

# Emergency Procedures

## **In Case of Fire:**

- Immediately and calmly evacuate the building using the closest and safest exits. Exits are located at the front and rear of the building. Instruct patrons and employees to calmly walk to the desired evacuation route and direct them. Utilize the PA system if possible.
- Do not allow the crowd to become frenzied. It is very important to remain calm so as no one is injured during the process.
- Treat all alarms as genuine, do not discount any alarm! Do not attempt to silence the alarm(s) without being given an “all clear” from the fire department. (During this process, a staff member should, as soon as safely possible, turn off the house music and turn the house lights up. An attempt should also be made to secure cash registers, if this can be safely done.)
- Anybody who may be incapable of safely exiting should be offered immediate assistance. Individuals are to be instructed to keep moving away from the building in a safe manner.
- Call 911. Calmly explain the situation. There may be instances where a fire alarm station has been pulled without the presence of a fire being recognized. If you know this happens to be the case, please explain this to the dispatchers. In the instance of visible flames/smoke all pertinent information should be relayed to dispatch. Report any injuries.
- If the appropriate fire extinguisher can be safely accessed, an effort to extinguish flames should be attempted. Please do not put yourself, or any others, in unnecessary danger! Fire extinguishers are located in the dining room (on the west wall, in between the booths and high tops), behind the bar (near the swinging doors), in the kitchen (at the top of the basement stairs), and in the basement (near the walk-in)
- Do not allow people to congregate near any exterior doorways during evacuation. Everyone should remain a safe distance away from the building.
- Do not allow anyone to re-enter the building under any circumstances, until an “all-clear” has been given.

## **In Case of an Unconscious Individual:**

- Remain calm.
- Immediately request house lights up, music off.
- Lay the person on a hard surface (floor) and position them on their back.
- Check if the person is breathing or for other vital signs. This should require less than ten (10) seconds. If person does display vital signs attempt to rouse the person by using two of your knuckles and forcefully grinding them into the person's sternum.
- If the person is not breathing, does not have a pulse, or has not regained consciousness, begin resuscitation efforts.
- Instruct another calm individual to dial 911 immediately. Have them calmly explain the situation to dispatchers and listen carefully to their instructions.
- Place your hand under their chin and tilt their head backwards. Check for any obstructions in their airway. Remove them if possible. This should be done in less than ten (10) seconds.
- If the person has not resumed breathing or has not displayed vital signs, begin chest pumps.
- Place one of your hands directly on top of the other, with palms downward, and interlock your fingers. Your elbows should be straight and your shoulders should be directly over the person's chest cavity.
- Place your interlocked hands directly on the center of the person's chest and begin forcefully and quickly pushing down on the chest cavity at about 2", and allowing the person's chest to recoil, or rise up. This should be done at a pace more than one pump per second, about 100 pumps/minute. Do not stop compressions until you are relieved by emergency responders or, in the case that you become tired, another individual to continue compressions.
- If the unconscious individual is small child, be less forceful when administering chest compressions. Place the heel of one (1) of your hands on the child's breastbone, just below the nipples. Place your other hand, or that of a bystander's, on the child's forehead to keep the head tilted back. Begin compressions at a depth of about half their chest cavity. Rifle off thirty (30) compressions at a rate of more than one per second.

- After thirty compressions, quickly re-check vital signs and resume compressions if the child has not resumed breathing or regained a pulse. Do not cease life-saving efforts until relieved.

### **In Case of a Choking Individual:**

The universal sign for choking is hands clutched to the throat. If the person doesn't give the signal, look for these indications:

- Inability to talk
- Difficulty breathing or noisy breathing
- Inability to cough forcefully
- Skin, lips and nails turning blue or dusky
- Loss of consciousness

If choking is occurring, the Red Cross recommends a "five-and-five" approach to delivering first aid:

- **Give 5 back blows.** First, deliver five back blows between the person's shoulder blades with the heel of your hand.
- **Give 5 abdominal thrusts.** Perform five abdominal thrusts (also known as the Heimlich maneuver).
- **Alternate between 5 blows and 5 thrusts** until the blockage is dislodged.

To perform abdominal thrusts (Heimlich maneuver) on someone else:

- **Stand behind the person.** Wrap your arms around the waist. Tip the person forward slightly.
- **Make a fist with one hand.** Position it slightly above the person's navel.
- **Grasp the fist with the other hand.** Press hard into the abdomen with a quick, upward thrust — as if trying to lift the person up.
- **Perform a total of 5 abdominal thrusts**, if needed. If the blockage still isn't dislodged, repeat the five-and-five cycle.

If you're the only rescuer, perform back blows and abdominal thrusts before calling 911 or your local emergency number for help. If another person is available, have that person call for help while you perform first aid.

If the person becomes unconscious, perform standard CPR with chest compressions and rescue breaths.

To clear the airway of a pregnant woman or obese person:

- **Position your hands a little bit higher** than with a normal Heimlich maneuver, at the base of the breastbone, just above the joining of the lowest ribs.
- **Proceed as with the Heimlich maneuver**, pressing hard into the chest, with a quick thrust.
- **Repeat** until the food or other blockage is dislodged or the person becomes unconscious.

To clear the airway of an unconscious person:

- **Lower the person** on his or her back onto the floor.
- **Clear the airway.** If a blockage is visible at the back of the throat or high in the throat, reach a finger into the mouth and sweep out the cause of the blockage. Be careful not to push the food or object deeper into the airway, which can happen easily in young children.
- **Begin cardiopulmonary resuscitation (CPR)** if the object remains lodged and the person doesn't respond after you take the above measures. The chest compressions used in CPR may dislodge the object. Remember to recheck the mouth periodically.

To clear the airway of a choking infant younger than age 1:

- **Assume a seated position and hold the infant face down** on your forearm, which is resting on your thigh.
- **Thump the infant gently but firmly** five times on the middle of the back using the heel of your hand. The combination of gravity and the back blows should release the blocking object.
- **Hold the infant face up on your forearm** with the head lower than the trunk if the above doesn't work. Using two fingers placed at the center of the infant's breastbone, give five quick chest compressions.
- **Repeat the back blows and chest thrusts** if breathing doesn't resume. Call for emergency medical help.
- **Begin infant CPR** if one of these techniques opens the airway but the infant doesn't resume breathing

### **In Case of an Armed Robbery:**

- Remain calm.
- Speak in even, non-confrontational tones.
- Do exactly as the assailant(s) demands. Allow them to become at ease.
- Try to pay attention to any identifying features/traits/behaviors. Make a mental note of anything the assailant may have touched. If at all possible, try to remember what was

taken. Specifically, the amount of money and the dollar denominations, as well as any other items removed.

- Do not attempt to subdue or impede the assailant(s).
- Once the assailant(s) leaves and the threat of danger has passed, immediately lock the doors carefully so as not to disturb any potential evidence. Proceed to dial 911. Calmly explain the situation and offer any details that may be recalled. Attempt to remember identifying features of the person(s) involved such as gender, race, height, weight, body type, hair/eye color, clothing worn, direction fled, etc. Any injuries must be reported.
- Allow responding investigators access to the video footage.

#### **In Case of Inclement Weather:**

- In the event of a tornado warning, all music should be lowered, doors should be locked, and registers should be secured, if possible.
- Shelter should be taken in either the basement or in the restrooms.
- Remain calm. Direct others to the shelter area.
- Do not allow anyone to run or crowd.
- Anyone who cannot safely seek shelter should be offered assistance.
- An attempt to access weather information via either a smartphone or radio should be made.
- People are to be instructed to sit down with their heads between their legs and cover their heads.
- Do not exit shelter until the danger has passed.

#### **In Case of a Bomb Threat or Suspicious Package:**

- Please refer to the bomb threat procedures checklist.

#### **In Case of a Firearm Being Encountered:**

- Stay calm.

- If the firearm is dropped on the floor or is otherwise lying about, do not touch or pick it up. Do not allow others to do so.
- Please attempt to cover the firearm with a bar rag or other piece of material or object.  
Immediately dial 911.
- Instruct everyone in the vicinity to move a safe and reasonable distance away and to remain calm.
- If someone claims that the firearm belongs to them do not let them touch it. Try to identify them by either asking for identification or making a mental note of their description. Allow them to leave if they so desire, but do not let them retrieve the firearm. Explain to them that they can provide proof of ownership to authorities.
- If the firearm is found to be on another individual, whether concealed or visible, do not attempt to physically engage them. Calmly and politely ask the person to step-aside, and explain that the law does not permit firearms where alcohol is served. Do not make a scene. You are not permitted to touch or otherwise attempt to disarm the individual. Ask the individual to leave. Commit to memory a description of the individual and notify police when it is safe to do so.

**In Case of an Active Shooter:**

- Stay calm
- Call 911
- Try to get yourself and others to safety by either evacuating the building via one of the two exits or by taking shelter in a lockable room or walk-in.

**In Case of a Report of a Sexual Assault:**

- If you are approached by someone reporting a sexual assault that occurred on Roast premises, do not discount the report or ridicule the victim

- Attempt to calm the person and have them explain or write down details or pertinent information. If the victim is a female it may be comforting to have this step performed by a female staff member.
- Ask any potential witnesses to remain on-site.
- Immediately dial 911 and report the incident.
- Secure all video footage using an estimated timeline.

## **Fire Panel Operation**

### **Emergency #'s/Important Contacts**

**In Case of Emergency: 911**

**Madison Police (non-emergency): (608) 255-2345**

**Madison Fire (non-emergency): (608) 266-4420**

**Madison Gas & Electric (gas): (608) 252-1111**

**Madison Gas & Electric (power): (608) 252-7111**