

# EMERGENCY PROCEDURES

Department of Public Safety  
734.487.1222

For campus emergencies,  
dial 911 from a campus phone  
or 734.487.1222 from a cell phone.

This emergency response flipchart was designed to provide readily available emergency procedures to protect people and property during an emergency or disaster.

This flipchart has been developed to ensure:

- Employees are aware of emergency procedures.

- Facilities are evacuated during a fire, hazardous material spill or other emergency.

- Prompt response to medical emergencies.

- Movement to a shelter area in case of severe weather conditions.

Please post this emergency procedure flipchart in a **visible** location in your office/lab.

# Introduction

Campus violence includes, but is not limited to, the following:

- assaults
- civil disturbances/riots/demonstrations
- looting
- protests
- disruptive and/or threatening behavior
- presence of a weapon
- terrorist activities.

- Dial **911** (**734.487-1222** from a cell phone) immediately.
- Report as much information regarding the incident as possible
  - location
  - number of individuals involved
  - injuries
- The Department of Public Safety will determine what protective actions should be taken.

# Campus Violence

- Take cover under tables, desks or other such objects, which will provide protection against flying glass and debris.
- Dial **911** (734.487.1222 from a cell phone) immediately to report the problem and location to DPS.
- DPS personnel will determine if the building needs to be evacuated after the effects of the explosion have subsided.
- If evacuation is ordered, exit building as directed by emergency personnel. Provide assistance to disabled persons.
- Upon leaving the building, proceed to the designated evacuation area.
- **Do not** re-enter the building until instructed to do so by DPS.

# Explosions

**If you are trapped in an elevator:**

- Remain calm and verify that the stop button has not been inadvertently pushed.
- Check for the telephone. These phones ring directly into the Department of Public Safety (DPS) and provide the dispatcher with your location.
- Call out for help.

**If you discover someone trapped in an elevator:**

- Reassure the trapped person(s) and remind them to stay calm.
- If possible, send one person to call DPS (**734.487.1222** from landline or cell phone) while another person remains outside the elevator with the trapped individual(s).

# Elevator Emergencies

Hazardous spills include chemical, biological and radiological materials.

- Notify others working in the area of the spill and evacuate the area immediately.
- Close the doors leading to the spill area and restrict access to the spill area.
- Assist contaminated persons to a safety shower or eyewash station. Avoid contaminating yourself.
- Dial **911** (734.487.1222 from a cell phone) to report the spill and location to DPS. Report any medical emergencies; also report if the spill has entered the air, ground sanitary, storm sewers or surface water.
- **Immediately** notify your supervisor.
- Only members of a hazardous materials response team shall clean up hazardous material spills.
- After the clean up is complete, an incident report of how the spill occurred should be written to Risk Management.

# Hazardous Spills

If you receive or discover a suspicious package, notify DPS at 734.487.1222.

**Be cautious of:**

- Foreign mail, air mail and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Oily stains or discolorations on package
- Excessive weight
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distraction
- No return address

If you are suspicious of a mailing and are unable to verify the contents with the sender:

- Do not touch or move the article
- Do not open.
- Isolate the mailing
- Dial **911** (**734.487.1222** from a cell phone) for assistance.

# Suspicious Package

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

- **Building evacuation:** In cases requiring the evacuation of one building (fire, explosion, bomb threat) occupants should proceed to the designated meeting area.
- **General evacuation:** When orders are given to evacuate one building or multiple buildings after a major disaster, occupants should proceed to the evacuation meeting area as directed by the Department of Public Safety (DPS).
- DPS and/or other emergency personnel will be available to direct occupants to safe areas.
- Evacuation of disabled and injured persons will be given the highest priority and evacuated in the most expeditious and safest means available.
- Occupants should gather in the predetermined meeting assembly area and await further instructions.

\_\_\_\_\_ meeting areas are (please list):

(Department)

1. \_\_\_\_\_
2. \_\_\_\_\_

- **Do not** re-enter the building(s) until instructed to do so by DPS.

# Evacuations

- If you observe a suspicious object or potential bomb, **do not handle or go near the object.**
- Clear the immediate area and call **911** (or **734.487.1222** from a cell phone).
- **Do not** evacuate the building until it has been deemed necessary by the police.  
**Do not** activate the fire alarm.

**Bomb threats may be received in offices via telephone, e-mail, facsimile, mail or as a message.**

**Always call 911 (or 734.487.1222 from a cell phone).**

- **If threat is received by mail** - once it's discovered, it should **not** be handled. This preserves fingerprints and protects individuals from potential harm.
- **If an e-mail threat is received** - do not erase or delete it.
- **Persons receiving a telephone bomb threat** should try to gather as much information as possible about the caller, the alleged bomb and its location. (Refer to the attached Bomb Threat Call Information form.)
- Keep the caller on the telephone as long as long possible and record as much information about the caller you can. (Refer to the attached Bomb Threat Call Information form.)
- If an evacuation is deemed necessary, employee should report to the designated evacuation meeting area where they will receive further instructions.
- \_\_\_\_\_ designated meeting areas are (please list):  
 (Department)  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_
- Personnel should remain outside until Department of Public Safety gives the all clear.

# Bomb Threat

If a telephone bomb threat is received, remain calm and note the information the caller provides.

**If possible, questions to ask:**

- When is the bomb to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why was the bomb placed?
- What will cause the bomb to explode?
- What is your name and address?

**Caller's Voice:**

- |                                  |                                   |  |                                   |
|----------------------------------|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Disgust  |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Accent   |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep            | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged          |                                   |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Clearing throat |                                   |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Deep breathing  |                                   |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking voice  |                                   |

If voice familiar, who did it sound like? \_\_\_\_\_

**Background Sounds:**

- |   |                                       |  |                                   |
|---|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Street Noises                          | <input type="checkbox"/> House Noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local    |
| <input type="checkbox"/> Long Distance                          | <input type="checkbox"/> Motor        | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Voices                                 | <input type="checkbox"/> Office       | <input type="checkbox"/> Clear             | <input type="checkbox"/> Booth    |
| <input type="checkbox"/> Other (if any other please list) _____ |                                       |  |                                   |

**Threat Language:**

- |  |                                |                                     |
|--|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Well spoken (well educated) | <input type="checkbox"/> Foul  | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Irrational                  | <input type="checkbox"/> Taped |                                     |

**Remarks:**

Time received: \_\_\_\_\_ Date: \_\_\_\_\_  
Person received threat: \_\_\_\_\_ Position/title: \_\_\_\_\_  
Phone number: \_\_\_\_\_

# Bomb Threat Call Information

**Power outage:**

- Remain calm, as most power failures are only momentary outages.
- Staff in labs, machine shops and/or offices should turn off and/or secure all experiments, activities, or equipment that may present a danger if electrical power is off or may create a danger by the return of power later.
- Emergency lighting is only designed to assist person in exiting the building and generally will only last for about 30 minutes.
- If evacuation of the building is required, provide assistance to disabled persons.
- If power is not quickly restored, dial **911** (734.487.1222 from a cell phone) to report the problem to DPS.

**Steam leaks**

- Dial **911** (734.487.1222 from a cell phone) to report the problem and location to the DPS.
- Keep people out of the area.
- Moisture sensitive equipment needs to be moved or protected only if it can be done safely.

**Gas line rupture/release/leak:**

- Dial **911**(734.487.1222 from a cell phone) from a safe area to report the gas line emergency to DPS.
- Keep people out of the area, evacuate if necessary.
- Eliminate sources of ignition. **Do not turn switches on or off.** This could cause a spark.

**Floods/water main break:**

- Dial **911** (734.487.1222 from a cell phone) to report the problem and location to DPS.
- It may be necessary to evacuate the building and meet at the designated meeting location.
- Do not enter into an area with water on the floor unless authorized by an incident commander. If equipment and/or outlets are energized electrical shock is possible.

# Utility Failures and Floods

- If the fire alarm sounds or you smell smoke, feel the door with your hand for heat. Brace it with your body in case you have to close it quickly. Open the door slowly and slightly. If the corridor is clear, close the door behind you and leave. Take your keys as you may have to return to the room/office. If the corridor is not clear, stay in the room, close the door and see “If You Are Trapped,” below.
- If you discover a fire, activate the fire alarm pull station (generally located near exits and stairwells) immediately notify others in the area and go to your department’s designated meeting area.
- If you are not near a fire alarm pull station, dial **911** (734.487.1222 from a cell phone) from a safe location to notify the Department Public Safety.
- Seek out disabled persons in the area and provide assistance to areas of refuge, generally stairwells.
- As you evacuate, if time permits and it can be done safely, close windows and all interior doors.
- **Do not use the elevators**, use the stairwell as an area of refuge.
- **Do not re-enter** the building unless the Fire Department and/or DPS gives the all clear.

#### **Using a fire extinguisher:**

- If the fire is small, you may elect to use a fire extinguisher **only** if you have been trained and there is minimal danger to you and others.
- If you choose to use a fire extinguisher, always pull the alarm before beginning to fight the fire. **Discontinue fighting the fire if, the fire becomes unmanageable or the fire is not extinguished within 30 seconds.**

#### **If your clothing catches on fire:**

- Do not panic, stop, drop and roll on the floor/ground to extinguish the fire.

#### **If you are Trapped:**

- If you can , go to a stairwell not involved in the incident if you can. Stairwells are designated areas of refuge.
- If access to the stairwell is not available, remain in your room/office. If possible, block the bottom of the door with wet towels or rags to reduce the amount of smoke entering the area. Also, seal off any intake air vents.
- If smoke is present, stay near the floor where air is less toxic.
- Use the telephone to tell someone of your exact location. If windows are present, place an article of clothing or bright sign in the window to alert rescue personnel.
- Do what you can to attract attention. Shout at regular intervals to alert emergency responders of your location.
- Cover your mouth and nose with a wet towel/rag.
- Wait to the last possible moment for crisis evacuation; jumping is dangerous.

# Fire

### Major injuries or illnesses:

- Call **911 (734.487.1222)** from a cell phone) to report the problem to DPS.
- Stay with the victim.
- Do not move a victim unless it is necessary for safety reasons.
- Protect the victim from unnecessary manipulation and disturbance.
- Begin CPR and other first aid measures **ONLY** if you are currently trained and certified. However, you are not required to render aid to the victim. **If you start CPR, you must continue care, up to your level of training, and stay with the victim until advanced medical assistance arrives.**

### Electrical shock:

- Call **911 (734.487.1222)** from a cell phone) to report the problem to DPS.
- **Be alert for danger!** Do not go near the victim unless you are certain that the electrical source has been disconnected, as the human body is an efficient conductor of electricity. Protect yourself and others.

### Chemical exposures:

#### **In the event of an accident in a laboratory or another area using chemicals which involves an uncontrolled fire, explosion or large release of a hazardous chemical:**

- Evacuate the building by activating the nearest fire alarm.
- Call **911 (734.487.1222)** from a cell phone) to report the situation to DPS and give details of the accident including the location, types of hazardous material involved and whether there were any personal injuries.

#### **If the accident involves serious personal injury or chemical contamination, follow the above steps as appropriate and the following:**

- Move the victim from the immediate area of the fire, explosion, or spill (only if this can be done without further injury to the victim or you).
- Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of water for 15 minutes.
- Administer first aid as appropriate **only** if trained and certified.
- Provide Material Safety Data Sheets (MSDS) to emergency responders and/or the medical care facility.

# Medical Emergencies

## Tornado:

A tornado **watch** means **tornados could develop** and a tornado **warning** means a **tornado has been sighted**. If a tornado warning is issued, DPS will sound the tornado siren (a 3 minute continuous siren).

- In most buildings, the shelter area is posted. It is generally the lowest level of the building. Go to the basement or to an inside hallway at the lowest level.
- If a basement is unavailable, get under a piece of sturdy furniture such as a workbench or heavy table or desk on a lower floor in the building.
- Stay away from windows and doors. Keep away from overhead fixtures, filing cabinets, bookcases and electrical equipment.
- Avoid upper level floors, auditoriums, cafeterias or areas with large wide span roofs.

## Thunderstorm, hail and lightning:

- Remain inside and away from windows, water faucets, sinks and bathtubs.
- Do not use telephones and unplug computers, televisions and other appliances/equipment that could be damaged if struck by lightning.
- If outdoors **do not** seek shelter under a tree. Find a low spot that is away from trees, fences, poles and is not prone to flooding (i.e., drainage ditches).

## Winter weather advisories:

University personnel in conjunction with Washtenaw County Emergency Operations monitor then weather closely. If conditions warrant closing the University, only the President or his/her designee makes that decision. Notification of the cancellation is communicated by the following:

Local radio stations	WEMU 89.1 FM, WJR 760 AM, WWJ 950 AM, WAAM
Local TV stations	Channels 2, 4, 7, 50, 62
EMU Website	<a href="http://www.emich.edu">www.emich.edu</a>
EMU Newslines	734.487-2460
EMU DPS	734.487-1222
EMU Switchboard	734.487-1849

## Flooding:

- If flood warnings/watches have been issued, stay away from low-lying areas, head for higher ground.
- If evacuation of the area is warranted, follow the suggested evacuation routes. If you run into floodwaters turn around and find another way to leave the area.
- Listen to the radio for updated and current information on the situation and the best places to take shelter.