

DISTRICT EMERGENCY PROCEDURES GUIDE



- **MEDICAL EMERGENCY**
- **ACTIVE SHOOTER SITUATION**
- **SEVERE WEATHER**
- **CHEMICAL SPILL**
- **FIRE EVACUATION**
- **AND OTHER ON-CAMPUS EMERGENCIES**

EMERGENCIES 414-297-6200 (76200)

NON-EMERGENCIES 414-297-6588

 **PUBLIC SAFETY**
MILWAUKEE AREA *Technical College*



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INTRODUCTION

The MATC Public Safety Department works to create and maintain a safe campus environment for students, employees and visitors. All campuses are monitored 24 hours a day, seven days a week. In addition to campus patrol, we operate a districtwide emergency response center, which is staffed around the clock to take calls from the MATC community.

We also work closely with law enforcement, fire departments and other MATC departments including Student Life, Human Resources, Operations and Construction Services to address safety-related concerns that might arise at any campus. We can coordinate a response with one or all of these departments for any given incident.



MESSAGE FROM MATC PUBLIC SAFETY DIRECTOR **AISHA BARKOW**

Being prepared for an emergency incident at all MATC campuses is a high priority for the MATC Public Safety Department. The Public Safety Department continuously reviews and revises emergency procedures in the event a critical incident occurs on any of our campuses. These procedures engage the MATC community in a collaborative state of awareness against threatening activities.

I am personally calling upon you as a valued member of our MATC community to become familiar with our District Emergency Procedures Guide and Emergency Response Plan. These life-saving procedures are critical for the safety and security of our campuses. Additionally, be vigilant and immediately report any suspicious or questionable activity that you observe on campus. Your knowledge of personal space and areas you frequent enables you to best judge persons or conditions that are out of place or suspicious. Together we can continue to make our campuses a safe environment in which to learn and work.





REPORTING EMERGENCIES

EMPLOYEES AND STUDENTS SHOULD IMMEDIATELY REPORT ALL INCIDENTS OR SAFETY CONCERNS TO PUBLIC SAFETY AT 414-297-6200 (76200).



Tip: Put this phone number in your cell phone.

Examples of incidents that should be reported include:

- Crimes of any nature
- Emergency medical situations, including minor accidents or injuries
- Fires or smell of smoke
- Violations of college policy or codes of conduct
- Inappropriate conduct which disrupts classroom or other college business
- Suspicious activity or any activity that appears unusual or out of the ordinary
- Health or safety risks such as strong fumes or odors
- Hazards such as chemical spills, poor lighting, slip/trip dangers, or faulty safety equipment

IF YOU EXPERIENCE OR BECOME AWARE OF ANY OF THESE INCIDENTS, CONTACT PUBLIC SAFETY IMMEDIATELY. THIS INCLUDES INCIDENTS WHICH MAY HAVE OCCURRED OFF CAMPUS, BUT THE VICTIM OR SUSPECT IS PART OF THE CAMPUS COMMUNITY OR IS ON CAMPUS.

The timely reporting of information promotes the safety and security of the entire campus community. When in doubt, REPORT!



For incidents that don't require an immediate response, or for non-emergencies:

- Public Safety non-emergency phone number: 414-297-6588 (76588)
- Anonymous Tip Line: 414-297-8477 (78477)
- School Closing Recorded Information: 414-297-6561
- Email: PublicSafety@matc.edu
- Online reporting is also available at the MATC Speak Up for Safety! webpage: http://www.matc.edu/public_safety/speak_up.cfm



CRIMINAL OR SUSPICIOUS ACTIVITY

IF YOU OBSERVE A CRIME IN PROGRESS OR BEHAVIOR THAT YOU SUSPECT IS CRIMINAL, IMMEDIATELY CONTACT PUBLIC SAFETY AT 414-297-6200 (76200).



Be prepared to provide as much information as possible, including:

- What is happening?
- What is the person doing?
- Where is it happening?
- Where is the person going?
- How many people are involved?
- Description of people involved?
- Are weapons involved?
- Has anyone been injured?
- Vehicle description and direction of travel?


DO NOT approach or attempt to apprehend the people involved. Stay on the phone with the Public Safety Dispatcher to provide additional information, until Public Safety or Police arrive.




MEDICAL EMERGENCIES

BEFORE A MEDICAL EMERGENCY: PLANNING AND PREPARATION



- THE NEAREST FIRST AID KIT IS LOCATED: 

- THE NEAREST AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
IS LOCATED: 

DURING A MEDICAL EMERGENCY: RESPONSE

If you observe or experience any medical emergency including life threatening and/or minor injuries or illnesses while on campus, call the Department of **PUBLIC SAFETY AT 414-297-6200 (76200) or 911.**

1. If you call 911, also call Public Safety so they can assist first responders in finding you.
2. After calling Public Safety, stay with the victim until first responders arrive.
3. Survey the scene to ensure it is safe for you to enter or approach.
4. Ask the victim if they need assistance and determine what you can do to help.
5. Keep the victim comfortable and calm.
6. Prevent further injury by moving furniture and/or people away from the victim.
7. If needed and if you are trained in first aid or CPR, restore or maintain breathing and heartbeat. If not, continue to monitor and inform the first responders upon their arrival.
8. Assist with or complete an MATC Injury/Illness Report in a timely manner.

**BE PREPARED TO PROVIDE THE PUBLIC SAFETY DISPATCHER WITH THE FOLLOWING INFORMATION:**

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?
- Gender and approximate age of the victim?

REMEMBER

- **DO NOT** approach anyone injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person's body.
- **DO NOT** give the victim anything to eat or drink.
- **DO NOT** place anything in the victim's mouth.



ACTIVE SHOOTER PROCEDURES (LOCKDOWN)



BEFORE AN ACTIVE SHOOTER INCIDENT: PLANNING AND PREPARATION

- Plan ahead by discussing procedures with students and employees.
- Whenever possible, keep doors in a locked position. Prop doors open for access, so they can be quickly closed in the event of an emergency.
- Evaluate all locations that you occupy on campus, to determine how you would escape and where you would hide.
- Visualize the actions you would take if you were faced with this situation.

DURING AN ACTIVE SHOOTER OR VIOLENT EVENT: RESPONSE

In any active shooter or violence on campus situation, you have three options: RUN, HIDE OR DEFEND. Only you can determine which option is best based on your situation and surroundings.

RUN

If you observe violence on campus, or if Public Safety activates a lockdown, you're first option is to run.

1. If you know where the hazard is and have a safe route to escape the building, you should run.
2. Warn other occupants as you leave the building.
3. Drop all belongings and keep your hands visible.
4. Once outside, get as far away from the building as possible.
5. Contact 911 or Public Safety at 414-297-6200 (76200) to notify them of what you observed.
6. DO NOT re-enter the building until you have been given the all clear by Police or Public Safety.

HIDE

If you do not know where the hazard is or do not have a safe route to escape the building, your second option is to hide.

1. Stay in your current location or seek the nearest safe location.
2. If it is safe to do, gather anyone stranded in the corridors into your classroom or office.



3. Lock, secure and barricade doors and windows.
4. Turn off lights and computer monitors, silence cell phones, etc.
5. Assist others as appropriate.
6. Get out of sight, away from doors/windows; hide behind/under furniture.
7. Remain calm and quiet.
8. After the door has been closed, locked or barricaded, DO NOT open it.
9. Monitor campus communication systems for further information or instructions. Contact Public Safety at 414-297-6200 (76200), or 911 if needed.
10. Stay in your safe place until the all clear announcement has been given, or your current location becomes unsafe.

DEFEND

If you can't run or hide and an active shooter has entered your room, your last option is to defend.

1. Fight back only as a last resort and when your life is in imminent danger.
2. Organize others and formulate a plan.
3. As a group, throw books, furniture and electronics. Find anything you can use as a weapon against the shooter.
4. Act as aggressively as possible to overpower or disarm the shooter.

REMEMBER

- A lockdown may be implemented for a variety of reasons including weapons or intruders on campus, hazards or police activity in or around the campus, a shooter on campus, or a terrorist attack.
- Public Safety will provide as much information as possible, as soon as possible.
- You should be prepared to take the necessary actions based on what you observe. Do not hesitate!



FIRE EVACUATION PROCEDURES (EVACUATION)



BEFORE A FIRE: PLANNING AND PREPARATION

- THE NEAREST FIRE ALARM PULL STATION IS LOCATED: _____
- THE NEAREST FIRE EXTINGUISHER IS LOCATED: _____
- THE NEAREST BACK-UP FIRE EXTINGUISHER IS LOCATED: _____
- THE NEAREST EXIT IS: _____
- AN ALTERNATIVE EXIT IS: _____
- THE DESIGNATED RELOCATION POINT FOR MY LOCATION IS: _____
- AN ALTERNATE RELOCATION POINT FOR MY LOCATION IS: _____
- Practice exiting your area by imagining you are in a dark smoky environment, count the number of doorways, turns, etc.
- Report potential hazards and refer fire prevention questions to **PUBLIC SAFETY AT 414-297-6588 (76588)**.

DURING A FIRE: RESPONSE

If you observe fire or smoke, immediately contact **PUBLIC SAFETY AT 414-297-6200 (76200)**.

If no alarm has been activated, pull the nearest fire alarm.



If Public Safety has announced an evacuation due to a fire emergency, or if you feel your location is unsafe:

1. Remain calm. Provide further instructions to students or employees.
2. Organize groups and prepare for evacuation, taking a head count.
3. Prepare to assist anyone with disabilities. Ask for volunteers.
4. Leave all nonessential belongings behind.
5. Stay together as a group.
6. Close doors upon leaving a room. Turn off lights.
7. Take predesignated routes to outside relocation points, in a calm and orderly manner.
8. If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
9. Move to the rear of the relocation point to allow space for those who may still be exiting the building.
10. Upon arrival to the relocation point, take another head count.
11. Notify Public Safety or first responders of anyone unaccounted for or left behind.
12. Stay clear of any emergency vehicles that may be arriving on campus.
13. Remain in the designated relocation point until the all clear has been given, or until you have been given instructions by authorized MATC personnel to leave campus.

YOU MAY ATTEMPT TO EXTINGUISH THE FIRE USING A CAMPUS EXTINGUISHER IF ALL THREE APPLY:

- You have notified Public Safety.
- You have been trained.
- The fire is small and contained.

REMEMBER:

PASS = PULL, AIM, SQUEEZE, SWEEP

**TO
USE
FIRE
EXTINGUISHER**



P.A.S.S.

- **PULL PIN**
- **AIM AT BASE OF FIRE**
- **SQUEEZE HANDLE**
- **SWEEP SIDE TO SIDE**



CAMPUS DESIGNATED RELOCATION POINTS



WHEN EVACUATING ANY BUILDING:

- Move to the rear of the relocation point, as far away from the building as possible.
- Stay clear of arriving emergency vehicles.
- Be prepared to move to an alternate relocation point, if your area becomes unsafe.

THE DESIGNATED RELOCATION POINTS ARE:

MEQUON CAMPUS – Parking lots

OAK CREEK CAMPUS – Parking lots

AVIATION CENTER – South side of College Avenue

WEST ALLIS CAMPUS – Parking lots

WALKER'S SQUARE – Far east side of the parking lot

DOWNTOWN MILWAUKEE CAMPUS –

A BUILDING (IT Administration):

- Eighth and State Street parking lot
- S Building mall area

BOOKSTORE: Eighth and State Street parking lot

C BUILDING:

- S Building mall area
- Eighth and State Street parking lot
- Grass in front of H Building

CHILD CARE CENTER: C Building main lobby

FOUNDATION HALL: S Building mall area

H BUILDING: Upper Seventh Street near T Building

HEALTH EDUCATION CENTER: HEC parking lot

MAIN BUILDING:

- BMO Harris Bradley Center mall area
- S Building mall area

S BUILDING: Lower Seventh Street

T BUILDING:


- H parking lot
- Mall area between H and T buildings





SEVERE WEATHER PROCEDURES




BEFORE A SEVERE WEATHER EVENT: PLANNING AND PREPARATION

- THE NEAREST SEVERE WEATHER SHELTER IS: 

- AN ALTERNATE SEVERE WEATHER SHELTER IS: 

- THE NEAREST EXIT ROUTE TO THE SHELTER IS: 

- AN ALTERNATIVE EXIT ROUTE TO THE SHELTER IS: 

DURING A SEVERE WEATHER EVENT: RESPONSE

If you observe severe weather approaching, immediately contact
PUBLIC SAFETY AT 414-297-6200 (76200).

If Public Safety has announced an evacuation due to a severe weather emergency, or if you feel your location is not safe:

1. Remain calm. Provide further instructions to students or employees.
2. Organize groups and prepare for evacuation, taking a head count.
3. Prepare to assist anyone with disabilities. Ask for volunteers.
4. Leave all nonessential belongings behind.
5. Stay together as a group.
6. Close doors upon leaving a room. Turn off lights.
7. Take predesignated routes to severe weather shelters, in a calm and orderly manner.
8. If predesignated routes are unsafe, re-evaluate and take alternate routes. Stay together.
9. Move to the rear of the severe weather shelter to allow space for those who may still be evacuating.
10. Upon arrival to shelter, take another head count.
11. Notify Public Safety or first responders of anyone unaccounted for or left behind.
12. Stay in the severe weather shelter until the all clear is given.



CAMPUS SEVERE WEATHER SHELTERS



MEQUON CAMPUS

- Main Building: First floor interior corridors between A110 and A141
- Child Care Center: A215 and A217 (public restrooms)

OAK CREEK CAMPUS

ACADEMIC WING:

- First floor interior corridors between A146 and A130
- Interior corridors between A119 and A124

AVIATION:

- West side of Room 111 away from doors, windows and stairwell

B WING:

- Interior corridors between B135 and B125
- Interior corridors between B154 and B165
- Interior corridors between B116 and B102

ECAM:

- B wing interior corridors between B135-B137

CHILD CARE CENTER:

- B122 (public restroom)

WEST ALLIS CAMPUS

- Main Building: First floor interior corridor between rooms 162 and 138
- A Building: Interior corridors between A107 and A110
- Child Care Center: Interior child care restrooms





DOWNTOWN MILWAUKEE CAMPUS

A BUILDING (IT ADMINISTRATION): First floor tunnel, near A101

BOOKSTORE: Interior restrooms

C BUILDING:

- First floor west corridor
- Second floor south and center corridors
- Third floor south and center corridors

CHILD CARE CENTER:

- Interior child care restrooms
- Second floor public restrooms

FOUNDATION HALL:

- Basement
- Second floor between FH208 and FH210

H BUILDING:

- First floor west and north corridors
- Dental Hygiene locker rooms

HEALTH EDUCATION CENTER:

- West corridors
- Interior classrooms

MAIN BUILDING:

- Basement
- Gymnasium

S BUILDING (STUDENT CENTER):

- Stairwells 1, 2, 3 and 4 to the lowest level possible

T BUILDING:

- Basement tunnel
- First floor corridor, north end

EDUCATION CENTER AT WALKER'S SQUARE: East side of first floor

Additionally, some classrooms and offices at your campus may be designated as severe weather shelters. These will be identified with a severe weather shelter sign inside the room. If you are in one of these rooms when a severe weather evacuation is announced, you should stay in place. You should also allow anyone gathered in the corridor to enter.



PEOPLE WITH DISABILITIES



All individuals at MATC, including those with disabilities, must prepare for emergencies before they occur. This includes reviewing the MATC Emergency Response Procedures and creating a personal plan.

Steps for creating personal emergency response plans:

1. At the beginning of each semester, faculty and staff should discuss the MATC Emergency Response Procedures with students and employees. Identify exits, two routes of evacuation, and relocation points for fire and severe weather shelters.
2. Ask if anyone will need assistance in the event of evacuation. Don't assume that someone who appears to have a disability will need assistance, or that someone who appears not to have a disability will not need assistance.
3. Determine what assistance will be needed. There is no need to know what specific disability a person has, instead ask what will be needed to assist.
4. Request volunteers to serve as evacuation assistants.
5. Share this information and practice your plan during campus drills.

SUGGESTED GUIDELINES FOR ASSISTING PEOPLE WITH DISABILITIES DURING AN EVACUATION

To Alert People With Visual Impairments:

- Announce the type of emergency.
- Offer your arm for guidance to lead the person. Do not grasp an arm and do not push or pull the person.
- Tell the person where you are going. Alert them to obstacles you encounter.
- Do not separate people with visual impairments from their guide dogs or mobility aids.
- When you reach safety, ask if further help is needed.

**To Alert People With Hearing Limitations:**

- Turn lights on/off to gain the person's attention.
- Offer visual instructions, including directions and gestures.
- Write a note listing the type of emergency and evacuation.

To Evacuate People With Mobility Limitations:

- Always consult with the person to determine the best carry options. Non-ambulatory people have varied needs and preferences.
- In the case of fire, evacuate across a bridge or skywalk into a non-affected building if possible.
- It is not recommended that wheelchairs be used to evacuate people with disabilities because wheelchairs are often too heavy to carry down stairs.
- Offer the use of MATC evacuation chairs. The location of the nearest chair should be listed in the person's personal emergency plan.
- If no one is able to assist with the MATC evacuation chair, accompany the person to the nearest safe stairwell, away from the emergency, where they can wait for assistance. These individuals will be the first priority of first responders.
- In the case of severe weather, accompany the person to the nearest interior room, away from doors and windows. Restrooms are generally a good option.
- Immediately notify Public Safety or first responders that someone needs assistance evacuating and give exact location.

**TO REQUEST ASSISTANCE WITH CREATING
A PERSONAL PLAN, CONTACT:****PUBLIC SAFETY, 414-297-6588 (76588)****STUDENT ACCOMMODATION SERVICES, 414-297-6750****HUMAN RESOURCES, 414-297-8960**



BOMB THREAT



Any bomb threat should be taken seriously and treated as a real situation until proven otherwise.

AFTER RECEIVING A BOMB THREAT OF ANY KIND, IMMEDIATELY CONTACT PUBLIC SAFETY, 414-297-6200 (76200).

- Public Safety will evaluate and consult with first responders to determine if an evacuation is needed.
- If an evacuation is called, listen for evacuation instructions

If you receive a bomb threat by telephone, follow these steps:

1. Remain calm and obtain as much information as possible.
2. DO NOT put the caller on hold or attempt to transfer the call.
3. While the caller is still on the line, try to alert another employee.
4. Pay close attention to the caller and his/her words and speech. Listen for distinguishing voice characteristics, accent, stuttering and mispronunciation; the caller's gender, age and emotional state; and note the caller ID number if available.
5. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
6. It is important that you document all that you know and hear by completing the Bomb Threat Checklist. Keep a copy of the checklist by all phones.



BOMB THREAT CHECKLIST

Your name: _____

Date and time: _____ A.M./P.M.

How was threat reported?

Telephone: Phone number (____) ____ - _____

Email: _____

In Person: _____

Voicemail: (____) ____ - _____

Fax number (____) ____ - _____

Mail/delivery: USPS UPS FedEx Courier Interoffice Other

Location threatened: _____

Exact words used to make the threat: _____

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 CALLER'S VOICE: Male Female

Caller's name (if given): _____

Child Teenager Young Adult Middle-Aged Adult Senior Adult

Accent Race/nationality: _____

Tone of voice: Excited Calm Angry Loud Stuttered Other

Was voice: Taped Well-spoken Irrational Familiar

If so, who did it sound like? _____

Any other voice characteristics? _____

Any background noise or other noises? _____

Additional remarks: _____

Completed by: _____ Phone: _____



SUSPICIOUS MAIL

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

1 Handle with care. Don't shake or bump.

2 Isolate it immediately.

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities.

No return address

Restrictive markings

Sealed with tape

Misspelled words

Addressed to title only

Incorrect title

Badly typed or written

PERSONAL!

CHIEF EXECUTIVE OFFICE
222 N. HARVE ST.
PHILADELPHIA

Operations Manager
122 N 44
Nashville, MO

DO NOT REMOVE TAPE ENCLOSED

Operations Manager
122 D 1ST
Annapolis, MO

Strange odor

Oily stains, discolorations,
or crystallization on wrapper

Excessive tape

Excessive postage

Lopsided or uneven

Rigid or bulky

IF YOU SUSPECT THE MAIL MAY CONTAIN:

BOMB:

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

RADIOLOGICAL CONTENTS:

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

BIOLOGICAL OR CHEMICAL CONTENTS:


- 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





CHEMICAL SPILL PROCEDURES



BEFORE A SPILL: PLANNING AND PREPARATION

- THE NEAREST EYE WASH STATION IS LOCATED: 

- THE NEAREST SHOWER IS LOCATED: 

- PERSONAL PROTECTIVE EQUIPMENT FOR CLEAN-UP IS LOCATED: 

DURING A CHEMICAL SPILL: RESPONSE

All major or hazardous spills should be immediately reported to **PUBLIC SAFETY AT 414-297-6200 (76200)**.

DO NOT attempt to contain or clean up any chemical spill unless all of the following apply:

- You know what has been spilled.
- You know the hazards.
- You have been trained in safe clean-up methods.
- You have the appropriate personal protective and clean-up equipment and supplies.
- You know how/where to properly dispose of clean-up waste.

MINOR SPILLS

Minor, nonhazardous spills are described as something inside the building, not escaping to a drain, and not an inhalation or flammable hazard.

If you are unsure what the chemical is, what its hazards are, or you have not been trained in safe clean-up methods, contact Operations to assist with minor spill clean-up:

- Downtown Milwaukee Campus, Room M2, 414-297-6677
- Mequon Campus, Room A138, 262-238-2353
- Oak Creek Campus, Room A140, 414-571-4618
- West Allis Campus, Room 102, 414-456-5311
- Public Safety, 414-297-6588 (when Operations cannot be reached)



CHEMICAL SPILL PROCEDURES (CONTINUED)

MAJOR OR HAZARDOUS SPILLS



Major or hazardous spills are described as those which cannot be safely cleaned due to size or inhalation/flammable hazards, have occurred outside of the building, or are escaping to a drain.

**DO NOT ATTEMPT TO CLEAN UP ANY MAJOR OR HAZARDOUS SPILL.
NOTIFY PUBLIC SAFETY AT 414-297-6200 (76200).**

FOLLOW THESE INSTRUCTIONS:

1. Evacuate the affected area immediately.
2. Assist and isolate contaminated or injured people.
3. Students and employees should not attempt to rescue anyone who has passed out from fumes.
4. Avoid contamination or chemical exposure to yourself or others.
5. Close doors to control access to spill site.
6. Stay on the scene to provide information to first responders.
7. Any person who comes in contact with a hazardous material should wash immediately and seek appropriate medical treatment, even if they feel fine.
8. DO NOT re-enter the affected area until authorized by the responding authority.
9. An MATC Injury/Illness Report should be completed in a timely manner for anyone who was injured or came into contact with the hazardous material.



HAZARDOUS ODOR OR LEAK

IF YOU EXPERIENCE OR OBSERVE A HAZARDOUS ODOR OR LEAK, IMMEDIATELY NOTIFY **PUBLIC SAFETY AT 414-297-6200 (76200)**.

1. If it is safe to do so, turn off the emergency gas shut-off, equipment and main supply sources.
2. Open doors and windows to attempt to ventilate.
3. Evacuate the affected area.
4. Verbally notify other building occupants on your way out of the area.
5. DO NOT activate the fire alarm system.
6. Remain on the scene within a safe distance to provide information to first responders.

UTILITY FAILURE

IF YOU EXPERIENCE OR OBSERVE UTILITY FAILURE, IMMEDIATELY NOTIFY **PUBLIC SAFETY AT 414-297-6200 (76200)**.

1. If it is safe to do so, shut off equipment or main power supply sources.
2. Remain in place until given instructions by Public Safety or until your location becomes unsafe.
3. If evacuation becomes necessary and you have not received instructions from Public Safety, follow the fire evacuation procedures.

EMERGENCY PREPAREDNESS RESOURCES

WISCONSIN EMERGENCY MANAGEMENT

2400 Wright Street

P.O. Box 7865

Madison, WI 53707-7865

PHONE: 608-242-3232

FAX: 608-242-3247

www.emergencymanagement.wi.gov

AMERICAN RED CROSS IN SOUTHEASTERN WISCONSIN

2600 West Wisconsin Avenue

Milwaukee, WI 53233

414-342-8680

www.redcross.org

NATIONAL WEATHER SERVICE

National Oceanic and Atmospheric Administration

1325 East West Highway

Silver Spring, MD 20910

www.weather.gov

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

500 C Street SW

Washington, DC 20472

800-621-FEMA (3362)

www.fema.gov

U.S. DEPARTMENT OF HOMELAND SECURITY

Washington, DC 20528

PHONE: 202-282-8000

COMMENT LINE: 202-282-8495

www.dhs.gov

MILWAUKEE COUNTY SHERIFF'S DEPARTMENT

821 West State Street, Room 107

Milwaukee, WI 53233

414-278-4766

www.county.milwaukee.gov

OZAUKEE COUNTY SHERIFF'S DEPARTMENT

1201 South Spring Street

Port Washington, WI 53074

262-284-7172

www.co.ozaukee.wi.us/165/Sheriff