

Emergencies

Emergency information, severe weather and incident reporting.

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Emergency Information

In an emergency, call 911

Dial **911** for any fire, serious injury or other emergency. Do not wait to ask permission or to reach a board member first.

Give the dispatcher this address:

Waukesha Makerspace 2111 S West Ave, Unit 58 Waukesha, WI 53189

Evacuate when in doubt

Leave the building for a fire, a chemical spill, or any other hazardous condition. Help others out if you can do so safely, and do not go back in for tools or projects.

To be confirmed: the outdoor meeting point after an evacuation.

Exits

The building has a **front door** and a **rear door**. Emergency exits are pointed out during the New Member Orientation tour. Know the nearest exit to wherever you are working, and keep every exit and the path to it clear.

Fire extinguishers

Extinguisher locations are also shown on the orientation tour. Never block one. For how to use an extinguisher and when not to, see **Shop Safety: Fire Safety and Hot Work**.

First aid kit

The first aid kit is near the restroom. If you use supplies from it, report what you used so it can be restocked.

AED

To be confirmed: whether the space has an AED (automated external defibrillator), and where it is kept.

After an emergency

Once everyone is safe, report what happened, including injuries, near-misses and any extinguisher or first aid use. See **Shop Safety: Incident and Near-Miss Reporting**.

For severe weather, see **Shop Safety: Severe Weather and Tornado Shelter**.

Severe Weather and Tornado Shelter

This page will cover what to do when a tornado warning or other severe weather is issued while you are at the makerspace: where to shelter inside the building, how to shut down equipment safely, and when it is safe to leave.

This page is being written. No tornado shelter location has been designated yet. Choosing the safest interior spot and posting signage is owned by the Board, with input from the landlord.

Incident and Near-Miss Reporting

Please report every accident, injury and near-miss, however small. Reports are not about blame. They tell us which tools, habits or setups need attention before someone gets hurt.

What to report

- **Accidents and injuries**, from a cut that needed a bandage to anything that needed medical care.
- **Near-misses**: something that could have hurt someone but did not, such as kickback, a workpiece thrown by a tool, a small fire, or a tool that started unexpectedly.
- **Damage** to equipment or the building, including anything you broke yourself. It happens; just tell us.
- **Use of safety equipment**, such as a fire extinguisher or first aid supplies, so they can be replaced.

How to report

If anyone is hurt or in danger, **call 911 first**. See **Shop Safety: Emergency Information**.

Then report it by either:

- **Email**: info@waukeshamakers.com
- **Discord**: message a board member in **#general**

Helpful details to include: what happened, when, where in the shop, which tool or material was involved, whether anyone was hurt, and anything you think contributed.

If a tool was involved and is unsafe to use, also take it out of service. See **Shop Safety: Tagging a Tool Out of Service and Reporting It**.

Security cameras

The space has security cameras for the safety of members and property. Footage is reviewed only when necessary, for security or to look into a reported incident.