EMERGENCY PROCEDURES

University of Wisconsin-Madison
Kegonsa Research Campus

EMERGENCY PROCEDURES AND EMERGENCY PHONE NUMBER

- The emergency phone number (911) is posted on all telephones.
- Emergency procedures are posted throughout the KRC. Emergency phone numbers and home phone numbers of KRC staff are posted near KRC telephones. Office phone extension numbers of KRC personnel are posted near all telephones.

In case of a FIRE—PULL FIRE ALARM

- Be familiar with the location of exits, fire alarm pull stations, and fire extinguishers.
- Evacuate promptly whenever alarm sounds and proceed to the designated meeting area which is the northeast corner of the PSL parking lot, just off of Schneider Drive and to the west of the SRC Driveway.
- **Always** use stairways (**never** use elevators).
- If a stairway contains smoke, use alternate stairway.
- Close doors and windows of rooms as you leave to isolate the fire.
- Be aware of who was working near you and verify that they are present at the designated meeting area.
- If time allows, place a follow-up call UW Police & Security at 262-2957 or 911 with details from a cell phone or phone located in another building. NEVER remain in the building that is on fire to make a phone call!

In case of MEDICAL EMERGENCY—DIAL 911

- Provide the Dispatcher with details of the emergency, including the building number, located on the red and white emergency decal located on each telephone.
- If more than one person is available, have someone meet the ambulance outside in order to guide them to the correct building.
- Automated External Defibrillators are located in the SRC First Aid Locker located in the Experiment Preparation Area in the lower level of the Aladdin building and in the PSL First Aid Room.

In case of TORNADO or SEVERE WEATHER

- When severe weather warning sirens sound, seek the nearest tornado shelter.
- In the SRC Building, the tornado shelter is the Experiment Preparation Area located in the lower level of the Aladdin building.
- In the PSL Building, the tornado shelter is located in the east hallway in the PSL High Bay Lab Area.
- Evacuate all of the office trailers immediately when a severe weather warning siren sounds.
- Weather radios are located in each of the tornado shelters so personnel can monitor the storm from these areas.
- Remain in the shelter until an “all clear” is announced.

In case of a HAZARDOUS CHEMICAL SPILL—DIAL 911

- Provide the Dispatcher with details on the emergency, including the building number, located on the red and white emergency decal located on each telephone.