

# EMERGENCY Action Plan

1 West Wilson Building, Madison, WI 53703



State of Wisconsin  
Department of Health Services  
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## INTRODUCTION

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Each state building/location with more than five staff must develop and maintain a local Emergency Action Plan. Emergency plans provide life safety guidance to help protect employees, contractors and visitors in state facilities. Emergency plans also help protect state property and operations.

The Capitol Police are the designated safety authority for the 1 West Wilson Building, Madison, Wisconsin. The Capitol Police Chief has authority to assess any situation and determine the need for, and execute, a building evacuation when deemed appropriate.

## PURPOSE

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This Emergency Action Plan has been developed to provide an organizational and procedural framework for the management of emergency situations in the 1 West Wilson Building in Madison.

This plan is not intended to, nor could it ever, cover every conceivable emergency situation; however, it does provide effective guidance to manage emergencies as well as provide coordination for the effective use of community, county and state resources.

## GENERAL RESPONSIBILITIES

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Every supervisor's first responsibility is the safety of staff, on-site contractors and visitors. They are responsible for ensuring that every person in their area is familiar with their building's Emergency Action Plan's emergency procedures and plans. They are also responsible for knowing if any of their subordinates, on-site contractors or visitors require assistance reaching a designated area of safety or evacuating the building.

Management is responsible to ensure that sufficient floor captains and deputies are assigned to their respective areas.

Floor captains are also asked to serve a primary role in emergencies. Employees volunteer to serve as floor captains on a pre-designated floor. They quickly, but with certainty, inspect their assigned area to make sure all employees, contractors and visitors have initiated their move to the correct location, depending on the type of emergency. They stay with their assigned group during the event, take a headcount and report any discrepancies to the appropriate officials regarding the likely location of missing individuals. At the end of the emergency, they advise their group to return to work when given the "all clear" signal by police and emergency responders.

All employees and on-site contractors are responsible for knowing where all exits and fire alarms are located; how to activate a fire alarm pull box; how to notify emergency responders; building evacuation procedures; and severe weather safe sheltering procedures. Employees

and on-site contractors are also responsible for cooperating with floor captains, police, firefighters and other emergency responders.

Visitors are responsible for following instructions given by their state employee host.

As emergencies can occur at any time and without notice, staff are encouraged to carry all medications, cell phones and other personal items such as car keys, house keys and wallets with them as they move around the building throughout the day.

## BUILDING PROFILE

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The building consists of fourteen floors of office space in the central tower, and 10 floors of office space in the east and west towers, with approximately 750,000 square feet of total office and common space. The remaining space is allocated to common walkways, elevator corridors, bathroom space, mechanical, electrical, voice/data, storage and other common use needs.

## SAFETY FEATURES

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For your protection, the 1 West Wilson Building is equipped with several safety features. When a fire alarm in the building is activated, the following actions occur automatically:

- A fan system activates using outside air to pressurize emergency stairways inhibiting entry of smoke into the stairwells.
- The building ventilation system shuts down and automatically closes ducts eliminating the movement of smoke between areas.
- Strobe lights flash a warning signal alerting the hearing impaired to evacuate the building.

Fire alarm pull boxes are located on each floor near all stairways and at the elevator bank on each floor. Strobe lights are affixed to the ceiling throughout each floor. Fire extinguishers are situated throughout the building, in multiple locations on each floor.

A public address system is used to announce all emergencies throughout the building. The system is located in the State Capitol Building and is activated and maintained by the Capitol Police.

In addition, the building has evacuation stair chairs in the front (Wilson Street side) emergency stairwells on floors 2 thru 11, on the west end of first floor, east end of B1 and each of the three front stairwells on B3 to safely evacuate employees, on-site contractors and visitors in the building who may require assistance leaving the building via the stairs. The chairs are designed to allow one or two people to safely move an immobile person up or down the stairs to exit the building. The chairs are located just inside the stairwells.

Additionally, should the building lose power, a backup generator will automatically activate partial emergency lighting throughout the building.

## EMERGENCY TESTS AND DRILLS

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Each state office building or location with more than five staff must conduct at least two emergency drills each calendar year. One drill is to be an out-of-building evacuation. The other is to be a tornado/severe weather drill where staff move to pre-established safe shelter areas inside the building. All employees, contractors and visitors must participate in the drills.

Following each drill, floor captains/deputies meet with the agency's Facility Management Officer to de-brief on elements of the drill and identify any areas for improvement. In addition, the building's fire alarm system is tested on the first Wednesday of each month, at approximately 11:00 am. The Capitol Police initiate the test with a public address system announcement indicating a test is occurring. The announcement is followed by an alarm with flashing strobe lights. Following each test, floor captains record the operational adequacy of the fire alarm system for their area and report via e-mail to the DHS Facility Management Officer. The results are then made available to the Madison Fire Department.

## IMPORTANT PHONE NUMBERS

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Emergency Contacts:

Fire/Medical: **9-911 (if using State landline)**

Police/Emergency: **266-7700** (Capitol Police)

Building Issues: **266-1485** [Department of Administration (DOA) Call Center 7:30-4:30 M-F]

Non-Emergency Contacts:

Police/Non-Emergency: **266-8797** (Capitol Police)

DHS Emergency Message Line: **261-8897** or **866-848-5112** (*Also printed on ID badge*)

DHS Facilities Management Officer: **267-5227**; **712-6177** (cell); [DHS1WWilson@wi.gov](mailto:DHS1WWilson@wi.gov)

DHS Safety/Risk Manager: **261-8080**

## TYPES OF EMERGENCIES

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Any incident affecting the entire building, which may place life and property in danger is considered an emergency. Outside emergency services will be required, as will major efforts from various governmental agencies.

Examples of an emergency are:

- Fire
- Tornado/Severe Weather
- Bomb Threat
- Civil Disturbance
- Violent or Criminal Behavior

- Power Outage
- Suspicious Substance

Any event or occurrence that has already taken place and has seriously damaged the building making it uninhabitable is considered a disaster. In some cases, mass casualties and severe property damage may be sustained. Outside emergency services will be essential as will major efforts from various governmental agencies. In all cases of disaster, an agency command center will be activated and the appropriate Continuity of Operations Plans will be executed.

Examples of a disaster are:

- Fire
- Tornado
- Explosion
- Suspicious Substance

Incidents that will not affect the overall operation of agency business services, such as minor water damage, are not deemed to be emergencies or disasters.

## EMERGENCY PROCEDURES

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### FIRE

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In a fire, the Madison Fire Department will respond systematically based on the severity and location of the fire. Firefighters will rescue persons in imminent danger. Firefighters may, therefore, run past persons not in imminent danger, without evacuating them, as they move toward the most dangerous areas in the building to rescue people and contain the fire.

If you smell smoke, contact the DOA Call Center at 266-1485.

If smoke or fire is detected, employees, on-site contractors and visitors should take the following actions:

- First, take precautions for your own immediate personal safety.
- If safe to do so, activate the nearest fire alarm. Fire alarm pull boxes are located outside the stairways and elevators on each floor.
- If safe to do so, close all doors in the area to help contain the fire; **DO NOT LOCK DOORS.**
- From a safe location:
  - Contact the **Madison Fire Department:**
    - at **9-911** from **inside the building from a State landline**, or
    - at **911** from **outside the building.**
  - Explain why the fire alarm was activated, e.g., appliance fire, smoke, etc., and provide other information as requested, such as street address, floor, room, etc.

- **DO NOT ATTEMPT TO EXTINGUISH THE FIRE.**
- Evacuate the building immediately via the nearest, safe stairway. **DO NOT USE ELEVATORS.** Use handrails when descending stairs. Do not carry food or drink with you.
  - Persons unable to evacuate via the stairs should proceed to an emergency stairwell landing to await assistance. They may decide to use one of the Emergency Evacuation Chairs (located in the emergency stairwells near the Wilson Street side of the building). The chairs are designed to allow one or more people to easily and safely move an immobile person up or down the stairs.

**PREPLAN: If you have a mobility impairment and would like assistance to exit the building during an emergency evacuation, please contact the DHS Safety/Risk Management Office (261-8080) or the DHS Affirmative Action/Civil Right Compliance Office (266-3465).**

Volunteer Evacuation Assistants and other staff have been trained on the use and operation of these chairs. In case of an emergency, it is possible that you may be asked to use, operate or assist in the operation of these chairs. The person needing the assistance may give you instructions on how to transfer them into the chair and how to operate the chair. Instructions for the safe operation of the chairs are located with the evacuation chairs and are included as *Attachment B* in this plan. Please familiarize yourself with these instructions.

Those who choose to forgo using the evacuation chairs must wait in the stairwell and may be rescued by the Madison Fire Department if deemed in imminent danger by firefighters. Otherwise, they should remain until instructed that the emergency has passed.

If the person with mobility impairment refuses the offer to use the equipment, you may assist the individual into the stairwell; note their name and location, then you should exit the building and proceed to your rally point (*See Attachment C*). Report the name and location of the individual to a Floor Captain.

- Proceed to the predesignated rally points located at the far east end of the Monona Terrace parking ramp or Henry Street (*see Attachment C. Employee Evacuation Routes and Rally Points*) and wait for further instructions.
- If you are away from your desk when the alarm sounds, do not return to get your personal belongings.
- **DO NOT CROSS WILSON STREET.** Stay a minimum of 200 feet from the building. This is for your safety and to ensure that employees do not get in the way of emergency vehicles.
- If the building is badly damaged and the Department's Secretary or Incident Commander directs staff to go home:
  - Make arrangements as best as possible to go home, or
  - Wait for Madison Metro buses to arrive to take building occupants to centralized locations away from the area of destruction (if applicable); and

- Then make arrangements as best as possible to go home.
- Before leaving, exchange telephone numbers with your supervisor, if not exchanged previously.
- From home, periodically check the **DHS Emergency Message Line (261-8897 or, 1-866-848-5112)** for additional information and wait for further direction from your supervisor.

**NEVER ATTEMPT TO RETURN TO A BADLY DAMAGED BUILDING.**

***Refer to the following Attachments:***

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

## TORNADO/SEVERE WEATHER

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Tornadoes pose a potential risk to anyone in a building or structure in the path of a tornado. While larger steel and concrete office structures are less likely than wood frame homes to be severely damaged by a tornado, the strong winds and pressure of a tornado can knock out windows and tear off roofs, turning debris into harmful or potentially deadly objects. Taking shelter in safe areas of a building can save lives and reduce the risk of injury from falling or flying debris.

The **interior** stairway landings, without windows, and interior hallways, away from all windows, are the designated safe shelter areas for the 1 West Wilson building.

Updates of the weather situation will be given over the Public Address (PA) system, as necessary.

## TORNADO WATCH

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A tornado/severe weather **watch** means atmospheric conditions favor the development of storms in which a tornado can occur. When the Capitol Police announce a tornado/severe weather **watch**, employees, on-site contractors and visitors should take the following action:

- Close window blinds, if seated near an outside wall.
- Then, stay back from windows and other glass panels due to potential high winds.
- Remain alert to changing conditions. Limit telephone use during electrical storms.
- Be prepared to quickly move to the interior stairway or hallway if the weather situation is upgraded to a warning.

## TORNADO WARNING

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A tornado **warning** means a tornado has been sighted in the immediate area or detected on radar. When a tornado **warning** announcement is made, employees, on-site contractors and visitors should take the following action:

- Immediately seek shelter in the interior stairway or hallway.
- Stay away from doors/windows with glass.
- Wait for an “All Clear” signal from Floor Captains before returning to your work area.
- If a tornado strikes before you can enter the interior hallway, seek shelter in an interior office or conference room without glass, and protect your head.

The building’s fire alarm **WILL NOT** sound during a weather emergency, but the National Weather Service **WILL** sound local warning sirens as necessary.

## BOMB

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If a suspicious object believed to be a possible bomb **is observed** in or around the building:

- Clear the area around the possible bomb. **DO NOT HANDLE THE OBJECT.**
- **DO NOT PULL THE FIRE ALARM.**
- Call the **Capitol Police** at **266-7700**.
- Refrain from using cellular phones or portable radios near the suspicious package.
- Evacuate the building via the nearest, safe stairway.
  - **NOTE:** Those unable to evacuate via the stairs should use an elevator.
- Keep walkways and streets clear for emergency vehicles and crews.
- Disperse. Move to any location that is at least 500 feet away from the building. Put other buildings between you and the 1 West Wilson Building to serve as a barrier.
- When practical and safe, evacuate to the predetermined rally points (*see Attachment C*).
- Wait for further direction from management and the Capitol Police.
- Periodically check the **DHS Emergency Message Line (261-8897 or, 1-866-848-5112)** for additional information. (**NOTE:** The explosion may disable telephone access.)

**Refer to the following Attachments:**

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

# BOMB THREATS

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## RECEIVED BY TELEPHONE

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All bomb threat calls must be taken seriously. If an employee, on-site contractor or visitor in the building receives a call that involves a bomb threat, the following actions may apply:

- While speaking with the caller, an individual nearby should be instructed to call the **Capitol Police** at **266-7700**.
- **DO NOT PULL THE FIRE ALARM.**
- If the individual receiving the call feels it is safe to do so, s/he may remain on the call to:
  - Listen carefully to the caller, taking notes of exact words.
  - Try to determine the caller's identity by listening closely to voice characteristics, speech, emotions and background sounds.
  - Keep the caller on the line as long as possible.
- If possible, the following questions may be asked:
  - When is the bomb set to explode?
  - Exact location of the bomb? (floor, room, etc.)
  - What kind of bomb is it? (timing device, etc.)
  - What does it look like?
  - Did the caller place the bomb him/herself?
  - Why was the bomb placed?
  - What is the caller's address?
  - What is the caller's name?

### **AN EVACUATION MAY OR MAY NOT BE DIRECTED BY THE CAPITOL POLICE.**

The Capitol Police will determine if an evacuation of the building is needed. If an evacuation is directed:

- Evacuate the building via the nearest, safe stairway.
  - **NOTE:** Those unable to evacuate the building via the stairs should use an elevator.
- Keep walkways and streets clear for emergency vehicles and crews.
- Disperse. Move to any location that is at least 500 feet away from the building. Put other buildings between you and the 1 West Wilson Building to serve as a barrier.
- When practical and safe, move to the designated rally points (*see Attachment C*).
- Wait for further direction from management and the Capitol Police.

- Periodically check the **DHS Emergency Message Line (261-6632 or, 1-800-704-1908)** for additional information. (**NOTE:** The explosion may disable telephone access.)

The individual receiving the threatening telephone call should make him/herself available in a safe area to speak with the Capitol Police to answer questions about the caller, the potential bomb and its location.

***Refer to the following Attachments:***

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

## RECEIVED BY MAIL

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Packages that have lumps, bulges, protruding wires, aluminum foil, or oil stains; feel lopsided or heavy-sided; buzz, tick or make a sloshing sound; or, emit a odor are indicators of a potential bomb. The following unique characteristics may also indicate a potential bomb:

- Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
- Packages wrapped in string as modern packing materials have eliminated the need for twine or string.
- Handwritten notes, such as “Private,” “Confidential,” and “Prize Enclosed.”
- Non-courier, hand delivered packages or “dropped off for a friend” packages or letters.
- Handwritten addresses or labels from companies that seem improper. (Check to see if the company exists and if they sent a package or letter.)
- Return address and postmark cities are in different areas.
- No return address or a non-sensical return address.
- Non-cancelled postage or no postage at all.
- Excess postage on small packages or letters indicating that the object was not weighed by the United States Post Office.
- Insufficient postage.
- Visual distractions like brightly colored wrapping paper and bows.

If an employee, on-site contractor or visitor receives a package that s/he believes could possibly be a bomb, the following actions should be taken:

- Clear the area. **DO NOT HANDLE THE PACKAGE.**
- **DO NOT PULL THE FIRE ALARM.**
- Call the **Capitol Police** at **266-7700**.
- Refrain from using cellular phones or portable radios near the suspicious package.

**AN EVACUATION MAY OR MAY NOT BE DIRECTED BY THE CAPITOL POLICE.**

If an evacuation is directed:

- Evacuate the building via the nearest, safe stairway.
  - **NOTE:** Those unable to evacuate the building via the stairs should use an elevator.
- Keep walkways and streets clear for emergency vehicles and crews.
- Disperse. Move to any location that is at least 500 feet away from the building. Put other buildings between you and the 1 West Wilson Building to serve as a barrier.
- When practical and safe, move to the designated rally points (*see Attachment C*).
- Wait for further direction from management and the Capitol Police.
- Periodically check the **DHS Emergency Message Line (261-8897 or, 1-866-848-5112)** for additional information. (**NOTE:** The explosion may disable telephone access.)

The individual suspecting a package may possibly be a bomb should make him/herself available in a safe area to speak with the Capitol Police to answer questions about the potential bomb and its location.

**IN ALL BOMB AND BOMB SCARE EVACUATIONS, MAKE SURE THERE ARE OTHER BUILDINGS SERVING AS A BARRIER BETWEEN YOU AND THE 1 WEST WILSON BUILDING.**

**NEVER ATTEMPT TO RETURN TO A BADLY DAMAGED BUILDING.**

***Refer to the following Attachments:***

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

# EXPLOSION

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Should an explosion occur without sufficient time to evacuate the building, the following actions should be taken:

- Immediately take cover under tables, desks or other substantial objects that will give protection from falling debris and glass.
- After the initial effects have subsided, notify the **Fire Department** by calling:
  - **9-911** from **inside the building from a State landline**, or
  - **911** from **outside**.
- Activate a fire alarm.
- Evacuate the building via the nearest, safe stairway. **DO NOT TAKE ELEVATORS.**
- Keep walkways and streets clear for emergency vehicles and crews.
- Disperse. Move to any location that is at least 500 feet away from the building. Put other buildings between you and the 1 West Wilson Building to serve as a barrier.
  - **NOTE:** Persons unable to evacuate via the stairs should proceed to a stairwell landing to await assistance, which may be in the form of a rescue from the Madison Fire Department.
- When practical and safe, move to the designated rally points (*see Attachment C*).
- Wait for further direction from senior management and the Capitol Police.
- Periodically check the **DHS Emergency Message Line (261-8897 or, 1-866-848-5112)** for additional information. (**NOTE:** The explosion may disable telephone access.)

**NEVER ATTEMPT TO RETURN TO A BADLY DAMAGED BUILDING.**

***Refer to the following Attachments:***

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- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

## SUSPICIOUS SUBSTANCE MAIL OR PACKAGES

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The following are unique characteristics that may assist staff in identifying letters or packages for suspicious substances:

- Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
- Packages wrapped in string as modern packing materials have eliminated the need for twine or string.
- Handwritten notes, such as “Private,” “Confidential,” and “Prize Enclosed.”
- Non-courier, hand delivered packages or “dropped off for a friend” packages or letters.
- Handwritten addresses or labels from companies which seem improper. (Check to see if the company exists and if they sent a package or letter.)
- Return address and postmark cities are not in the same area.
- No return address or a non-sensical return address.
- Non-cancelled postage or no postage at all.
- Excess postage on small packages or letters indicating that the object was not weighed by the United States Post Office.
- Insufficient postage.
- Rigid or bulky.
- Discoloration.
- Visual distractions like brightly colored wrapping paper and bows.

The Capitol Police or city/county officials will determine how and where suspicious letters or packages should be disposed of and/or transported for further investigation.

## UNOPENED LETTER OR PACKAGE

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If an unopened letter or package is observed to possibly contain a suspicious substance, the following actions should be taken:

- **DO NOT OPEN OR FURTHER TOUCH THE ITEM.**
- **DO NOT PULL THE FIRE ALARM.**
- Call the **Capitol Police** at **266-7700**.
- Isolate the item, evacuate the area and notify a manager.

- Immediately wash hands and exposed skin thoroughly with soap and water.
- Wait for further direction from the Capitol Police upon their arrival.

## OPENED LETTER OR PACKAGE

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If a substance is seen leaking from a letter or package, the following actions should be taken:

- **DO NOT OPEN OR FURTHER TOUCH THE ITEM OR THE SUBSTANCE.**
- Ask a co-worker to call the **Capitol Police** at **266-7700** to report the incident.
- **DO NOT PULL THE FIRE ALARM.**
- Carefully cover the contaminated item but do not try to clean up the material.
- Isolate the item and other potentially contaminated items by securing the contaminated area to prevent others from entering.
- Leave the immediate area.
- Individuals exposed to the immediate area of the suspicious package must be quarantined until the Capitol Police and city/county officials provide further instructions.

The Capitol Police will contact the building superintendent to disengage the air handler system.

**AN EVACUATION MAY OR MAY NOT BE DIRECTED BY THE CAPITOL POLICE OR CITY/COUNTY OFFICIALS.** If an evacuation is directed:

- **DO NOT PULL THE FIRE ALARM.**
- Evacuate the building immediately via the nearest, safe stairway.
  - **NOTE** Those unable to evacuate the building via the stairs should use an elevator.
- Proceed to the designated rally points (*see Attachment C*) and wait for further direction from senior management and the Capitol Police.

Quarantined individuals will remain in the building until further direction is provided by the Capitol Police or City/County Officials.

***Refer to the following Attachments:***

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

## CIVIL DISTURBANCES / DEMONSTRATIONS

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Should employees, on-site contractors or visitors witness a civil disturbance in or near the building, the following actions may be taken:

- Remain calm.
- Do nothing to aggravate the situation as it may only intensify.
- Call the **Capitol Police** at **266-7700** to report the disturbance.
- Be prepared to provide the police with the following information, if known:
  - Location (building, floor, room, area of disturbance).
  - Approximate number in group.
  - Objective of group if obvious.
- If possible, continue with your work schedule.

The police will respond, investigate and control the situation. They will provide instructions to building occupants as necessary, which must be followed.

## CRIMINAL BEHAVIOR

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All building occupants contribute to a safe environment by remaining alert to suspicious behavior and promptly reporting the situation to law enforcement. Should an employee, on-site contractor or visitor witness criminal activity in progress or observe criminally suspicious behavior:

- Act cautiously, consider your personal safety first.
- Do nothing to aggravate the situation as the activity may only intensify.
- Leave the area quietly and calmly.
- Contact the **Capitol Police** at **266-7700**.

The Capitol Police will respond, investigate and control the situation. They will provide instructions to building occupants as necessary, which must be followed.

### **THE BUILDING MAY OR MAY NOT BE EVACUATED.**

The individual witnessing the criminal activity or behavior should make him/herself available in a safe area to speak with the Capitol Police as needed.

## OBSERVING A POTENTIAL LIFE-THREATENING ACTIVITY

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If observing a situation that is either life-threatening or one that could potentially escalate into a life-threatening situation:

- Immediately contact the **Capitol Police** at **266-7700**.

- Be a good witness by providing the Capitol Police with as much information as possible, such as noting the person's hair color, height, weight, build and clothing.
- Advise others to stay clear of the area.
- Do not approach the violent person.

If you choose to take other action, you do so at risk to your own personal safety.

The Capitol Police will respond and control the situation. They will provide instructions to building occupants as necessary, which must be followed.

**THE BUILDING MAY OR MAY NOT BE EVACUATED.**

## CONFRONTED BY A VIOLENT PERSON

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If confronted by a violent person, your life safety is of primary concern. If you are not alone in the building, it is likely that another employee will call the police who will respond and gain control of the situation. However, prior to their arrival, circumstances may dictate that you make a split-second fight or flight decision.

If you can:

- Request that someone nearby call **Capitol Police** at **266-7700**.
- Remain calm, in control of your voice using quiet, confident tones.
- Do not make threats or ultimatums; do not give deadlines or orders.
- Make only brief and non-challenging eye contact.
- Think about your next steps.
- Prepare yourself both mentally and physically for your next steps.

If the violence escalates, act upon your decision to run or fight.

The Capitol Police will respond, control the situation and contact emergency medical responders. They will also provide instructions to building occupants as necessary, which must be followed.

**THE BUILDING MAY OR MAY NOT BE EVACUATED.**

If fleeing the building, obey all police orders. The police will enter the building with firearms drawn to secure the scene. They will not immediately know if you are the perpetrator. Therefore, when moving around the building for safety purposes, or exiting, keep your hands open, away from your body and visible to the police at all times.

***Refer to the following Attachments:***

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

## STEAM LEAK

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Steam can cause severe burns and displace oxygen. In addition, moisture from steam can conduct electricity. Therefore, the following actions should be taken if a steam leak is observed:

- If the steam leak is inside the building, the area should be evacuated.
- If possible, close doors to isolate the affected area.
- Warn others to stay clear of the area.
- Report the situation to the **DOA Call Center** at **266-1485**.
- If after normal hours, report the situation to the **Capitol Police** at **266-7700**.

A steam leak may cause the building's fire alarm to sound. If the alarm **does** activate, employees should immediately evacuate the building to the nearest rally point (See *Attachment C*).

### **Refer to the following Attachments:**

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

## WATER LEAK

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Water is an excellent conductor of electricity and can, therefore, cause an electric shock. The following actions should be taken if a large water accumulation is observed:

- Immediately cease use of electrical equipment near a significant water leak.
- Avoid the area where water has accumulated.
- Warn others to stay clear of the area.
- Report the situation to the **DOA Call Center** at **266-1485**.
- If after normal hours, report the situation to the **Capitol Police** at **266-7700**.

# POWER OUTAGE

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The 1 West Wilson Building's emergency generator will activate in the event of a power failure by the Madison Gas and Electric Company. The generator will provide limited lighting to the building.

The following actions should be taken in the event of a power failure:

- Do not panic, remain calm.
- **DO NOT PULL THE FIRE ALARM.**
- Open all blinds and window coverings to allow as much light as possible to enter.
- Report the situation to the **DOA Call Center** at **266-1485**.
- If after normal hours, report the situation to the **Capitol Police** at **266-7700**.
- DOA Building Management or the Capitol Police will contact the Madison Gas and Electric Company to keep abreast of the situation.
- Remain where you are, or if you can safely do so, return to your desk.
- Turn off electrical equipment around you, including computers. Do not turn any electrical equipment back on until given approval by your supervisor or DOA Building Management.
- Wait for an announcement from DOA Building Management and follow their instructions.
  - You may be advised that power will be returned shortly and asked to stay in the building.
  - You may be advised to go home for the remainder of the day and await further instructions from your supervisor.
- If instructed to leave the building and the backup power is in operation, the building will be exited via the stairs. **NOTE:** The elevators **WILL NOT** be operational.
- If instructed to leave the building and the backup power is not in operation, the building evacuation plan will be implemented.

***Refer to the following Attachments:***

- *Attachment A. Employee Evacuation Procedures*
- *Attachment B. Emergency Evacuation Chair Instructions*
- *Attachment C. Employee Evacuation Routes and Rally Points*

***If you are in the elevator at the time of a power outage:***

- Remain calm.
- Use the emergency phone inside the elevator to call the Capitol Police for assistance.

- If outside the elevators, and you know someone is trapped inside, call the **DOA Call Center** at **266-1485** to report the situation.
- The elevators in this building are not attached to the backup generator, so if trapped, individuals must remain calm until emergency responders arrive.
- Do not attempt to open the elevators doors manually.
- Do not attempt to exit a stalled elevator.

## MEDICAL EMERGENCY

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Employees in the 1 West Wilson Building are not trained medical responders and are therefore not required to provide first aid, use automated external defibrillators (AEDs), administer cardio-pulmonary resuscitation (CPR) or cardio-cerebral resuscitation (CCR) to other employees, on-site contractors or visitors. Training on the use of AEDs, CPR and/or CCR techniques may be offered to employees as a benefit, not as a part of their work responsibilities.

When observing a medical emergency, if the individual is conscious and oriented, s/he has the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, staff should refrain from recommending specific health care options.

In circumstances involving a person who is unconscious and/or not oriented, the following actions are appropriate:

- Call out for help.
- Advise someone to call **9-911 (if using a State landline)** for **emergency medical help**.
- Assess the hazards prior to entering the scene. Do not enter if unsafe, e.g., electrical hazard, falling debris, chemical hazards, etc.
- Assess the situation for blood or other body fluids.
  - **NOTE:** Employees who are exposed to blood and/or body fluids must immediately go to the nearest hospital emergency room for determination of medical treatment.
  - After seeking treatment, employees should contact their supervisor to complete DOA-6437, *Supervisor and Safety Coordinator Investigation Report for Injury or Illness*.
- Keep the individual still and comfortable until help arrives.
- Ask if anyone nearby can administer CCR or CPR.
- Ask if anyone nearby can use the Automated External Defibrillators (AEDs). The AEDs are located in the central fire extinguisher cabinets.
- If someone is nearby, they may volunteer to assess the situation to see if use of an AED is appropriate; and they may volunteer to administer treatment via an AED.
- Send someone to the first floor to direct emergency responders to the elevators.
- Send someone to the first floor elevator bank to hold an elevator(s) for emergency responders upon their arrival.
- Send someone to the elevator bank on the floor of the medical emergency to direct emergency responders to the exact area where help is needed.

- If safe to do so, stay with the individual until trained medical responders arrive.
- If required, contact the **DOA Call Center** at **266-1485** to arrange for blood or body fluid clean up.

**DO NOT ATTEMPT TO MOVE OR ASSIST AN INJURED PERSON UNLESS YOU HAVE HAD PROPER TRAINING, OR IF THE PERSON SEEMS IN DANGER OF A MORE SEVERE INJURY.**

- If the victim must be moved, move as a unit, always supporting the head and the neck. Do not bend or twist the person's body.

**DO NOT APPROACH VICTIMS OF ELECTROCUTION OR TOXIC EXPOSURE UNLESS THEY ARE CLEARLY AWAY FROM THE HAZARD.**

Persons with serious or unusual medical conditions are encouraged, but not required, to notify their supervisors of their medical situation and the standard emergency treatment.

## DECLARATION OF EMERGENCY

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Should the 1 West Wilson Building experience a disaster and be deemed uninhabitable for a period of time by the Department of Administration/Division of State Facilities or Capitol Police, the agency's Continuity of Operations plans (COOP) may be activated. The authority to activate these plans rests with the Department's Incident Commander.

Should the agency's COOP plans be activated, access to the 1 West Wilson Building may be limited to emergency responders and recovery experts until the Department's Incident Commander deactivates the plans.

## CONTINUITY OF OPERATIONS

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Continuity of Operations (COOP) is the coordinated readiness of the Department to perform time-sensitive business services across a wide range of potential disasters, including acts of nature, accidents and technological or attack-related emergencies. The primary focus is to be able to continue our critical business services or operations in the event there is a:

- Loss of, or inability to use, individual State agency building(s)
- Loss, or absence, of a substantial portion of the State workforce
- Loss of, or inability to use, information technology networks and systems

The Department of Health Services' COOP plan identifies staff who would manage the activation and ongoing operations of the event using the procedures of the national Incident Command System (ICS). This also includes identifying, ahead of time, staff who would be responsible for managing and continuing the operations of the Department's most essential critical business services. In the event these COOP plans are activated, instructions to all employees would be released. And if warranted, an agency command center would be activated by the Department's Incident Commander. The command center would serve as a central operations point for Department leadership and staff assigned to a COOP role.

# STATE SECURITY CONDITION in the EVENT of TERRORISM

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The authority to declare a state of emergency for the State of Wisconsin rests with the Governor.

## HOMELAND SECURITY

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The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System in April 2011.

Today, when there is credible information about a threat, an NTAS Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is **Elevated** or **Imminent**.

NTAS Alerts will only be issued when credible information is available. The NTAS Alerts will be based on the nature of the threat. In some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts will contain a sunset provision indicating a specific date when the alert expires—there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the United States Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Citizens should report suspicious activity to their local law enforcement authorities.

## ELEVATED THREAT ALERT

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Warns of a credible terrorist threat against the United States.

## IMMINENT THREAT ALERT

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Warns of a credible, specific, and impending terrorist threat against the United States.

# ATTACHMENT A. Employee Evacuation Procedures

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The designated evacuation gathering points for the 1 West Wilson Building are the Monona Terrace Conference Center parking ramp and Henry Street (west down Wilson Street to the intersection with Henry Street).

As emergencies can occur at any time and without notice, staff are encouraged to carry all medications, cell phones and other personal items such as car keys, house keys and wallets with them as they move around the building throughout the day.

Safely evacuating employees, on-site contractors and visitors in our building is of critical importance to the Department of Health Services. Some individuals may require assistance evacuating the building via the stairs, as elevators may not be used in every emergency situation.

This attachment describes general evacuation procedures and evacuation support for individuals with mobility issues.

## ASSISTED EVACUATIONS

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Local fire and emergency personnel will first respond to the most dangerous situation in the building. Responders will **rescue** persons who are in imminent danger, but if not in imminent danger, they **may not evacuate** persons until the most critical situations are under control. Therefore, emergency responders may pass by persons not in imminent danger as they move toward the most dangerous areas in the building to rescue individuals and contain the fire. As elevators cannot be used to exit the building in most emergency situations, special emergency evacuation stair chairs are available to safely evacuate individuals who may not be able to easily evacuate via the stairs, and who choose not to remain in a stairwell landing.

Those who require assistance to evacuate the building will take the following actions:

ELEVATORS **SHOULD NOT BE USED** IN THE FOLLOWING EMERGENCY SITUATIONS:

- Fire
- Explosion

Instead:

1. Proceed to the nearest, safe stairway.
2. Wait in the stairwell landing for rescue from the Madison Fire Department if deemed in imminent danger by firefighters. **OR**
3. Use an emergency evacuation chair to exit the building using the stairs. Once out of the building, move to the nearest rally point (Monona Terrace parking ramp or Henry Street – See Attachment C).

## EMERGENCY EVACUATION CHAIRS

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There are special emergency evacuation stair chairs for the evacuation of employees and visitors with mobility impairment. These chairs are located on every floor of the three stairwell landings accessible from the main corridor of the building (labeled West Front, Center Front, East Front). The chairs are designed to allow one or more people to easily and safely move an immobile person up or down the stairs.

**PREPLAN: If you have a mobility impairment and would like assistance to exit the building during an emergency evacuation, please contact the Safety/Risk Management Office (261-8080) or the Affirmative Action/Civil Right Compliance Office (266-3465).**

Volunteer Evacuation Assistants and other staff have been trained on the use and operation of these chairs. In case of an emergency, it is possible that you may be asked to use, operate or assist in the operation of these chairs. The person needing the assistance may give you instructions on how to transfer them into the chair and how to operate the chair. Instructions for the safe operation of the chairs are located with the evacuation chairs and are included in as *Attachment B* in this plan. Please familiarize yourself with these instructions.

If the person with mobility impairment refuses the offer to use the equipment, you may assist the individual into the stairwell, note their name and location, exit the building and proceed to your rally point (*See Attachment C*). Report the name and location of the individual to a Floor Captain.

***ELEVATORS CAN BE USED*** TO EVACUATE THE BUILDING IN THE FOLLOWING EMERGENCY SITUATIONS:

- Bomb Threat
  - Gas Leak
  - Criminal Behavior
  - Suspicious Substance Mail or Packages
  - Steam Leak
  - Water Leak
  - Power Outage
1. Proceed to the elevator.
  2. Evacuate the building per plans.
  3. Move to the appropriate rally point (Monona Terrace parking ramp or Henry Street – *See Attachment C*).
  4. If you choose to remain in the building, wait in the stairwell landing for rescue from the Madison Fire Department if deemed in imminent danger by firefighters.

## UNASSISTED EVACUATIONS

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Those who are able to evacuate the building via the stairs would take the following actions in **ALL** emergency evacuation situations:

1. **DO NOT USE THE ELEVATORS – USE THE STAIRS.**
2. Immediately move to the nearest, safe Emergency Exit.
3. Leave beverages, reading materials, etc. behind.
4. If the fire alarm has not yet been activated, and if you see fire or smoke, pull the fire alarm.
5. Proceed down the Emergency stairway along the right-hand side, allowing room for firefighters or emergency responders to move up the stairs.
6. Exit the building.
7. Carefully make your way to the appropriate gathering point (Monona Terrace parking ramp or Henry Street – *See Attachment C*).
8. Floor Captains will compare notes on those people who are remaining in the stairwells.
9. Follow all instructions given by Floor Captains, firefighters and police.
10. Wait for the “All Clear” signal from Floor Captains before returning to the building.

## BADLY DAMAGED BUILDING

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### **NEVER ATTEMPT TO RETURN TO A BADLY DAMAGED BUILDING.**

If the building is badly damaged and the Department’s Secretary or Incident Commander directs staff to go home:

1. Do not return to the building to collect personal belongings.
2. Make arrangements as best as possible to go home from the gathering point, or
3. Wait for Madison Metro buses to arrive to take building occupants to centralized locations away from the area of destruction (if applicable); and
4. Then make arrangements as best as possible to go home.
5. Before leaving, exchange telephone numbers with your supervisor, if not exchanged previously.
6. From home, periodically check the **DHS Emergency Message Line (261-8897 or, 1-888-848-5112)** for additional information and wait for further direction from your supervisor.

## ATTACHMENT B. Emergency Evacuation Chair Instructions

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1. Confirm that bar, track, and the bottom support handles are fully extended and are in a locked position.



2. With the brakes in the locked position, securely strap in person.



3. Unlock the wheel brakes.



4. Move person towards stairs and STOP when there is a foot of space between the front wheels and the edge of the first stair.



5. Tilt back the chair before continuing towards the first stair.



6. Push chair slowly onto first step. Once chair track engages, move hands to the top of the bar and push straight down as you proceed down the stairs.



7. Continue down the stairwell until you reach a fire exit, then proceed to designated rally point.

## ATTACHMENT C. Employee Evacuation Routes and Rally Points

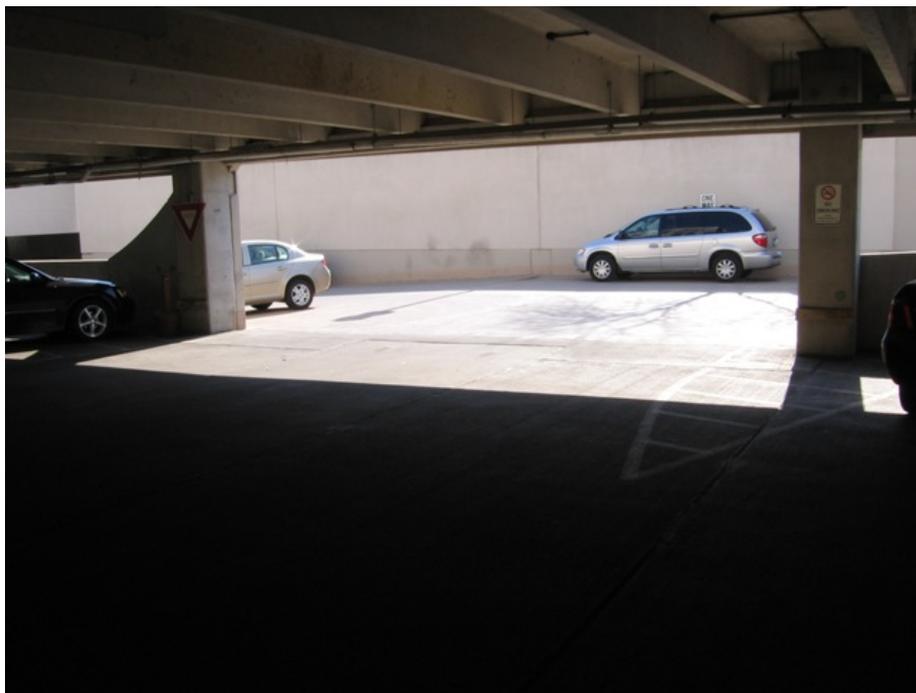
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### MONONA TERRACE RALLY POINT

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The Monona Terrace Convention Center parking ramp is one of the gathering points for 1 West Wilson Building occupants.

- Proceed out the emergency exits on B2, back side of the building. Enter the Monona Terrace parking ramp either via the stairs on the east end of the property or the walkway on the west end of the property.
- Once inside the ramp, walk towards the east and exit into the open part of the ramp in the center.(See picture below.)



- Proceed eastward up the ramp.



- At the top of the ramp, east end, you will have reached the rally point.



## HENRY STREET RALLY POINT

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The Henry Street rally point is located west of the building, down Wilson Street to the intersection with Henry Street.

- Proceed west on Wilson Street.



- Continue towards the intersection of Henry and Wilson Streets.



- Once you have reached Henry Street you have arrived at the rally point.



