What To Do When Things Go Wrong

Certain situations may occur when the College of Engineering (CoE) Facilities Group should not be the first contact. As a result, the actions below were identified to assist with your situation.

**Emergencies:**

- A crime is in progress or is a threat to health, life and/or property requiring an immediate response from police, fire or EMS: Call 911 (Dane County Public Safety Communications)
- Building maintenance issue that is a threat to occupant safety and property (air/water leak, major flood, odd/burning smell, etc.): Call 263.3333 (FP&M Customer Service)
- After contacting the appropriate organization, please reach out to the CoE Facilities Group (contact information below). They would like to be aware of any significant situations occurring in the buildings and assist if needed.

**Non-Emergencies:**

- Observe suspiciously acting individual in the building: Call 264.2677 (UW Madison Police Department Non-Emergency)
- Non-Emergency Spills or Releases (Chemical & Biological Exposure and Spills and Radioactive Materials): Call 265.5000 (Environmental Health Services)
- Clean-up of bodily fluids: Call 263.3333 (FP&M Customer Service)
- General building maintenance (light out, stained ceiling tile, door/lock issue, etc.): Call 263.3333 (FP&M Customer Service) or Electronic Request [https://wiscready.assetworks.cloud/](https://wiscready.assetworks.cloud/) (Assetworks)
- Physical key or electronic keycard access issue outside of regular working hours: Call 264.2677 (UW Madison Police Department Non-Emergency)

Pete Nemmetz: (608.228.2477) pnemmetz@wisc.edu
Matt Wornson: (608.417.9886) wornson@wisc.edu
Jeff Calhoun: (608.445.6413) jcalhoun2@wisc.edu

Note: The general public is allowed access to our building public spaces (lobbies, atriums, corridors, etc.) as long as it is not within the established and posted building closed periods. Only those who are enrolled or have the consent from an Authorized University Official may be present in a class, lecture hall, laboratory, orientation, examination, or other instructional sessions. No person may be present in any university building if his or her presence or behavior interferes with the support of the university mission of teaching, research and service. More information regarding these administrative codes can be found within the Chapter UWS 18 Conduct on University Lands website (see link below).
[https://docs.legis.wisconsin.gov/code/admin_code/uws/18](https://docs.legis.wisconsin.gov/code/admin_code/uws/18)