

Emergency Procedures Handbook



1118 E. Washington Ave.
Madison, WI 53703

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Change number	Date of Change	Summary of changes
1	10/15/24	Added staffing page, updated roles and responsibilities, added drill reports to addendum
2	4/7/25	Updated staffing-removed Susan Gardels, Bridget Fraser;added Charles McLimans, Michelle Kaebisch-RS
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REVISION LOG & NOTES

**This emergency plan applies to Wisconsin Youth Symphony Orchestras' (WYSO) facility at
1118 E. Washington Ave., Madison, Wisconsin, 53703**

WYSO is committed to the safety and security of students, staff, and visitors in our building. The Emergency Operations Plan (EOP) that follows is the official policy of WYSO.

The contained recommendations commit WYSO's resources to ongoing training, exercises, and maintenance required to keep it current. This plan relies on the commitment and expertise of WYSO staff in cooperation with various City of Madison and Dane County First Responders and Law Enforcement official. This plan recognizes current best practices and standards.

This Emergency Operations Plan has been completed and approved through a collaboration of efforts in the community, including WYSO staff, law enforcement, fire department personnel and with approval of WYSO's Safety Committee.

All inquiries regarding this plan should be forwarded to the Director of Facilities:

Roger Seaver

Email: roger@wysomusic.org

Phone: 608-332-0238

**This plan supersedes all prior plans, and has been reviewed and approved by the WYSO
Safety Committee on:
November 3, 2023**

**This plan was reviewed and approved by the Madison Fire Department on:
November 8, 2023**

OVERVIEW

The purpose of WYSO's Emergency Operations Plan (**EOP**) is to identify and respond to incidents by outlining the responsibilities and duties of WYSO and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. The plan educates staff, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that WYSO has established guidelines and procedures to respond to incidents/hazards in an effective way.

WYSO is committed to maintaining high-quality plans and procedures for safety in our building. This plan is intended to cover many types of emergencies associated with threats to safety in our building. This plan will be updated by the Safety Committee as needed when changes occur. In addition to describing various safety procedures associated with specific emergencies, we will also cover how our plans are developed, who is responsible for updating, training and drill techniques, and where to find additional information. Any community member is welcome and encouraged to ask questions, state opinions, and make suggestions. Safety at WYSO is everyone's responsibility!

The WYSO EOP outlines the expectations of staff roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

INTRODUCTION AND SCOPE

EMERGENCY NUMBERS

Agency	Phone #
Madison Fire Department	911 or 608-255-2345 (non-emergency)
Madison Police Department	911 or 608-255-2345 (non-emergency)
Dane County Sheriffs Office	911 or 608-255-2345 (non-emergency)
Madison Gas & Electric	800-245-1123
Poison Control Center	800-222-1222 or 800-815-8855

VENDOR CONTACT INFO

Service	Company	Phone #
Alarm Monitoring	Omni Technologies	800-424-3624
Alarm Service	Omni Technologies	608-819-1980
Custodial Services	Facility Pros	608-850-3147
Electrical	Westphal Electrical	608-222-0105
Elevators	Otis Elevator	608-249-3322
Fire Extinguishers	Madison Fire Extinguisher	608-347-3814
Fire Protection (Sprinklers)	Nelson Piping	815-877-6004 or 877-890-8305 (after hours)
HVAC	NAMI	608-842-3900
Plumbing	NAMI	608-842-3900
Snow Removal	Prima Pros	608-441-5420

CONTACT

Title	Roles
Executive Director	<i>Emergency Roles: Incident Lead, Spokesperson, Safety Team, Reunification Team Lead</i>
Operations Director	<i>Emergency Roles: Incident Lead (alt.), Spokesperson (alt.), Safety Team, Reunification Door Team, Level 1 Sweeper</i>
Director of Facilities	<i>Emergency Roles: Safety Team, Drill Coordinator, HVAC/Utilities Shutdown</i>
Development Director	<i>Emergency Roles: Level 1 Sweeper (alt.), Reunification Door Team, Spokesperson (alt.)</i>
Director of Community Partnerships	<i>Emergency Roles: Safety Team, Reunification Reunion Team, Level 3 Sweeper (alt.)</i>
Music Makers Director	<i>Emergency Roles: Safety Team, Reunification Reunion Team Lead, Level 1 Sweeper (alt.)</i>
Operations Assistant & Librarian	<i>Emergency Roles: Level 2 Sweeper, Drill Supervisor, HVAC/ Utilities Shutdown (alt.)</i>
Development Manager	<i>Emergency Roles: Level 2 Sweeper (alt.), Reunion Team, Rally Point 1 Lead & Attendance, Building Runner</i>
Membership Coordinator	<i>Emergency Roles: Reunion Team, Rally Point 2 Lead & Attendance, Building Runner</i>
Program Coordinator	<i>Emergency Roles: Reunion Team, Rally Point 3 Lead & Attendance, Building Runner</i>
Marketing & Communications Manager	<i>Emergency Roles: Reunion Team, Rally Point(s) Attendance (alt.), Building Runner</i>
Event Planner & Assistant Building Manager	<i>Emergency Roles: Safety Team, Level 3 Sweeper, Drill Coordinator/Supervisor, HVAC/Utilities Shutdown</i>
Administrative & Membership Coordinator	<i>Emergency Roles: Sweeper (alt.), Attendance Taker, Building Runner, Reunion Team</i>

ROLES BY POSITION

Name	Title	Phone#
Michelle Kaebisch	Executive Director	608-235-9196
Yanzel Rivera	Operations Director	608-772-5533
Roger Seaver	Director of Facilities	608-332-0238
Charles McLimans	Director of Philanthropy	608-440-0099
Andrew Briddell	Director of Community Partnerships	608-772-4629
Ria Hodgson	Music Makers Director	512-618-1840
Joe Greer	Operations Assistant & Librarian	989-424-1193
Eric Prudent	Development Manager	262-751-2939
Maggie Schenk	Membership Coordinator	608-630-0649
Simrin Sandhu	Program Coordinator	608-320-6610
Jake Penner	Marketing & Communications Manager	608-609-4907
Ethan Hanzel	Event Planner & Assistant Facility Manager	608-444-7523
Zach Bethel	Administrative & Membership Coordinator	352-978-6665

CURRENT

Organization

Wisconsin Youth Symphony Orchestras
Address: 1118 E. Washington Ave., Madison, WI
53703
Main Office Phone: 608-773-6283

Executive Director: Bridget Fraser
Phone: 815-312-6388
Email: bridget@wysomusic.org

Director of Operations: Yanzel Rivera
Phone: 608-772-5533
Email: yanzel@wysomusic.org

Director of Facilities: Roger Seaver
Phone: 608-332-0238
Email: roger@wysomusic.org

Construction

- Completed December 2023
- Approximately 40000 sq. ft. on 3 levels.
- 7 first floor egress points
- FDC near Door G, SE corner on E. Washington side
- Knox box near Door A, SW corner on E. Washington side
- Primary construction: CIP concrete, CMU, Structural steel
- 2 Elevators
- 2 Stairways
- 11 Fire Extinguishers
- 12 FA Pull Stations
- AED: Near Wellness Center, Room 105
- Full Building Sprinkler System
- FA Panel: Room 126
- FA Annunciators (2): Inside Door A; Behind Front Desk, near outside wall
- Gas Shutoff: Outside, near Door F
- Electrical Shutoff: Room 129
- Water Shutoff: Room 128
- HVAC Shut down: By switchgear in Room 129 or by individual equipment
- Boilers: Room 325 via Room 322
- Rooftop Equipment: Roof Access via Room 322

BUILDING PROFILE

WYSO's programming consists of music rehearsals and lessons for around 470 area students from 3rd through 12th grade. There is support staff for this programming that is currently 11 people. Additionally, there are a number of artistic staff and music instructors. There are occasional parent visitors as well. It would be atypical for everyone in the WYSO organization to occupy the building simultaneously. In the future, there may be space rental of the building.

Typical weekday hours of occupancy:

- Monday-Friday, 8 a.m. to 5 p.m., Staff only
- Tuesday-Thursday, 4 p.m. to 8 p.m., Music instructors + students for private lessons

Typical weekend hours of occupancy:

- Saturday, 9 a.m. to 5 p.m.
- Sunday, 10 a.m. to 3 p.m..

Limited Access Hours

- Staff Keys & proximity cards: All staff have keys to rooms and proximity cards for the main entrance and multiple doors around the building.

Days Closed

- The building will be closed on holidays as listed on the WYSO calendars, posted on the WYSO website and available at the front desk.
- Rehearsal schedules mirror Madison area schools with regard to Winter, Spring and Summer breaks

Visitor Policy

- All visitors to WYSOs must check in at the front desk upon arrival

Rental Policy

- A WYSO-trained "Event Supervisor" will be on site during rental periods
- The Event Supervisor will have a master key and will have read and acknowledged understanding the emergency policies and procedures in this document

BUILDING USAGE

WYSO Safety Team

- Develop a plan for emergencies and crises
- Obtain legal advice on recommended policies and procedures
- Coordinate with other agencies in developing general standards for local emergency plans
- Review all disaster plans annually
- Require all students participate in emergency preparedness training, drills and exercises
- Review building construction, renovation projects and general operations for safety
- Appoint designee or act as the emergency coordinator
- Ensure the building emergency plan coordinates with the WYSO's mission/vision
- Assign emergency responsibilities to staff as required
- Monitor staff participation in training and competencies
- Conduct drills and initiate needed plan revisions based on drill evaluations
- Arrange for procurement, storage and maintenance of emergency supplies and equipment
- Keep parents informed of the emergency notification system
- Supervise periodic safety checks of facilities and equipment
- Provide copies of the emergency plan to the Executive Director, Madison Police Department, Madison Fire Department, Dane County Sheriff's Office, and an office copy for review upon request
- Recommend safety, violence prevention (including bullying/cyber bullying prevention programs) and emergency preparedness programs to the Safety Team
- Consult with local emergency managers to analyze system needs for safety and emergency preparedness, planning, training and coordination of plans
- Implement change in emergency plans based on evaluation of local policies, needs and experiences
- Initiate, administer, participate and evaluate safety and emergency preparedness programs to ensure coordinated response
- Be informed of neighboring organizations' emergency management policies and make mutual aid agreements
- Identify suitable spaces for use as community emergency facilities and coordinate related activities with local emergency managers
- Arrange notification systems for staff and families

PREPAREDNESS REPOSNSIBILITIES

Responsibilities of ALL Staff

- Ensure you carry your keys/ID card with you at all times
- Ensure you have your cell phone for communication usage
- Always inform Admin staff if leaving the building with students
- Take an active role to ensure all visitors to the building sign in, wear a visitor badge at all times, and sign out. If you see a visitor without a badge, accompany them to the front desk to complete the proper sign in procedure
- Attend all safety-related training sessions and ask questions if you need clarification. Take time to review and plan your specific actions during emergencies
- During drills and emergencies, practice good communication skills in relaying important information to your colleagues and to leadership. Use any means at your disposal to communicate - phones, text, email, or in-person conversations
- Fully participate in all safety drills, including performing all assigned roles and responsibilities. Support the WYSO's effort to practice and prepare for emergency situations, including discussions with students as needed
- During drills and emergencies, take an active role in completing attendance for any students in your area
- In an emergency situation, perform your assigned responsibilities including guiding students in your area. Use all available information to decide on a response, and take action to protect yourself and your students
- Provide leadership and reassurance to students during drill practice and actual events
- Be sympathetic to the psychological needs of children in the stress of an emergency situation
- Participate in the execution of emergency plan exercises, drills and trainings

Director of Facilities

- Inspect facilities for structural safety and report areas of concern
- Identify shutoff valves and switches for gas, oil, water, electric, etc., and post charts for reference in an emergency
- Provide emergency protocol for ventilation systems (HVAC)
- Post location of all protective equipment
- Maintain an inventory of tools and equipment needed for emergency response
- Advise the building response teams of hazardous and shelter areas of facilities, available emergency equipment
- Develop & update emergency evacuation & shelter in place maps in each room and common space

PREPAREDNESS REPOSNSIBILITIES, con't

Students

- Cooperate during emergency drills and exercises
- Be responsible for themselves and others in an emergency
- Understand the importance of reporting situations of concern
- Develop an awareness of natural and technological hazards
- Take an active part in emergency response, as age appropriate

Parents

- Encourage and support safety, violence prevention and emergency preparedness programs
- Provide WYSO with requested information concerning emergency situations, early and late dismissals, and other related information
- Practice emergency preparedness in the home to reinforce training and ensure family safety

Information Collection, Analysis, and Dissemination

In an emergency, collecting and evaluating outside information is a challenging but critically important part of coordinating our emergency response. During a drill or emergency, we will use any source of communication available to disseminate the information. You may receive information via the room phone, text message, email, overhead PA, or in person through the use of runners.

Communication during an emergency is critical to coordinating our response. All persons present in the WYSO building during an emergency are encouraged to share information through any means at your disposal. Available communication channels could include texting, phone calls, two-way radio, or in person communication. If you have important information to share with your colleagues, you can use multiple means to relay it.

PREPAREDNESS REPOSNSIBILITIES, con't

Students and Staff with Disabilities and Other Special Needs

In an emergency, persons with disabilities and other special needs may require assistance in functional areas including; maintaining independence, communication, transportation, supervision, and medical care.

Developing an **Individual Emergency Plan (IEP)** should involve parents, artistic staff, WYSO admin staff, first responders and possibly the student. Students with other health disabilities should have an Emergency Health Information Document outlining their condition, emergency care, and current contact information. This document may be a tool to use when creating individual emergency plans.

Identify Students and Staff with Special Needs

- Identify those students and staff members who may require special assistance in
- an emergency
- While identifying students and staff who may require assistance, it is also important to consider students or staff with less obvious disabilities including; asthma, panic attacks, significant allergies, noise or light sensitive, or heart conditions. Persons with these needs may not have an IEP, but their condition may be known to the artistic or admin staff

Developing an IEP

- Discuss evacuation preferences with local first responders and ensure they understand the needs of students with disabilities or other special needs
- Provide training for first responders on various special needs and how those needs could impact a student's ability to follow emergency procedures. First responders may have equipment, expertise and strategies that could help to make plans to assist those with special needs
- Address necessary accommodations before an emergency occurs, assigning staff with mobility impairments to offices or rooms on the first floor to eliminate the need for evacuating down a stairwell
- Include persons with special needs in emergency drills and exercises. Regular practice ensures necessary assistance is provided to students and staff with special needs and identifies possible gaps that can be corrected

PREPAREDNESS REPOSNSIBILITIES, con't

Once per quarter, without prior warning, WYSO shall drill building occupants in the proper method of building evacuation in case of a fire, except when the person having direct charge deems that the health of the occupants may be endangered by inclement weather conditions. Twice annually, without prior warning, WYSO shall drill occupants in the proper method of Shelter In Place in case of a tornado or other hazard. Twice annually, without prior warning, the WYSO shall drill all occupants in the proper method of evacuation or other appropriate action in case of an active threat or safety incident.

WYSO shall maintain a record of each fire drill, tornado or other hazard drill, and safety drill conducted for a minimum of 7 years.

Purpose

The purpose of drills is to demonstrate a commitment to prepare for crises, emergencies and disasters and provide WYSO with the opportunity to:

- Test universal procedures (Lockdowns, Evacuation, Shelter In Place)
- Reveal weaknesses in procedures
- Improve response and coordination
- Clarify roles and responsibilities
- Improve individual performances

Planning for drills

- At the beginning of each year WYSO will create a drill schedule.

Documenting drills

- Every drill will be documented in a log and after-action reports will be created to identify steps for improving procedures and corrective actions to be implemented
- Drill logs will be saved for compliance with statutory obligation. They are a record of the planned drill schedule and implementation dates

PREPAREDNESS REPOSNSIBILITIES, con't

Student/Parent Reunification Team

The role of the Student/Parent Reunification Team is to reunite the parents or guardians with their children. This can be a highly sensitive role due to the seriousness of the issue. The Reunification Team is composed of two sub-teams: Door Team and Reunion Team.

- All students will be assembled in our designated reunification location
- Law enforcement may direct us to modify our protocol
- Depending on the situation, law enforcement may take an active role in assisting with reunification
- Equipment: Bullhorn, two-way radio, cell phone

Door Team: Gathers at Reunification Release Point

Team Leaders:

- Executive Director
- Director of Operations
- Operations Assistant (alternative)

Responsibilities of the Door Team

- Direct release activities
- Monitor a sign-out book with all students' names
- Reassure parents, guardians, or designees and help maintain order
- Communicate with Reunion Team via radio or cell phone to locate students
- Require authorized adult to release students
- Keep accurate records of departing students

Reunion Team: Stays with children in designated holding area

All available staff members

Responsibilities of Reunion Team

- Interact with Door Team
- Listen for calls from Door Team on 2-way radio or cell phone for specific students
- Keep students calm and quiet
- Escort students to Door Team for release

PREPAREDNESS REPOSNSIBILITIES, con't

THREAT	RESPONSE	PROTOCOL
Severe Thunderstorm Watch	None	Remain alert for instructions
Announcement:	None	
Severe Thunderstorm Warning	None	Remain alert for instructions
Announcement:	None	
Tornado Watch	None	Remain alert for instructions
Announcement:	None	
Tornado Warning	Announce Protocol	Shelter In Place
Announcement:	<i>Via PA or other means: "Shelter in place. Seek refuge on the interior of the lowest floor away from windows. Remain sheltered until the 'All Clear' signal is given."</i>	
Winter Weather Advisory	None	Remain alert for instructions
Announcement:	None	
Winter Weather Watch	None	Remain alert for instructions
Announcement:	None	
Winter Storm or Blizzard Warning	Announce Action	Varies
Announcement:	<i>Via PA or other means: "There is a Winter Storm or Blizzard Warning in effect. Please await further instructions."</i>	
Earthquake	Announce Protocol	Shelter In Place
Announcement:	<i>Via PA or other means: "Shelter in place. Seek refuge on the interior of the lowest floor away from windows. Remain sheltered until the 'All Clear' signal is given."</i>	

THREAT/RESPONSE

THREAT	RESPONSE	PROTOCOL
Suspicious Package or Mail	Announce Action	Fire/Evacuation
Announcement:	<i>Via PA or other means: "Evacuate the building immediately. Follow instructions while proceeding to Rally Point 1. Await further instructions."</i>	
Chemical or Biological (Inside)	None	Fire/Evacuation
Announcement:	<i>Via PA or other means: "Evacuate the building immediately. Follow instructions while proceeding to Rally Point (#). Await further instructions."</i>	
Chemical or Biological (Outside)	Announce Action	Building Lockdown
Announcement:	<i>Via PA or other means: "This is a building lockdown. Remain in your room with doors and windows closed and locked. Remain in place until the 'All Clear' is sounded."</i>	
Bomb Threat	Announce Action	Fire/Evacuation
Announcement:	<i>Via PA or other means: "Shelter in place. Seek refuge on the interior of the lowest floor away from windows. Remain sheltered until the 'All Clear' signal is given."</i>	
Medical Emergency	None	Remain alert for instructions
Announcement:	None	
Fire	None	Fire/Evacuation
Announcement:	<i>Via: Fire Alarm system. Lights, sirens and Voice Commands Then proceed to Rally Point 1</i>	
Active Shooter	Announce Action	Active Shooter
Announcement:	<i>Via PA or other means: "This is not a drill. RUN, HIDE, FIGHT now" Repeat x2, then proceed to Rally Point 3 and await further instructions.</i>	
Proximity Threat	Announce Action	Active Shooter
Announcement:	<i>Via PA or other means: "This is a building lockdown. Remain in your room with doors and windows closed and locked. Remain in place until the 'All Clear' is given."</i>	

THREAT/RESPONSE



WYSO Center for Music
1118 E. Washington Ave.



Reunification Point
MYArts
1055 E. Mifflin St.



Rally Point 1
WYSO Parking Lot
1128 E. Washington Ave.



Rally Point 2
Lapham School Playground
Corner of E. Mifflin and N. Brearly



Rally Point 3
East side of Breeze Stevens Field
Corner of E. Mifflin and N. Paterson

RALLY AND REUNIFICATION POINTS

Emergency Kit

1. PPE/EQUIPMENT

- Nitrile gloves
- Safety glasses
- Disposable gown
- Face masks
- Clean up kit
- Vomit bags
- Thermometer
- First Aid chart

2. INJURY CARE

- Band-aids of various sizes
- Gauze
- Triple Antibiotic Ointment
- Hydrocortisone Cream
- Antiseptic wipes
- Q-Tips
- Paper tape
- Feminine pads
- Multi-purpose contact solution (stored in one bag)
- Travel contact case (stored in one bag)
- Hydrogen Peroxide 3%
- Travel Hand Sanitizer
- Travel Kleenex
- Ice packs
- Tweezers
- Scissors
- Bleeding Control Kit
- A small portable First Aid Kit

Emergency Kit

3. MEDICATIONS

- Anti-diarrheal Pills
- Diphenhydramine HCl (allergy medication - Benadryl) Pills
- Diphenhydramine HCl (allergy medication - Benadryl) Liquid/Chewable
- Ibuprofen Pills
- Ibuprofen Liquid/Chewable
- Aspirin Pills
- Acetaminophen Pills
- Acetaminophen Liquid/Chewable
- Epi pen (x2)
- Cough drops
- Bottled Water

4. INSTRUCTIONS FOR EMERGENCY KITS

- Each bag contains a checklist of contents
- Bags need to be checked for contents before they leave the building
- Any used items should be logged on the content checklist and replenished upon return
- Each bag should be inspected in August and reconciled against the checklist
- Outdated medications and care products should be properly disposed

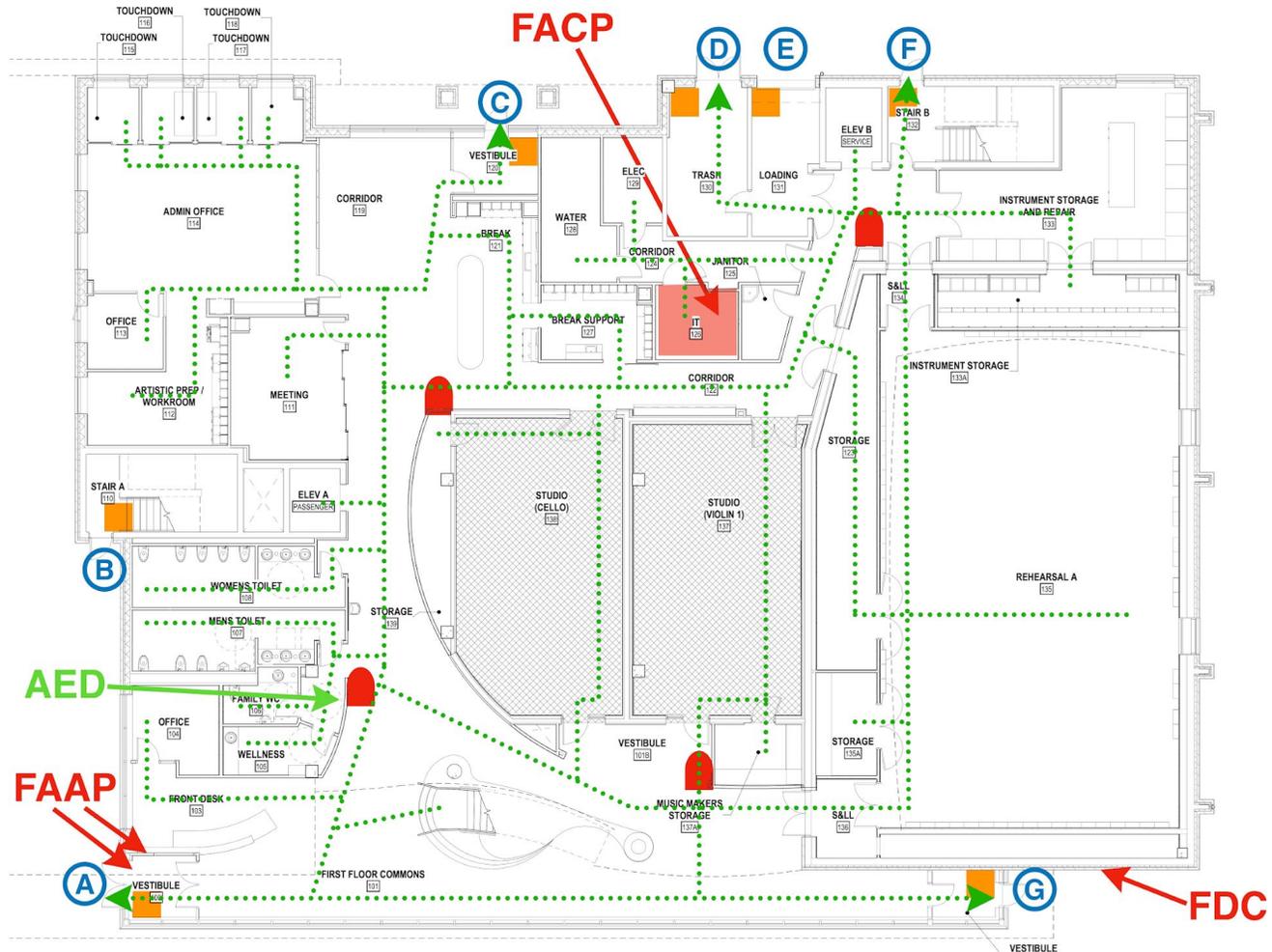
EMERGENCY KIT (RED BAG)

Fire Evacuation Plan

1. Remain calm
2. Before exiting your room, place your hand on the door to see if it's hot.
 - If the door is hot, proceed to an alternative exit, if possible
3. When exiting the room:
 - Do not waste time collecting personal belongings
 - If smoke is present, crawl in fresher, cooler air near the floor
 - Close door(s) and turn off lights
4. Exit the building according to either the primary or secondary evacuation route on the information card posted in each room
5. Proceed to the nearest exit in a quick and orderly manner
6. Move away from the building
7. Proceed to the WYSO parking lot at 1138 E. Washington Ave.
8. Remain quiet and await instructions
9. Assemble by orchestra or group for attendance
10. Conductors or group leaders will conduct attendance
11. Conductors/group leaders will relay missing person(s) information to:
 - Director of Operations
 - Director of Facilities
 - Fire Department or Law Enforcement personnel
12. Await Fire Department instructions before re-entering the building
13. If re-entry is not possible, relocate as a group to the MYArts building (1055 E. Mifflin St.) for dismissal

Fire Safety Plan

- Please familiarize yourself with the Evacuation Floor Plans on the following pages and posted in each room
- The fire alarm system can be initiated in several ways:
 - Automatically by smoke and heat detectors located throughout the building
 - Manually by any pull station at one of the following locations:
 - First Floor: at each exit door
 - Second and Third Floors: in the corridor at each stairwell door
- By dialing 911
- There are fire extinguishers on each floor
- Familiarize yourself with how to use the fire extinguishers
- Extinguisher locations are:
 - First Floor (4): near the Wellness Center; outside Room 137 in the Commons area; near the Break area; and, near Elevator B
 - Second Floor (4): near Elevator A; near the door to Stairwell A; near Elevator B; and, in the Upper Commons near the Rehearsal A Balcony entrance
 - Third Floor (3): near the Rehearsal B Balcony entrance, near the Percussion Studio Balcony entrance; and, near the Stairwell B entrance
- All fire equipment (extinguishers, sprinklers, and alarm system) are inspected and tested annually
- Do not leave items unattended on the stove or in the oven
- Do not tamper with any fire equipment and report any equipment issues to WYSO staff

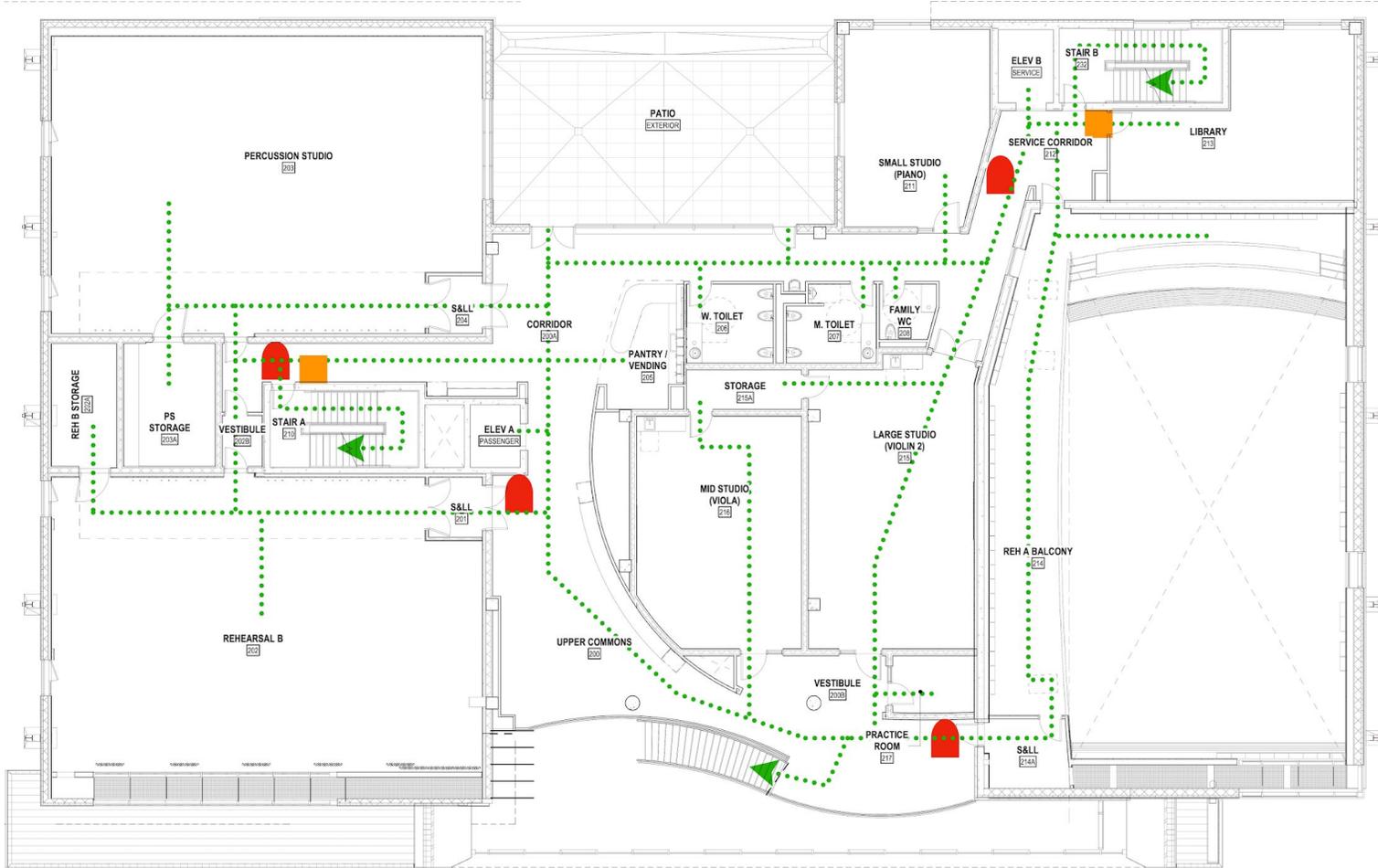


-  Fire Extinguisher
-  Pull Station
-  Evacuation Routes
-  Exit Doors

WYSO Center for Music
 1118 E. Washington Ave.
 Evacuation Floor Plan
 Level 1

1 Level 1
 1/8" = 1'-0"

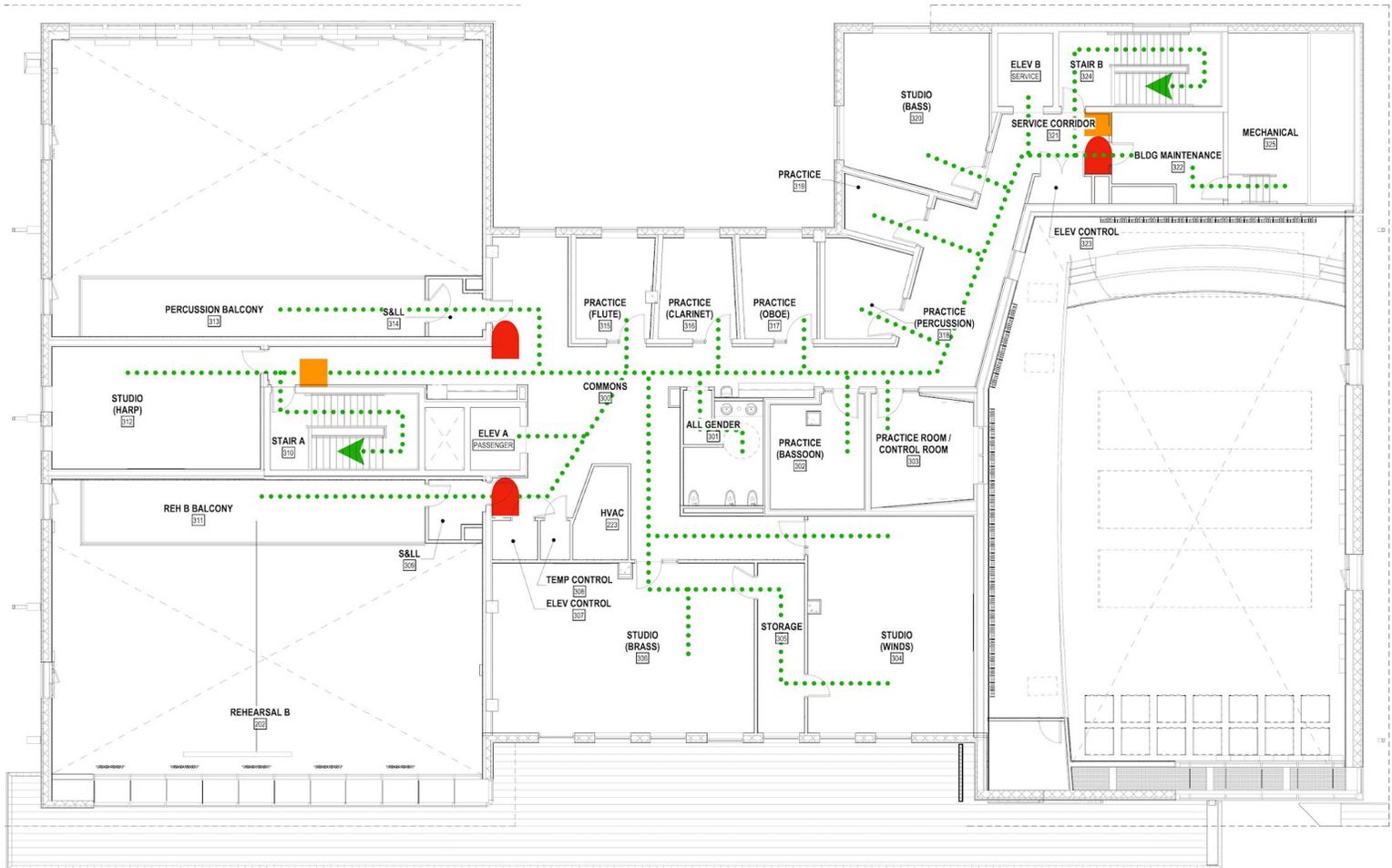
FIRE/BUILDING



-  Fire Extinguisher
-  Pull Station
-  Evacuation Routes
-  Exit Doors

WYSO Center for Music
1118 E. Washington Ave.
Evacuation Floor Plan
Level 2

1 Level 2
 1/8" = 1'-0"



-  Fire Extinguisher
-  Pull Station
-  Evacuation Routes
-  Exit Doors

WYSO Center for Music
1118 E. Washington Ave.
Evacuation Floor Plan
Level 3

1 Level 3
 1/8" = 1'-0"

FIRE/BUILDING

Shelter in Place Plan

- Due to the geographic location of WYSO, we are at moderate risk for dangerous severe weather such as thunderstorms/lightning, hail storms, and tornadoes
- While these are the most likely threats, we could also use Shelter in Place to respond to a hazardous material spill, earthquake or other environmental event
- During a Shelter in Place response protocol, the goal is for a quick, orderly movement of people away from windows and to interior spaces. Seconds count - if a stairwell or hallway is congested, go another way. If outside, move students inside the building to an interior room or other space away from windows
- Direct students to “duck, cover, and hold”. Adults should kneel down facing the wall, away from windows; duck and cover your head
- For a biological threat, shut down all HVAC units
- When first responders arrive, they will take control of the response. When a Shelter in Place is over, listen to instructions for next steps.

Shelter in Place Plan

- Possible shelter spaces are indicated on the floor plan on the following page
- The best shelter space is one on interior of the lowest level, away from windows and doors. However, there may be times when these spaces are crowded or not accessible
- Due to the construction of the WYSO building, there may be times when it is necessary to Shelter in Place in an area other than the First Level. If that is the case, interior spaces on the Second Level may be used as long as they are on the interior of the building away from windows and doors
- Communications will take place via the phone system, PA announcements email, text, 2-way radio, building runners, or any combination of these
- Attendance should be taken after the threat has passed. Report any missing or injured students to Admin staff.

SHELTER IN PLACE

Bomb Threat Plan

All bomb threats shall be treated as authentic and an investigation will be conducted. All bomb threats should be reported to the police department even if they are believed to be a hoax. This information can be valuable to law enforcement officials in stopping such calls. Law enforcement personnel will instruct WYSO how to address the bomb threat. Any person receiving a threat, either by phone or by any other means of communications, indicating a bomb or bomb threat shall immediately notify Admin staff.

If you receive bomb threat via phone:

- Do not hang up
- Listen carefully to everything that is said, including background noises
- Notify the Admin staff
- Do not allow anyone except a police officer or official to replace the receiver on the phone. The receiver will be replaced after the call is traced

If you find a suspicious object or note:

- Do not touch or move this object
- Immediately notify the Admin staff
- Call 911
- If a bomb threat is received via a written message of any type, preserve it for law enforcement officers. The site of the message and the written message itself needs to be handled as little as possible
- If a threat is sent via social media, text, or email, WYSO staff need to document it for law enforcement officers (example: photograph, screen shot, etc.)

Bomb Threat Plan

In the event of a bomb threat, the building should be evacuated immediately. The decision whether to evacuate and re-enter the building is the responsibility of the Executive Director (or Admin staff) who consults with law enforcement. If evacuation is needed, the same procedures used for fire drills should be utilized.

- Predetermined evacuation routes, as posted in the room, should be followed
- Pay attention to special instructions by phone, PA system, text, email
- Leave as quickly as possible and move to a location a reasonable distance away from the building
- Aid all building visitors
- Remain calm
- Take attendance once you are relocated away from the building. It is critical that all students be accounted for as part of the evacuation
- Law enforcement officers will provide traffic control
- After the building has been evacuated, a more complete visual inspection will be conducted by the law enforcement and fire department services (when appropriate)
- Do not re-enter the building until law enforcement personnel declares emergency is over

BOMB

Chemical/Biological Threat Plan

Inside the Building

If a chemical or biological release event takes place, or the credible threat of a chemical or biological release occurs inside the building, evacuate to either Rally Point 1 or Rally Point 2, whichever is upwind from the building

- Follow the Fire/Evacuation protocol
- Keep everyone at the Rally point until emergency personnel determine that return to the building is safe and the “All Clear” signal has been given
- If return to the building is deemed unsafe, proceed to the Reunification Point inside MYArts and await further instructions

Outside the Building

If the chemical or biological release event is outside the building, follow the Building Lockdown protocol.

- Isolate students and staff inside, close windows and doors
- Turn off any ventilation systems, HVAC units, or fans which might bring chemical or biological agents into the building
- Remain indoors until emergency personnel give other instructions and the “All Clear” signal has been given

Suspicious Packages or Mail

Characteristics of a suspicious package or letter may include:

- Excessive postage
- Excessive weight
- Misspellings of common words
- Oily stains or discolorations
- Odor
- No return address
- A city or state postmark that does not match the return address
- A package that is not anticipated by someone in the building or is not sent by a known vendor

If you feel that WYSO has received a suspicious package or piece of mail:

- Do not touch or move this object
- Immediately notify the Admin staff
- Call 911
- Evacuate the building

CHEMICAL/BIOLOGICAL

A Building Lockdown can occur for several reasons, including:

- A weapon observed near the building
- A perceived or alleged threat in the vicinity
- An unsafe situation that is non-threatening
- Instructions from MPD, MFD or DCSO
- Any other reason deemed credible or necessary by WYSO Staff

Rooms will be alerted and anyone outside should move indoors. Staff should remain vigilant, ready with safety supplies, and make sure they have their phone, keys, and door access cards.

What to do during a lockdown:

Normal activities can proceed but room doors should be closed and locked and blinds (if present) should be closed. Staff may be posted near entrances and all community members should be vigilant about a possible threat. Otherwise, normal operations can proceed. The community will be notified when the Building Lockdown is over.

Communications will take place via the phone system, PA announcements email, text, 2-way radio, building runners, or any combination of these. Attendance should be taken after the threat has passed. Report any missing or injured students to Admin staff.

BUILDING LOCKDOWN

Active Shooter Plan

1. RUN

- Remain as calm as possible
- If your room doesn't have an exit to the exterior, exit via the evacuation route posted in your room
- Familiarize yourself with a secondary exit route
- Do not waste time collecting personal belongings
- Lock door(s) and turn off lights
- Listen and be aware of your surroundings
- After exiting the building, disperse and move away from the building quickly
- Do not cluster together
- Try to move in an unpredictable manner rather than straight
- Get to a Rally Point as quickly as possible
- if you can't RUN...

2. HIDE

- Remain in your room
- Lock doors, turn off lights, close window coverings
- Barricade doors with anything available
- Hide out of the line of sight
- Silence cell phones
- Remain silent
- Do not open your door for anyone
- Stay in your room until you are released by Law Enforcement (or WYSO Admin for a drill)

Active Shooter Plan

3. FIGHT

- If there is an immediate threat to you or your students, resort to fighting
- The goal is to distract, disorient, or confuse the shooter
- Throw objects or use heavy objects as a weapon
- If you use this option, be committed and aggressive

4. WHEN LAW ENFORCEMENT ARRIVES

- Law Enforcement controls the situation, follow their instructions
- Remain calm and quiet
- **DO NOT** touch or pick up any weapon(s)
- **DO NOT** move quickly or suddenly
- Drop any items you might be carrying
- Keep your hands in plain sight
- Information that will be useful:
 - Your specific location – room number
 - Number of people at your specific location
 - Injuries – number injured, types of injuries
 - Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpacks, shooters identity if known, separate explosions from gunfire, etc.
- If possible, take attendance

ACTIVE SHOOTER

LIFE THREATENING EMERGENCIES:

- 1. Any time a life threatening emergency is suspected, the child needs to be transported immediately, do not wait for permission from parents. Call 911**
2. Contact Admin staff
3. Admin reports to the identified location
 - Bring Emergency Kit (Red Bag) and AED to the victim
 - Provide care according to the level of your training until Emergency Medical Services (EMS) takes over
4. If a student is transported to a medical facility, a staff member must accompany the student, the staff member should stay with the child until a parent or guardian arrives at the hospital
5. Parents/guardians should be contacted as soon as possible
 - Attempt to contact parents to get permission to transport or have the parents transport.
 - Try all of the emergency numbers for the student.
 - If the child's parents/emergency contacts cannot be reached, check to see if siblings are present
 - If on file, print a copy of the directory and medical information that is on file to provide to the EMTs or police
 - If the parent/guardian is present, s/he should accompany the student
6. All staff who are not responding to the incident should remain with their students in their rooms until cleared by the Admin staff

For Medical Emergencies Related to Life-Threatening Allergies

Students and staff with life-threatening allergies should have health care plans on file and made accessible to WYSO staff. Other Medical

Situation: Students should be accompanied to the Wellness Center

7. Contact Admin staff to evaluate the student
8. Admin staff will provide first aid as needed according to protocols and procedures for specific conditions due to accidental injury or illness as described in the American Red Cross Community First Aid and Safety Publication located in the Wellness Center
9. Determine if EMS should be called
10. Notify the parents/guardians or other appropriate adult of the medical situation as necessary
11. Continue to provide appropriate care as necessary until the parent/guardian and/or EMS assumes responsibility

MEDICAL EMERGENCIES

Any time a life threatening emergency is suspected, the child needs to be transported immediately, do not wait for permission from parents. Call 911

- Contact Admin staff
- Admin reports to the identified location
 - Bring Emergency Kit (Red Bag) and AED to the victim
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- Print a copy of the directory and medical information that is on file to provide to the EMTs or police
- If the parent/guardian is present, s/he should accompany the student
- All staff who are not responding to the incident should remain with their students in their rooms until cleared by the Admin staff

For Medical Emergencies Related to Life- Threatening Allergies- Ensure that students and staff with life-threatening allergies have a healthcare plan on file and made accessible to WYSO staff.

Other Medical Situations- Not Life Threatening

- Students should be accompanied to the Wellness Center
- Contact Admin staff to evaluate the student
- Admin staff will provide first aid as needed according to protocols and procedures for specific conditions due to accidental injury or illness as described in the American Red Cross Community First Aid and Safety Publication located in the Wellness Center
- Determine if EMS should be called
- Notify the parents/guardians or other appropriate adult of the medical situation as necessary
- Continue to provide appropriate care as necessary until the parent/guardian and/or EMS assumes responsibility

MEDICAL EMERGENCIES