

505-P-4 Emergency Procedures - Hudson

Section	Initiated	Last Update	Last Review	Related Policy	Page
Safety	November 2022	September 2025	September 2025	505	1 of 3

Purpose:

To provide information and procedure to follow in any emergency at the Hudson site.

Scope:

All Employees

Procedure:**Hudson****EMERGENCY NUMBERS****All Emergencies Call 911**

Hudson Police Department 715-386-4771

(Non-emergency)

Hudson Fire 715-386-5861

Xcel Energy 800-895-4999 .

Water Utilities 715-381-8220

Transportation

Metro Mobility 651-602-1111

RADIO/TV Notification:

WCCO (AM 830) 612-330-2655

KSTP TV (Channel 5) 888-707-7669

WCCO-TV (Channel 4) 612-330-2655

KSTC TV (Channel 45) 888-707-7669

www.kstc45.com

For Theft and Break in Call:

Police 715-386-4771

ProAct President (after hours): 651-253-4133

MEDICAL NUMBERS

Hudson Hospital 715-531-6000 .

Poison Control Center 1-800-222-1222

Additional Emergency Numbers-

Dept. Health/Human Services 715-246-8263

Mandated Reporter Portal (DHS) 715-246-8263

Behavioral Health Emergency Services

Call 911 and ask for the Behavioral Health Worker

Suicide Prevention Hotline 988

INJURIES AT PROACT

Injured participants/staff should go to this medical facility:

Hudson Hospital

405 Stageline Rd

Hudson, WI 54016

Staff will call the clinic or emergency room to inform them that the injured employee or participant is coming in.

INDIVIDUAL SUPPORT FOR PARTICIPANTS

DURING DRILLS AND ACTUAL EMERGENCIES

Some participants may require individualized support during drills and actual emergencies. Specific needs will be addressed in the SPA and SMA.

UTILITY EMERGENCY

1. Electrical Power Failure:

A. Notify the President.

B. President will:

1. Notify Xcel Energy: 800-895-4999

2. Main Electrical Source:

The main electric source for the building is located in the first office to the right of the front door. The main electrical source is found at the top of the circuit breakers. There are two (right and left) main sources to be shut off.

3. Natural Gas Leak:

A. Announce an Emergency Evacuation

B. Call "911" to report fire/explosion hazard.

C. Notify the President.

4. Water Main Break:

A. Notify the President.

B. President will notify the following:

1. Water Utilities 715-381-8220

5. To shut off the main water source:

The shut-off for the main water source for the building is located in the kitchen utility room. The main water source may be shut off by turning the valve to the right.

EMERGENCY SHELTER

If the event of a facility emergency,
ProAct staff and participants will be directed to the following emergency shelter:

Excelsior

1400 Heggen St.

Hudson, WI 54016

Contact: Brad Wilbur

Knowing the numbers for each door helps with communicating with staff and emergency responders (police, fire department, EMT, etc....) during an emergency situation.

#1: Main Entrance Exterior Door (unlocked during business hours 7:00am-3:30pm). The Main Inside Door remains locked at all times (key pad which only the staff know the code).

#2: Employee Side Entrance Door (West Side – opens to staff parking lot).

#3: West Side Door: Day Services Area

#4: Rear Door: Day Services Area

#5: Rear East Side Door: Conference Area

#6: East Side Door: Offices