

# EMERGENCY Action Procedures for Employees

## 1 W. Wilson Building, Madison, Wisconsin

### Department of Health Services



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<p><b>Important Phone Numbers</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ <b>Emergency Contacts:</b> Fire/Medical <b>9-911 (if using State landline)</b> Police/Emergency <b>266-7700</b> (Capitol Police) Building Issues <b>266-1485</b> [Department of Administration (DOA) Call Center 7:30-4:30 M-F]</li> <li>◆ <b>Non-Emergency Contacts:</b> Police/Non-Emergency <b>266-8797</b> (Capitol Police)</li> <li>◆ <b>DHS Emergency Message Line: 261-8897 or 1-866-848-5112</b> (Also printed on ID badge) <b>DHS Facilities Management Officer: 267-5227; 712-6177</b> (cell); <a href="mailto:DHS1WWilson@wi.gov">DHS1WWilson@wi.gov</a> Floor Captains can be identified by high visibility safety vests. All employees and on-site contractors are responsible to know where to relocate in emergencies.</li> </ul>
<p><b>Evacuation General Guidance</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ DO NOT USE ELEVATORS – USE THE STAIRS. Walk (do not run) to the nearest emergency exit. Direct building visitors to exits and help those who need assistance.</li> <li>◆ DO NOT TAKE BEVERAGES, READING MATERIALS, ETC.</li> <li>◆ Relocate to either the Monona Terrace parking ramp rally point, walking all the way to the east end; or to the Henry Street rally point. Do not cross Wilson Street.</li> <li>◆ Persons unable to use the stairs should be registered with the <b>DHS Safety/Risk Manager (261-8080)</b>. During an evacuation, either wait in the stairwell for rescue by emergency personnel. (They will rescue people in imminent danger first.) Or, exit using the emergency evacuation chairs (with assistance).</li> <li>◆ Alert Floor Captains at the gathering point of the location of persons unable to exit the building.</li> <li>◆ Follow the instructions of the Floor Captains and emergency responders.</li> <li>◆ Wait for the “all clear” signal from Floor Captains before returning to your work area.</li> </ul>
<p><b>Tornado Watch or Severe Weather</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ A tornado “<b>watch</b>” means conditions exist for a tornado to develop.</li> <li>◆ You will be notified of severe weather conditions over the public address system or by a Floor Captain.</li> <li>◆ Close blinds if seated near a window. Then, stay back from windows.</li> <li>◆ Limit telephone use during electrical storms.</li> <li>◆ Stay alert to changing conditions.</li> <li>◆ Be prepared to quickly move to the interior stairway or hallway if the weather situation is upgraded to a warning.</li> </ul>

<p><b>Tornado Warning</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ A tornado “<b>warning</b>” means a tornado has been sighted in the area or detected on radar.</li> <li>◆ You will be notified of a tornado warning over the public address system or by a Floor Captain.</li> <li>◆ Immediately move to an <b>INTERIOR</b> stairway or hallway.</li> <li>◆ Stay away from doors/windows with glass.</li> <li>◆ Wait for the “all clear” signal from Floor Captains before returning to your work area.</li> <li>◆ 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.</li> </ul>	
<p><b>Fire</b></p> <p><a href="#">Back to top</a></p>	<p>If you <b>SMELL</b> smoke, contact the DOA Call Center at <b>266-1485</b>.</p> <p>If you <b>SEE</b> smoke or fire:</p> <ul style="list-style-type: none"> <li>◆ Do not panic.</li> <li>◆ Pull a fire alarm. Fire alarms are located next to the elevators and stairways.</li> <li>◆ Immediately report the fire by dialing <b>9-911</b>.</li> <li>◆ If safe to do so, close doors at the site of the fire but <b>DO NOT LOCK</b>.</li> <li>◆ Evacuate the building. <b>DO NOT USE ELEVATORS</b>. Use the nearest, safe stairway.</li> <li>◆ Go to either the Monona Terrace parking ramp rally point, walking all the way to the east end; or to the Henry Street rally point.</li> <li>◆ Persons unable to use the stairs should be registered with the <b>DHS Safety/Risk Manager (261-8080)</b>. During an evacuation, either wait in the stairwell for rescue by emergency personnel. (They will rescue people in imminent danger first.) Or, exit using the emergency evacuation chairs (with assistance).</li> <li>◆ Follow the instructions of the Floor Captains and emergency responders.</li> <li>◆ Wait for the “all clear” signal from Floor Captains before returning to your work area.</li> </ul>	
<p><b>Medical Emergency or Injury</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ Call emergency medical responders by dialing <b>9-911 (if using State landline)</b>.</li> <li>◆ Assess the hazards prior to entering the scene. Do not enter if unsafe, e.g., electrical hazard, falling debris, chemical hazards, etc.</li> <li>◆ Do not come in direct contact with blood or body fluids.</li> <li>◆ Do not approach victims of electrocution or toxic exposure unless they are clearly away from the hazard.</li> <li>◆ Send someone to the main entrance at 1 W. Wilson to direct emergency responders to the correct floor and area.</li> <li>◆ Automated External Defibrillators (AEDs) are located in the central fire extinguisher cabinets on floors 10, 7, 4, 1, and B2.</li> </ul>	
<p><b>Bomb</b></p> <p><a href="#">Back to top</a></p>	<p><b>Suspicious package:</b></p> <ul style="list-style-type: none"> <li>◆ DO NOT handle the object.</li> <li>◆ DO NOT pull the fire alarm.</li> <li>◆ Evacuate the area.</li> <li>◆ Call the Capitol Police at <b>266-7700</b></li> </ul>	<p><b>All bomb threats must be taken seriously.</b></p> <p><b>Bomb Threat Received by Telephone:</b></p> <ul style="list-style-type: none"> <li>◆ On another phone line, immediately call Capitol Police at <b>266-7700</b>.</li> <li>◆ DO NOT PULL THE FIRE ALARM.</li> <li>◆ If safe to do so, ask the caller and write down: The exact location of the bomb; the time the bomb is set to go off; the type of bomb; who they are; and from where they are calling.</li> <li>◆ If safe to do so, also record: The date and time of the call; any background noise; and exact words of any critical statements made by the caller.</li> </ul>
<ul style="list-style-type: none"> <li>◆ Police will determine whether an evacuation is needed and determine the method of evacuation.</li> <li>◆ If evacuating, scatter. <b>DO NOT</b> go to the gathering point(s) until safe to do so.</li> </ul>		

<p><b>Suspicious Substance: Mail or Package</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ Pay close attention to mail and packages. If an item seems suspicious: <ul style="list-style-type: none"> <li>• DO NOT TOUCH the item. Isolate the item and leave the area.</li> <li>• DO NOT PULL THE FIRE ALARM.</li> <li>• Ask someone to call the Capitol Police at <b>266-7700</b>.</li> <li>• The police will determine if a building evacuation is required.</li> <li>• Persons exposed to the immediate area of the suspicious package may be quarantined.</li> <li>• Seek medical treatment at the nearest hospital emergency room if exposed to hazardous materials.</li> </ul> </li> </ul>
<p><b>Violent Situation</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ If you observe any person in a threatening situation, call the Capitol Police at 266-7700 immediately.</li> <li>◆ Be a good witness by noting the violent person's hair, height, weight, build and clothing.</li> <li>◆ Advise others to stay clear of the area. DO NOT APPROACH the violent person. If you choose to approach, you do so at risk to your own personal safety.</li> <li>◆ Move away from the threat if you can and put as many walls, doors and obstacles as possible between you and the violent person.</li> <li>◆ The police will determine whether or not to evacuate the building.</li> <li>◆ 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 the building, keep your hands open, away from your body and visible to the police at all times.</li> <li>◆ If you are confronted by a violent person, your life safety is of primary concern. Circumstances may dictate that you make a split-second fight or flight decision.</li> <li>◆ If you can: <ul style="list-style-type: none"> <li>• Remain calm, in control of your voice using quiet, confident tones.</li> <li>• Do not make threats or ultimatums; do not give deadlines or orders.</li> <li>• Make only brief and non-challenging eye contact.</li> <li>• Think about your next steps.</li> <li>• Prepare yourself both mentally and physically for your next steps.</li> </ul> </li> <li>◆ If the violence escalates, act upon your decision to run or fight.</li> </ul>
<p><b>Power Outage</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ DO NOT PULL THE FIRE ALARM.</li> <li>◆ Do not panic. Emergency lighting will illuminate hallways and stairwells.</li> <li>◆ Report the situation to the DOA Call Center at <b>266-1485</b>, or to the Capitol Police at <b>266-7700</b>.</li> <li>◆ Open blinds to allow as much light as possible to enter.</li> <li>◆ DO NOT EVACUATE. Remain where you are, or if you can safely do so, return to your desk.</li> <li>◆ Turn off electrical equipment around you, including computers.</li> <li>◆ Wait for instructions.</li> <li>◆ If trapped in an elevator, remain calm and use the emergency phone to notify the Capitol Police.</li> </ul>
<p><b>Steam or Water Leak</b></p> <p><a href="#">Back to top</a></p>	<ul style="list-style-type: none"> <li>◆ Steam can cause severe burns and displace oxygen. In addition, moisture from steam can conduct electricity. Water is an excellent conductor of electricity and can, therefore, cause an electric shock. <ul style="list-style-type: none"> <li>• Immediately cease use of electrical equipment near a significant water leak.</li> <li>• Avoid the area where water has accumulated.</li> <li>• If the steam/water leak is inside the building, the area should be evacuated.</li> <li>• Warn others to stay clear of the area.</li> <li>• A steam leak may cause the building's fire alarm to sound. If the alarm does activate, the employees should immediately evacuate the building.</li> <li>• Report the situation to the DOA Call Center at <b>266-1485</b>.</li> </ul> </li> <li>◆ If after normal hours, report the situation to the Capitol Police at <b>266-7700</b>.</li> </ul>

