

OCCUPANT EMERGENCY PLAN

January 2026

UNIVERSITY OF WISCONSIN
LAW SCHOOL

Facility Manager: Vicky Coulter

Office: 5346

Email: vacoulter@wisc.edu



Occupant Emergency Plan

Prepared by:

**University of Wisconsin – Madison Police Department
Planning & Development Division**

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Emergency Management

UW-MADISON POLICE DEPARTMENT

UNIVERSITY OF WISCONSIN-MADISON

UWPD Dispatch

(608) 264-2677

QUICK CONTACT LIST

Building Information:

Building: Law (A0430)
 Address: 975 Bascom Mall
 Madison, WI 53706
 Telephone: 608-262-2240 (Main Office)

Agency/Company	Name of Contact	Telephone Number
Fire/Police/Ambulance		911
University of Wisconsin Police Department Non-Emergency		608-264-2677
UWPD Infrastructure Security Unit		608-265-3279
Campus Community Officer	Barrett (Bear) Erwin	Office: 608-264-2677 Cell: 608-212-2698
Poison Control		800-222-1222
Dane County Public Health Department		608-266-4225 608-255-2345
University of Wisconsin Physical Plant Customer Service – Tradesmen		608-263-3333 (24 Hour Line)
University of Wisconsin Safety Department		608-265-5000
MG&E		608-251-8300 (General Line) 608-252-7111 (Outages/Downed Power Lines)
University of Wisconsin Health Services Health Consultant		608-265-5600
Facility Manager	Vicky Coulter	608-263-4325 (work) 608-628-7673 (cell)
Backup Facility Manager	CJ Ullrich	608-265-4655 (work) 608-451-2130 (cell)
Chief Administration Officer/Associate Dean for Admissions	Rebecca Scheller	608-262-1815 (work) 414-305-3629 (cell)
HR Manager	Justin Boehm	608-890-4466 (work) 715-340-3755 (cell)
IT Support-Primary	Eric Giefer	608-262-3207 (work) 608-403-5307 (cell)
IT Support-Backup	Patrick Long	608-262-5242 (work) 608-960-0336 (cell)

QUICK REFERENCE GUIDE

EVACUATION PROCEDURES

	LOCATION/PROCEDURE
Outside Assembly Point	<ul style="list-style-type: none"> ▪ Bascom Hill: on the grass by Education ▪ Lathrop Drive: Across from the Law School [CROSS ROAD, do not block Lathrop Drive] ▪ Sidewalk next to South Hall ▪ Parking area by Music Hall
Off-Site Shelter Facility	<ul style="list-style-type: none"> ▪ Education Building <p>The facility Manager should contact Christopher Holsen, 608-712-8273</p>
Areas of Rescue Assistance (ARA)	<ul style="list-style-type: none"> ▪ Southeast stairwell (off Boerner Plaza) on levels 3, 4, and 5. ▪ Northeast stairwell (by the hill) in the Law Library on levels 1 through 6.
Preferred/alternate means of notifying occupants of a fire	<ul style="list-style-type: none"> ▪ Pull Station (Preferred) ▪ 911 ▪ PA via fire panel

INFRASTRUCTURE

	LOCATION
Entrances that can be locked electronically	<ul style="list-style-type: none"> ▪ Front (Hillside) Main Doors [Exterior] ▪ East exterior door (EJI Entrance) near the Music Hall [Exterior] ▪ Economic Justice Institute (EJI) room 1348 [Interior] ▪ Frank J. Remington Center rooms 4315 and 4318 [Interior] ▪ External Affairs rooms 2320 and 2348 [Interior]
PA System Panel	

PERSONNEL

	NAME
<p>Staff trained in CPR and AED use</p> <p>Most Expire 05/31/2026</p>	<ul style="list-style-type: none"> ▪ Darryl Berney (2115) ▪ Jennie Broecker (2340) ▪ Adam Bushcott (Room 5110) ▪ Vicky Coulter (Room 5346) ▪ Lauren Devine (Room 5103) ▪ Katie Dunn (5342)

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Staff trained in CPR and AED use (cont'd)	<ul style="list-style-type: none"> ▪ Chelsea Gill (Room 4318D) ▪ Kelly Hallmark (Room 6105) ▪ Jennifer Hanrahan (Room 5211) ▪ Annie Haugen (Room 1342) ▪ Scott Park (5342A) ▪ Lindsay Slaker (3221A) ▪ Jordan Smith (Room 3221) ▪ Myra Sun (Room 5211) ▪ Jay Tucker (Room 5342A) ▪ Kris Turner (Room 5330)
People authorized to use the PA System	<ul style="list-style-type: none"> ▪ Justin Boehm ▪ Adam Bushcott ▪ Vicky Coulter ▪ Eric Giefer ▪ Jini Jasti ▪ Patrick Long ▪ Rebecca Scheller ▪ CJ Ullrich

EMERGENCY SUPPLIES

	LOCATION
<p>First Aid Kits</p> <p>Current Kits Expire 08/2026</p>	<ul style="list-style-type: none"> ▪ Main Office – 5110 ▪ Dean's Office – 5211 ▪ Law Library Breakroom ▪ Law Library Circulation Desk ▪ Office of Career & Professional Development – 3221 ▪ The Economic Justice Institute – 1348 ▪ The Frank J. Remington Center – 4318 ▪ 24-hour Emergency Kit - SideBar Café
NOAA Weather Radio/Monitor	<ul style="list-style-type: none"> ▪ Main Office (Room 5110) ▪ Law Library (Circulation Desk)
Automatic External Defibrillator (AED)	<ul style="list-style-type: none"> ▪ Law School Atrium (Near 2nd Floor Entrance Doors) ▪ Main Office (5110, across from bathroom) ▪ Law Library (East of the Circulation Desk)
Emergency Generator and what parts of the facility it powers	<ul style="list-style-type: none"> ▪ N/A
Flashlights	<ul style="list-style-type: none"> ▪ Main Office (Room 5110) ▪ Law Library Circulation Desk
Battery-powered radio	<ul style="list-style-type: none"> ▪ Main Office (Room 5110) ▪ Law Library Circulation Desk
Non-VoIP phone	<ul style="list-style-type: none"> ▪ N/A

EMERGENCY DOCUMENTS

	LOCATION
OEP Copy Locations	<ul style="list-style-type: none">▪ Chief Administration Officer (6224)▪ Associate Director of the Law Library/Facility Manager (5346)▪ Law School Dean's Office (5211)▪ Human Resources Manager (5109)▪ Law School Main Office (5110)▪ UWPD's Emergency Management Unit▪ S-Drive (Facilities – OEP & COOP Folder)▪ Law Library Intranet▪ Law School Business Office Website: http://law.wisc.edu/lawbiz/safety.html

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I. INTRODUCTION

This Occupant Emergency Plan (OEP) is designed to guide Law School staff members through various incidents. Not every scenario can be predicted; therefore, it is necessary to have a response plan that can be quickly adapted as events unfold. The following plan defines areas of responsibility and outlines the required administrative framework for responding to incidents. The university's overall response needs to be quick, professional, and supportive, and to meet the changing demands of the situation.

This plan is linked to the Emergency Operations Plan (EOP). In many circumstances, facility Managers and other university staff are notified of a situation, and the Emergency Operation 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 whether it warrants activation of the University Response Plan.

If there is an incident at your facility but you are unsure if it warrants activating the University Response Plan, call the University of Wisconsin-Madison Police Department (UWPD) at 608-264-2667 and ask to speak to the Manager-On-Call.

A. ADMINISTRATIVE FRAMEWORK

The plan aims to create a healthy and safe environment for building occupants, visitors, and staff, and to coordinate a response to all emergencies. This is an all-hazards plan that provides staff with the direction needed to respond to any incident. This plan augments and adds building-specific information and procedures not available in UW-Madison's Emergency Procedures Guide, which is in numerous offices throughout campus. Facility managers should continuously encourage building occupants to have a guide available and to review it periodically.

The Law School Occupant Emergency Plan functions are:

- Provide a coordinated response to incidents occurring in the facility.
- Provide particulars regarding what steps should be taken in an emergency.
- Identify specific entry routes into and exit from the facility in response to emergencies.
- Designate assembly areas and shelter facilities where building occupants can gather to be accounted for.
- Ensure 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 and assist as outlined in this plan. They are expected to work with the UWPD and other agencies to resolve the issue.

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To ensure appropriate updates and changes, the Facility Manager or a designated person shall control this Occupant Emergency Plan, and reviews are incorporated in all distributed copies of the plan. A copy of this plan is maintained at the following locations:

Physical Copies:

▪ Chief Administration Officer	6224
▪ Associate Director of the Law Library/Facility Manager	5346
▪ Law School Dean's Office	5211
▪ Human Resources Manager	5109
▪ Law School Main Office	5110
▪ UWPD's Emergency Management Unit	

Electronic Copies:

- S-Drive (Facilities – OEP & COOP Folder)
- Law Library's Intranet (Libnet)
- Law School Business Office website
 - <http://law.wisc.edu/lawbiz/safety.html>

B. TRAINING, TESTING, EXERCISING, AND UPDATING THE PLAN

Once this plan is completed, Law School occupants must be trained in it. The Emergency Management (EM) Unit can assist with or facilitate this training process based on the planners' preferences. Typically, the EM Unit will train facility leaders, who are responsible for preparing the remaining occupants.

Shortly after the OEP training, elements of this plan will be evaluated through an initial exercise to ensure that the facility's administrative staff, support, and other personnel are prepared to respond appropriately in an emergency. The facility will conduct Subsequent drills and exercises annually with assistance from the Emergency Management Unit. After the exercise, the Facility Manager or designee will provide an After-Action Report (AAR). If a real emergency occurs or 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 the actions taken and the improvements needed. The AARs will be kept on file along with the building's OEP.

The Facility Manager, or designee, will update this plan semiannually with the EM Unit. Plans may also be updated after an actual situation arises if deficiencies need to be corrected. UWPD prefers that this update take place in January and July.

The information in the final plan should be discussed and trained with every facility staff member to help reduce confusion during an emergency and inform other facility occupants of what they need to do when visiting. New employees should be made aware of the OEP and the Emergency Procedures Guide in their orientation session.

II. ROLES AND RESPONSIBILITIES OF FACILITY STAFF

All facility staff members must know their roles and responsibilities to minimize confusion during an emergency. The following information should be addressed and obtained.

Facility staff members who serve a primary and backup role in facility management and operations should have their contact information (specifically after-hours information) included on a contact sheet (Appendix B). This contact sheet should also contain staff titles. Additionally, it should include a description of their responsibilities in an emergency. This contact sheet should accompany the emergency plan. When addressing the different core staff roles and responsibilities, a backup person should be designated for each role if the primary person cannot fulfill their duties.

Facility Manager:



Vicky Coulter
Office: 5346

Work: 608-263-4325
Cell: 608-628-7673

Backup Facility Managers:



CJ Ullrich
Office: 5344

Work: 608-265-4655
Cell: 608-451-2130

During regular business hours, the Facility Manager or designee will ensure, to the best of their ability, that all facility attendees, staff, and guests are accounted for in the event of an evacuation.

If anyone has concerns about someone who has not been accounted for, the UWPD or the Madison Fire Department should be notified.

Roles of Staff:

The first person to notice the emergency will contact the UWPD by dialing 911. In the case of a fire or hazardous chemical spill, pull the fire alarm. The employee will notify the Facility Manager(s) of the situation.

New employees at the Law School are made aware of emergency plans during orientation.

III. EMERGENCY COMMUNICATION PLAN

A. DIALING 911

When an unexpected situation or condition arises, it should be reported to UWPD. Facility employees are instructed to dial 911 from a campus phone for emergencies; for non-emergencies, dial 608-264-2677.

NOTE: Dialing 911 from a cell phone will connect you to Dane County 911 Dispatch. Unless it is a medical emergency, ask the dispatcher to transfer your call to the UWPD Communications Center.

When you speak to a dispatcher, remember to:

- State your name
- The phone number you can be reached at
- Unit or Building (Law Building)
- Type of emergency
- The exact location of the emergency

The Facility Manager or designee may be notified of situations in their area or on campus via WiscAlerts (an email and text notification tool). The Facility Manager should follow their internal communication procedures to notify facility occupants of a perceived threat or emergency.

EMERGENCY CONTACT:

Facility Manager: Vicky Coulter
Office: 5346
Phone: 608-263-4325 (Office)
608-628-7673 (Cell)

See **Quick Reference Guide or Page 7** for additional points of contact.

B. PUBLIC ADDRESS SYSTEM

The Law School public address system from which announcements can be made is located at the **FIRE PANEL** in the Atrium, near the glass elevator/CLEW area:

- The following are trained and authorized to use the PA system:
 - Justin Boehm, Adam Bushcott, Vicky Coulter, Eric Giefer, Jini Jasti, Patrick Long, Rebecca Scheller, CJ Ullrich

☐ 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, the roads have been closed due to the current weather conditions. I encourage you to shelter in place 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."

☐ SEVERE WEATHER

"Attention, we have received a severe weather report in our area. Please proceed in an orderly manner to the lower level of our facility."

☐ SEVERE WEATHER – ALL CLEAR

"Attention, it is now safe to return to your office. Thank you for your cooperation, and we apologize for the inconvenience."

☐ POWER OUTAGE

"Attention, we are experiencing a power outage. Please remain in your office while we try to correct the situation."

IV. EMERGENCY EVACUATION PLAN

A. GENERAL EVACUATION AND SHELTERING OPTIONS

1. SHELTER IN PLACE

Keeping facility occupants in place or in a particular shelter location for the emergency that has presented itself.

2. BUILDING EVACUATION

Movement of building occupants out of the Law School and relocating to an outside assembly point. A good example of this would be a fire.

- **The Law School's assembly point is:**

- ☐ Bascom Hill: On the grass by Education
- ☐ Lathrop Drive: Across from the Law School [Cross road, do not block Lathrop Drive]

3. RELOCATION TO ANOTHER BUILDING

Movement of occupants from the entire facility to a designated off-site shelter facility. This may occur when inclement weather occurs during an emergency.

- **Your facility's off-site shelter facility is located at:**

- ☐ **Education Building**

- ☐ The Law School Facility Manager should notify the **EDUCATION BUILDING Facilities Manager**, Christopher Holsen [608-712-8273], that Law School employees need to relocate to the Education Building for temporary shelter.
- ☐ **The Executive Management Team (See COOP) should meet at the School of Education during any building evacuation.**
 - The Executive Management Team does not need to meet at the School of Education during the fire drill in the Fall.

4. FLOOR PLANS

The facility's floor plans are posted in plain view throughout the building. They display exits, the best evacuation route(s) for the facility, and designated shelter areas.

B. GENERAL EMERGENCY PROCEDURES

In an emergency, the Facility Manager or designee will be notified as quickly as possible and informed of the actions being taken in response. The Facility Manager or their designee will evaluate the emergency and provide the necessary directions to the building occupants to ensure their safety. If the emergency warrants, the Facility Manager or their designee may need staff to 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. Remember to use your Emergency Response Guide (Appendix A)
2. Based on the situation, determine the correct type of evacuation. Dispatch or first responders will likely provide further instructions.
3. IF SAFE TO DO SO, the Facility Manager or designee will perform an overhead page via the fire panel/PA to alert building occupants of the imminent hazard and provide instructions to shelter in place or evacuate the building.
4. For on-site evacuation, all facility attendees and staff must report to the designated assembly area at least 100 feet away from the building unless directed by the Madison Fire Department or UWPD.
 - Supervisors, if present, should be prepared to provide a staff count to their Facility Manager.
5. Facility occupants should adhere to predetermined evacuation routes as much as possible during the evacuation. However, they should not hesitate to alter the designated route if necessary.
6. All occupants should stay at designated shelters or assembly points until emergency personnel notify them to re-enter the building.
7. The Facility Manager or designee should always be in contact with the Madison Fire Department or UWPD until emergency personnel notify occupants that it is okay to re-enter the building.
8. The Facility Manager or designee should check the fire panel for the location of the alarm and notify first responders if individuals are in any Areas of Rescue Assistance.
9. If alarms are activated, facility managers should not silence the alarm or turn off the strobes. Only the Madison Fire Department has jurisdiction to do so.

C. EVACUATION FOR PEOPLE WITH DISABILITIES

Individuals who need assistance during an evacuation, even temporarily (due to a broken leg, illness, etc.), should plan in advance. These individuals should identify, discuss, and plan with someone who can assist them in leaving the building and/or inform emergency responders of their presence and location so that further assistance can be provided. The Madison Fire Department's priority is rescuing people.

Facility Managers cannot know everyone and all their exact needs. Everyone must be aware of their capabilities and limitations.

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, dial 911 and state your location. UWPD dispatchers will relay this information to responding personnel.
 - Pre-planning will inform Facility Managers and volunteers of your needs during an evacuation. A plan can be developed using the Facilities Planning and Management (FP&M) website: <https://accessibility.fpm.wisc.edu>.
 - Notify your Facility Manager of your regular location and your plan.
 - Familiarize yourself with the layout of buildings you regularly occupy.
 - Familiarize yourself with the evacuation routes posted in each building by the elevators, stairs, and water fountains.
 - If your facility does not have an established plan, request assistance and then give clear instructions on what the volunteer needs to do to help you.
 - If you are an employee with a physical disability (permanent or temporary) that will hinder you from easily evacuating the building, please contact Kelly Hallmark, Division Disability Representative for the Law School, at (608) 262-3138 or kelly.hallmark@wisc.edu. Kelly will work to ensure that you have the resources and knowledge to evacuate the building safely.
2. General Information:
 - Areas of Rescue Assistance (ARA) location(s):
 - ☐ Southeast stairwell (off Boerner Plaza) on levels 3, 4, and 5.
 - ☐ Northeast stairwell (by the hill) in the Law Library on levels 1 through 6.
3. Considerations if attempting to help someone with a disability.
 - Always **ask** someone with a disability how you can help **before** attempting to assist them. Ask how they can best be assisted or moved, and whether any special

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

considerations or items need to accompany 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.

V. FIRE EMERGENCIES

A. PROCEDURES

1. If it is safe to do so, confirm the fire's location, size, and nature. The nature of the fire is essential in determining the proper response. The first thing to do is evacuate the area, then decide whether to try to extinguish the fire. This should only occur if there is no imminent danger to the staff.
 - ☐ **Yellow Smoke** may indicate that a toxic gas is present.
 - ☐ **Gray Smoke** with brown wisps usually means an electrical fire.
 - ☐ **Gray-black Smoke** is indicative of a general fire.
2. Activate the fire alarm and then dial 911. If the fire is small and not located in a room where facility attendees are present, a fire extinguisher may be used to extinguish it. 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 with Madison Fire Department's command vehicle and/or UWPD's incident commander.
4. Door captains are assigned to specific doors to ensure that people move at least 100 feet from the building and do not block traffic.
 - Door captains cover:
 - ☐ Plaza: Jenner McLeod, Justin Boehm, and CJ Ullrich
 - ☐ Main Hill Doors/Library Exit: Erin Chuzles, Bonnie Shucha, and Ryan Poe-Gavlinski
 - ☐ Music Hall Door: Jini Jasti, Shawn King, and Carrie Doyle
 - ☐ West exit by South Hall: Jay Tucker and Toni Landes
 - ☐ 3rd floor on Lathrop, Sidewalk between Law and South Hall: Adam Bushcott and Michael States
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.
 - Law School assembly points are 100 feet away from the building.
 - ☐ Across Lathrop Drive [DO NOT BLOCK Boerner Plaza or Lathrop Drive]
 - ☐ On the Grass on Bascom Hill outside the Education building
 - ☐ On the sidewalk by South Hall

B. BUILDING INFORMATION

- A. The preferred and alternate means of notifying occupants of a fire for the Law School:
 - Pull Station with audible alarm [Preferred]
 - 911
 - PA via fire panel (voice message)
- B. Many buildings have significant fire hazards associated with their everyday use and occupancy, including maintenance and housekeeping procedures. Examples include labs, chemicals, etc.
 - The Law School fire hazards are listed below:
 - Diesel Generator Room 1327
 - Cleaning supplies Room 3102 and 7230
- C. The Law School has mapped emergency egress/escape routes. These are posted throughout the building and depict the following:
 - Exits
 - Primary evacuation routes
 - Manual fire alarm pull stations.
 - Fire extinguishers (approximately every 75 feet)
- D. The usual route for Madison Fire Department vehicles is access from Lathrop Drive.
 - During an evacuation, keep Lathrop Drive clear for fire vehicles. Congregate on the far side of Lathrop Drive.

VI. WEATHER EMERGENCIES

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

A. DEFINITIONS

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 duration they are in effect.

WARNING:

Issued by local weather offices to warn the public that storm spotters have seen severe weather or have been indicated by radar. These warnings include details on where the weather conditions are currently located and which communities are in the anticipated path of the weather conditions.

B. ALERT SYSTEMS

1. NOAA WEATHER RADIO/MONITOR

- Main Office Room 5110
- Circulation Desk Law Library

The Main Office and Circulation Desk have both electric and portable weather radios.

2. DANE COUNTY EMERGENCY MANAGEMENT WARNING SYSTEMS WEBSITE

- <https://em.countyofdane.com/notification-system/media>
 - You will receive a message requesting verification of your subscription. Upon verification, you will be subscribed to the system.
 - For information on planning, disaster assistance, and preparation.

3. LOCAL TV WEB CHANNEL OPTIONS (ONLINE SIGNUP)

- News 3/Channel 3000 www.channel3000.com/weather
- WKOW ABC 27 www.wkow.com/weather
- WMTV 15 News www.wmtv15news.com/weather

4. LOCAL RADIO STATIONS

5. OUTDOOR WARNING SIRENS

C. CONDITIONS AND RESPONSES

1. SEVERE THUNDERSTORM

- Be vigilant.
- Monitor for weather updates.

2. TORNADO

- **WATCH**
 - ☐ Monitor NOAA Weather Radio for weather updates.
 - ☐ Review shelter areas on posted maps or in this plan.
 - ☐ Be prepared for changes in weather conditions, such as:
 - ☐ A dark or green-colored sky
 - ☐ A large, dark, low-lying cloud
 - ☐ Large hail
 - ☐ A loud roar that sounds like a freight train
 - ☐ A Dark, funnel-shaped cloud

If any above-listed weather conditions are noticed, immediately seek shelter in a designated area and stay tuned to the NOAA Weather Radio.

- **WARNING**
 - ☐ Monitor NOAA Weather Radio for weather updates.
 - ☐ During a tornado warning, occupants should seek shelter in designated areas, including bathrooms, stairwells, basements, parking ramps, and interior hallways.

3. FLOODING

- Seek shelter on high ground.
- Stay away from high voltage.
- Report problems to the Facility Manager

4. SNOW/BLIZZARD

- After assessing the impending or current severe weather conditions, the Chancellor is responsible for determining whether any classes or services will be postponed or suspended.
- Staff may be told to shelter in place for an extended period if the roadways are considered unsafe for travel due to excessive snowfall and freezing temperatures.

VII. RESPONSE TO ILLNESS OR INJURY

The following information is a general response to injuries, illnesses, or deaths that may occur in your facility. If you or anyone else does not feel safe at any time, call 911 immediately.

A. MEDICAL PROBLEMS

If an occupant of Law School encounters a person who appears to be injured or ill, they should do the following (this could depend on roles/responsibilities):

1. If the illness or injury does not require immediate medical attention but requires a doctor's care, the Facility Manager or designated staff member can encourage the ill or injured person to seek medical attention.
2. If the person is unresponsive or the severity of their condition is unknown:
 1. Call 911
 2. When speaking to the dispatcher:
 - State your name.
 - Exact location in the building
 - Type of problem (dispatcher will ask you a series of questions).
 - Advise the dispatcher if there is a person to meet emergency personnel and what entrance they will be waiting at
 3. Contact the person's supervisor.
 4. Contact the Facility Manager
 5. Keep the person calm.

Do not attempt to move the person unless they are in greater danger if they stay.

NOTE: If you are not sure whether the situation is an emergency or not; call 911.

The Law School has three automatic external defibrillators (AEDs) located:

- | | |
|---------------------|---|
| ▪ Law School Atrium | Near 2 nd floor entrance doors |
| ▪ Law Library | East of the Circulation Desk |
| ▪ Main Office | 5110, across from the bathroom |

Law School has staff trained and willing to conduct Cardiopulmonary Resuscitation (CPR) and use an Automatic External Defibrillator (AED), including but not limited to:

- Darryl Berney (2115)
- Jennie Broecker (2340)
- Adam Bushcott (Room 5110)
- Vicky Coulter (Room 5346)
- Lauren Devine (Room 5103)

UW Law School – Occupant Emergency Plan

- Katie Dunn (5342)
- Chelsea Gill (Room 4318D)
- Kelly Hallmark (Room 6105)
- Jennifer Hanrahan (Room 5211)
- Annie Haugen (Room 1342)
- Scott Park (5342A)
- Lindsay Slaker (3221J)
- Jordan Smith (Room 3221B)
- Myra Sun (Room 5211)
- Jay Tucker (Room 5342A)
- Kris Turner (Room 5330)

The Law School has first aid kits available. They are in the following rooms:

- | | |
|---|--------------------------------------|
| ▪ Main Office | Room 5110 |
| ▪ Dean's Office | Room 5211 |
| ▪ Law Library Breakroom | 5 th Floor Supply Cabinet |
| ▪ Law Library | Circulation Desk |
| ▪ The Frank J. Remington Center | Room 4318 |
| ▪ The Economic Justice Institute | Room 1348 |
| ▪ The Office of Career and Professional Development | Room 3221 |
| ▪ 24-Hour Emergency Kit* | SideBar Café. |

***NOTE: THE 24-HOUR KIT CONTAINS BASIC FIRST AID SUPPLIES TO SUPPORT UNTIL UWPD/EMTS ARRIVE.**

SEE APPENDIX E FOR MORE EMERGENCY SUPPLY INFORMATION

B. DEATHS

If an obvious death occurs (if the status of the person is unknown, those with CPR training should begin CPR) in the facility, police priorities will be to contain the scene for a death investigation. In either case, staff should promptly:

- Call 911
- Shield the body from public view.
- Do not touch or move the body unless necessary to determine responsiveness.
- Contact the Facility Manager

Staff members should relocate all facility attendees, citizens, and staff to an alternative location if their work area is being used for the investigation. The facility's attendees, citizens, and staff in the immediate area should be informed only about what is essential regarding the incident. Staff members should offer each other any needed counseling.

If a news reporter is aware of the situation and asks for information, they should be referred to the UWPD.

Upon request from the police and/or coroner, provide emergency contact information for the deceased's family.

VIII. MISSING OR ABDUCTED PERSON

The following information is a general response for an employee, student, or visitor who is missing or abducted from the building during business hours.

A. MISSING ADULT

1. Contact the facility manager if staff, students, visitors, or other facility attendees are not accounted for.
2. The supervisor of the staff member or facility attendee should search the premises for them.
3. Each area of the building where the attendee or staff person should be searched, as well as the outdoor areas such as parking lots, etc.
4. The supervisor should contact the person's emergency contact if available.
5. If the person is not located after the building and area have been searched, contact UWPD; continue searching and making calls to family and friends.
6. Obtain as much information as possible from the last person who had contact with the missing person. Be prepared to provide the following information to the police:
 - Clothing description
 - Description of anything they may have said.
 - Any notes or other indicators left behind.
 - Sex, race, height, weight, hair color, and approximate age.

NOTE: If there is any indication the person may have been abducted, has recently been threatened, or depressed, may have a medical emergency or any other concerns, **CONTACT THE POLICE IMMEDIATELY** and then begin searching while police are on the way

B. MISSING CHILDREN

1. If a child disappears, particularly under suspicious circumstances, **immediately call UWPD and** contact the Facility Manager.
2. When you call the police department, provide the child's name, date of birth, height, weight, and other unique identifiers such as eyeglasses and braces. Tell them how long the child has been missing and what the child was wearing.
3. UWPD will respond and determine the next steps. While responders are en route, follow the dispatcher's instructions.

IX. RESPONSE TO UTILITIES AND MAINTENANCE EMERGENCIES

The following section provides a general response to potential problems that may arise in the building. As always, follow your department's policy for reporting emergencies or other building issues.

A. GAS LEAK

****NOTE** THE LAW SCHOOL DOES NOT HAVE NATURAL GAS**

Although this section generally does not apply to the Law School, it may apply if you are in another University building. Natural gas is odorless and colorless; therefore, an odorant is added to the gas before it enters the distribution system to aid detection. The odorant is so highly concentrated that even the smallest amount of natural gas can be detected. The odorant emits a foul, rotten-egg-like odor. Any odor of natural gas inside your building may indicate a leak.

Steps to take if a natural gas leak is detected:

1. **Do not use your telephone.** This includes cellular phones, all types of portable communication devices, and electronic devices with batteries. These can provide a source of ignition for natural gas.
2. **Do not light matches or create any other source of ignition**
3. **Do not operate ANY electrical switch,** including lights, on or off. This could spark natural gas.
4. Any possible flame source should be extinguished.
5. **Evacuate everyone from the building. Do not use the elevators, as this could cause a spark.**
6. **Call 911 (after you have safely exited the facility)**
 - State your name.
 - Give your exact location in the building.
 - Describe the type of problem.
 - Tell the dispatcher if there is a person to meet emergency personnel, and at what entrance they will be waiting at
7. All occupants should stay at the designated assembly point until they are notified by emergency personnel or designated personnel to re-enter the building.
8. If your building does not have a natural gas supply and you smell natural gas, you should notify UWPD to investigate.
9. The Facility Manager or designee will alert staff of the situation through the PA system and email with the following.
 - ☐ **ATTENTION: "There is a gas leak on the premises. Please proceed in an orderly manner to our designated evacuation assembly point. No electrical switches should be touched during this evacuation. Maps are located throughout the building to assist you in evacuating the building as quickly as possible." {Repeat once for a page}**

B. POWER FAILURE

Steps to take if the building should lose power:

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. Battery-powered radios are in the Main Office, room 5110, and the Law Library Circulation Desk.
 - Also, for weather emergencies
5. Law School has a backup/emergency generator:
 - Location: Room 1327
 - Operating instructions: Call Physical Plant Customer Service (PPCS)
 - People authorized to operate:
 - University of Wisconsin Physical Plant Customer Service: 608-263-3333
 - Other: None
6. The facility has flashlights at the Main Office, room 5110, and the Law Library Circulation Desk.

C. PLUMBING

If there is a plumbing problem in your building:

1. The Facility Manager or designee should be notified of the plumbing problem.
 - E.g., overflowing toilets causing flooding in the building
2. The Facility Manager or designee should contact the plumbing contractor.
 - UW 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 result from a plumbing problem, loss of power, or something else.
3. The Facility Manager or designee should contact the appropriate service/maintenance provider:
 - UW Madison Physical Plant Customer Service 608-263-3333

E. TELEPHONE SERVICE

If there is a telephone service problem in your building:

1. The Facility Manager, the Main Office Manager, and the Director of IT should be notified promptly of the telephone service loss.
2. The Main Office Manager should contact:
 - DoIT Voice Services: 608-262-5544
 - DoIT Help Desk: 608-264-4357

F. HEAT OR AIR CONDITIONING

If there is a problem with the heat or air conditioning in your building:

1. The Facility Manager or designee should be notified promptly of the loss of heat or air conditioning if it is not during the seasonal changeover period
2. If during the seasonal changeover period, notify the Facility Manager so they can find out when the building is scheduled for the changeover.
3. The Facility Manager or designee should contact the appropriate service/maintenance provider.
 - UW Madison Physical Plant Customer Service: 608-263-3333

G. KEYS OR ACCESS CONTROL

If there is a problem with keys or the 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. The Facility Manager should contact the locksmith for lock and key issues on non-access control doors.
 - UW 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
 - UW 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: wiscard.wisc.edu
5. If locking the entire perimeter of the Law School is required, the Facility Manager or designee will perform this task by notifying UWPD and changing the "daily" locking schedule to a "holiday" locking schedule.
 - If this function is performed, the Facility Manager or designee should immediately advise UWPD of 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-hours access to the building will be able to enter the building

6. The Law School has seven doors with electronic locking capabilities:

1. Front (Hillside) Main Doors [Exterior]
2. East exterior door (EJI Entrance) near the Music Hall [Exterior]
3. Economic Justice Institute (EJI) room 1348 [Interior]
4. Frank J. Remington Center rooms 4315 and 4318 [Interior]
5. External Affairs rooms 2320 and 2348 [Interior]

LAW SCHOOL ACCESS CONTROL ADMINISTRATOR:

- Name: Justin Boehm
- Room Number: 5109
- Phone Number: 608-890-4466

ALTERNATE ACCESS CONTROL ADMINISTRATOR

- Name: Vicky Coulter
- Room Number: 5346
- Phone Number: 608-890-4325

FRANK J. REMINGTON CENTER

- Name: Chelsea Gill
- Room Number: 4318D
- Phone Number: 608-262-0155

ECONOMIC JUSTICE INSTITUTE

- Name: Angela Haugen
- Room Number: 1342
- Phone Number: 608-262-5827

THE LAW SCHOOL HAS EMERGENCY LOCKING CAPABILITIES CONTROLLED BY:

- UWPD

X. RESPONSE TO HAZARDOUS CHEMICAL INCIDENT

This section provides general response guidelines to a hazardous chemical spill, leak, or release in or outside a campus building. When handling dangerous materials, follow all available safety and product guidelines, particularly the Material Safety Data Sheets (MSDS). 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 with appropriate training to manage the substances in question safely.)*

A. UNIVERSITY OF WISCONSIN MADISON ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

- University of Wisconsin-Madison's Environment, Health & Safety Department (EHS) is available to assist in answering questions (Help Line: 608-265-5000). The 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 cleanup can be attempted without risk, use appropriate personal protective equipment (PPE) and begin cleanup. Send another person to the Facility Manager or the safety officer for assistance.
2. In all other cases, UW-Madison's Environment, Health & Safety Department uses a ranking system to help guide its department's initial response procedures and provide corresponding personnel response and decontamination guidelines.
 - Hazardous material incidents are roughly categorized as significant spill/high hazard, minor spill/low hazard, or unknown. This is based on substance, quantity, area, and potential risk.
3. Everyone in the workplace should be aware of any potential hazards. However, because the Law School generally does not store hazardous chemicals on campus, it does not have a Safety Officer.
4. If the identity of the spilled chemical is known and cleanup can be attempted without risk, begin to clean up and send another person to the Facility Manager for assistance.

C. PROCEDURE

The following are basic procedures for everyone to follow during a hazardous material spill, leak, or release:

1. The Facility Manager or designee will alert building occupants of the situation:
 - ☐ **ATTENTION: "There has been a hazardous chemical spill in (GIVE floor and room # if possible). Please proceed in an orderly manner to the designated evacuation assembly point. Maps are located throughout the building to assist you in evacuating the building as quickly as possible". {Repeat once for a page}**
2. Evacuate the area immediately and go to a safe place.
3. Do NOT attempt to respond to an unidentified spill.
4. Extinguish all open flames.
5. Close doors and fume hoods.
6. Avoid any action that might create a spark (**do NOT turn the lights on or off**).
7. Do not attempt to rescue an injured person unless you are protected from hazards and are sure of your safe return.
8. Do not attempt to rescue anyone who has passed out due to fumes.
9. Call 911 and provide the following information:
 - Your name
 - Phone number to which you can be reached
 - The exact location of the emergency in the building
 - Type of emergency, injuries or symptoms, and hazardous materials involved, if known.
10. Designate someone to meet emergency responders.
11. No one should enter the facility until authorized by the Madison Fire Department's Hazardous Materials Team.

D. PERSONAL DECONTAMINATION PROCEDURES

1. **Call 911** even if there is minimal contact and someone feels okay.
2. **Quickly** remove all contaminated clothing using the safety shower or other available water sources.
3. **Flood** the affected body area in cold water for at least 15 minutes.
4. If eyes are involved, **check** for contact lenses and flood eyes for at least 15 minutes. Use an eyewash station if one is available.
5. **Remove** all jewelry to facilitate the removal of any residual material.
6. An injury report should be completed and promptly submitted to the Safety Manager.

****NOTE: THIS IS NOT APPLICABLE TO THE LAW SCHOOL SINCE WE GENERALLY DO NOT HAVE HAZARDOUS CHEMICALS IN THE BUILDING. ****

XI. RESPONSE TO THREATS

The following section is a general response to threats that may present themselves inside or outside the Law School. UWPD encourages faculty, staff, students, and visitors to be aware of anything suspicious, odd, or unusual in their area. This could include suspicious people, packages, boxes, backpacks, and building repair issues. People attending this building know the area best and can articulate discrepancies that could avert a potentially threatening situation. Staff should only address conditions when their safety is not compromised.

ALL threats should be taken seriously and reported.

“In order to determine whether something is an isolated incident or cause for concern it is necessary to share information in a consistent manner, check for patterns, and determine next steps.” (Excerpt from UW System President’s Commission on University Security, July 2007)

A. THREATS: VERBAL/PHYSICAL

1. TYPES

- a. In-Person
- b. Written
- c. Telephone

2. WARNING SIGNS

- a. Uncharacteristic poor performance
- b. Excessive absences or tardiness
- c. Reduced motivation
- d. Irritability
- e. Angry outbursts or tearfulness
- f. Intense emotions
- g. Inappropriate responses
- h. Strained interpersonal relations
- i. Substance abuse
- j. Isolating behavior/low self-esteem
- k. Change in personal hygiene or dress
- l. Evidence of depression or stress
- m. Hyperactivity/difficulty concentrating

3. WHAT TO DO IF YOU OBSERVE WARNING SIGNS

- a. Talk with a trusted colleague about the situation.
- b. For advice, contact the University of Wisconsin-Madison counseling services (students) or the Employee Assistance Office (faculty/staff).
- c. Speak with the person privately.
- d. Remain calm/keep your composure.
- e. Actively listen to what the person is saying.
- f. Communicate understanding, not sympathy.
- g. Don't make judgments or establish blame.
- h. Set clear boundaries/behavioral expectations.

4. INDICATORS THAT THE SITUATION MAY ESCALATE:

- a. **JUSTIFICATION TO USE VIOLENCE:** The person may have been suspended, disciplined, or terminated and feel they have justification for using violence to solve their problem.
- b. **LACK OF ALTERNATIVES:** The person appears to have a sense of hopelessness and does not see any other options in the situation.
- c. **CONSEQUENCES:** The person believes their violent or disruptive actions outweigh the consequences.
- d. **ABILITY:** The person may have the resources or physical capability to perpetrate violence, which may or may not include access to weapons.

5. WHAT TO DO IF THE SITUATION DOES ESCALATE:

- a. If the person is present and violence or disruption occurs, immediately call 911 and:
 - State your name.
 - Phone number at which you can be reached.
 - Type of emergency.
 - The exact location of the emergency
 - Some description of the person & direction of travel (if they left the area)
- b. If the person is not present but exhibits these indicators, immediately call:
 - UWPD's non-emergency number: 608-264-2677

B. BOMB THREATS

1. Any bomb threat should be taken seriously and treated as real until proven otherwise. All bomb threats should be reported to UWPD via 911. UWPD will advise whether to evacuate the building.
2. Any suspicious packages or letters should be reported to UWPD, who will advise whether to evacuate the building.
3. If evacuation is necessary, report to your assembly points. The Facility Manager or designee will alert building occupants of the situation.
 - ☐ **ATTENTION: Please proceed in an orderly manner to our designated evacuation assembly point. Doors should be left open if possible. Maps are located throughout the building to help you evacuate as quickly as possible. {Repeat once for a page}**
4. As you evacuate, note any information that may be important to responding law enforcement officers, such as unfamiliar objects. Ensure that the Facility Manager and responding officers are informed.
5. Upon arrival of UWPD and other assisting agencies, the Facility Manager or designee will contact the Incident Commander, pass along any information obtained, and answer any questions the Incident Commander may have.
6. All occupants should stay at the designated assembly point until they are notified by emergency personnel or designated personnel to re-enter the building.
7. For more detailed Bomb Threat procedures and checklists, see Appendix F. The same information can also be found in the Emergency Procedures Guide.

SPECIAL INSTRUCTIONS FOR TELEPHONE BOMB THREATS:

- a. See Appendix F for detailed Bomb Threat procedures.
- b. Staff should have the Bomb Threat Checklist readily available if they receive a bomb threat.
- c. This same information can also be found in the Emergency Procedures Guide.

SPECIAL INSTRUCTIONS FOR WRITTEN BOMB THREATS:

- a. The staff member who receives the written threat should handle the letter as little as possible and should save all materials that came with the letter
- b. UWPD should be contacted via 911. All materials involved in the threat should be turned over to UWPD, which will advise whether to evacuate the building.
- c. See Appendix G for more information about a postal bomb threat/suspicious mail.

C. ACTIVE SHOOTERS

An active shooter is a person who is actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Not all situations can be planned for, but there are some things that you can think about before a situation occurs that may help you under stressful conditions. Here are some things to consider:

1. A mass casualty killer usually tells someone or gives clues ahead of time. Look for the signs and indicators listed in verbal threats (Section A)
2. For this type of killer, violence becomes the only possible recourse for their perceived grievances.
3. Study your surroundings BEFORE something happens. Where are your exits? Can the door be locked? What would work as a barricade? Do the windows open?
4. Have a plan of action for the rooms/buildings you frequent. Where would you run? How would you hold a barricade? Would you live if you jumped out a window?
5. Survival Strategies in the event of an Active Shooter.
6. Study your surroundings before something happens.
7. Have a plan of action for the rooms/buildings you frequent.
8. Establish an internal safe room.
9. Be prepared to call 911 when it is safe for you to do so.
10. Remember **RUN-HIDE-FIGHT**.

☐ **RUN:**

- ☐ Get out and away from the area.
- ☐ Call 911 to alert police to the shooter's location. If you can't speak, leave the line open. Report as much detail as possible about your location and the shooter(s).

☐ **HIDE:**

- ☐ If you can't get out, find a safe hiding place.
- ☐ If you are in a room you cannot leave, barricade the door to keep the shooter out.
- ☐ Close and lock all doors and windows, shut blinds, turn off all lights, and get down onto the floor &/or behind adequate cover (i.e., concrete walls, thick desks, filing cabinets).

☐ **FIGHT:**

- ☐ If there is no way out, your only choice may be to fight back and take out the shooter. Remember, you are fighting for your life, so commit fully to your actions.

SEE APPENDIX C & D FOR ADDITIONAL SHELTER-IN-PLACE AND LOCKDOWN PROCEDURES.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS AND THINGS TO CONSIDER AS THEY ARE RESPONDING:

1. Police officers responding to an active shooter are trained to proceed immediately, in small teams, directly to the area in which shots were last heard
2. Their purpose is to stop the shooting as quickly as possible, so they will NOT stop to aid injured people.
3. Remain calm, do as the officers tell you, and do not be afraid of them.
4. Put down any bags or packages you may carry and keep your hands visible.
5. If you know where the shooter is, tell the officers.

Before unsecuring an area (i.e., unlocking your room to let others in):

1. Consider the continued risk of attack. The shooter will not stop until an outside force engages them, and there may be more than one. The shooter may also pretend to be a police officer to lure people out of rooms.
2. Attempts to rescue people should only be made if they can be accomplished without further endangering the people inside a secure area.
3. Consider the safety of the masses vs. the safety of a few.
4. If there is any doubt about the safety of individuals in the room, the area should remain secure.

Note: The police will be seeking information regarding the incident. Once you have been identified and made a statement; you will be released or asked to remain at a safe assembly point designated by the police.

D. HOSTAGE SITUATION

If you hear or see a hostage situation:

1. Immediately remove yourself from any danger
2. Immediately notify UWPD by dialing 911
3. Be prepared to give the dispatcher the following information:
 - Location and room number of the incident
 - Number of possible hostage takers
 - Physical description of hostage takers and names, if possible
 - Number of possible hostages
 - Any weapons the hostage takers may have
 - Your name, location, and phone number

If you are taken hostage:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally, DO NOT complain, avoid being belligerent, and comply with all orders and instructions.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. If they respect you, they are less likely to harm you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making pleas on your behalf.
- Stay low to the ground or behind cover from windows or doors, if possible.

In any rescue situation:

- **DO NOT RUN.** Drop to the floor and remain still. If that is impossible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all the instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a suspect or a hostage.
- Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

APPENDIX A: EMERGENCY RESPONSE GUIDE



FACILITY INCIDENT RESPONSE GUIDE



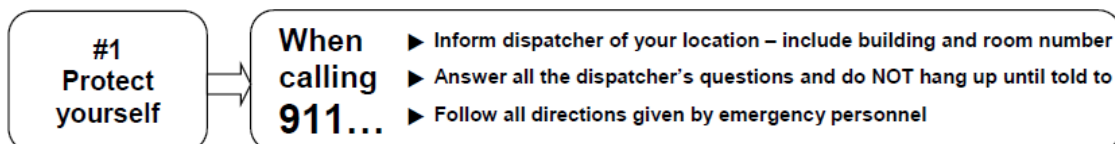
EMERGENCY PHONE NUMBERS

Police — 911
(Non-emergency: 264-2677)

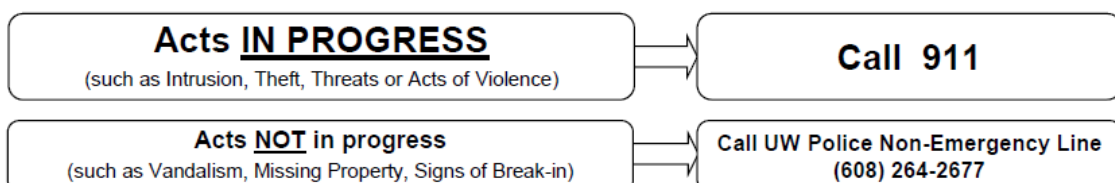
FIRE — 911

Poison Control
1-800-222-1222

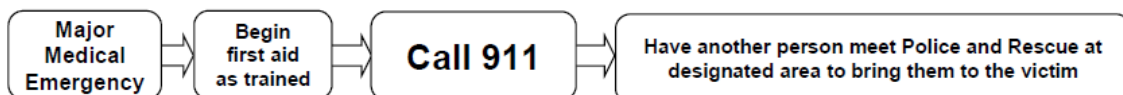
GENERAL PRINCIPLES



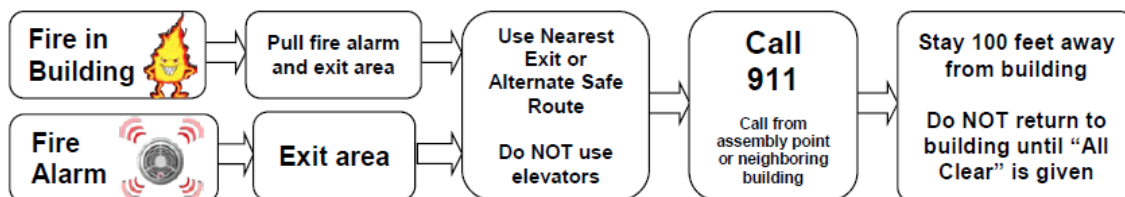
CRIMINAL ACTS



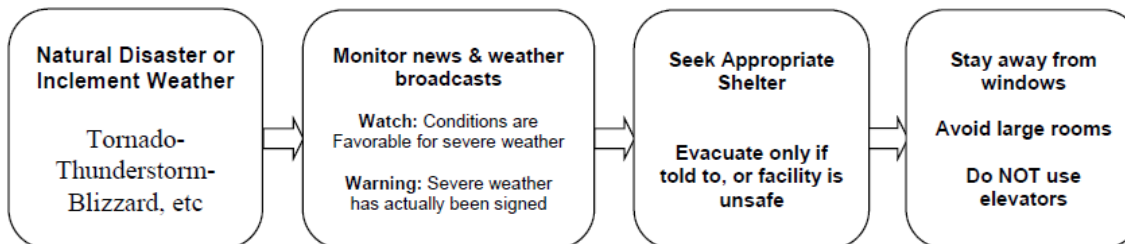
MEDICAL EMERGENCY



FIRE ALARM OR ACTUAL FIRE



NATURAL DISASTER / INCLEMENT WEATHER



APPENDIX B: EMERGENCY CONTACT LIST QUICK REFERENCE SHEET

Building Information:

Building: Law (A0430)
 Address: 975 Bascom Mall
 Madison, WI 53706
 Telephone: 608-262-2240 (Main office)

Agency/Company	Name of Contact	Telephone Number
Facility Director	Vicky Coulter	608-263-4325 (work) 608-628-7673 (cell)
Backup Facility Director	CJ Ullrich	608-265-4655 (work) 608-451-2130 (cell)
Chief Administrative Officer and Associate Dean for Admissions	Rebecca Scheller	608-262-1815 (work) 414-305-3629 (cell)
HR Manager	Justin Boehm	608-890-4466 (work) 715-340-3755 (cell)
IT Support-Primary	Eric Giefer	608-262-3207 (work) 608-403-5307 (cell)
IT Support-Backup	Patrick Long	608-262-5242 (work) 608-960-0336 (cell)
Fire/Police/Ambulance		911
University of Wisconsin Police Department Non-Emergency		608-264-2677
UWPD Infrastructure Security Unit		608-265-3279
Campus Community Officer	Officer Barrett (Bear) Erwin	Dispatch: 608-264-2677 Cell: 608-212-2698
Poison Control		800-222-1222
Dane County Public Health Department		608-266-4225 608-255-2345
University of Wisconsin Physical Plant Customer Service – Trades		608-263-3333 (24 Hour Line)
University of Wisconsin Safety Department		608-265-5000
MG&E		608-251-8300 (General Line) 608-252-7111 (Outages/Downed Power Lines)
University of Wisconsin Health Services Health Consultant		608-265-5600

Emergency Planners are encouraged to provide this and other appendix references to staff (e.g., attach them to the Emergency Procedures Guide).

APPENDIX C: EVACUATION AND SHELTERING OPTIONS

SHELTER IN PLACE

Keeping facility attendees, citizens, and staff in place or at a particular shelter location during an emergency (e.g., tornado, active shooter, or a threat inside/outside or near your building).

OUT-OF-BUILDING EVACUATION

Movement of facility attendees, citizens, and staff out of the building and relocating to an outside assembly point. An example of this would be a fire.

LAW SCHOOL ASSEMBLY POINTS ARE:

- Boerner Plaza (Outside building, Lathrop Side)
- Lathrop Drive (Far side, Across the Street)
- Bascom Hill (Grass near Education Building)

RELOCATION TO ANOTHER BUILDING

Occupants may be moved from the entire building to a designated off-site shelter facility during an emergency due to inclement weather.

OFF-SITE SHELTER FACILITIES ARE LOCATED AT:

- Education Building, 1000 Bascom Mall – Christopher Holsen, Facility Director
 - Lathrop Hall, 1050 University Avenue – Chris Hofland, Facility Director
1. The evacuation party should first go to the assembly point(s), where a head count can be taken before traveling to a host facility.
 2. If possible, the host facility (Education/Lathrop) should be consulted on what arrangements need to be made to support the facility attendees and the estimated arrival time of the evacuation party. Contact information for facility directors is in the Continuity of Operations Plan.
 3. The Facility Manager or designee should notify the University of Wisconsin-Madison Police Department of where the evacuation party is being relocated and where their facility attendees can be picked up if necessary.

EXECUTIVE MANAGEMENT TEAM

The Executive Management Team (See COOP) should meet at the School of Education during any building evacuation.

- The Executive Management Team does not need to meet at the School of Education during the fire drill in the Fall.

APPENDIX D: ACTIVE SHOOTER SHELTER-IN-PLACE RESPONSE GUIDE

Use the **RUN-HIDE-FIGHT** strategies:

☐ **RUN:**

- ☐ Get out and away from the area
- ☐ Call 911 to alert police to the shooter's location. If you can't speak, leave the line open. Report as much detail as possible about your location and the shooter(s)

☐ **HIDE:**

- ☐ If you can't get out, find a safe place to hide.
- ☐ If you are in a room you cannot leave, barricade the door to keep the shooter out.
- ☐ Close and lock all doors and windows, shut blinds, turn off all lights, and get down onto the floor &/or behind adequate cover (i.e., concrete walls, thick desks, filing cabinets).

☐ **FIGHT:**

- ☐ If there is no way out, your only choice may be to fight back and take out the shooter. Remember, you are fighting for your life, so commit fully to your actions.

General Quick Response Guide

- Secure the immediate area
- Lock and barricade doors
- Turn off the lights
- Close blinds
- Silence cell phones
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection, i.e., concrete walls, thick desks, and filing cabinets (cover may protect you from bullets)
- Place signs in exterior windows to identify the location of injured persons

What to Report to the University of Wisconsin-Madison Police Department

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries – number injured, types of injuries
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or handgun), backpacks, shooter's identity if known, separate explosions from gunfire, etc.

APPENDIX E: EMERGENCY SUPPLIES, FIRST AID KIT CONTENTS/LOCATIONS

The Law School has first aid kits available. They are in the following rooms:

- ❑ Main Office – 5110
- ❑ Dean's Office – 5211
- ❑ Law Library Breakroom – 5th Floor Supply Cabinet
- ❑ Law Library Circulation Desk
- ❑ The Frank J. Remington Center – 4318
- ❑ The Economic Justice Institute – 1348
- ❑ The Office of Career & Professional Development - 3222
- ❑ 24-Hour Emergency Kit* is in the SideBar Café

****NOTE: THE 24-HOUR KIT CONTAINS BASIC FIRST AID SUPPLIES TO SUPPORT UNTIL UWPD/EMTS ARRIVE.**

The First Aid Kits contain the following items:

PBT Bandage (2)	Emergency Blanket (1)
Large First Aid Bandage (2)	Safety Pins (10)
Crepe Bandage (2)	Notebook -50 pages (1)
Non-woven Tape (1)	Pencil (1)
Non-woven Triangle Bandage (1)	Antiseptic Cleaning Wipe (20)
Non-woven Pad (4)	Instant Ice Pack (1)
Wound Burn Dressing - large (10)	Mouth-to-Mouth Mask (1)
Tongue Depressor (3)	Gauze Pad (5)
Non-woven Dressing Bandage (4)	First Aid Guide Booklet (1)
Eye Pad (4)	Cotton Elastic Bandage (1)
PE Adhesive bandage - Large (20)	Alcohol Pad (20)
PE Adhesive bandage - Medium (20)	Non-adherent Pad (10)
PE Adhesive bandage - Small (20)	Cotton Buds (40)
PE Adhesive bandage - Round (25)	Emergency Whistle (1)
Scissors (1)	Cotton Balls (50)
PVC Gloves (2)	Burn Gel (5)
Bag (1)	Antibiotic Ointment (8)
Metal tweezers (1)	Disposable Thermometer (12)
	Eye Wash (4)

The Law School has a NOAA Weather Radio located in room:

- Main Office Room 5110
- Law Library Circulation Desk.

The Law School has flashlights and spare batteries located in room:

- Main Office Room 5110
- Law Library Circulation Desk

UW Law School – Occupant Emergency Plan

The Law School has three automatic external defibrillators (AED) located:

- Law School Atrium Near entrance doors (2nd Floor)
- Main Office 5110, across from the bathroom
- Law Library East of the Circulation Desk

Law School has staff trained and willing to conduct Cardiopulmonary Resuscitation (CPR) and use an Automatic External Defibrillator (AED):

- Darryl Berney (2115)
- Jennie Broecker (2340)
- Adam Bushcott (Room 5110)
- Vicky Coulter (Room 5346)
- Lauren Devine (Room 5103)
- Katie Dunn (5342)
- Chelsea Gill (Room 4318D)
- Kelly Hallmark (Room 6105)
- Jennifer Hanrahan (Room 5211)
- Annie Haugen (Room 1342)
- Scott Park (5342A)
- Lindsay Slaker (3221A)
- Jordan Smith (Room 3221)
- Myra Sun (Room 5211)
- Jay Tucker (Room 5342A)
- Kris Turner (Room 5330)

APPENDIX F: UNIVERSITY OF WISCONSIN BOMB THREAT PROCEDURES AND CHECKLIST

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

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

CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT

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

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

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

BOMB THREAT CHECKLIST

(STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN.)

NAME OF PERSON _____

Who Received the Threat: _____

DATE & TIME _____

Threat Received: _____ AM/PM



HOW WAS THE THREAT REPORTED?

☐ Telephone _____ ☐ Voicemail _____ ☐ Fax _____

☐ In Person (Description) _____

BY MAIL: ☐ UPS/FedEx ☐ Campus ☐ USPS ☐ Courier _____

LOCATION THREATENED _____

EXACT WORDS USED TO MAKE 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)

Callers Name: _____ Male/Female

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

The tone of Voice (e.g., excited, calm, angry, loud, stuttered): _____

Was Voice Language: ☐ Taped ☐ Well-spoken ☐ Irrational ☐ Is voice familiar?
If so, who did it sound like? _____

Other voice characteristics: _____

Background or Other Noises: _____

REMARKS:

Completed by: _____ Phone: _____

UW MADISON POLICE DEPARTMENT: (608) 264-COPS (2677) | EMERGENCIES DIAL 911

APPENDIX G: POSTAL BOMB THREAT/SUSPICIOUS PACKAGE



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:

Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:

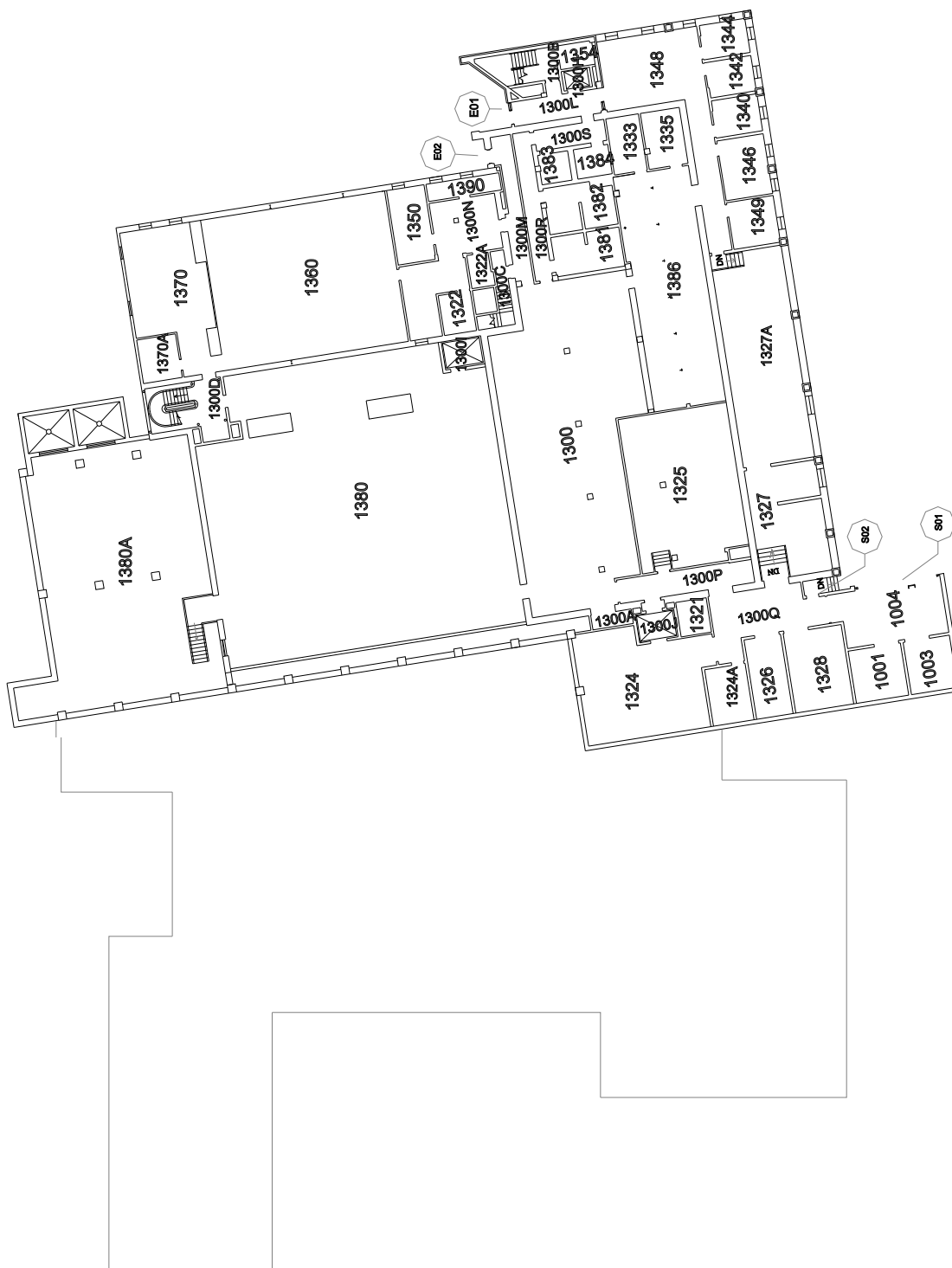
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

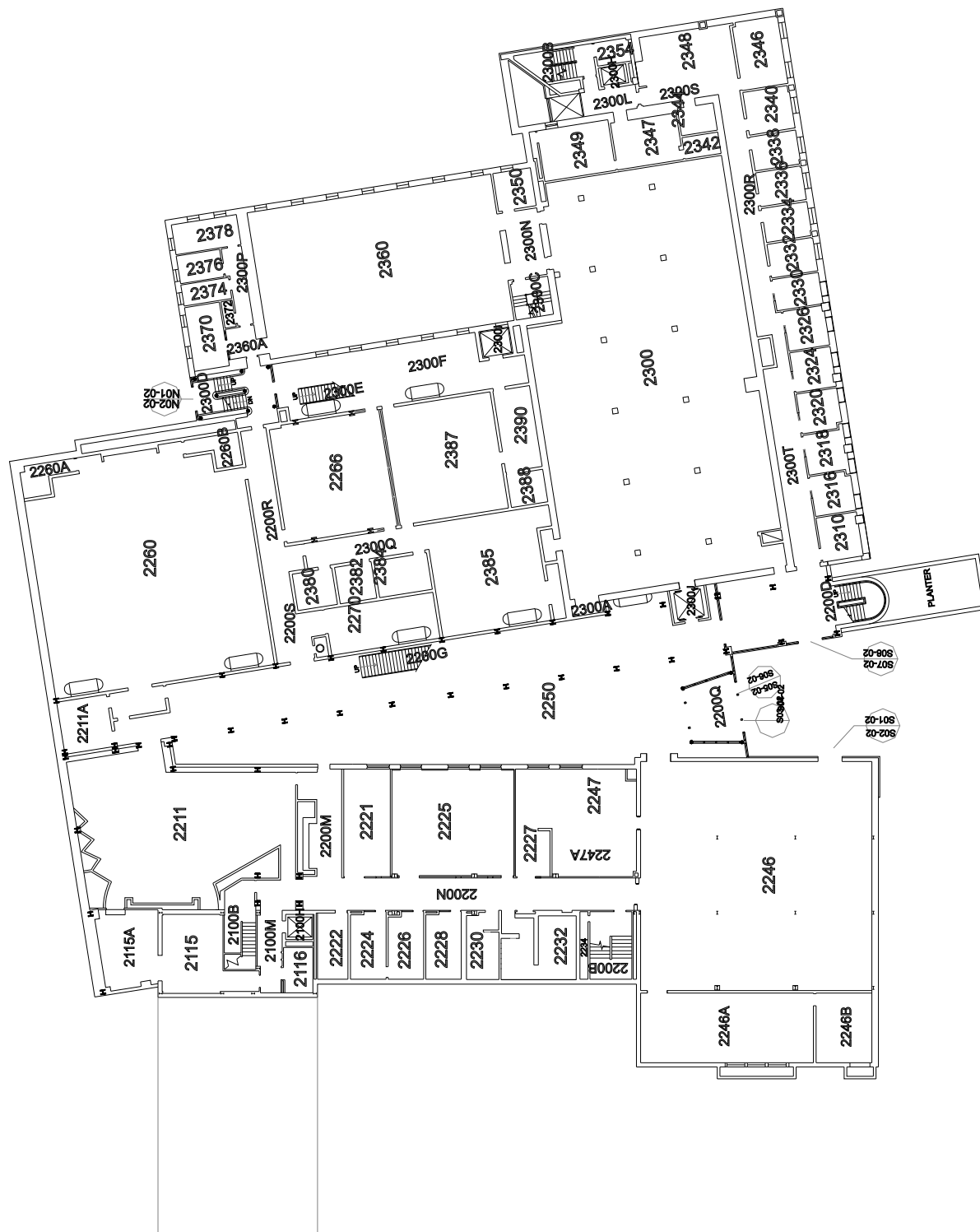
For Biological or Chemical:

Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

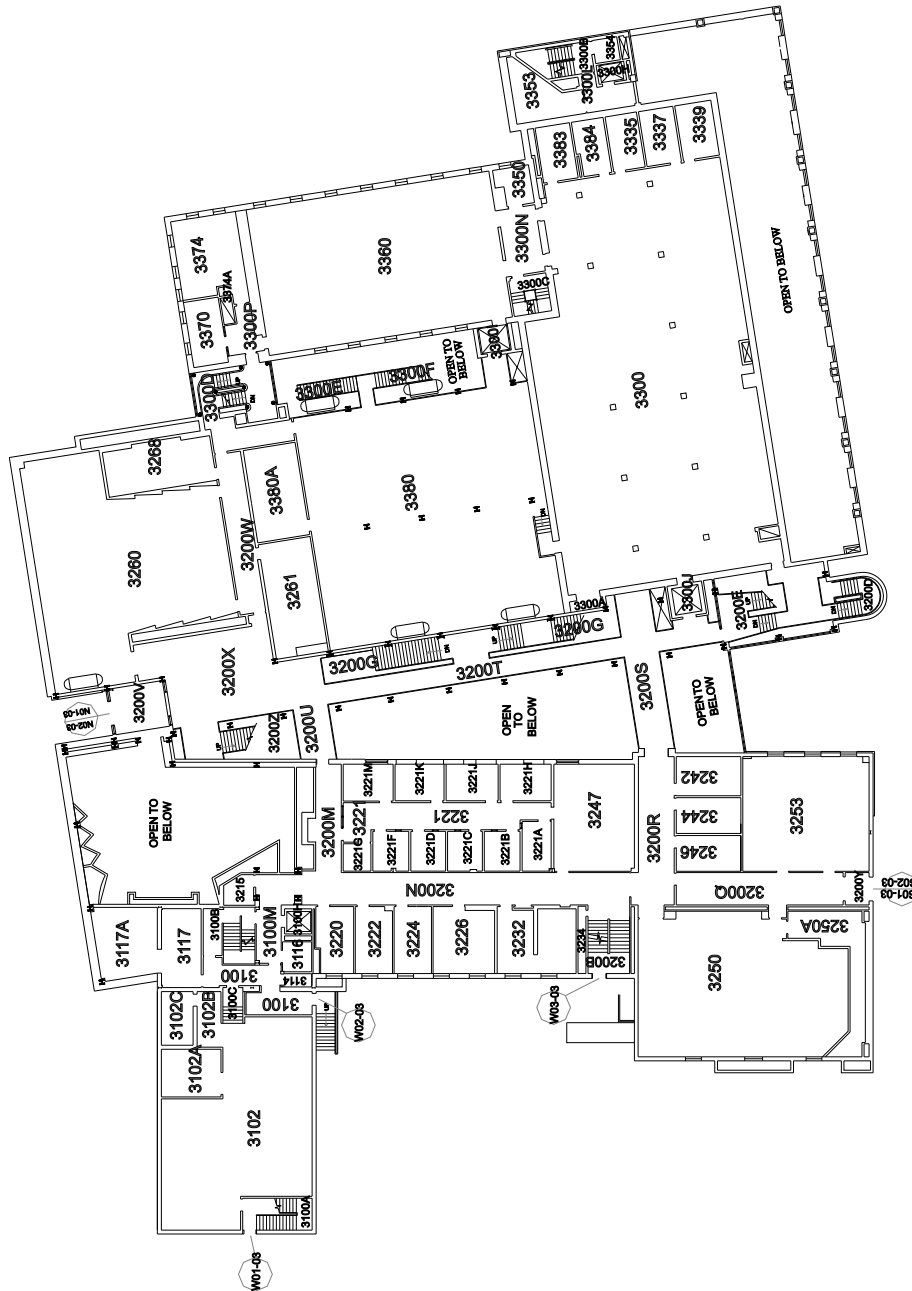
APPENDIX H: FLOOR PLANS

FIRST FLOOR





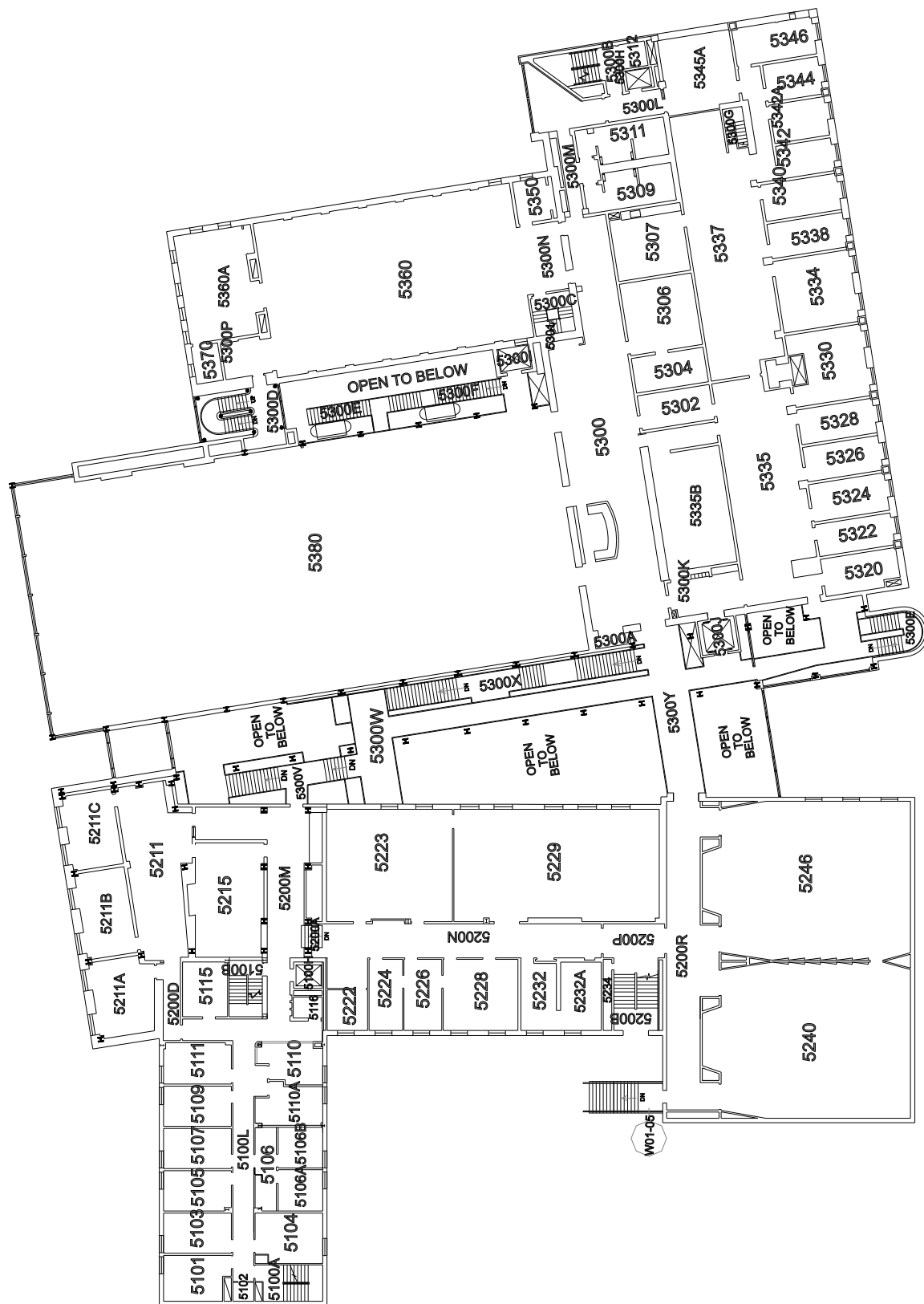
THIRD FLOOR



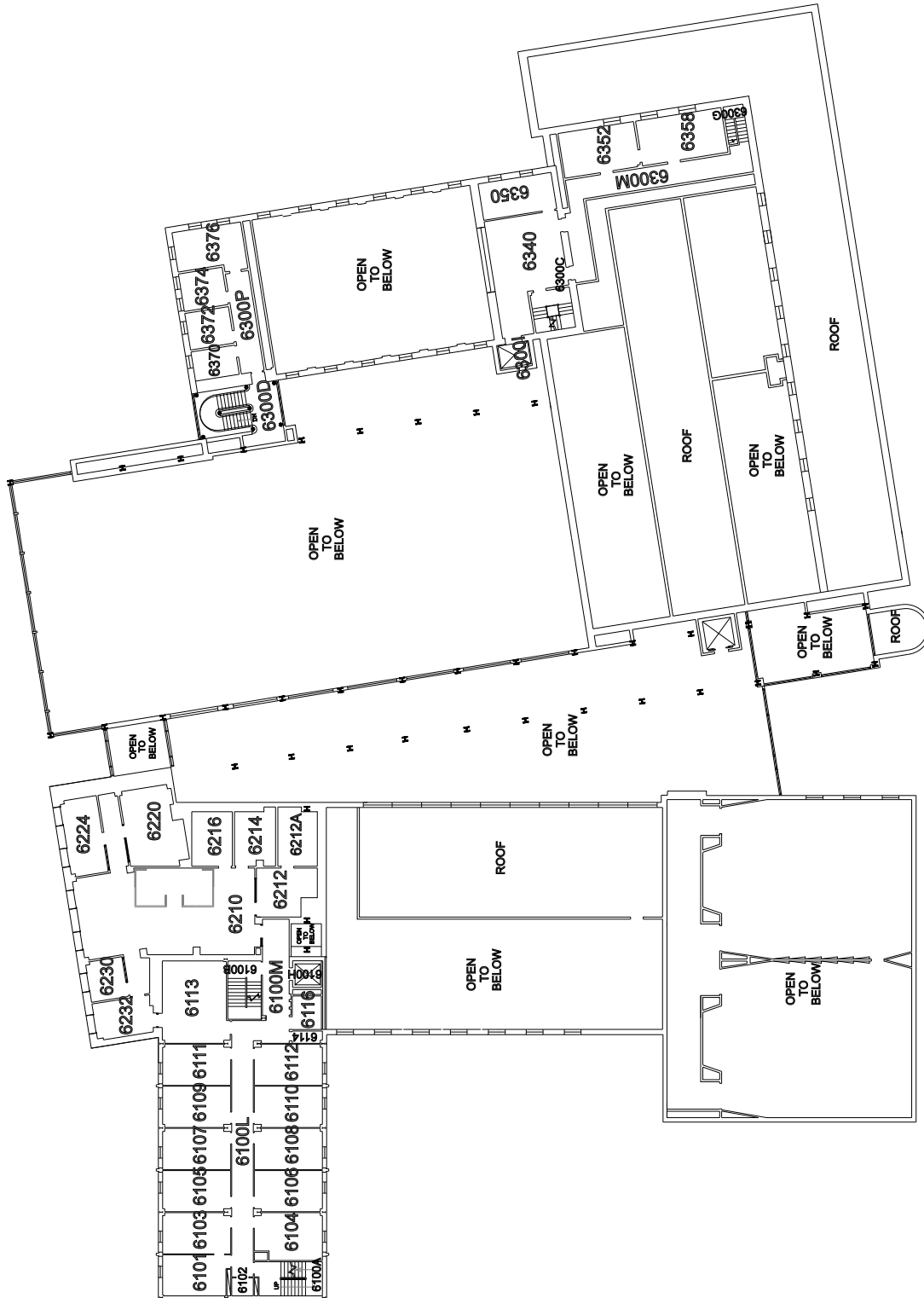
University of Wisconsin-Madison
 Law Building
 Third Floor
 Facility # 0400
 Floor L3
 Per Update 07/2020



University of Wisconsin-Madison
LAW BUILDING
 Fourth Floor
 Facility #: 0430
 Floor: 4
 Print Uploading Instructions



SIXTH FLOOR



Facility #: 0430
Floor: L6
Plan Updated: 2/10/2025

LAW BUILDING
Sixth Floor

University of Wisconsin-Madison
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express written permission of the University of Wisconsin-Madison.

SEVENTH FLOOR

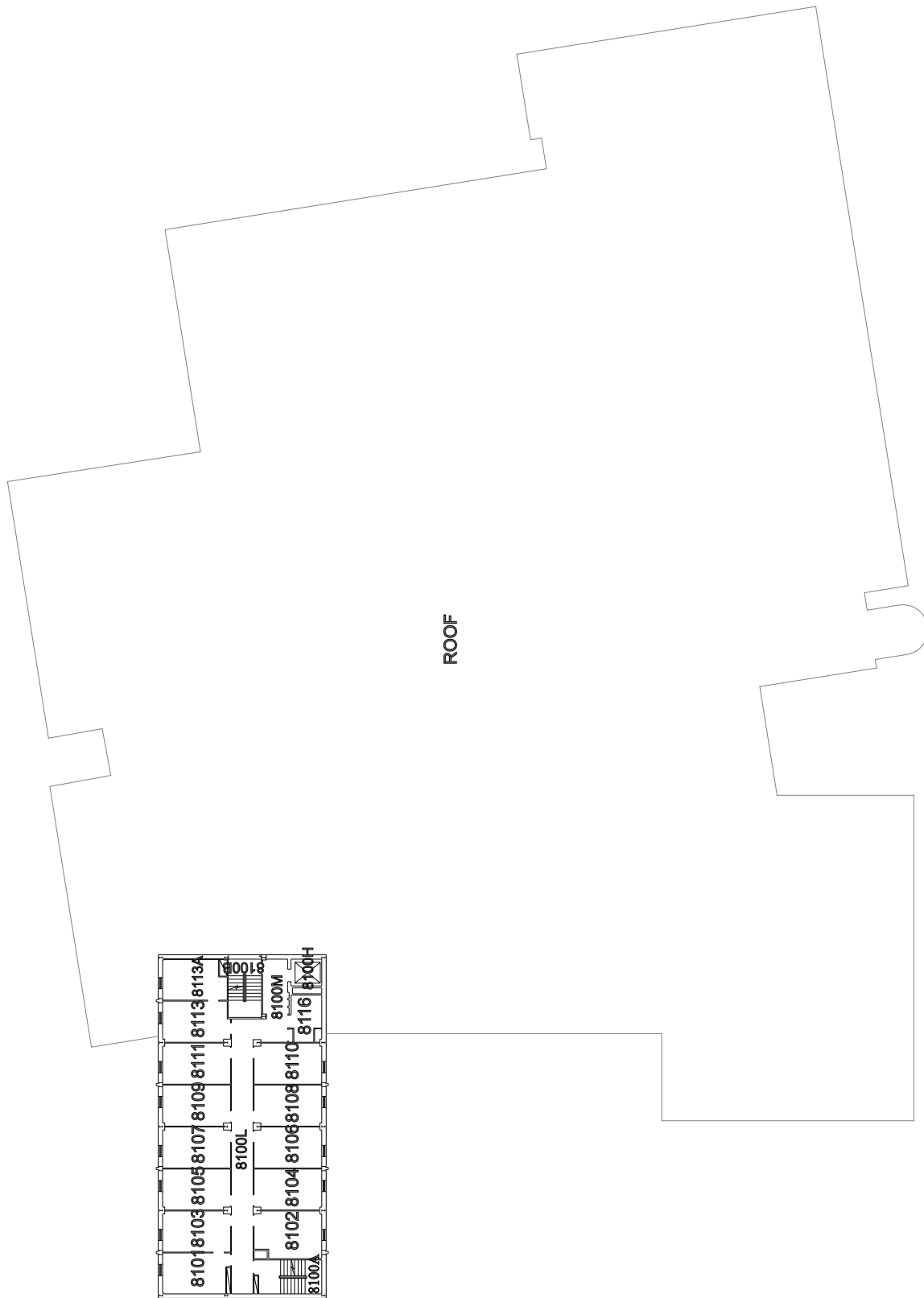


Facility #: 0430
Floor: L7
Plan Updated: 8/24/2024

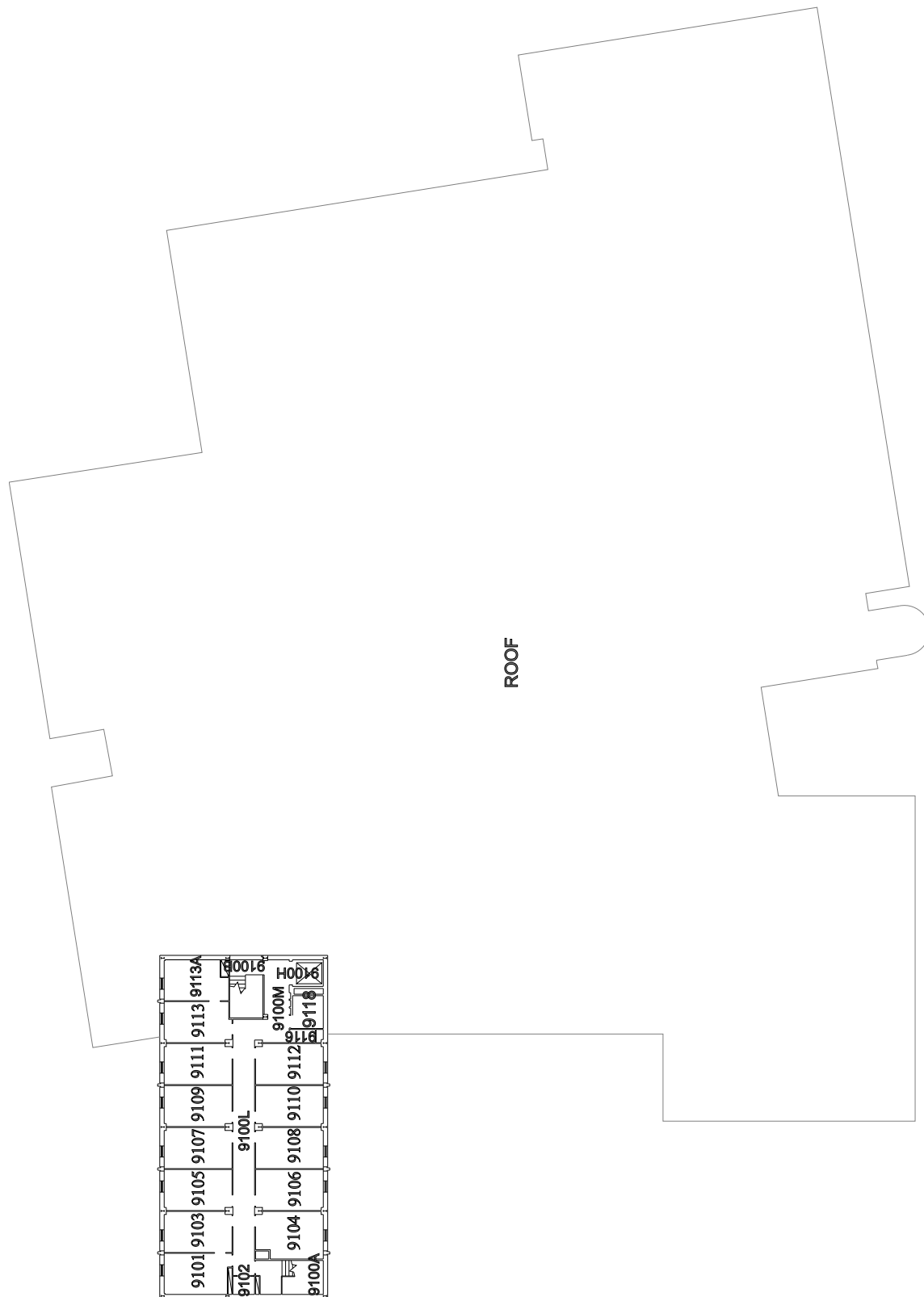
LAW BUILDING
Seventh Floor

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Office of the Vice President for Planning and Development.

EIGHTH FLOOR



NINTH FLOOR



Facility #: 0430
Floor: L9
Plan Updated: 8/24/2014

LAW BUILDING
Ninth Floor

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