

# State Capitol Building Emergency Action Plan



Fire/Medical/Police: 911 | Capitol Police Emergency: 608-266-7700 / Non-Emergency: 608-266-8797

## Emergency Guidelines

- Visitors in the Capitol Building will receive emergency notifications by building alarms, public address announcements, and via Capitol staff. Follow the direction of Tour Guides, First Responders and Building Mgmt.
- Employees are responsible for knowing where exits, fire alarms and emergency equipment are located. how to activate fire alarm pull stations, and execute evacuation or sheltering procedures.
- Supervisors are responsible for the safety of employees, contract staff and visitors. Supervisors are responsible for ensuring employees are familiar with emergency procedures and employee accountability after evacuation.
- Evacuation - See maps on back of this Emergency Action Plan.

### Severe Weather



Severe weather warnings will be issued by Capitol Police. Seek shelter in the designated area immediately. Follow staff directions. Continue down the stairs as low as possible. If unable to shelter in the basement, seek shelter in enclosed areas including interior offices, conference rooms, or hallways away from exterior windows. Stay low to the floor.

### Fire



In the event of a fire, **IMMEDIATELY** pull the nearest fire alarm (if you discover the fire) and evacuate the building.

As you are exiting: Close, but Do Not Lock doors behind you to keep the fire from spreading. Follow the direction of Supervisors and move to your designated evacuation location.

### Medical Emergency



In the event of a medical emergency **IMMEDIATELY** Call Emergency Medical Responders **911**.  
 - If circumstances allow, assign someone to meet first responders at the main lobby to direct them.  
 - Send another to advise the tour desk, and when needed to retrieve the nearest AED/First Aid Kit.  
 - Avoid direct contact with blood or bodily fluids.

### Power Outage



In the event of a power outage,

- Do not panic.
- Wait for emergency lighting to be activated and for further guidance from your supervisors and building management.

### Violence



If you observe a confrontation, **DO NOT** interfere. Call Capitol Police **608-266-7700** or dial **911**. Monitor the situation from a safe distance if you are not at risk.

If the threat is directed towards you, move away from the threat and put as many barriers as possible between yourself and the threat. Once in a safe location call Capitol Police **608-266-7700**.

### Active Killer



If you become aware of an active shooter, **IMMEDIATELY** leave the area and contact police **911**.

- If you cannot leave the area place as many barriers as possible between you and the threat. Hide! Silence phones and contact police **911 IF IT IS SAFE TO DO SO**.
- Follow the direction of Police as you exit, keep hands empty and up!

**RUN - HIDE - FIGHT**

### Bomb Threat



- If you receive a bomb threat, on another phone line contact Capitol Police at **608-266-7700**.
- Keep caller on the line while recording / gathering additional information including,

**Callers Voice    Tone    Background Noise    Description of the Device**

### Suspicious Item



If you receive / see a suspicious item **IMMEDIATELY** exit the area and Call CPD at **608-266-7700**.

- Tell them where the device can be found and description of the Item.
- First responders will determine if evacuation is required.
- Avoid Touching the Item when possible.

**See Something, Say Something**

### Suspicious Activity



If you see suspicious activity **IMMEDIATELY** exit the area and contact State Capitol Police by dialing **608-266-7700**. Describe specifically what you observed, including:

**Who or What you Saw    When you saw it    Where is Occurred    Why it's Suspicious**

### Additional Assistance



Areas of Refuge in the Capitol building are designed with a green light. These are the areas emergency responders will check first if an evacuation is required. Person unable to use the stairs should go with support volunteers to the nearest area of refuge, call State Capitol Police (if able) and wait for assistance.

If time permits during a shelter in place event, persons unable to use stairs may use elevators to the ground floor.

**See other side for evacuation and shelter in place maps**



Shelter in Place



Severe Weather



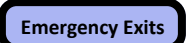
Areas of Refuge



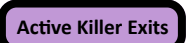
Stairwells



Fire Exits

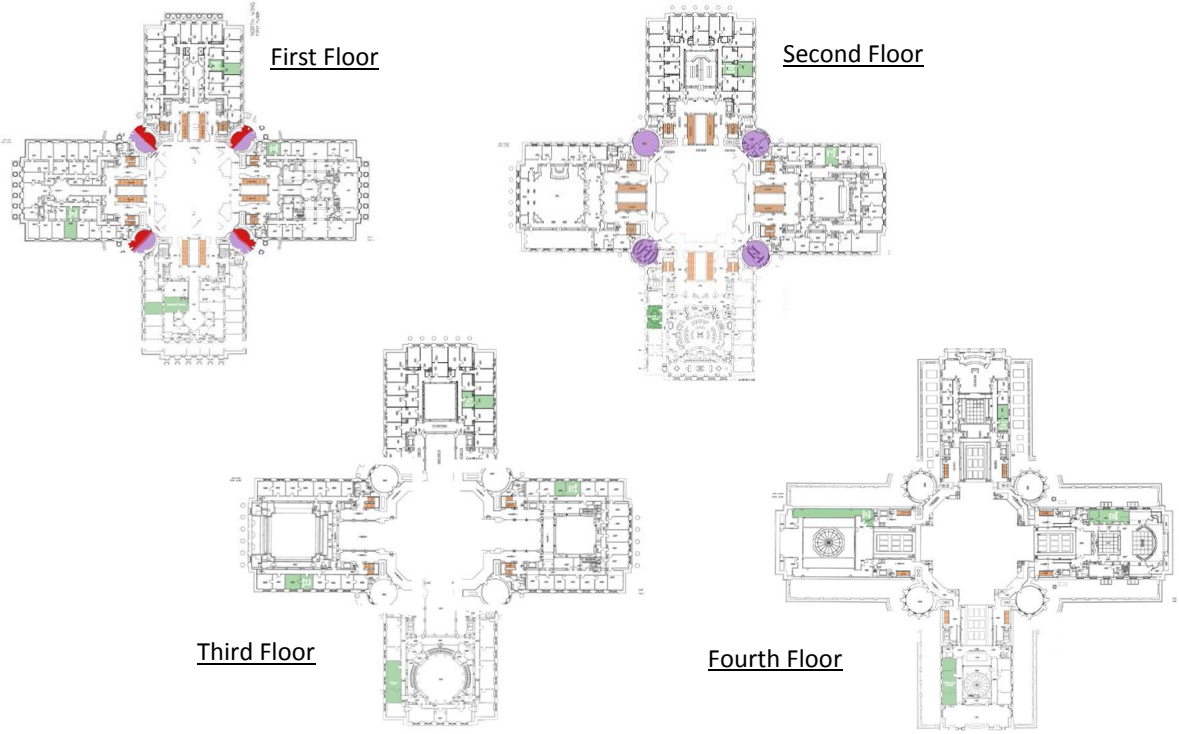


Emergency Exits



Active Killer Exits

Shelter in Place - Primary location for ALL Staff during severe weather is in the basement of the building with alternate locations in windowless offices, conference rooms, and hallways.



Evacuation

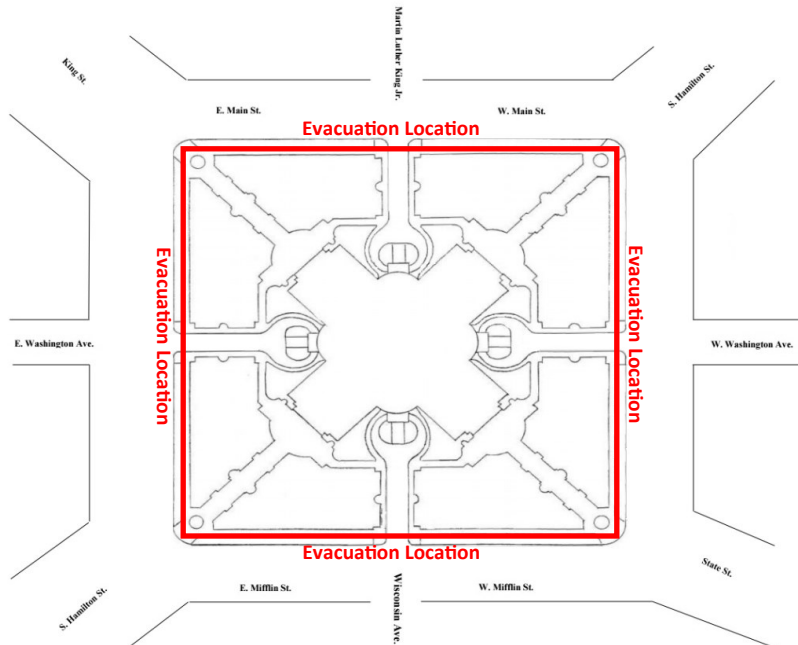


Warm Weather



Apr 1 - Oct 31

Follow your supervisors to the Capitol Square Outer Ring, and group up according to instructions. BE CAREFUL of Vehicle Traffic. Be alert and aware of your surrounding Await direction from Capitol Police.



Evacuation



Below Freezing



Severe Weather



Nov 1 - Mar 31

Follow your supervisors to the GEF-1 Parking Garage Level L1, and group up according to your leaderships directives and wait for further instructions.

