

# UW Health Emergency Operations and Communications Plan Annex for WisPIC

## EOP Considerations

- Fire Emergency:
  - How to initiate a fire emergency: activate fire pull stations near exits/ stairways
- Evacuation:
  - Primary meeting place: 3 places.
    - 2 lawn areas adjacent to and beyond patient parking lot. (1 area is in front of Wisconsin Sleep/1 area is in front of main WisPIC building)
  - Additional evacuation point in rear of building beyond employee parking in grass area. See attached map.
  - Secondary meeting place for inclement weather: Because this is a SMPH facility if an offsite location is needed the SMPH Facility Manager activates COOP.

## Activation Worksheet

Task/Decision	Assigned To:	Time Completed
Assess the situation and activate the COOP plan if any of the following events occurs and is expected to continue for a period of time estimated to exceed 12 hours: <ul style="list-style-type: none"> <li>○ Loss or absence of leadership at the <b>Supervisor level or above</b></li> <li>○ Loss or inaccessibility of <b>buildings, annexes, or dorms</b></li> <li>○ Loss of at least <b>40% of staff</b></li> <li>○ Significant loss of IT systems</li> <li>○ Significant loss of other critical operating systems</li> <li>○ <b>Significant loss of department vehicles</b></li> </ul>		
Appoint Department COOP Incident Commander (CIC) (this could be the person who activated the COOP plan)		
Decide if the COOP plan should be partially or fully activated		
Decide whether to: <ul style="list-style-type: none"> <li>○ Stay in current facility</li> <li>○ Initiate devolution</li> <li>○ Relocate to an alternate site</li> </ul>		
If relocating: <ul style="list-style-type: none"> <li>○ Select alternate facility</li> <li>○ Decide which (if not all) essential functions to</li> </ul>		

relocate		
○ Appoint a relocation manager and team		
Initiate notification process		
Determine if someone should stay at the primary site. If so, instruct him/her to provide status reports on a regular basis (e.g. every two hours for the first 48 hours and every four hours after that).		
Appoint staff who should work at the alternate site (may be same as relocation team)		
Inform personnel who are not assigned to the alternate location what their assignments are, if they should go home, etc.		
Determine if you should appoint a department spokesperson		
Appoint a Reconstitution Manager		
<b>Task/Decision</b>	<b>Assigned To:</b>	<b>Time Completed</b>
Compose a notification message. If necessary, get approval before you start disseminating it.		
Decide on notification method(s) (phone calls, 800 line, website, email, social media, etc.)		
If necessary, contact (IT Department) to establish a 1-800 information line. This line can be called by unassigned staff and/or the public to receive updated information regarding your department's situation.		
Contact department personnel: <ul style="list-style-type: none"> <li>○ Brief description of the emergency situation</li> <li>○ Contact information for COOP IC</li> <li>○ Alternate site info if relocating</li> <li>○ Expectations (be available by phone, check website daily, etc.)</li> <li>○ How additional information will be made available</li> </ul>		
Contact Vice Chancellor and if needed, University Police Department <ul style="list-style-type: none"> <li>○ Vice Chancellor: Phone Number</li> <li>○ UW-Madison Police: 608-264-2677</li> </ul>		
If relocating, contact the alternate facility manager		
If necessary, assign a Public Information Officer (PIO) <ul style="list-style-type: none"> <li>○ PIO works with the COOP IC and the Communications Dept to ensure that only approved information is passed on</li> </ul>		

- Areas of refuge: N/A
- Severe Weather
  - Weather radio location: Phone room on 1<sup>st</sup> floor

- Shelter in place location: Building interior hallways and public restrooms 1228 and 1226. See attached map
- Hazardous Materials: N/A
- Code Blue: Mental Health Facility—Page onsite nursing staff that would bring AED to patient situation. 911 is called and reception staff meet and guide to patient.
- Missing or Abducted Child
  - Exits to monitor: Main Entrance, Loading Dock, Hallway egress on hallways A, B, C to staff parking lot, egress door from Child therapy area, egress doors from waiting rooms B and C, egress door from “Commons” conference room, ITC hallway egress door, Nurse Triage/Pt. Resource/Research egress door, Courtyard area.
- Building Lockdown Procedure: Building is put into lock down with a button behind the check in desk. Pressing this button locks entire building down and notifies police.

### **Communication Resources**

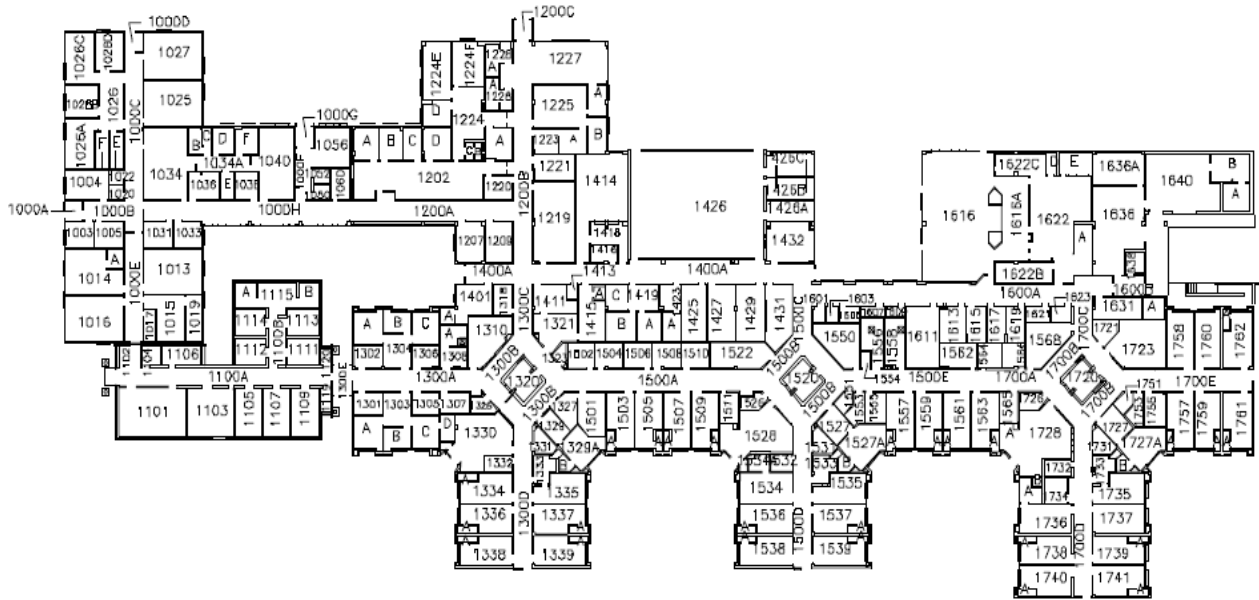
- Methods of communication:
  - Email
  - Paging- online through Uconnect or by calling 608-262-2122
  - Send Word Now system for immediate emergency alerts
  - Scrolling banner
  - Overhead paging
  - Phone calls

## Job Action Sheets

### Small, Single Story Facility

Building Manager or Designee		
<i>Task</i>	<i>Completed</i>	<i>Time</i>
Provide direction to manage incident	<input type="checkbox"/>	
Account for staffing	<input type="checkbox"/>	
Meet with arriving emergency responders; sharing missing person and/ or special hazard information (e.g. hazardous storage rooms)	<input type="checkbox"/>	
Assess situation/ damage	<input type="checkbox"/>	
Notify Safety, Security, and/ or Facilities & Eng Services; notify local AOC as needed	<input type="checkbox"/>	
Account for resources as directed	<input type="checkbox"/>	
Provide the "all clear" message to occupants <b>as directed by emergency responders</b>	<input type="checkbox"/>	
Document summary of incident; submit PSN	<input type="checkbox"/>	
Front Desk		
<i>Task</i>	<i>Completed</i>	<i>Time</i>
Assist waiting room occupants; direct them to safety as necessary	<input type="checkbox"/>	
Secure the patient appointment schedule/ visitor sign-in log	<input type="checkbox"/>	
Forward in-coming calls to answering service as needed OR call Paging to request the management of in-coming calls until incident is resolved.	<input type="checkbox"/>	
Post signage to alert arriving visitors of the incident as needed	<input type="checkbox"/>	
Secure main entry doors as directed	<input type="checkbox"/>	
Floor Warden(s)		
<i>Task</i>	<i>Completed</i>	<i>Time</i>
Assist nearby occupants; direct them to safety as necessary	<input type="checkbox"/>	
Ensure evacuation of the affected area	<input type="checkbox"/>	
Report missing person information or incident concerns to building manager or designee	<input type="checkbox"/>	
As directed, share inventory of resources with building manager or designee	<input type="checkbox"/>	
Assist with providing "all clear" message <b>as directed by building manager or designee</b>	<input type="checkbox"/>	

# Floor Plan



UNIVERSITY OF WISCONSIN—MADISON		
0456	UW PSYCHIATRIC	SHEET
REV.	INSTITUTE AND CLINICS	1
		OF
		2
3-95	1-94 AH	SCALE: 1/40" = 1'-0"
2-96	OFFICE OF SPACE MANAGEMENT	