

# District Emergency Procedures Guide



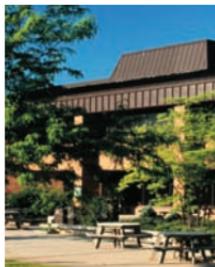
## FOUR MATC CAMPUS LOCATIONS



**DOWNTOWN  
MILWAUKEE CAMPUS**  
700 West State Street



**OAK CREEK CAMPUS**  
6665 South Howell Avenue



**MEQUON CAMPUS**  
5555 West Highland Road



**WEST ALLIS CAMPUS**  
1200 South 71st Street

# District Emergency Procedures Guide

This guide has been prepared to provide you with a quick reference resource that can be used in preparation for an emergency on your campus. We encourage you to become familiar with this guide before an emergency occurs.

People are most effective in an emergency when they are **PREPARED**.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies are available through the Department of Public Safety and Human Resources, as well as regional campus administration.

In some of the informational sections of this guide, there are blanks that should be filled in by you. Once you have filled in these blanks and the procedures have been reviewed, keep this guide in a readily accessible location, such as hanging on the wall near your phone.

This document cannot cover every emergency that may arise. If you are unsure of what you need to do in your building, please contact the District Emergency Response Center at 414-297-6588 for building-specific emergency guidelines and procedures.

## A Partnership in Creating Community Preparedness

**Milwaukee Area Technical College**  
**Department of Public Safety**  
700 West State Street  
Milwaukee, WI 53233-1443  
414-297-6588

# Reporting Emergencies

## WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or EMS. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness.

If you are not sure if an incident falls into an emergency classification, call the District Emergency Response Center at 414-297-6200 when an immediate response is needed.

Public Safety will deploy Public Safety officers immediately to assist and assess if further assistance is needed from the Department of Public Safety or outside agencies such as local law enforcement, fire department and emergency medical units.

## WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident and/or people involved to assure appropriate resources are dispatched.

## PHONE NUMBERS

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep the emergency lines free for emergencies.

## MILWAUKEE AREA TECHNICAL COLLEGE

### Downtown Milwaukee Campus

District Emergency Response Center, M274 —  
414-297-6588, non-emergency  
414-297-6200, emergency

District Public Safety Administration, M276, Director, 414-297-7035

### Oak Creek Campus

Public Safety, Room A100D  
Public Safety — 414-571-4612 or 414-297-6200

### Mequon Campus

Public Safety, Room A280C  
Public Safety — 262-238-2257 or 414-297-6200

### West Allis Campus

Public Safety, Room 100  
Public Safety — 414-456-5373 or 414-297-6200

# Persons with Disabilities

**Emergency Plan** — Learn about the safety plan in your workplace, and what you will be expected to do in the event of a fire or other emergency in your work area.

**Assistance** — Help identify what kind of assistance you need to alert you and help you leave the area, or get you to a safe area within or outside the building during a fire or similar emergency. If you cannot see or understand emergency instructions, cannot hear the alarms or hear the directives, and cannot use the stairs without assistance, request assistance.



Individuals who need assistance during an evacuation should identify and discuss with someone, in advance, who might assist them in leaving the building and/or who will inform First Responders of their presence and where they are located so that further assistance can be provided.

Persons with disabilities should inform their supervisor of their regular presence in the building and their evacuation plan in the event an evacuation is deemed. Supervisors should then provide information to the First Responders during emergencies on campus.

## IN CASE OF BUILDING EVACUATION (Fire Alarm, Chemical Spill, Bomb Threat, etc.)

### Suggested Evacuation Aids:

**Deaf/Hard of Hearing** — Visual/strobe light alarms, text pagers that vibrate, running text on a computer monitor.

**Blind or Low Vision** — Map out alternative paths of escape, then walk through those routes.

**Mobility Impaired** — Help review and select evacuation chairs and select and train fellow staff members or buddies to assist you, should the elevators be taken out of service.

**Practice, Practice, Practice** — Recognize the responsibility that people with disabilities have in ensuring their own safety.

- EXIT the building immediately using the most direct route.
- If unable to do so on your own, utilize the campus phones to contact the Department of Public Safety. Ask for assistance to the nearest EXIT or room near a stairway with a window. Note the room number.
- If there is no available assistance, utilize the campus phones to contact the Department of Public Safety and inform them of your exact location.
- Ask someone leaving the building to notify emergency personnel of your location so that you can get the assistance you need.

## TO SEEK SHELTER ON CAMPUS (Tornado, Severe Weather, Building Intruder, etc.):

- Seek shelter in a room with no windows, in the interior of the building if possible. Note the room number.
- If necessary, utilize the campus phones to contact the Department of Public Safety and answer all the questions, then the dispatcher will relay your location to First Responders.

If you are a student and wish more information for persons with disabilities, contact the Student Accommodations Department at 414-297-6838.

If you are an employee and wish more information for persons with disabilities, contact the Human Resources Division at 414-297-6576.

# Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify a Public Safety Officer, or contact the District Emergency Response Center at **414-297-6200**. Please be prepared to provide as much of the following information as possible:

- Where is it happening?
- What is the person(s) doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

**DO NOT** approach or attempt to apprehend the person(s) involved. Stay on the phone with the Public Safety Officer to provide additional information, until the First Responders arrive.



## REPORT THINGS THAT ARE UNUSUAL OR SUSPICIOUS!

**Tipp Line** — If you would like to report non-emergency activity, anonymously, you are encouraged to contact the Department of Public Safety through our Tipp” line at 414-297-TIPP (8477).

## Active Shooter/Random Action

In general, how you respond to an active shooter or random actor will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter or actor involved in the same situation. If you find yourself involved in this situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- If an active shooter is **outside your building**, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.

One person in the room should call the Department of Public Safety at 414-297-6200, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.”

Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

*(continued)*

## Active Shooter/Random Action *(continued)*

- If an active shooter is **in the same building** with you, determine if the room you are in can be locked, and if so, follow the same procedure described in the previous paragraph.  
If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- If an active shooter **enters your office** or classroom, try to remain calm. Dial Public Safety at 414-297-6200, if possible, and alert them to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a call can be determined without speaking.  
If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.
- Give the Public Safety Officer the following information:
  1. Your name
  2. Location of the incident - be as specific as possible
  3. Number of perpetrators/actors, if known
  4. Identification of perpetrators/actors, if known
  5. Physical description of the perpetrators/actors
  6. Number of persons who may be involved
  7. Any known injuries
  8. Number of persons injured
  9. If shooter is mobile, what is the last known direction of travel
  10. What is the perpetrator/actor armed with (if known)
  11. Your current location

## Lock Down

A "Lock Down" is implemented in the face of a hazardous or life-threatening situation. It is intended to limit access and hazards by controlling faculty, staff and students in order to increase safety and reduce possible victimization. A "Lock Down" may be implemented for various reasons, including weapons, intruders and police activity in or around the school, contamination from hazardous materials and terrorist events. When a "Lock Down" is declared, all college community members are to stay in their current locations, unless they are immediately adjacent to the dangerous situation (shooter, bomb threat, etc.). Close and lock all doors and windows, and close any window blinds. Stay low on the floor behind a desk, if possible. In the event of a building "Lock Down," all students, faculty, staff and visitors will be directed to remain until the crisis has passed and they are notified that it is safe to move about the building or campus. The Department of Public Safety will communicate the building "Lock Down" information to building occupants.

# Suspicious Package

If a suspicious package is received, notify the Department of Public Safety IMMEDIATELY.



## SUSPICIOUS MAIL ALERT

### 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

### 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

# Bomb Threats

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. **Remain calm.** When a bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
  - **DO NOT** put the caller on hold.
  - **DO NOT** attempt to transfer the call.
2. The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.
3. Pay close attention to the caller and his/her words and speech:
  - Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation?
  - Is the caller angry, excited, irrational or agitated?
  - Is the caller a man or a woman, young, middle-aged, elderly?
  - If you have caller ID, please note the phone number of the caller.
4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).
5. It is important that you document all that you know and hear. This should include filling out the Bomb Threat Checklist.

## CHECKLIST — WHEN YOU RECEIVE A BOMB THREAT:

The checklist should be immediately available. Keep one under your phone or other accessible location (see next page).

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

After receiving a bomb threat of any kind, **immediately contact the Department of Public Safety at 414-297-6200.** The Department of Public Safety will notify all appropriate officials and will assist if an evacuation is needed.

**Call the District Emergency  
Response Center (DERC) at  
414-297-6200**

# Bomb Threat Check List

*(Stay calm and collect all the information you can.)*

Name of Person Who Received Threat: \_\_\_\_\_

Date and Time: \_\_\_\_\_ AM PM

Threat Received: \_\_\_\_\_

## How Threat Was Reported:

Telephone (provide phone number with area code) \_\_\_\_\_

E-Mail \_\_\_\_\_

In Person \_\_\_\_\_

Voicemail \_\_\_\_\_

Fax \_\_\_\_\_

By Mail or Fed Ex \_\_\_\_ Campus \_\_\_\_ U.S. Mail \_\_\_\_ Courier \_\_\_\_ Other \_\_\_\_

(Provide name of building/department/site/agency, etc.) \_\_\_\_\_

## Exact Words Used to make the threat (if possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Questions to Ask the Person Making the Threat:

1. **When** is the bomb going to explode? \_\_\_\_\_

2. **Where** is the bomb located? \_\_\_\_\_

3. **What** kind of bomb is it? \_\_\_\_\_

4. **What** does it look like? \_\_\_\_\_

5. **Who** placed the bomb? \_\_\_\_\_

6. **Why** was the bomb placed? \_\_\_\_\_

7. **Where** are you calling from? \_\_\_\_\_

## Description of the Caller's Voice (provide identity if known):

Caller's Name: \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Young \_\_\_\_ Old \_\_\_\_ Middle-Aged \_\_\_\_ Accent \_\_\_\_ Race \_\_\_\_\_

Tone of Voice (e.g. excited, calm, angry, loud, stuttered) \_\_\_\_\_

Was Voice-Language: Taped \_\_\_\_ Well-Spoken \_\_\_\_ Irrational \_\_\_\_ Is voice familiar \_\_\_\_

If the voice is familiar, who did it sound like? \_\_\_\_\_

Other Voice Characteristics: \_\_\_\_\_

Background or Other Noises: \_\_\_\_\_

## REMARKS:

\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Milwaukee Area Technical College  
Department of Public Safety**

414-297-6200

# Fire

## KNOW WHAT TO DO IN CASE OF FIRE

- Take time to get prepared now — because there is no time in an emergency.



### Know the location of:

- **Fire extinguishers:**
  - Understand the types and how to use them.  
Remember **PASS**: **P**-Pull, **A**-Aim, **S**-Squeeze, **S**-Sweep
- **Fire alarms:**
  - If an alarm has been sounded, listen to the information provided through the public address system.
- **Fire exit:**
  - Know where they are, and be sure they open easily and are free of obstructions.

## UPON DISCOVERING SMOKE, FIRE, OR FLAMES IN THE BUILDING:

- Immediately contact the Department of Public Safety at 414-297-6200 from a safe location.

### Be prepared to give:

- Building name
- Floor
- Room number
- Type of incident
- Evacuate and activate the fire alarm system by pulling the nearest fire alarm.
- Use nearest exit or alternate safe route.
- **DO NOT** use elevators during a fire emergency.
- When the fire alarm sounds, listen to the directions from the First Responders. If an evacuation has been deemed or you feel it's unsafe to stay where you are, walk, **DO NOT** run, to the nearest stairway exit, proceed to ground level and report to the designated rally point. If the stairway contains smoke or fumes, use an alternate stairway exit. If it is safe to do so, close all doors and windows as you leave.

*(continued)*

## Fire (continued)

**NOTE:** The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving emergency personnel.
- **DO NOT** enter or re-enter the building until given the all-clear from the fire department.
- Someone familiar with the situation and who knows the area involved should meet the Department of Public Safety First Responders. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.
- Notify the First Responders on the scene if you suspect someone may be trapped inside the building.

### BEFORE A FIRE: PLANNING AND PREPARATION

- Know the location of the nearest fire extinguisher.
- Know the location of the fire alarm pull stations in your area.
- Know the location(s) of the nearest exit.
- Know alternative evacuation routes out of the building.
- Practice exiting your area by imagining you are in a dark, smoky environment — count doorways, turns, etc.
- Report potential hazards or refer fire prevention questions to the Department of Public Safety — 414-297-6588.

The nearest fire extinguisher is located at: \_\_\_\_\_

# Medical Emergencies

## CALL THE DISTRICT EMERGENCY RESPONSE CENTER

**414-297-6200**

### REMEMBER!

- **DO NOT** approach persons 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.

### CALL THE DISTRICT EMERGENCY RESPONSE CENTER

**414-297-6200**

Be prepared to provide the Public Safety Officer 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?



**FIRST AID**

Additional instructions:

- After calling Public Safety, stay with the victim until First Responders arrive.
- If you are trained and certified in CPR, First Aid along with AED Certification, restore or maintain breathing and heartbeat. If not, continue to monitor and inform the First Responders upon their arrival.
- Keep the victim warm.
- Please list names of people in your building who are certified in CPR and the use of the AED.

The first aid kit and AED is located: \_\_\_\_\_

### Remember Universal Precautions

**(Protect yourself from blood and bodily fluids.)**

# Chemical Spills

**DO NOT** attempt to contain or clean up any chemical spill unless you know what the spilled material is, its hazards, and you have been trained in safe cleanup methods.

## MINOR, NON-HAZARDOUS SPILLS

A minor, non-hazardous spill is described as something inside the building(s), not escaping to a drain and not an inhalation hazard.

Anyone who knows what was spilled, as well as its hazards and safe cleanup methods, may clean up a minor spill. If you do not know how to clean it up, contact Building Services at 414-297-6677 for the Milwaukee Campus; 262-238-2353 for the Mequon Campus; 414-571-4644 for the Oak Creek Campus; 414-456-5311 for the West Allis Campus. If the Building Services Department is closed, contact the District Emergency Response Center so a Building Service Representative can be contacted.

## MAJOR OR HAZARDOUS SPILLS

A major or hazardous spill is described as one you cannot safely clean up or that has occurred outside of a building.

### Volatile?

- Contain and/or clean up the spill only if you are trained and can do so safely.
- Evacuate the room(s) where the spill occurred.
- Call the District Emergency Response Center at 414-297-6200 from a safe place with as much information as possible about the material spilled and amount.
- Meet First Responders to provide information.

### Flammable?

*In addition to the above information on volatile chemicals:*

- Avoid any action that might create a spark.
- If the spill is close to a source of ignition, activate the fire alarm to evacuate the building.

### Outside of building?

- Contain and/or clean up the spill only if you have been trained and can do so safely.
- Unless you can clean up the spill completely, call the District Emergency Response Center at 414-297-6200 from a safe place and provide as much information as possible about the material and amount spilled.

### Entering a drain?

- Block additional material from entering the drain if you can do so safely.
- Call the District Emergency Response Center at 414-297-6200 from a safe place and provide as much information as possible about the material and the amount spilled.

# Hazardous Odors or Leaks

- Report any hazardous gas leaks to the District Emergency Response Center at 414-297-6200.

Be prepared to provide the following information:

- Your name
  - Building name
  - Nature of the incident
  - Floor or area affected
  - Room number
  - Type of incident
  - Name of the chemical or gas, if known
- If you detect any suspicious odors or a suspected slight odor of gas, call 414-297-6200 and report it to the Department of Public Safety. They will send a First Responder to check on the problem.

## In the Event of Gas Leaks or Visible Fire from Gas Cylinders or Piping:

- Evacuate the area and call 414-297-6200 to notify the Department of Public Safety of the incident. Follow all instructions given to you by the officer.
- If it is an explosive gas (i.e., natural gas) DO NOT use or activate items that can generate a spark *in the general vicinity*. Light switches, fire alarm pull stations, phone, elevator cars, etc. are all sources that can initiate a spark, which could ignite explosive gas.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do so safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.

## Evacuation:

- If it is necessary to evacuate the building, if safe, activate the building's fire alarm and leave the building. (Note: **DO NOT** activate the fire alarm if it is an explosive gas such as natural gas.)
- If it is an explosive gas, such as natural gas, exit the building via the stairwell. **DO NOT use an elevator.**
- Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.
- Notify others in the immediate area and as you exit, knock on office doors and inform as many people as possible if you are unable to activate the building's fire alarm.
- Upon exiting the building, get a safe distance from the building (at least 500 feet away).
- Remain upwind of the leak.
- Leave adequate room for police and other emergency responders.
- **DO NOT** return to the building until given approval by fire or police personnel.
- **DO NOT** leave the premises unless supervisor approved.
- If you have information about the source of the odor or leak, give the information to any police officer or firefighter at the scene.

# Utility Failures

Report any utility failure to the Department of Public Safety at 414-297-6588.

Be prepared to provide the following information:

- Your name
- Phone number where you can be reached
- Building name
- Nature of the incident
- Floor(s) or area affected
- Room number
- Circumstances surrounding the failure

## Electrical Failure:

- Milwaukee Area Technical College's electricians will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator (if so equipped) will provide limited electricity to crucial areas of the building, including emergency lighting.
- Turn off all electrical equipment including computers. **DO NOT** turn any electrical equipment back on until given the approval by your supervisor or facility manager.
- Some buildings' emergency lighting power source is provided by battery and will have a limited amount of time the emergency lighting remains on. In this instance, evacuate the building when the emergency lighting comes on. This is especially important if there is limited or no natural lighting along your path.
- **DO NOT** re-enter the building until all power has been restored.
- Remember — the elevators *will not function* in a power failure. Use the stairs if you evacuate the building.
- If trapped in an elevator, utilize the emergency alarm button inside the elevator to inform the officer of the entrapment. This provides direct contact with the District Emergency Response Center.

## Steam Leaks:

- If the leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Even if you have determined the problem is a steam leak, exit the building immediately.

## Water Leaks/Flooding:

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the area where water has accumulated and wait for help.
- Remember — water makes an excellent conductor of electricity; thus, electric shock is a strong possibility.
- Immediately cease using all electrical equipment.
- If the leak is from an unknown source, avoid contact with leaking material. It may be hazardous. In case of accidental contact, wash immediately and thoroughly with soap and water.

# Weather Emergencies

Know the location of the nearest emergency shelter for your facility!

Check with the Department of Public Safety or check building postings for the location of emergency shelters.

## Response to Blizzard/Snow



- The facility manager or designee will advise all staff of the approaching weather conditions.
- The facility manager or designee will monitor radio, television or NOAA Weather Radio for weather updates.
- After assessing the impending or current severe weather conditions, it is the responsibility of the college's chief executive officer (president) to decide to cancel college operations for the day.
- 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.

## Severe Thunderstorms



### Watch:

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

### Warning:

Severe thunderstorms are occurring. Be prepared to move to shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
- Report any injuries or damage by calling the Department of Public Safety at 414-297-6200.
- Be prepared to provide the following information:
  - Your name
  - Building name
  - Type of injury or damage
  - Location of injured person(s) or building damage
  - Room number you are calling from

*(continued)*

# Tornado



## Watch:

Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.

## Warning:

Radar or weather spotters have identified a tornado. The emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area.

Take the following actions:

- **SEEK IMMEDIATE SHELTER** (individuals with disabilities follow the same procedures). When the warning siren sounds, seek shelter, preferably in a basement or below ground evacuation location. A steel-formed or reinforced concrete building will provide some protection.
- In a multi-story building, seek shelter in an interior hallway or a lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions.  
**DO NOT** open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In vehicles, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, with hands covering your head.
- After the all clear, leave badly damaged buildings if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- **DO NOT** attempt to return to the building unless directed to do so by fire or police officials or a Department of Public Safety official.
- **DO NOT** attempt to turn on or off any utilities or other equipment.
- Report all injuries and damage to the Department of Public Safety at 414-297-6200.

Be prepared to give the following information:

- Your name
- Building name
- Type of injury or damage
- Number of people injured
- Location of injured person(s) or building damage
- Room number you are calling from

# Additional 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](http://www.emergencymanagement.wi.gov)

## American Red Cross in Southeastern Wisconsin

2600 West Wisconsin Ave.  
Milwaukee, WI 53233  
414-342-8680  
[www.redcross.org](http://www.redcross.org)

## National Weather Service

National Oceanic and Atmospheric Administration  
1325 East West Highway  
Silver Spring, MD 20910  
[www.weather.gov](http://www.weather.gov)

## Federal Emergency Management Agency (FEMA)

500 C Street SW  
Washington, D.C. 20472  
Phone: 800-621-FEMA (3362)  
<http://www.fema.gov/>

## US Department of Homeland Security

Washington, D.C. 20528  
Phone: 202-282-8000  
Comment Line: 202-282-8495  
<http://www.dhs.gov/dhspublic/>

## Milwaukee County Sheriff's Department

821 West State Street, Room 107  
Milwaukee, WI 53233  
414-278-4766  
[www.county.milwaukee.gov](http://www.county.milwaukee.gov)

