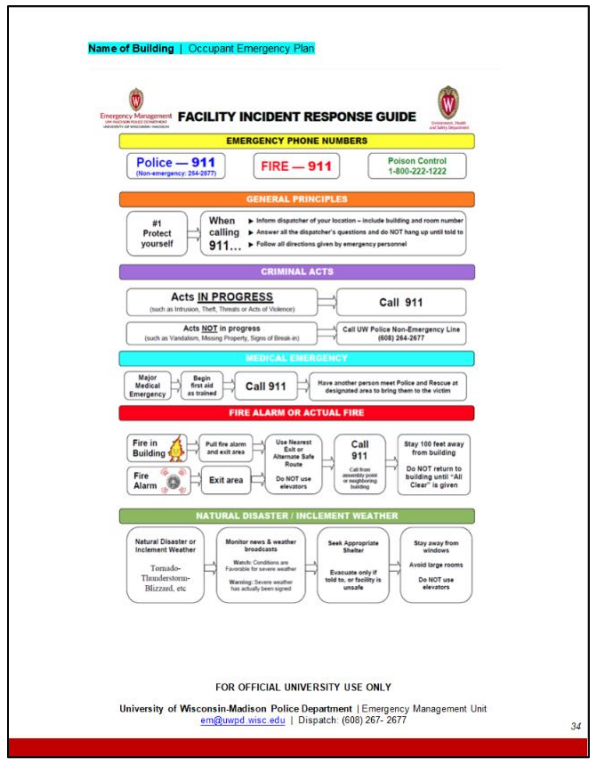
Appendices



Name of Building | Occupant Emergency Plan

FACILITY INCIDENT RESPONSE GUIDE

EMERGENCY PHONE NUMBERS

Police — 911 (Non-emergency: 264-2677) | FIRE — 911 | Poison Control 1-800-222-1222

GENERAL PRINCIPLES

#1 Protect yourself

When calling 911…

- Inform dispatcher of your location – include building and room number
- Answer all the dispatcher's questions and do NOT hang up until told to
- Follow all directions given by emergency personnel

CRIMINAL ACTS

Acts IN PROGRESS (such as Intrusion, Theft, Threats or Acts of Violence) → Call 911

Acts NOT in progress (such as Vandalism, Missing Property, Signs of Break-in) → Call UW Police Non-Emergency Line (608) 264-2677

MEDICAL EMERGENCY

Major Medical Emergency → Begin first aid as trained → Call 911 → Have another person meet Police and Rescue at designated area to bring them to the victim

FIRE ALARM OR ACTUAL FIRE

Fire in Building → Pull fire alarm and exit area

Fire Alarm → Exit area

Use Nearest Exit or Alternate Safe Route → Do NOT use elevators

Call 911 (Call from assembly point or neighboring building)

Stay 100 feet away from building → Do NOT return to building until "All Clear" is given

NATURAL DISASTER / INCLEMENT WEATHER

Natural Disaster or Inclement Weather (Tornado-Thunderstorm-Blizzard, etc)

Monitor news & weather broadcasts

Watch: Conditions are Favorable for severe weather

Warning: Severe weather has actually been signed

Seek Appropriate Shelter → Evacuate only if told to, or facility is unsafe

Stay away from windows → Avoid large rooms → Do NOT use elevators

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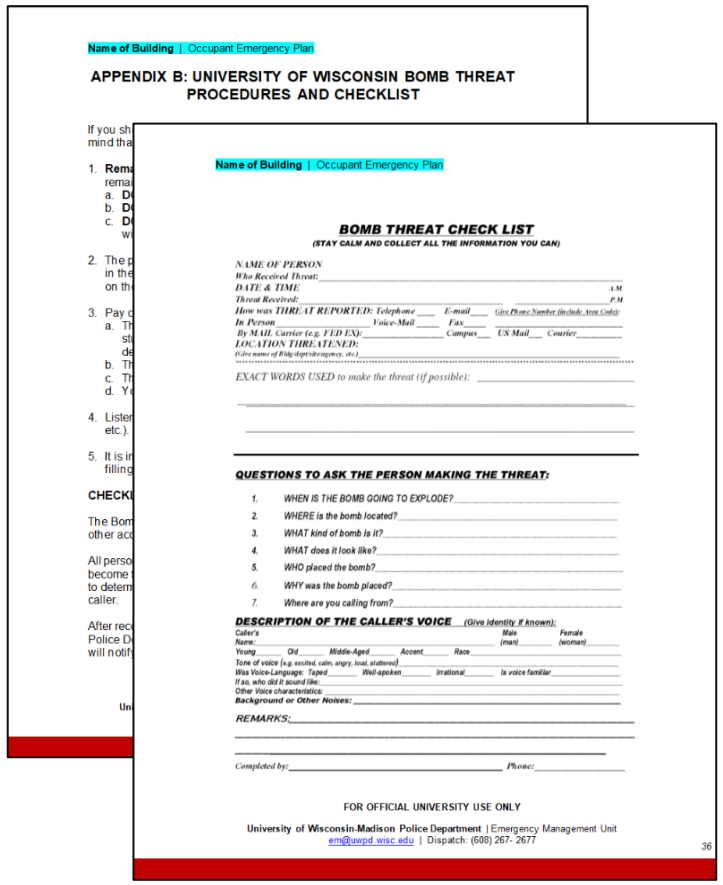

Name of Building | Occupant Emergency Plan

APPENDIX B: UNIVERSITY OF WISCONSIN BOMB THREAT PROCEDURES AND CHECKLIST

If you sh… mind tha…

1. Rema… remai…
   a. D…
   b. D…
   c. D… wi…
2. The p… in the… on th…
3. Pay c…
   a. Th… st… de…
   b. Th…
   c. Th…
   d. Y…
4. Lister… etc.).
5. It is ir… filling…

CHECKL…

The Bom… other acc…

All perso… become … to determ… caller.

After rec… Police D… will notif…

Uni…

Name of Building | Occupant Emergency Plan

BOMB THREAT CHECK LIST

(STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN)

NAME OF PERSON Who Received Threat: _____

DATE & TIME: _____ A.M. / P.M.

Threat Received: _____

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 (man) ____ Female (woman) ____

Young ____ Old ____ Middle-Aged ____ Accent ____ Race _____

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: _____

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Name of Building | Occupant Emergency Plan

APPENDIX C: POSTAL BOMB THREAT/SUSPICIOUS PACKAGE

UNITED STATES POSTAL SERVICE

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

PERSONAL!

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

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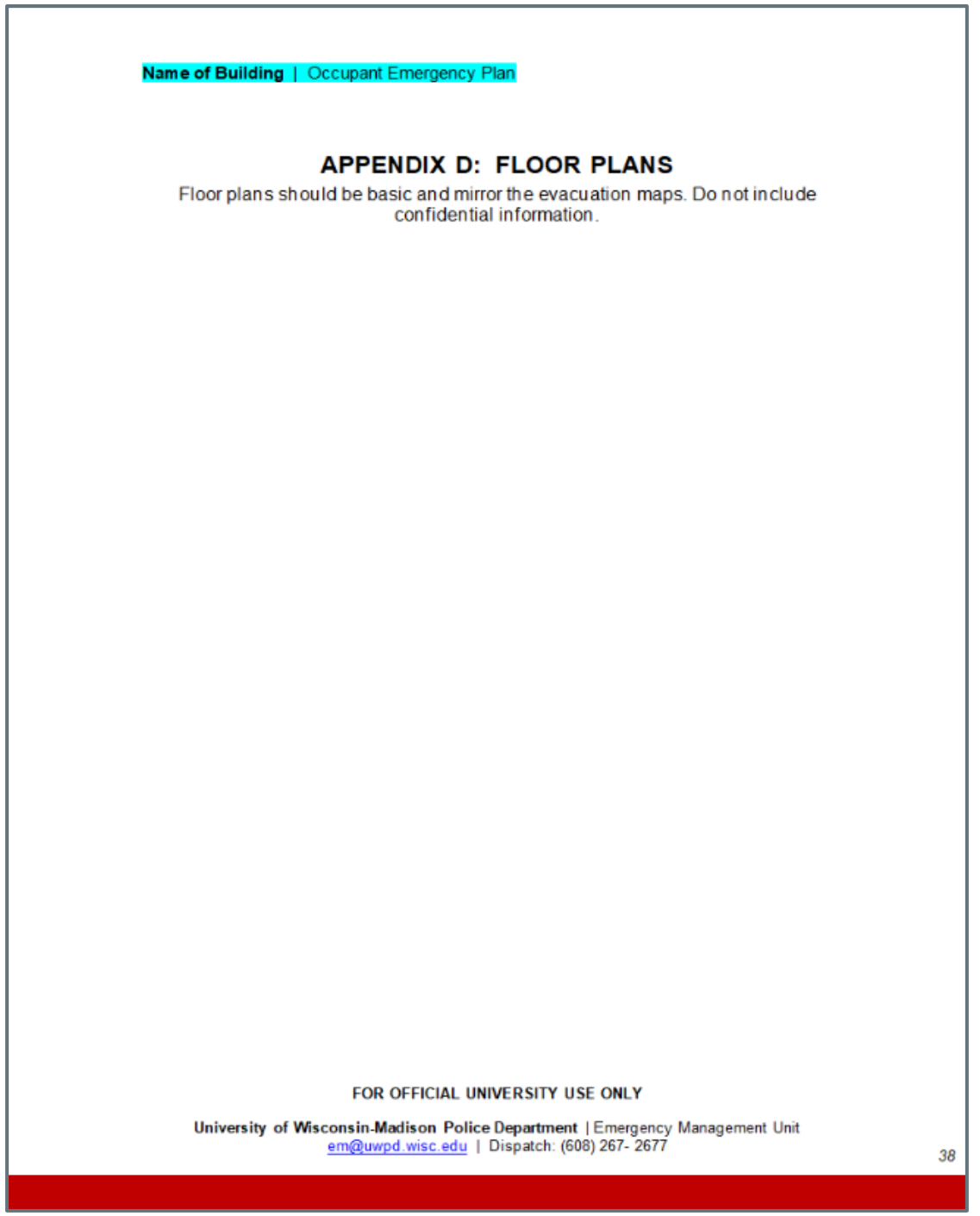
- Floor Plans (optional)
  - Any floor plans included here are for building and/or occupant use



APPENDIX D: FLOOR PLANS

Floor plans should be basic and mirror the evacuation maps. Do not include confidential information.

Building Specific Updates

- Every Building Is Different!
- Update, change, and edit your document to fit your needs!

Most Content Does Not Need To Be Changed Every Time

Once you are sure the base plan fits what is needed for your building, the annual review can be as easy as updating contact information and hyperlinks

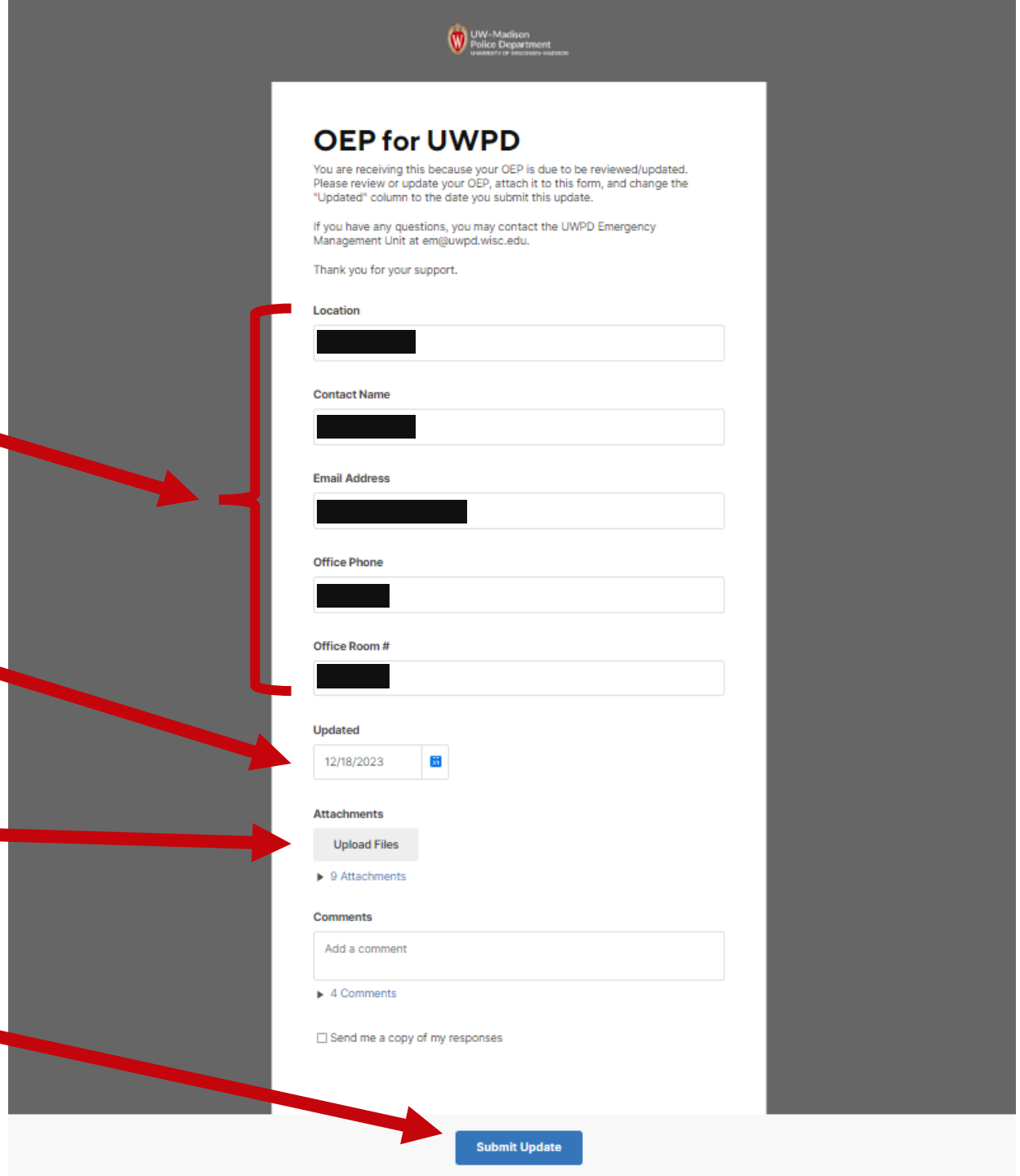
Once Complete…

Check these boxes to ensure the information is still current

Change the “Updated” date when you submit a new version (**this keeps you from receiving more emails!)**

Upload your newly updated OEP

And click “Submit Update!”



Questions?

Contact Information

- Mclayne Vaughn – Emergency Management Specialist & OEP Contact
  - Mclayne.Vaughn@wisc.edu
  - 608-890-1375
- Megan Schaefer – Emergency Management Specialist & Active Threat Response Training Contact
  - Mmokane@wisc.edu
  - 608-264-2294

Thank You

- Please take this short survey
- go.wisc.edu/lunch-and-learn-survey