OCCUPANT EMERGENCY PLAN

United States Department of Agriculture
Agriculture Research Service

Madison, WI Location
On and adjacent to the campus of the University of Wisconsin - Madison

January 2016
Emergency Telephone Numbers and Contact Information (01/01/2016)

| To report any police, fire, or medical emergency, call: | From campus: **911**  
Off campus or from a cell phone: **911** |
|--------------------------------------------------------|--------------------------------------------------|
| For non-emergencies, call UW Police:  
**UW-Madison Police Department**  
1429 Monroe Street  
Madison, WI 53711 | From campus: **4-2677**  
Off campus or from a cell phone: (608) **264-2677**.  
Police Email: uwpolice@mhub.uwpd.wisc.edu  
Security Email: routesecurity@mhub.uwpd.wisc.edu |
| Buildings Occupied by ARS on/near campus:  
U.S. Dairy Forage Building  
1925 Linden Drive | Dairy Forage Main Office: (608) 890-0082 |
| Cereal Crops Research Building  
502 Walnut Street | Cereal Crops Main Office: (608) 262-3355 |
| Horticulture Building  
Vegetable Crops Research Unit  
1575 Linden Drive | Vegetable Crops Main Office: (608) 262-7922 |
| Prairie du Sac Farm  
S8822 Sunset Dr.  
Prairie du Sac, WI 53578 | Prairie du Sac: (608) 643-2438 |
| EIDMRU  
2615 Yellowstone Dr.  
Marshfield, WI 54449 | EIDMRU – Marshfield: (715) 387-4609 |
| Environment, Health & Safety  
30 East Campus Mall  
Madison, WI 53715-1227 | Office of Biological Safety  
Phone: (608) 263-2037  
Email: biosafety@fpm.wisc.edu |
| 608-265-5000  
Fax: 608-262-6767  
http://www.ehs.wisc.edu/ | Office of Chemical Safety  
Email: chemsafety@fpm.wisc.edu |
| Radiation Safety Health Physics  
Phone: (608) 265-5000  
http://www.ehs.wisc.edu/radsafety.htm |
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<th>Name</th>
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<td>Wayne Zeller</td>
<td>Location Emergency Coordinator (EC)</td>
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<td>U.S. Dairy Forage Bldg</td>
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<td>Terri Gureno</td>
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<td>Phil Simon, Location Coordinator</td>
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<td>Office: (608) 262-1248</td>
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<td>Safety Committee:</td>
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<td>Wayne Zeller (CWBURU), Chair</td>
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<td>John Bamberg (VCRU)</td>
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<td>Chris Lee (CCRU)</td>
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<td>Phil Simon (VCRU)</td>
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<td>Michell Wise (CCRU)</td>
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<td>Prairie du Sac Farm Manager</td>
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<td>ARS Employee Assistance Program</td>
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Information websites:
PURPOSE AND BACKGROUND

The Occupant Emergency Plan establishes guidelines and methods for positive, immediate, and orderly actions to be taken by building occupants during emergencies to protect life and property from the threat of fire or explosion, chemical, radiological, biological, or environmental releases, and security-related emergencies such as bomb threats.

The mission of the Occupant Emergency Plan is to prevent injury and loss of life and property by preparing for and carrying out pre-emergency planning, establish specific functions to key personnel and train personnel in appropriate functions.

The Madison ARS research units are located on or near the campus of the University of Wisconsin in Madison, WI. Procedures for emergency operation and evacuation on campus are subject to those established by the University of Wisconsin-Madison Police Department and work in conjunction with USDA-ARS guidelines.

DEFINITIONS

**EMERGENCY.** Fires, explosions, chemical, biological, environmental and radiological incidents, bomb threats, civil disturbances, electrical power failures, medical emergencies, natural disasters, structural failures, and accidental or human-caused disasters are all classified as emergencies. Emergency, in this instance, does not apply to civil defense matters, such as potential or actual enemy attack from a foreign country.

**EMERGENCY COORDINATOR (EC).** The Emergency Coordinator (defined as the Madison Location Safety Committee Chair) is in charge of all emergency actions and coordination efforts. Since the Madison Location has laboratories and offices located in several different buildings in and around the campus in Madison as well as Milwaukee and Sturgeon Bay in addition to the farms at Prairie du Sac and Marshfield, it is the responsibility of the supervisors for the laboratories and farm areas to inform the EC of any emergency actions.

**OCCUPANT EMERGENCY PLAN (OEP).** A set of procedures devised to protect life and property during emergency situations at the Madison Location.

**OCCUPANT EVACUATION PLAN.** A plan designed specifically for a particular building that is intended to ensure prompt evacuation.

**OCCUPANTS.** Includes visitors, employees, and others working in or using any Urbana Location building or facility.

 RESPONSIBILITIES
Emergency Coordinator (EC)

Pre -Emergency Activities
1. The EC is responsible for coordinating the necessary planning to ensure a readiness capability for his/her area. During emergencies, the designated EC provides direction for the orderly evacuation of personnel from the building, advises the fire department of the location of disabled persons who need assistance, and provides any other information that is relevant to the emergency.

2. The EC should also contact emergency services (e.g., fire department and police) to report the incident, or if the call has already been placed, to confirm that the proper authorities have been notified.

Supervisors control and expedite the planned movement (evacuation) of the lab occupants, including disabled persons requiring assistance. The supervisors will ensure the Occupant Evacuation Plan has been executed on their floors. He or she will report evacuation status to the EC and advise the location of handicapped persons needing assistance by the fire department.

The Supervisors duties include:

1. Keeping the EC informed of the names, assignments, locations, and telephone numbers of their staff and of the names, locations, and physical limitations of handicapped persons on their floors.

2. Ensuring that each employee identified under this plan as having a handicapping condition is assigned one or more aides who will remain with and assist the disabled persons (as necessary) on the floor to evacuate these persons in a prompt and effective manner.

3. Informing floor occupants, during/after evacuation, the nature of the emergency and problems arising during evacuation.

4. Becoming familiar with conditions on assigned floor, including occupancy of rooms and locations of stairways and fire alarms.

5. Developing special plans for evacuation of the disabled persons on the floor.

6. Ensuring that a handicapped person who works outside normal business hours (i.e., evening, weekends, and holidays) is adequately accommodated for during emergency situations.

Employees*
1. In the case of an emergency requiring evacuation any occupant has the responsibility of activating the fire alarm. Upon activation of the fire alarm, employees shall promptly evacuate the facility in an orderly manner and cooperate fully.

2. Employees are also expected to participate in the planning and execution of evacuation drills. The University of Wisconsin-Madison conducts routine building evacuation drills, subject to designated authorities in campus departments and buildings. All ARS employees on campus are required to respond accordingly to university procedures.
INITIATING ACTION AND EVACUATION INFORMATION

Initiating Action
When there is an immediate danger, the occupants will be evacuated in accordance with the UW Emergency Response Plan and the OEP. Fire alarm signals or any other means will be used for evacuation of all personnel. When a manual pull station is used to initiate an evacuation, the individual activating the fire alarm should also call the fire department (if there is immediate danger to life or property) to provide additional information on the specific location and nature of the emergency.

*During any emergency the Emergency Coordinator must be notified immediately after taking all appropriate actions in response to the emergency.

EMERGENCY CALL LIST

Fire, Explosion, Illness/Injury  ......................... 911

ANY EMERGENCY LISTED BELOW THAT IS AN IMMEDIATE THREAT TO LIFE
  ......................... 911
  Chemical
  Radiological
  Biological
  Environmental
  Security
  Bomb Threat
  Disturbance
  Facility-related Building Emergency

*Note: During normal work hours for minor work-related injuries (i.e. first aid emergencies that do not require ambulance service), contact your immediate supervisor and/or the administrative officer (608-890-0044).

**Note: In the event the person cannot be contacted and the emergency warrants immediate action to prevent further injury, call 9-911.

Evacuation Information
Persons Authorized to Order Evacuation
  1. Designated Official, UW Department or Building Authority
  2. Emergency Coordinator (EC)
  3. Senior fire/police officer
  4. Any other person aware of the emergency who believes immediate action is necessary to protect the lives of the occupants
Evacuation Signals
Evacuation signals can be generated by voice or mechanical means. The most widely recognized evacuation signals used are fire alarms. Activation for the fire alarm indicates that the building must be evacuated. There are various types of fire alarms in various buildings. Therefore, evacuation drills are utilized to acquaint occupants with the type of fire alarm in their particular building.

Means of Evacuation
Occupants will exit by the closest door or stairway or as directed by a member of the evacuation team. During an actual emergency the nearest exit may be blocked by smoke, therefore, occupants should be familiar with alternate exits. If there is a line of evacuees at a particular exit, other, less crowded, exits may be available. For this reason, employees should always familiarize themselves with the building. Once an evacuation begins, it will not be canceled until all occupants have evacuated the building.

Relocation Site
Upon exiting the building, employees should assemble at a designated location a safe distance away from the building, where supervisors will take a roll call.

Building Reentry
Occupants will return to the building only when authorized by the EC, designated person or the senior fire or police officer present.

SPECIAL CONSIDERATIONS FOR PERSONS WITH DISABILITIES

Evacuation Signals
Hearing-impaired occupants will be personally informed of the emergency by an aide to the disabled, supervisor, or any other person. For this reason, a special note should be added to the list of disabled persons indicating those who are hearing impaired.

Aides to disabled persons will be assigned to all disabled persons (including those who are temporarily disabled). These aides will assist them to a safe area away from the building or to a protected area and meet the EC at the predetermined relocation site.

Stairway Clearance Procedures
Supervisors will check all stairways and safe havens for the presence of disabled persons and evacuate them if necessary.

Disabled Visitors
Because disabled visitors will not have aides assigned to them as disabled employees do, supervisors will ensure that all areas on the floor, including restrooms, are thoroughly checked until they are satisfied that the floors have been completely evacuated.
EMERGENCY PROCEDURES
These procedures can provide only a framework for the emergency that occurred, or may be expected to occur. Each incident would be unique and would require appropriate activity by experts in their field. This OEP provides information on procedures in addition to the official Emergency Procedures Guide established by the University of Wisconsin Madison’s Police Department’s Division of Public Safety (See http://uwpd.wisc.edu/content/uploads/2014/01/Emergency-Guide-2012.pdf).

EXPLOSION
1. Warn occupants to evacuate.
2. Activate local alarm within building.
3. Call Madison Fire Department at 911.
   Notes:
   A. An explosion could result in fire or release of chemical waste to the air, soil, or surface water. It could also result in injury or death to persons and damage to the facility itself.
   B. The procedure for handling an emergency arising from an explosion will be similar to that described from fire or spills, or both. Of paramount importance is that an alarm be raised, the premises are evacuated of all personnel, and the injured rescued and treated immediately.
   C. The EC and, in turn, the Fire Departments' Incident Commander should also be promptly advised of the incident.
   D. Any person having knowledge of the incident should meet the first fire officer arriving at the scene and report the nature of the problem, its specific location if known, whether there are any injured personnel, and whether the building has been completely evacuated. Thereafter, emergency procedures follow as for the fire or a spill, as described in this past.

ILLNESS/INJURY
During normal working hours, for minor work-related injuries (i.e., first aid emergencies that do not require ambulance service), contact your immediate supervisor or administrative officer.

For all other medical emergencies/emergencies, Call 911.

For all work related incidents/accidents, the employee and supervisor must complete the following forms and submit to the administrative office (Laura Jones or the administrative officer) within 24 hours of the incident/accident.

CA-1 Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation: The employee must complete page one and the supervisor must complete page two. The form can then be returned to the administrative office (Laura Jones or the administrative officer) within 24 hours.

CA-20 Attending Physician’s Report: If an employee seeks medical attention, a CA-20 must
be completed by the attending physician and then returned to the administrative office (Laura Jones or the administrative officer).

**MECHANICAL SYSTEMS FAILURE POWER FAILURES**

Occasionally, a power failure will disrupt activities in part or all of the facilities. If emergency generators are available, they should be operational and on stand by. Research personnel should be notified by phone and given information regarding the extent of the power failure in a given area. Exterior doors are not to be blocked open. Emergency lighting is to be provided in buildings where exterior windows do not provide enough illumination for persons to evacuate the area. If lighting is not available, no personnel should enter a dark area (stairwells, corridors, restrooms, etc.)

Physically challenged employees requiring the use of elevators to reach the workplace or to evacuate building will require assistance. If the power fails during work hours, the employee may have to be evacuated via the stairs. It will be up to the discretion of the Location Coordinator to determine if employees can go home due to the power outage. Refrigerators and freezers should be packed with dry ice (if available), and should be disconnected immediately before the facility is evacuated.

*Note: Any other failures contact maintenance.*

**DEMONSTRATIONS**

Do not take any personal actions. Immediately contact the location coordinator or acting coordinator.

**OTHER**

Other situations may arise which do not fall into any of the previous categories. One example may be an unusual odor. In such instances, you should contact your laboratory safety representative or EC who will be able to assist in determining the nature and source. Another example may be the involvement of human body fluids or tissues, where the lab itself should have the most knowledge and ability to handle the incident. In less clearly defined situations, use the ability and knowledge of your laboratory safety representatives. When an attempt to resolve the situation is unsuccessful, contact 9-911.

**EVACUATION DRILLS**

EC, Supervisors and building occupants will participate in drills that familiarize them with their responsibilities.

Evacuation drills are performed and coordinated by designated authorities in UW campus buildings occupied by ARS employees. Buildings with critical operations, such as laboratory and computer facilities, are notified of scheduled events affecting building and occupants through established communication networks.

Supervisors are responsible for notifying building occupants on the day of a drill or facility
interruption if critical operations are being conducted.

All employees are expected to participate in evacuation drills and to follow the instructions and emergency procedures provided by the EC.

When a fire alarm signal sounds, occupants will promptly close doors and windows and proceed directly to the nearest exit. Elevators may not be used, except under the direction of the fire department.

COMMUNICATION PLAN
A communication plan will be implemented to relay emergency information to all location employees, supervisors, and designated officials. The source of information may be from official university sources, employees, or designated ARS officials (agency-wide, AO, supervisors). Information from UW-Madison sources are obtained through a primary route of a university-administered campus-wide network, and will be sent to all employees with access to the university network. For those federal employees who do not have access to the university network, the communication plan includes the relay of information through the agency-administered network. In many cases, employees will receive the same information through multiple network accesses. In the event of network outages, or limited access to internet sources, communication will be made via land line or cell phones.
Responsibilities:
1. AO – Maintains a complete and updated list of location employees with pertinent contact information, including telephone numbers and email addresses. For location-wide information, the AO will relay information to all employees through email contact, and when necessary, phone contact. Information is also relayed to the designated EC.
2. Supervisors – Provides training on OEP to employees under their supervision. Provides updated lists of employees under their supervision to the AO and location administrative office. Supervisors are the first line of communication with employees, and are responsible for ensuring that employees under their supervision obtain necessary information. Supervisors are responsible for accounting of personnel under their supervision under
circumstances of emergency conditions, including evacuation to safe areas. If an evacuation occurs during normal business hours, supervisors are responsible for communicating the whereabouts of their employees to the AO and EC.

3. Employees – All employees are responsible for initiating actions to alert other building occupants of emergency situations. Responsibilities may include notifying police, fire, medical, or emergency response teams, and remaining available to provide necessary information to authorities upon request. Employees located at campus locations are to follow university evacuation procedures as directed by building officials. Employees are to notify their immediate supervisors of any emergency actions initiated and conducted. In the event of an evacuation during normal business hours, employees must contact their immediate supervisors through any available channel.

4. EC – Ensures OEP training is available to all employees. The EC is informed of all emergency actions taken.

EVACUATION PLANS
When evacuation of premises is indicated, employees are to relocate to designated safe areas in a quick and orderly fashion and await instructions from official authorities on further actions. Provide assistance to persons with disabilities. Supervisors and designated personnel are to ensure that employees under their supervision have vacated the premises. If reasonable time allows, secure offices and laboratories (turn off gas lines, close and lock doors and windows). When possible following an evacuation event, employees need to contact their supervisors with information of their whereabouts and if possible, of any other personnel to be accounted for.

Employees at field locations will be contacted by their supervisors and informed of emergency situations. If relocation to a safe area is required, employees are instructed to proceed immediately to the designated location and await further instructions from official authorities.

The following are maps of the three main campus buildings and field locations occupied by ARS employees:

University of Wisconsin– Map
Horticulture Building
1575 Linden Drive
Madison, WI
Second Floor

Third and Fourth Floors are of similar layout.
U.S. Dairy Forage Research Building
1925 Linden Drive
Madison, WI
Cereal Crops Research Building
502 Walnut Street
Madison, WI
Prairie du Sac Farm
S8822 Sunset Dr. (off of Hwy. 78)
Prairie du Sac, WI 53578
Prairie du Sac Floor Plans
DESIGNATED SAFE AREA(S)

Building or Site Name: Horticulture Building

In the event this building or site is evacuated, all occupants should go to the following location if it is safe to do so:

Biochemistry Building located at 420 Henry Mall or Microbial Science Building located at 1550 Linden Dr

Building or Site Name: U.S. Dairy Forage Building

In the event this building or site is evacuated, all occupants should go to the following location if it is safe to do so:

West parking lot

Building or Site Name: Cereal Crops Research Building

In the event this building or site is evacuated, all occupants should go to the following location if it is safe to do so:

In the parking lot behind the dumpster

Building or Site Name: Prairie du Sac Farm

In the event this building or site is evacuated, all occupants should go to the following location if it is safe to do so:

In front area near the mailbox

Building or Site Name: Marshfield –EIDMR Building

In the event this building or site is evacuated, all occupants should go to the following location if it is safe to do so:

Parking Lot by the UW Maintenance Shop