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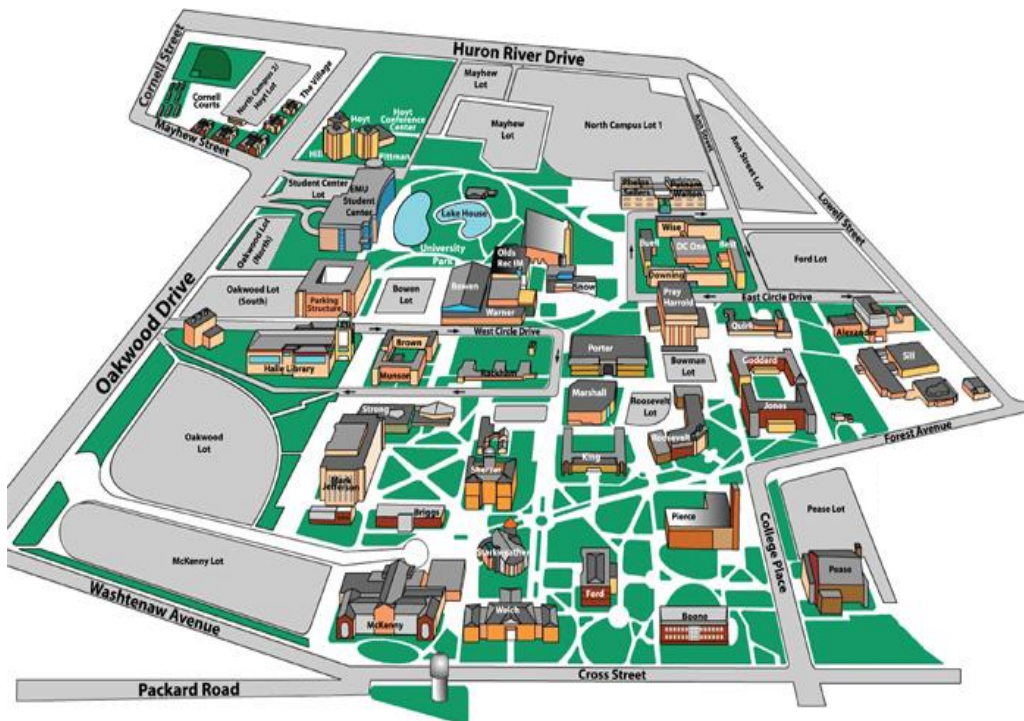
MICHIGAN UNIVERSITY

Education First

“Promoting a
Safe and
Resilient
Campus
Community”

Emergency Response Procedures

A Guide for Faculty, Staff, Students, and
Visitors



Rev. 6.1
November 2016

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Approval

The procedures described herein have been reviewed and are approved by Eastern Michigan University. This procedure supersedes previous versions.

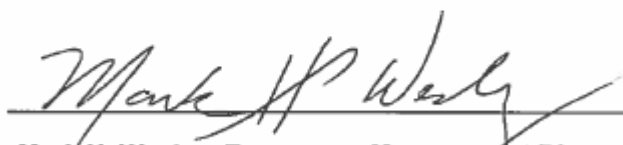
While emergency situations can present unique challenges for response, these procedures will be followed to the extent practicable.

This procedure will be reviewed annually by the Emergency Management Director, or following the after action report of any actual event, drill or exercise that requires its use. Revisions will maintained by the Eastern Michigan University Emergency Management Office.



**Dr. James M. Smith, President
Eastern Michigan University**

11/28/16
Date



**Mark H. Wesley, Emergency Management Director
Eastern Michigan University**

11/28/16
Date

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Record of ERP Revisions

Date	Section	Pages	Entered by
6/21/10	All		M. Wesley
5/6/16	All		M. Wesley
11/28/16	Approval page	iii	M. Wesley

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Preface

Emergencies can occur at any time, without warning. Experience has shown that a well thought-out, coordinated response helps prevent personal injury and property damage, and reduces the resulting confusion. Careful planning, with an emphasis on safety, can help EMU students, faculty, staff and visitors handle emergencies with appropriate responses that contribute to their safety.

When in doubt, always call 911.

This *Emergency Response¹ Procedure (ERP)* is a guide to how the Eastern Michigan University community (students, faculty, staff and visitors) conducts specific emergency response actions for emergency situations. While this procedure provides detailed action steps, the users must keep in mind that all emergency events are unique and that procedures can, and should, be implemented on a scalable, flexible, and adaptable basis to align with the challenges presented by the emergency.

The use of an integrated emergency procedure for the EMU campus helps eliminate confusion for individuals who often must decide which actions to take in a particular emergency. This ERP is an integrated component of a comprehensive preparedness and response program that works to ensure unity of effort and help protect the health and safety of the campus community and its resources. This approach synchronizes this ERP with the University's Comprehensive Emergency Management Plan (CEMP), Continuity of Operations Plan (COOP) and Building Emergency Plans (BEP).

If you have any questions or concerns regarding emergency management activities at Eastern Michigan University, please contact the Emergency Management Office at 734.487.0799 or email mwesley3@emich.edu

¹ The term "response" as used in this procedure includes immediate actions to save lives, protect property and the environment, and meet basic needs.

Purpose

This guide addresses some of the most common emergencies that the campus community may face on any given day. It is intended for use by students, faculty, staff and visitors at Eastern Michigan University (EMU) and has been designed to provide an understandable and accessible reference during emergency situations on the Ypsilanti campus.

Off-campus locations may have different procedures and phone numbers to use during an emergency. This procedure covers a broad range of incident types. Some are higher priority for the EMU campus, but all contain useful information that can be applied at locations away from the Ypsilanti campus. It is important that students, faculty and staff be familiar with these procedures in the event an emergency occurs during field location work, travel, or other non-campus location.

During an emergency you may have little or no time to plan what to do next. It is necessary for you to learn about the things you can do to be prepared—before an emergency occurs. Don't wait. Become familiar with this ERP and your Building Emergency Plan. Take time to develop a personal assessment of what you would need when an emergency occurs and prepare now.

Scope

All members of the EMU community play a critical role in responding to an emergency. Students and visitors may not be familiar with the buildings, grounds, or the procedures that should be followed during an emergency. They will depend on faculty and staff for immediate direction and assistance. Please review and become familiar with this guide.

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by this procedure.

Concept of Operations

1. Types of Emergencies

Eastern Michigan University is at risk from various emergencies that include, but not limited to:

- Structural Fire
- Severe Weather
- Health/Medical Emergency (Norovirus, Salmonella, influenza outbreak)
- Utility Failure
- Hazardous Materials Release
- Violence/Criminal Behavior
- Bomb Threat
- Flooding

2. Emergency Notifications and Communications

EMU utilizes a multi-layered approach for the delivery of emergency notifications and communications to help spread information quickly. The University's emergency notification and communication system includes, but is not limited to, the following:

- **Outdoor Public Address System.** This seven (7) speaker array system operates as part of emergency alert system, transmitting voice intelligible emergency messages and alert tones to the outdoor campus environment. It is not designed to penetrate buildings, but is audible above normal street noise.
- **Voice over Fire Alarm (VoFA)².** Current upgrades in the EMU fire alarm platform allow for the use of voice audio communications in addition to the fire alarm indicators inside of buildings on campus over the existing fire alarm infrastructure backbone.
- **EMU Emergency Alerting (RAVE).**³The EMU emergency alert system (hosted by RAVE) is a broadcast alerting interface that allows the University to quickly send emergency notifications and important announcements via text messages, email or recorded voice messages to registered subscribers of the service.

² VoFA is available in a limited number of buildings on campus.

³ It is highly recommended that all EMU faculty, staff and students sign up to receive emergency messages. For more information, go to: www.emich.edu/alerts

- **Outdoor LED Display Boards**

The outdoor LED display boards reach students and visitors with an electronic medium that allows the University to display text and images at key gateways to the EMU campus.

- **EagleMail.** EagleMail can be used to broadcast notification and information on situations to all campus community members with an EagleMail account.

- **EMU Website.** The EMU website can be used in support of an alert and notification activation. Messages can be posted to the official EMU website or the EMU Homepage can be replaced with an emergency website that has already been developed. The EMU home page is the focal point of the most complete information in all campus-related emergencies. www.emich.edu

- **WEMU (89.1 FM)** will broadcast emergency information on the radio.

- **Outdoor Warning Sirens.** The outdoor warning sirens are controlled by Washtenaw County Emergency Management not EMU. They are used to alert the campus to severe weather, hazardous materials spills, or significant homeland security emergencies. Washtenaw County uses the associated QuickCall radio system to provide EMU with information on the nature of the event when the sirens are activated.

3. **Emergency Classification Levels**

An Emergency Classification Level defines the conditions which indicate a level of risk to the University. Eastern Michigan University employs three ECLs to assist in classifying the severity and level of response to an incident. The ECLs are:

- **Level 1 (Minor Incident):** These incidents are quickly resolved with existing University resources. There is minimal or no impact on personnel or normal operations. Departments coordinate directly to resolve the incident. Examples may include localized chemical spill, small fire, localized power failure, plumbing failure or water leak.

- **Level 2 (Partial Activation):** A Level 2 incident is any incident that may disrupt the overall operations of the university, including mission-critical functions, or may threaten life safety. Examples may include structure fires, structural collapse, significant hazardous materials release, extensive infrastructure outage, severe flooding, or a mass casualty incident. Outside emergency services may be required.
- **Level 3 (Full Activation):** A Level 3 incident is any incident that has the potential to cause or has caused a significant impairment or cessation of operations. It may occur on campus or take place in the surrounding area which may severely interrupt daily campus operations. A multi-agency, coordinated response effort is required to prioritize and re-establish essential university functions. These situations include disasters such as wide spread storm damage, pandemics, and large-scale hazardous materials incidents.

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ACTIVE SHOOTER/CAMPUS VIOLENCE

Active shooter incidents present unique challenges: a potentially large and diverse vulnerable population; individuals with disabilities, individuals from diverse cultures, and individuals who have limited English proficiency. The physical environment present challenges as well, with many large, open gathering spaces and multiple buildings on campus.

Individuals must be prepared to deal with an active shooter situation before law enforcement personnel arrive on the scene. There is no single method to respond to an incident, but prior planning will allow you to choose the best option during an active shooter incident.

EMU teaches the ALiCE program, proactive measures you can take when faced with an assailant entering a building or your work area. ALiCE stands for Alert, Lockdown, Inform, Counter, and Evacuate and it encourages you to take an active role in your own safety. Contact EMU DPS at 734.487.0892 to schedule training.

Armed Suspect/Active Shooter

1. If you witness an armed individual/suspicious person on campus at any time:

- Do not approach the person. Remain calm.
- Contact EMU Public Safety at 734.487.1222 or call 911⁴ immediately. Give your location, name and reason for calling.
- Be ready to provide a physical description of the individual:
 - age
 - weight
 - hair color and length
 - clothing
 - facial hair
 - other distinguishing features
- If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.
- Maintain your own safety. Follow the instructions provided to you by EMU Police.

⁴ A 911 call made from a campus phone goes to EMU Police Dispatch. A mobile phone call to 911 goes to the City of Ypsilanti or Washtenaw County Public Safety Dispatch. In order to reach EMU Police Dispatch from your mobile phone, call 734.487.1222.

2. ***If an armed suspect/active shooter is outside your building:***
 - Move to a secure inner area of the building, preferably a room that can be locked and remain there until an "all clear" instruction is given.
 - Turn off all the lights and close and lock all windows and doors.
 - Close all window blinds and curtains.
 - Contact 911 or EMU Public Safety at 734.487.1222 with your location.
 - Wait for the "all clear" instruction to be issued. This can be issued over EMU text alerting, in-building or outdoor public address message or in person by a police officer.

3. ***If an armed suspect/active shooter is inside the building:***
 - If it is possible to flee the area safely and avoid danger, do so.
 - If it is unsafe or impossible, lock all doors and secure yourself in your space.
 - Close all window blinds and curtains.
 - Silence mobile phones, pagers and other audio devices.
 - Contact 911 or EMU Public Safety at 734.487.1222 with your location.
 - Use available concealment options and remain silent.
 - Wait for the "all clear" instruction to be issued by EMU Public Safety. This can be issued over EMU text alerting, in-building or outdoor public address message or in person by an EMU police officer.

4. ***If an armed suspect/active shooter comes into your class or office:***
 - There is no specific procedure which can be recommended to ensure your safety in this situation.
 - Remain calm.
 - Put distance between yourself and the offender. Make use of shielding if possible i.e., desk, filing cabinet, etc. between you and the suspect.
 - If flight is impossible and there are no other options, make a personal choice to overpower the armed suspect. **This is a last resort option!**
 - If possible, keep an escape route behind you.
 - If the offender leaves your area, lock your door immediately. Remain in the area (unless your safety is in jeopardy), and await further instructions.
 - Call 911 or EMU Public Safety at 734.487.1222. Attempt to get the word out to other faculty/staff/students if possible.
 - Wait for the "all clear" instruction to be issued.

5. ***If you encounter an armed suspect/active shooter outdoors:***
 - Remain calm.
 - Move away from the suspect or the sounds of gunfire.
 - Move to locations that provide cover from the line of fire, walls, vehicles, other large objects.
 - Attempt to get the word out to other faculty/ staff/students if possible. Call 911 or EMU Public Safety at 734.487.1222.
 - Wait for the "all clear" instruction to be issued by EMU Public Safety. This can be issued over EMU text alerting, in-building or outdoor public address message or in person by an EMU police officer.

Suspicious Individual

1. Report any suspicious individual or activity to 911 or EMU Public Safety at 734.487.1222.
2. Give your location, name and reason for calling.
3. Be ready to provide a physical description of the individual:
 - age
 - weight
 - hair color and length
 - facial hair
 - clothing
 - any other distinguishing features.
4. If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number.
5. Follow the instructions provided to you by EMU Public Safety.

In-Progress Incidents

Do not attempt to apprehend or interfere with the crime except in case of self-protection. When calling the University Police, give your name, location, phone number and make sure the dispatcher understands that the incident IS IN PROGRESS.

Potential Acts of Violence

If you are concerned that a violent incident may occur, but immediate action is not required, contact EMU Public Safety at 734.487.1222. All reported incidents or threats of violence will be taken seriously. Reports will be investigated promptly and appropriate action taken. EMU Police will:

1. Investigate and assess the risk posed by the circumstance.
2. Ensure all appropriate parties are notified.
3. Determine the appropriate interventions.
4. Document, plan and implement a risk abatement action plan as necessary.

How to Evacuate Safely

1. Have a route planned before attempting to leave.
2. Do not attempt to carry anything with you while fleeing.
3. Warn individuals in the area.
4. As you evacuate, understand the concepts of concealment and cover.
5. Move quickly and keep your hands empty and visible with palms exposed.
6. Quickly check corners, intersections and rooms before you move into or through them.
7. Do not attempt to remove injured people, but note their locations and provide the information to emergency responders.
8. Proceed to a safe location, Keep in mind that the entire area is still a crime scene, and officers will need to obtain information from you before you leave.
9. If you choose to leave, let someone know you are safe.
10. Always comply with commands from law enforcement officers.

What to Expect from Responding Police Officers

Know what to expect from responding law enforcement personnel. Their primary objective is to immediately engage or contain an armed suspect/active shooter(s) in order to stop life-threatening behavior. Remember:

1. Officers may move past you, as their objective is to immediately engage attacker(s).
2. Officers will evacuate victims only after the threat is eliminated.
3. Weapons may be pointed at you.
4. You may be searched and handcuffed.
5. Do not make sudden movements or run towards officers.
6. Keep your hands visible to police officers at all times as they do not know if you pose a threat or not. **Raise your arms and show your empty hands.**
7. Remain in a secure area until escorted out by public safety officers.

BOMB THREAT

The presence of an explosive device and/or the reception of a bomb threat are situations that the University must be prepared to confront in a calm and professional manner. Although many bomb threats turn out to be false, they must be taken seriously to ensure the safety of the students, faculty, staff and visitors at EMU.

A bomb threat could be written, received electronically (e-mail, text message), communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

1. The caller has definite knowledge about the explosive device and wants to minimize personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

DO NOT use two-way radios or cellular phone; radio signals can cause a detonation. DO NOT evacuate the building until police arrive and evaluate the threat. DO NOT activate the fire alarm. DO NOT touch or move a suspicious package.

Threat by Telephone

1. Take the caller seriously. Assume the threat is real.
2. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
3. If your phone has a display, copy the number and/or letters on the window display.
4. Listen carefully. Be polite and show interest.
5. If you have a digital phone, look for and record the originating phone number.
6. Have a co-worker call EMU Public Safety at 734.487.1222 or 911. If you are alone, call immediately after ending conversation from another phone. Do not hang up the phone call received on.
7. While the caller is speaking to you on the phone, fill out the "Bomb Threat Checklist" (see p. BT-3).
8. Make every attempt to:
 - Stay calm and indicate your desire to cooperate with the caller.
 - DO NOT antagonize or challenge the caller.
 - Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood.
 - Attempt to determine the caller's knowledge of the facility.
 - Identify background noises.
 - Contact your Building Administrator.
 - Insure that the "Bomb Threat Checklist" is completed.
9. If directed to evacuate, follow building evacuation procedures.

Threat by E-mail/Text Message

1. DO NOT delete the e-mail/text message.
2. Call EMU Public Safety at 734.487.1222 or 911.
3. Forward the e-mail as directed by Public Safety.
4. Contact your Supervisor/Building Administrator.
5. If directed to evacuate, follow building evacuation procedures.

Threat by Mail

1. Call EMU Public Safety at 734.487.1222 or 911.
2. Handle mail as minimally as possible.
3. Contact your Supervisor/Building Administrator.
4. If directed to evacuate, follow building evacuation procedures.

Threat by Handwritten Note

1. Call EMU Public Safety at 734.487.1222 or 911.
2. Handle note as minimally as possible.
3. Contact the Supervisor/Building Administrator.
4. If directed to evacuate, follow building evacuation procedures.

Bomb Threat Record/Checklist		Eastern Michigan University	
		Date:	Time:
		Phone Number Where Call/Threat Received:	Time Caller Hung Up:
		If Digital Display, Caller Number:	
QUESTIONS TO ASK			
Where is the bomb located? (Building, floor, room, etc.)			
When will it go off?			
What does it look like?			
What kind of bomb is it?			
What will make it explode?			
Did you place the bomb?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Why was bomb placed?			
What is your name?			
EXACT WORDS OF THREAT			
INFORMATION ABOUT THE CALLER			
Where is caller located? (Background and level of noise)			
Age:	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Accent:			
Is voice familiar? If so, who does it sound like?			
Background Noise: <input type="checkbox"/> Street Noises <input type="checkbox"/> Airport Noises <input type="checkbox"/> Office Noises <input type="checkbox"/> PA system <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor			
Caller's Voice: <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Coughing <input type="checkbox"/> Crying <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Excited <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter			
Threat Language: <input type="checkbox"/> Incoherent <input type="checkbox"/> Message Read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken			
Name of Person Taking Report:			

If you are told by emergency responders to evacuate the building, follow the evacuation procedures with the following additional steps:

1. Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
2. Take personal belongings when you leave.
3. Leave doors and windows open.
4. Do not turn light switches on or off.
5. Use stairs only; do not use elevators.
6. Move well away from the building and follow instructions of emergency responders.

CAMPUS CLOSURE/BUILDING CLOSURE PROCEDURES

Campus Closure

For any event, including severe weather, that threatens Eastern Michigan University, EMU's President, in consultation with the Department of Public Safety and the Physical Plant, will decide if the University will close. Eastern Michigan is committed to fulfilling its instructional obligations, so it is EMU's intent to conduct classes as long as it can maintain reasonable conditions on campus, and the roads in the immediate areas are reasonably passable.

For severe weather events, Eastern Michigan's Department of Public Safety and the Physical Plant monitor conditions during a weather alert and receives frequent updates regarding weather conditions and road advisories. The University takes into account the condition of campus parking lots and roads; the availability of uninterrupted electrical service; the condition of state and local roads as indicated by road and storm advisories; weather forecasts; ice, wind and severe cold temperatures.

Closure Decision Times

1. The decision to remain open or to cancel **morning** classes (those starting before 11:30 a.m.) will be made **before 6 a.m.**, (if timing for the decision permits), in order to provide sufficient time to notify the media and the University community.
2. The decision to remain open or to cancel **afternoon** classes (11:30 a.m. – 5 p.m.) will be made **before 9:30 a.m.**
3. The decision to remain open or to cancel **evening** classes (those starting at 5 p.m. or later) will be made **before 3 p.m.** (if timing for the decision permits).

Notifications

1. After a decision is made to close the University, the office of University Communications is immediately notified. University Communications will:
 - Send an emergency text message to those who have registered for the Rave Emergency text Alert service. Notify the EMU Switchboard (734.487.189).
 - Notify WEMU 89.1 FM and other local media.
 - Post information on the EMU homepage www.emich.edu, the my.emich announcements page and the EMU closure page. www.emich.edu/uniovcomm/closureinfo/emuclosings.php
2. EMU Public Safety will disseminate the information through the Law Enforcement Information Network (LEIN).
3. The cancellation of programs at off-site locations, athletic events and special events will be made on a case-specific basis, and will be announced through the EMU home page and the closures page.
4. Information regarding any closings will also be carried on the EMU Newsline (734.487.2460); the switchboard (734.487.1849); WEMU (89.1 FM); WJR (760 AM); WWJ (950 AM) WAAM (1600 AM).

Building Closure

Conditions for temporary closure of a building include, but are not limited to, incidents of mechanical, electrical or other facility-related failures; health, safety and/or environmental issues such as hazardous spills; other disaster conditions and/or data communication disruptions.

In the event that conditions exist requiring the temporary closure of a building or section of a building, other than for immediate safety concerns, the decision to close the building or section of the building is made by the Physical Plant in consultation with the appropriate University department(s) such as Public Safety, Environmental Health and Safety, Information Technology, Human Resources, Risk Management, the President and/or Provost and the Building Administrator.

Notifications

Temporary closing of a building must be communicated immediately to the University community.

1. Physical Plant staff will:
 - Notify University Communications.
 - Notify Public Safety.
 - Notify Human Resources.
 - Notify the Provost if academic departments and/or classes are affected.
2. University Communications will:
 - Send an email to the campus community regarding the closure.
 - Notify the EMU Switchboard at 734.487.1849.
 - Post the closure information on the EMU homepage www.emich.edu.
3. The Provost will:
 - Notify the affected academic department(s).
 - Notify Academic Human Resources.
4. The Building Administrator will:
 - Post signs at all entrances to the affected building(s) and/or areas(s).
 - E-mail the affected department heads and directors of the building closure and any special actions they need to take.

EARTHQUAKE

While the EMU main campus is not at high risk from an earthquake, it is important to be familiar with these procedures in the event you are at an EMU activity, field location, etc. that is in an area susceptible to earthquakes.

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the earth's surface. This shaking can cause buildings and bridges to collapse; disrupt gas, electric, and phone service; and sometimes trigger landslides, flash floods and fires. While not common in Michigan, earthquakes can occur at any time of the year. Use the following procedures to assist in responding to an earthquake.

If Indoors

1. **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
4. Stay inside until the shaking stops and it is safe to evacuate the building.
5. After the initial shock, evaluate the situation and if emergency help is necessary, call 911 or EMU Public Safety at 734.487.1222.
6. Damaged facilities should be reported to Physical Plant by calling 734.487.3591.
7. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
8. **DO NOT** use the elevators.
9. After any evacuation, report to your Designated Meeting Area⁵. Stay there until an accurate head count is taken. The Building Administrator or his/her designated officer will take roll call and assist in the accounting for all building occupants.

If Outdoors

1. Remain outdoors.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and near exterior walls.

⁵ The Designated Meeting Area is a pre-designated location where building occupants assemble and report after evacuating their building. Locations are identified in the building emergency plans. See your building's plan for location information.

If in a Vehicle

1. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

PLEASE NOTE:

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Inspect utilities: 1) Check for gas leaks, 2) Look for electrical system damage, 3) Check for sewage and water line damage.

ELEVATOR FAILURE

If You are Trapped in an Elevator

1. If you become trapped in an elevator, use the emergency phone to communicate to the EMU Department of Public Safety (DPS) /Physical Plant the emergency. If you have a cell phone available, call EMU Public Safety at 734.487.1222 and give the dispatcher the following information:
 - Name of the building
 - Location within the building
 - Where the car is stopped, if known
 - If a medical emergency exists.
2. If the phone in the elevator does not work, push the “Alarm” button until you hear acknowledgment that help is on the way.
3. Remain calm and try to calm others.
4. **Do not** attempt to exit the car unless directed to and assisted by emergency personnel.
5. **Do not** try to force open the elevator door.
6. **Do not** try to exit the elevator through the service hatch.
7. Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

Emergency Action

1. **Stay Calm!**
2. **Activate on-board emergency telephone or alarm.**
3. **Call DPS 734.487.1222 and report incident.**

If Someone is Trapped in an Elevator

1. If you hear an elevator alarm, please take the following actions. (Most elevators on campus are equipped with an emergency telephone):
 - Immediately call EMU Public Safety at 734.487.1222 and the Physical Plant at 734.487.3380 (between the hours of 7am-5pm) and provide them with the location of the elevator and the floor number if known. Provide the following information:
 - Name of the building
 - Location within the building
 - Where the car is stopped, if known
 - If a medical emergency exists
2. Keep the occupants calm and wait for help to arrive.
3. **DO NOT** attempt to open the elevator door.

PLEASE NOTE: The activation of an elevator lobby smoke detector will cause building elevators to return non-stop to the main floor and lock with the doors open. **Never use an elevator to evacuate a building.**

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EVACUATION

Evacuation means moving all people from a threatened area to a safer place. In cases requiring the evacuation of one building, occupants should proceed to a designated meeting area. When orders are given to evacuate multiple buildings or large areas of the campus, occupants should proceed to the evacuation area as directed by the Department of Public Safety (DPS).

Please take time prior to an emergency to review your Building Emergency Plan for specific details regarding building evacuation and the location of Designated Meeting Areas.

If You Hear the Fire Alarm or are Instructed to Leave the Building

1. If told to evacuate, REMAIN CALM. There are a variety of communication tools that will be used to keep you informed (PA systems, text alerting, e-mail).
2. Immediately leave the building. Tell others to evacuate.
3. EVACUATE IMMEDIATELY. Everyone is required to evacuate immediately anytime a fire alarm sounds or an evacuation order is given. Classes in session must evacuate.
4. When you evacuate, take keys, coat, purse and any other easily accessible critical personal items with you to the Designated Meeting Area (DMA). However, if these items are located on another floor or in another room, evacuate without these items.
5. Walk calmly, but quickly, to the nearest emergency exit.
6. If you are involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible. Inform the Building Administrator of any potential hazards related to the operation or project.
7. Check the door and door knob for heat or dangerous conditions before opening the door. If there is no heat or obvious hazards, open the door and check the exit route before leaving. Close doors as rooms are vacated.
8. Keep to the right side of corridors and stairwells as you exit.
9. If you are on a lower floor, it is critical that you evacuate immediately so that those on upper floors are not caught in a backup in the stairwells as they descend to the lower floors. DO NOT ATTEMPT to go back up stairs.
10. **Use stairways only. Do not use elevators.**
11. Follow the instructions of emergency personnel regarding alternate exit routes, should your normal pathway be blocked.
12. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims. Note location of trapped and injured victims and notify emergency personnel.
13. Proceed directly to the DMA. Stay away from the immediate area near the building you evacuated. Remain in the DMA until attendance is taken and instructions are given.
14. Do not re-enter the building until emergency personnel give the "All Clear" instruction.

Campus-Wide Evacuation

A campus-wide evacuation is used to get students, faculty, staff and visitors off the EMU Campus due to a severe emergency in the area.

1. If the road is usable, leave by a main exit, following directives of emergency personnel.
2. Proceed to a safe location as directed by emergency personnel.
3. Drive with caution and courtesy and follow directions.
4. Do not block the way for other vehicles.
5. If the road is not usable, leave your vehicle and evacuate on foot.

Evacuation Guidelines for People with Disabilities and Those Who Assist Them

1. **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.
2. **Always ask** how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
3. If unable to evacuate, people with special needs are to shelter in place in a Designated Area of Refuge and wait for emergency personnel. The Designated Areas of Refuge are stairwells in most buildings. Be sure to let someone know your location and condition and wait for help.
4. Emergency personnel, after reviewing information provided by the Building Administrator, will determine if it is safe to attempt to evacuate the individual.

For your own safety, you MUST evacuate when ordered to do so. This includes activation of an audible or visible fire alarm or verbal orders from emergency response personnel.

EXPLOSION

Explosion In Your Building

In the event of an explosion inside any building, and where the explosion is confined to a small, or specific area, take the following actions:

1. Immediately take cover under tables, desks or other such objects.
2. If directed to do so by EMU Public Safety, activate the building alarm system.
3. After the effects of the explosion have subsided, evacuate the building and call EMU Public Safety at 734.487.1222 or call 911. Give your name, location, and a description of the event.
4. Assist injured and persons with disabilities with evacuation, if possible.
5. Exit via the stairways. **DO NOT USE ELEVATORS.**
6. Once outside, move to an area at least 300 feet away from the affected building.
7. Keep roadways and walkways clear for emergency response personnel and vehicles.
8. Await further instructions from EMU Public Safety or other identified first responders.
9. **DO NOT ATTEMPT TO GO BACK INTO THE BUILDING.**

Following an Explosion:

1. **Be aware of structural damage.**
2. **When evacuating, stay clear of glass and windows.**
3. **Do not touch, handle or move any suspicious objects.**
4. **Assist others, especially the injured and handicapped when evacuating the building.**

If You Are Trapped In Debris

1. If possible, use a flashlight to signal your location to rescuers.
2. Avoid unnecessary movement so that you don't kick up dust.
3. Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
4. Tap on a pipe or wall so that rescuers can hear where you are.
5. If possible, use a whistle to signal rescuers.
6. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

Explosion At Nearby Building/Campus Vicinity

1. EMU Public Safety will evaluate the need for immediate evacuation and communicate directions to the campus community.
2. If advised to evacuate, commence evacuation according to procedures in the Building Emergency Plan.

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FIRE

If You Discover a Fire

1. Pull the nearest fire alarm.
2. Check to see if anyone is in immediate danger.
3. If it is a very small and controllable fire, attempt to put out the fire **ONLY** if you have been properly trained in fire extinguisher use and only if it can be done without risk to your safety and health and others.
4. For those who have been trained in safely operating a fire extinguisher, remember to read the label on the fire extinguisher prior to discharge to ensure that the extinguishing material is appropriate for that particular type of fire.
5. Do not attempt to fight the fire alone or without having at least two other escape routes!
6. If the fire is uncontrollable, evacuate the area immediately. **DO NOT USE ELEVATORS.**
7. After evacuating, call 911 or EMU Public Safety at 734.487.1222. Provide the following information:
 - Location (building name) of the fire.
 - Current status of the fire (size, type of materials burning) and the suspected cause (if known).
 - Your name and phone number.

Two Things To Do To Prepare!

- ✓ Review your building's emergency plan.
- ✓ Familiarize yourself with the use and location of fire extinguishers, pull stations, and exits.

If the Fire Alarm Sounds and You are in a Common Area

1. Proceed to the nearest exit. If above ground level, proceed to the nearest stairway.
2. Assist people with special needs in exiting the building. **DO NOT USE ELEVATORS.**
3. If mobility impairment prevents you from evacuating, take refuge in a stairwell and call 911. Most stairwells are designated areas of refuge. Make sure that someone leaving the building is aware of your location.
4. Notify EMU Public Safety or fire personnel if you suspect someone is trapped inside the building.
5. After evacuating, go to the Designated Meeting Area for your building.

If the Fire Alarm Sounds and You are in a Room

1. Check the surface of door and/or door knob for heat before opening the door. Check bottom of door for signs of smoke.
2. If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
3. If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. **CLOSE ALL DOORS BEHIND YOU.**
4. Take your keys if the door is subject to lock as you may have to return to the room/office.
5. Assist people with special needs in exiting the building. **DO NOT USE ELEVATORS.**
6. People with mobility impairment who cannot evacuate the building should take refuge in a stairwell and call 911. Most stairwells are designated areas of refuge. Make sure that someone leaving the building is aware of your location.
7. After evacuating, go to the Designated Meeting Area for your building.

If Trapped in a Room/Building

1. Stay calm. Do not panic.
2. If all exits or stairways are blocked, go to the nearest room and close the door. Keep all doors and windows closed.
3. Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area.
4. If the room has a window, hang a cloth or other object out of the window to signal that the room is occupied. **DO NOT LEAVE WINDOWS OPEN.**
5. Wet clothing if possible. Wrap wet clothing around face to minimize smoke inhalation.
6. Fill sinks and tubs with water if possible to maintain a supply of water.
7. If smoke enters the room prior to the arrival of assistance, keep your head no more than 8-12 inches off the floor where the air is less toxic.
8. Shout at regular intervals to alert emergency personnel of your location.
9. If there is a telephone, call EMU Public Safety at 734.487.1222 and advise them of the room number and that all exits are blocked. Remain calm, stay on the line as long as possible and wait for the arrival of assistance.

If Caught in Smoke

1. Drop to hands and knees and crawl toward exit.
2. Stay low, as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose, and use a filter such as a shirt or towel.

If Forced to Advance through Flames

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

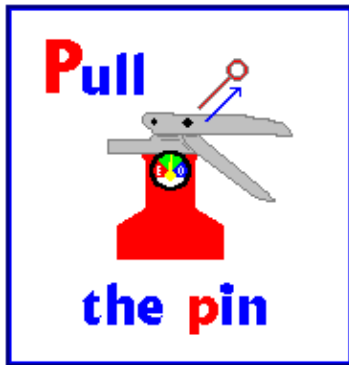
If Your Clothing or Hair Catches on Fire

1. Do not panic.
2. Stop.
3. Drop to the ground or floor.
4. Roll around until the flames are out.
5. Make sure you cover your face and mouth. You will want to protect your face from being burned and scraped on the ground.

Using a Fire Extinguisher

1. Evaluate whether the fire can be put out using a portable extinguisher.
2. Know what types of materials are burning, and ensure that you are using the correct type of extinguisher for that fire.
3. Consider the possible danger posed by hazardous or highly flammable materials.
4. Always have an unobstructed route away from the fire.
5. Use proper techniques for extinguishing small fires, such as the PASS method.
6. To extinguish a small fire using the PASS method:
 - **Pull.** "P" stands for "pull," and it refers to the locking pin on the handle. In order for the lever to work, the pin must be removed.
 - **Aim** at the base of the fire.. If the fire extinguisher discharges from the end of a hose, point the hose at the base of the fire. If your extinguisher discharges from a nozzle at the top of the canister, point it directly at the base of the fire.
 - **Squeeze** the lever to begin discharging the contents of the extinguisher.
 - **Sweep** the nozzle side-to-side toward the base of the fire to make sure all potential hotspots are saturated. Don't hesitate to use the extinguisher until it is empty.

1. Pull Pin



2. Aim at base of fire



3. Squeeze the lever



4. Sweep base in short bursts





If you see fire or smoke in your immediate area, use the **RACE** acronym as a guide:

R = Remove anyone in immediate danger. Exit the building.

A = Activate the fire alarm. Call EMU Public Safety at 734.487.1222.

C = Confine and contain. Close all doors as you leave the building. Do not lock the doors.

E = Extinguish. Only if you know the location of a nearby extinguisher, know how to operate it and can do so without endangering your safety.

FLOODING

While the EMU main campus is not at high risk from flooding, it is important to be familiar with these procedures in the event you are at an EMU activity, field location, etc. that is in an area susceptible to flooding.

Flooding can occur in both rural and urban areas and can be caused by unusual weather events or structural failures. Most flooding occurs in floodplains (or low-lying areas prone to frequent flooding) after prolonged rainfall lasting over several days. However flooding can also occur in a short period of time with intense rainfall or when streams and rivers leave their banks due to significant upstream rainfall.

The National Weather Service (NWS) issues several statements to notify the general public of potential and imminent weather-related hazards. These advisories are typically posted and announced on television, radio and internet and are specific to individual counties. Departments should have a portable radio available and listen to the local station (WEMU 89.1 FM) for watches/warning issued for the area. The following watches/warnings may be issued:

Urban and Small Stream Flood Advisory: Alerts the public to flooding which is generally only an inconvenience and does not pose a threat to life and/or property. Issued when heavy rain will cause flooding of streets and low-lying places in urban areas, or if small rural or urban streams are expected to reach or exceed banks.

Flash Flood Watch: Indicates that flash flooding is possible in and close to the watch area. Those in the affected area are urged to be ready to take quick action if a flash flood warning is issued or flooding is observed.

Flash Flood Warning: Signifies a dangerous situation where rapid flooding of small rivers, streams, creeks, or urban areas is imminent or already occurring. Very heavy rain that falls in a short time period can lead to flash flooding, depending on local terrain, ground cover, degree of urbanization, degree of man-made changes to river banks, and initial ground or river conditions.

During Flood Watch/Advisory

1. Listen to the radio or television for information.
2. Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
3. Be aware of streams or other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

During Flood

1. Indoor Flooding/Leak

- If time permits, move essential items, valuable papers and personal belongings to higher elevations.
- Notify Physical Plant at 734.487.3591 to report the exact location of the flooding/leak and if any objects are in imminent danger.
- If you know the source of the water and are confident you can stop the flooding safely, do so (i.e., turn off valve or unclog drain).
- Notify EMU Public Safety at 734.487.1222. If necessary, evacuate the building.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas. Notify your department head and/or the Building Administrator of any damage as soon as possible.
- Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried before being returned to service.
- Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

2. Outdoor Flooding

- Avoid flooded areas and do not attempt to cross areas where water is above your knees.
- Move to higher ground.
- Do not use and avoid contact with electrical devices.
- Remain cautious of high water at night, as darkness may hide other hazards.
- Do not walk through or drink floodwater. Floodwater may contain toxic matter from sewage, industrial chemicals, agricultural by-products and others sources. If you must come into contact with floodwater, wash with soap and clean water as soon as possible after the contact.

3. In a Vehicle

- Listen to the radio or watch television weather broadcasts to keep informed of weather watches or warnings.
- Do not park your vehicle along streams and washes, particularly during threatening conditions.
- Do not attempt to drive over a flooded road. You can be stranded and trapped.
- If driving, know the depth of the water in a dip before crossing. The road bed may not be intact under the water.
- If the vehicle stalls, abandon it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- Be especially cautious at night when it is harder to recognize flood dangers.

After a Flood has Occurred

1. Wait until an area has been declared safe before entering it. Be careful driving, since roads may be damaged and power lines may be down.
2. Do not walk near flooded areas, buildings, etc., unseen dangers such as submerged electrical lines may be present.
3. If walking into a building that has water damage be aware of loose ceiling tiles, unstable door jams and floors, or walls that can cave in.
4. Be aware of broken or leaking gas lines, electrical lines, flammable materials and explosive materials that have been carried down from another area.
5. Do not turn on electrical appliances until an electrician has checked the system and appliances.
6. Do not eat any food, including canned goods, which have come in contact with floodwaters.
7. Be aware of cracked or damaged building foundations prior to entering a building. Be aware of abnormal animal activity. Animals can be disoriented, defensive, or carry diseases.
8. Notify EMU Public Safety at 734.487.1222 of any hazardous situation you observed.

Stormwater Management and Environmental Protection

Flooding events increase the potential for pollution getting into our lakes and streams. If you suspect pollution is getting into our storm water drainage systems, there are resources available to you for taking action.

1. Identifying pollution:
 - Color and odor are the first signs of pollution. Stormwater water is clear. Any color or odor may be signs of pollution.
 - Brown stormwater runoff is usually due to clay and silt sediments which may be coming from a construction site with poor sediment controls in place.
 - Any other stormwater runoff color may be traced to a source of waste, illegal discharges or dumping.
 - Suds and oily sheens may lead to a source of pollution; or they may indicate a build-up of contaminants from parking lots or land uses with poor housekeeping practices. These are important sources to discover and are often overlooked unless reported during a storm event.
 - Floatables or clearly identifiable sewage indicates a cross connection with the sanitary sewer system.
2. If you see pollution, or suspect pollution is entering the storm drainage system, call one of the following environmental reporting lines.
 - EMU Public Safety – 734.487.1222
 - EMU Physical Plant – 734.487.3591
 - City of Ypsilanti – 734.483.1421
 - Charter Township of Ypsilanti – 734.484.0073
 - Washtenaw County Water Resources Commissioner's Office- 734.222.3880

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HAZARDOUS MATERIALS INCIDENT

The choice of protective actions for a given situation depends on a number of factors. For some cases, evacuation may be the best option; in others, sheltering in-place may be the best course. Sometimes, these two actions may be used in combination. You will be provided continuing information and instructions while being evacuated or sheltered in-place.

Only trained and authorized personnel should respond to hazardous materials "hazmat" incidents.

In Case of Hazardous Spills or Leaks

1. Notify others in the area and remove yourself from the area, and keep others away.
2. Close and secure the room or area, if possible.
3. Do not walk into or touch any of the spilled substance.
4. Try not to inhale gases, fumes, and smoke. If possible, cover mouth with a cloth while leaving the area.
5. Assist contaminated persons to a safety shower or eyewash station if located out of the hazardous area.
6. Call EMU Public Safety at 734.487.1222 or 911 to report the incident. Provide the following information:
 - Building name, location, floor, and room number.
 - Any injuries or medical emergencies.
 - Details regarding type of spill.
7. Notify supervisor and Building Administrator.
8. Assist with providing information about the material such as the Material Safety Data Sheets (MSDS) if known, to first responders.
9. **Do not return to the area of the spill until told it is safe to do so by EMU Public Safety.**

Know Your Building Information

- ✓ Location of emergency exits
- ✓ Location of stairwells
- ✓ Location of telephones
- ✓ Location of safety showers and eyewash stations

Chemical Contamination

1. Remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water. This should take place in a safe location while someone else makes the appropriate phone calls.
2. Ensure that assistance is obtained by directing the individual to a safety shower, eye wash station, medical attention, etc.
3. Continue to rinse body contact areas with large amounts of water for at least 15 minutes unless directed otherwise by appropriate emergency medical personnel. (Physician, Nurse, Paramedic or Emergency Medical Technician).
4. Call 911 for medical care and evaluation. If possible, take applicable Material Safety Data Sheets (MSDS) with you.

Radioactive Spills

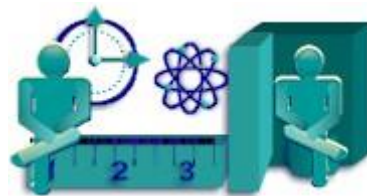
In any radiation emergency, personnel protection comes first, confinement of radioactivity next. Response actions may be performed before any radiation measurements. Some radioactive materials cannot be detected by commonly available instruments.

1. Call EMU Public Safety at 734.487.1222 or 911 to report the incident.
2. In addition, immediately notify the following:
 - Radiation Safety Officer at 734.487.0086 or 734.487.0106
 - Environmental Health and Safety Office at 734.487.0794
 - Supervisor
 - Building Administrator
3. Notify everyone in the area of the release and limit access.
4. The spill area shall be evacuated and marked off with radiation tape.
5. Prevent the spread of contamination (e.g. cover with absorbent pads).
6. All people leaving the area shall be monitored for contamination. If it is not possible to monitor individuals, they should remain in an adjacent area until monitored or given further instructions by the Radiation Safety Officer.
7. Ensure radiation protection and contamination control measures are followed.
 - Restrict entrance to the spill area.
 - Do not allow eating, drinking, smoking, or other activities within contaminated areas that might lead to intake of radioactive material.
 - Avoid direct contact with radioactive materials.
 - Limit time near radioactive materials to the minimum necessary.
8. Remain calm.

REMEMBER: ALARA = As Low As Reasonably Achievable.

This is a radiation safety principle for minimizing radiation doses and releases of radioactive materials by employing all *reasonable methods*. ALARA is not only a sound safety principle, but is a **regulatory requirement** for all radiation safety programs. Everyone bears a responsibility for their own personal safety including:

1. Awareness of potential radiation hazards, exposure levels and safety controls.
2. Awareness of operating and emergency procedures.
3. Awareness of practices that do not seem to follow the ALARA philosophy.



Time Distance Shielding

MEDICAL & EMOTIONAL EMERGENCIES

- ✓ **First-Aid and CPR training is available through University Health Services and various resources within the community.**

- ✓ **Departments conducting field activities or having off site locations must determine how medical emergencies will be handled. If field work is being conducted, this planning must include arrangements for contacting emergency medical personnel.**

Life Threatening Emergencies

1. **Call 911 immediately** for any serious injury or illness occurring on campus. Do not hang up until released by the emergency operator.
2. Have the person calling 911 physically with the victim at the time the call is made if at all possible. Be sure that the following information is provided to the dispatcher:
 - The age and gender of the victim. If you are unsure of the victim's age, estimate.
 - The location of the victim.
 - The nature of the medical emergency and whether or not the victim is conscious and breathing.
 - Any other pertinent information, such as events leading up to the emergency or known past medical history of the victim.
3. Call EMU Public Safety at 734.487.1222 to inform them of the emergency. Officers will respond and/or guide the EMS personnel to the victim.
4. Keep the victim still and comfortable until help arrives. Do not move the victim.
5. Do not take seriously ill or injured persons to University Health Services at Snow Health Center.
6. Only trained personnel should provide first aid or CPR. If you begin CPR, you must continue care up to your level of training and stay with the victim until medical assistance arrives.
7. The EMU police officers carry Automated External Defibrillators (AEDs) in patrol cars. AED's are also located in various locations on campus (See Building Emergency Plan for locations). Do not use an AED unless you have been trained and certified.
8. Upon arrival of the emergency medical unit, remain and provide any specific information about the victim and the condition that you are aware of.

Closest urgent care facility:

**St. Joseph Mercy Hospital
5301 McAuley Drive
Ypsilanti, MI 48197
734.712.3456**

Seizures

A seizure is a brief, temporary disturbance of the brain's electrical system. A seizure can last a few seconds to a few minutes. About 60 percent of people with epilepsy have one of the different types of partial seizures. In a simple partial seizure, the person remains conscious but may have unusual feelings or sensations. In a complex partial seizure, the person may have a change in or loss of consciousness.

First Signs and Symptoms

In cases of severe seizures, any or all of the following may be present:

1. Sudden loss of consciousness with person falling to the ground.
2. The person may report bright light, bright colors or a sensation of strong odor prior to losing consciousness.
3. Brief but frequent episodes of blank staring.
4. The person may begin experiencing convulsions, jerking motions over all parts of the body.
5. Breathing will be labored and there may be frothing at the mouth.
6. After convulsions, the person's body may stiffen.
7. Dazed, almost trance-like behavior during which consciousness is suspended and memory does not function.
8. When the person becomes conscious, he/she may be very tired and confused.
9. The person may complain of a headache.

Convulsive Seizures

1. EMU Public Safety is to be called in case a person on campus has a seizure with convulsions. Call 911 or 734.487.1222 and provide information on:
 - The location of the incident
 - General description of the seizure situation
 - Your name and contact information
2. Speak calmly and reassuringly.
3. Don't hold the person down or try to stop his/her movements.
4. Time the seizure with your watch.
5. Clear the area around the person of anything hard or sharp.
6. Look for medical information bracelet or necklace stating "epilepsy" or "seizure disorder"
7. Loosen ties or anything around the neck that may make breathing difficult.
8. Put something flat and soft, like a folded jacket, under the head.
9. Turn him or her gently onto one side. This will help keep the airway clear.
10. Do not try to force the mouth open with any hard implement or with fingers. A person having a seizure CANNOT swallow their tongue. Efforts to hold the tongue down can injure teeth or jaw.
11. Do not attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.
12. Stay with the person until the seizure ends naturally. Be friendly and reassuring as consciousness returns.
13. After convulsions have passed, keep the person at rest, with the head positioned to allow for drainage in case of vomiting.
14. Provide the person privacy. Try to keep onlookers at a distance.

Non-Convulsive Seizures

If someone has the kind of seizure that produces a dazed state and automatic behavior:

1. Call EMU Public Safety at 734.487.1222 and provide information on the incident.
2. Watch the person carefully.
3. Speak quietly and calmly.
4. Guide the person gently away from any danger, such as a steep flight of steps, a hot stove or other nearby hazard.
5. Don't grab hold of the person unless an immediate danger threatens. Instinct may make them struggle or lash out at the person who is trying to hold them.
6. Stay with the person until full consciousness returns.
7. Provide the person privacy. Try to keep onlookers at a distance.

Minor Injuries/Non-Emergencies

Students

1. In case of a minor injury or illness, students should contact University Health Services for recommendations on appropriate first aid or treatment. University Health Services is located at Snow Health Center: 734.487.1122.

Employees

1. Notify your supervisor immediately after a work related injury or illness occurs.
2. Complete a Report of Employee Occupational Injury form in its entirety and attach additional information or reports (example: police reports, departmental reports, etc.) when applicable.
3. Submit the report to your supervisor and retain a copy for your records.
4. Determine whether or not you require medical treatment.
5. Except in the case of a life-threatening emergency, you must seek medical treatment at one of the following clinics designated by EMU.

<p>Washtenaw Urgent Care 3280 Washtenaw Avenue Ann Arbor, MI 48104 (734) 389-2000 8:00 am – 10:00 pm - 7 days/week</p>	<p>Western Wayne Urgent Care 2050 Haggerty Rd. Suite 140 Canton, MI 48187 (734)259-0500 8:00 am – 8:00 pm – 7 days/week</p>	
<p>Brighton Urgent Care 2300 Genoa Business Park Suite 120 Brighton, MI 48114 (810) 844-0400 8:00 am – 10:00 pm 7 days/week</p>	<p>Novi Urgent Care 44000 W. 12 Mile Rd. Suite 101 Novi, MI 48377 (248) 374-3595 9:00 am – 9:00 pm 7 days/week</p>	<p>Dundee Urgent Care 100 Powell Drive Suite 8 Dundee, MI 48131 (734) 823-5900 9:00 am – 9:00 pm 7 days/week</p>
<p>After Hours Only: St. Joseph Mercy Hospital 5301 McAuley Drive Ypsilanti, MI 48197</p>		

Emotional Emergencies

Emotional emergency procedures are used if a student or employee of the University attempts suicide, makes a threat or gesture of suicide, harms or attempts to harm him or herself or others, or displays severe emotional or psychological distress. The procedures are implemented with sensitivity to privacy and academic success.

Emotional emergencies include, but not limited to, the following situations:

- There is a clear risk of harm to self or others:
- The individual has inflicted harm to self that a reasonable person would regard as serious.
- The individual is believed to have ingested substance(s) the amount and effect of which are uncertain.
- The individual has threatened harm to self and has been using any alcohol/drugs.
- The individual is unresponsive to stimuli and the extent of self-injury is unknown.
- The individual has already been transported to the hospital before the University is aware of circumstances.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) is available to help students resolve personal difficulties and provide emergency services and crisis intervention. Clinical services are strictly confidential within Counseling and Psychological Services. No information is released without client permission except in very limited circumstances mandated by law.

If you believe you are in danger of hurting yourself or others, or believe your situation is urgent please call CAPS at 734-487-1118 or come to 313 Snow Health Center for an emergency appointment during regular business hours (8am-5pm). We request that you arrive no later than 4:00 PM so that we have time to help you. If you believe that an EMU student is experiencing an emergency, call CAPS at 734-487-1118 for a consultation.

Students may be unfamiliar with Counseling and Psychological Services or have fears about seeing a psychologist/counselor. If you are a staff or faculty member, the following suggestions may help you to refer a student to CAPS:

1. Explain that addressing problems is a sign of strength and provide information about CAPS. Provide our location, hours and services (general counseling information).
2. Inform students that services are professional, confidential and free! Tell students how to schedule an appointment. (You can call 734-487-1118 to have brochures sent to you).
3. If a situation is urgent, you may call and identify the student's name to alert us that the student is being referred.
4. If the problem is an emergency, call EMU Public Safety at 734.487.1222.

If any emotional emergency arises:

1. Call EMU Public Safety at 734.487.1222 to inform them of the emergency if someone is hurt or in immediate danger.
2. Be sure that the following information is provided to the dispatcher:
 - The age and gender of the victim. If you are unsure of the victim's age, estimate.
 - The location of the victim.
 - The nature of the medical emergency and whether or not the victim is conscious and breathing.
 - Any other pertinent information, such as events leading up to the emergency or known past medical history of the victim.
3. Have someone remain with the individual at all times unless doing so would put that person or others at risk of harm.
4. If your response puts yourself or others in potential danger, do not approach the individual. Send bystanders away and wait from a safe distance for the police to respond.

After 5:00 PM and on the weekends:

1. Call EMU Public Safety at 734.487.1222 or 911 if someone is hurt or in immediate danger.
2. Go to a local emergency department. St. Joseph Mercy Hospital: 734-712-5637
3. Psychiatric Emergency Services, University of Michigan Hospital: 734-996-4747
4. Call CAPS at 487-1118 for after-hours crisis counseling.
5. Call the National Suicide Prevention Lifeline 1-800-273-8255 (1-800-273-TALK).

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SEVERE THUNDERSTORM

While all thunderstorms are dangerous, the National Weather Service (NWS) considers a thunderstorm severe if it:

- Produces hail at least three-quarters of an inch in diameter.
- Has winds of 58 miles per hour or stronger, or
- Produces a tornado.

Thunderstorms generally occur during the warm months; however, they can occur at anytime during the year. More people are seriously or fatally injured by lightning from thunderstorms than by any other weather condition.

During a storm, stay informed of weather conditions. Have a portable radio available and listen to the local station (WEMU 89.1 FM) for watches/warning issued for the area. The following watches/warnings may be issued:

Thunderstorm Watch: Severe thunderstorms are possible in the area. Watch the sky and stay tuned to WEMU 89.1 FM for additional information. Watches are intended to heighten public awareness and should not be confused with warnings.

Thunderstorm Warning: Severe thunderstorms are occurring. Warnings indicate imminent danger to life and property to those in the path of the storm.

During a Thunderstorm Watch

1. Listen to a NOAA Weather Radio, local radio or television stations for updated information.
2. Be alert to changing weather conditions.

During a Thunderstorm Warning

If Indoors

1. During a storm, remain inside and stay away from windows, water faucets, sinks and bathtubs.
2. Do not use telephones. Unplug computers, televisions and other appliances or equipment that could be damaged by lightning. Electrical energy from a lightning strike can be carried inside on wires and pipes.
3. Avoid the top floors of buildings and areas with windows or glass. Move into inner hallways, stairwells, restrooms, or other areas that are directly supported and relatively free of windows and glass.
4. Avoid areas which may be glass enclosed or have a large unsupported roof.
5. Remain indoors until the warning expires.

If Outdoors

1. Take shelter in substantial, permanent, enclosed structures, such as reinforced buildings. Sturdy buildings are the safest place to be. Avoid unprotected gazebos, rain or picnic shelters, golf carts, baseball dugouts and bleachers.
2. If there are no reinforced buildings in sight, take shelter in a car. Keep car windows closed and avoid convertibles.
3. As a last resort and if no structure is available, go to a low lying, open place away from trees, poles, or metal objects.
4. Avoid tall structures such as towers, tall trees, fences, telephone lines, and power lines. Lightning strikes the tallest objects in an area.
5. Stay away from natural lightning rods, such as golf clubs, tractors and bicycles. Lightning is attracted to metal poles and rods.
6. Have as little contact with the ground as possible. Squat low to the ground. Place your hands on your knees with your head between them. Make yourself the smallest target possible. Do not lie flat on the ground.

If in a Vehicle

1. Pull safely onto the shoulder of the road and stop, making sure you are away from any trees or other tall objects that could fall on the vehicle. Stay in the car and turn on the emergency flashers until the heavy rains subside.
2. Avoid contact with metal or conducting surfaces outside or inside the vehicle. Lightning that strikes nearby can travel through wet ground to your car.
3. Avoid flooded roadways. Look out for flooding at highway dips, bridges, and low areas.

How Far Away is a Thunderstorm?

- Count the number of seconds between a flash of lightning and the next clap of thunder.
- Divide this number by 5 to determine the distance to the lightning in miles.

30/30 Lightning Safety Rule

- Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder.
- Stay indoors for 30 minutes after hearing the last clap of thunder.

SHELTER-IN-PLACE

The term, Shelter-in-Place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. To shelter-in-place is a way to protect students, faculty, staff and visitors by having them remain in their classrooms, offices, residential rooms, or other designated locations.

Taking shelter inside may be in response to an external hazard such as a chemical release from an industrial or transportation accident, police, fire or public health emergencies, or acts of violence.

You must immediately seek shelter in the nearest facility or building (preferably in a room with no windows), if it is safe to do so, when:

1. You hear the outdoor warning sirens.
2. You are directed to do so by emergency personnel.

Shelter-In-Place Guidelines

1. If you are “sheltering” due to a **tornado warning**, immediately go to a safe location in your building.
 - Go to the lowest level of the building, preferably a basement or tunnel. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
 - In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
 - If you encounter an individual with special needs, provide assistance if possible.
 - Try to obtain additional clarifying information by all possible means (e.g. EMU Homepage, text message, radio, e-mail, etc.)
2. If you are “sheltering” due to a **hazardous materials (HAZMAT)** situation, take the following actions:
 - Close all windows and doors.
 - Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
 - If you encounter an individual with special needs, provide assistance if possible.
 - Try to obtain additional clarifying information by all possible means (e.g. EMU homepage, text message, radio, e-mail, etc.)
 - Do not leave until instructed to do so by emergency personnel.

3. If you are “sheltering” due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building if you cannot exit the building.
 - If possible, take refuge in a room that can be locked. If unable to lock the door secure it by any means possible.
 - The room should provide limited visibility to anyone that is outside of it.
 - Use available concealment options and create a barricade.
 - After getting to a safe location and without jeopardizing your safety, try to obtain additional information by all possible means (e.g. EMU Homepage, text message, radio, e-mail, etc.).

SUSPICIOUS LETTER OR PACKAGE

The following guidelines are intended to help identify suspicious letters or parcels and to provide procedures to follow in the event of receiving suspicious mail.

If you receive a suspicious letter or package:

1. Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
2. Do not shake or bump the package or letter.
3. Isolate the package, placing it in a sealable plastic bag, if available.
4. Calmly alert others in the immediate area and leave the area, closing the door behind you.
5. Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.
6. Call EMU Public Safety at 734.487.1222 or 911.
7. Wait for Public Safety to respond. Do not leave the building unless instructed to do so by EMU Public Safety personnel.

The infographic is divided into four quadrants by a central illustration of a suspicious package and letter. The top half contains four numbered instructions: 1. Handle with Care, Don't shake or bump; 2. Isolate and look for indicators; 3. Do NOT open, smell or taste; 4. Treat it as suspect, Call 9-1-1. The central illustration shows a brown cardboard box with a green stain, a white envelope with a red stamp, and a return address label. Red arrows point from various signs of suspicion to these items. The bottom half lists signs of suspicion: Excessive Tape or String, Stains on Wrapper, Lopsided or Uneven, Rigid or Bulky, Strange Odor, Funny Noises, Foreign Postmark, Excessive Postage, Bad type or Handwriting, No Return Address, Restrictive Label, Wrong Name, Misspelled Words, Wrong Title with Name, and Title Only / Wrong Title. The source is cited as FBI.

1 Handle with Care
Don't shake or bump

2 Isolate and look
for indicators

3 Do NOT open,
smell or taste

4 Treat it as suspect
Call 9-1-1

Excessive Tape or String

Stains on Wrapper

Lopsided or Uneven

Rigid or Bulky

Strange Odor

Funny Noises

Foreign Postmark

Excessive Postage

Bad type or Handwriting

No Return Address

Restrictive Label

Wrong Name

Misspelled Words

Wrong Title with Name

Title Only / Wrong Title

Source: FBI

Suspicious Letter or Package

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TORNADO

A tornado is a violent rotating column of air extending from the base of a thunderstorm down to the ground. Tornado intensities are classified between the ratings of F0 (weakest) to F5 (strongest). Tornadoes are capable of completely destroying well made structures, uprooting trees and hurling objects through the air. Although severe tornadoes are more common in the Plain States, tornadoes have been reported in every state.

The National Weather Service (NWS) issues several statements to notify the general public of potential and imminent weather-related hazards. These advisories are typically posted and announced on television, radio and internet and are specific to individual counties. Departments should have a portable radio available and listen to the local station (WEMU 89.1 FM) for watches/warnings issued for the area. The following watches/warnings may be issued:

Tornado Watch – A watch issued by the National Weather Service (NWS) that weather conditions are favorable for possible formation of tornadoes. When a tornado watch is issued, EMU Public Safety will monitor the National Weather Service for updates.

Tornado Warning – A tornado warning means that a tornado has been spotted or that Doppler radar indicates a thunderstorm circulation which can spawn a tornado. When a tornado warning is issued, Washtenaw County will sound a three-minute continuous tornado siren.

Remember, tornadoes occasionally develop in areas in which a severe thunderstorms watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.

During a Tornado Watch

1. Stay tuned to local media, WEMU radio (89.1FM), and other sources for weather alerts and emergency information.
2. Be prepared to take shelter. Get together supplies you would want to take to a storm shelter area if a tornado warning is issued.
3. If you see any rotating funnel-shaped clouds, report them immediately by telephone to EMU Public Safety at 734.487.1222.

During a Tornado Warning

If Indoors

1. Move to the shelter areas in your building. These areas are posted in most buildings and are listed in the Building Emergency Plan.
2. If you do not know the designated tornado shelter area, go to the basement or to an inside hallway at the lowest level of the building.

3. If a basement is unavailable, get under a piece of sturdy furniture such as a heavy desk or table on the ground level of the building. Use your arms to protect your head and neck.
4. If time permits, take a flashlight, first aid kit, radio, and your personal belongings (laptops, purses, book bags, etc.). **DO NOT delay going to shelter in order to search for these items.**
5. Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums.
6. Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you.

If Outdoors

1. If you are outside when you hear the warning notification, seek inside shelter, preferably in a steel framed or concrete building.
2. If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb, or ravine away from power lines, buildings and trees.
3. Be aware for the potential for flash flooding.

If In a Vehicle

1. If you are in your automobile and you see a tornado coming, don't try to out-run it.
2. If no building is available, get out of the car and get in a low area such as a culvert, drain pipe or ditch.
3. Do not get under a bridge or overpass; people have been killed from flying debris funneled through the opening under the bridge.
4. If you are staying in your car, attempt to drive at right angles to the tornado to get out of its path.

All Clear Notification

An "All Clear" notification will not be issued until verification by the National Weather Service that the warning has been canceled for the area.

After a Tornado Strike

1. Remain calm and listen for information and instructions from emergency personnel.
2. Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call EMU Public Safety at 734.487.1222 or 911 for assistance.
3. Stay away from power lines and puddles with wires in them; they may still be carrying electricity.
4. Watch your step to avoid broken glass, nails, and other sharp objects.
5. Stay out of any heavily damaged houses or buildings; they could collapse at any time.
6. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.

Utility Failure

Power Outage

1. Remain calm, as most power failures are only momentary outages.
2. Visually determine if the power outage is restricted to a small area, such as a room or floor, or to the building. Report the power outage immediately to Physical Plant at 734.487.3380.
3. Turn off all electrical equipment and appliances (leave lights on).
4. 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 if a danger may be created by the return of power at a later time.
5. If the building is dark, remain in a safe location until emergency lighting is available to allow you to safely move in the area. Emergency lighting will provide sufficient lighting, but only for a period of about 30 minutes, to safely evacuate a building, but it may not be sufficient to continue normal operations.
6. Do not try to correct the problem or turn any equipment back on until authorized.
7. Check elevators, washrooms, stairways or dark rooms for stranded individuals.
8. Buildings should be evacuated when no emergency lighting is available or for prolonged power outages. Once evacuated, the building exterior doors should be locked.

Steam Leak

Steam can cause severe burns and displace oxygen and the moisture created by the steam can set off fire alarms. Only professional staff should manage a steam leak.

1. If a steam leak is detected, evacuate and keep people out of the area.
2. Call EMU Public Safety at 734.487.1222 to report the problem and location.
3. If it is safe to do so, close the door to isolate the area.
4. Moisture sensitive equipment should be moved or protected only if it can be done safely.

Natural Gas Leak

In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless chemical called mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or a skunk. If you suspect a natural gas leak:

1. Keep people out of the area and evacuate the area if necessary, especially if there is a chance of an explosion. Do not use the fire alarm. Use room-to-room verbal communication to notify others of a leak.
2. Report any suspected leaks to Physical Plant at 734.487.3380 between 7am-5pm, or to EMU Public Safety at 734.487.1222 or 911.
3. Never light a match or lighter.
4. Leave electrical devices alone. **DO NOT SWITCH ON OR OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
5. **DO NOT USE ELEVATORS.**

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WORKPLACE VIOLENCE

In any situation where you feel threatened or an actual assault has occurred; call 911 immediately!

The probability is very low that any single individual will be involved in a violent workplace incident leading to serious injury. Still, prevention is critical and early intervention helps prevent more serious acts. Although not every incident can be prevented, many can, and the severity of injuries sustained by employees can be reduced.

The definitions provided here are intended to assist individuals in identifying disruptive behavior that should be reported so that it can be promptly and effectively addressed.

- **Workplace violence** - the National Institute for Occupational Safety and Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty."
- **Disruptive behavior**— disturbs, interferes with or prevents normal work functions or activities. Examples: yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
- **Threatening behavior** - includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property, ["You better watch your back" or "I'll get you"] as well as implicit threats ["you'll be sorry" or "this isn't over"].
- **Violent behavior** - includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent [e.g., throwing things, pounding on a desk or door, or destroying property], or specific threats to inflict physical harm [e.g., a threat to shoot a named individual].

Response to Disruptive Behavior (No Threats or Weapons)

1. Assess whether the individual seems dangerous. If in your best judgment he/she is upset but not a threat, set limits and seek assistance as necessary.
2. If possible, do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible.
3. Leave the door open or open a closed door, and sit near the door. Be sure a co-worker is near to help if needed.
4. Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the person to describe the problem.
5. NEVER touch the individual or try to remove him/her from the area. Even a gentle push or holding the person's arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.
6. Do not mention discipline or the police if you fear an angry or violent response.
7. If the situation escalates, find a way to excuse yourself, leave the room/area and get help.

Response to Threatening/Violent Behavior (Threats and/or Weapon)

1. If an individual makes threats of physical harm toward you, others, or him/herself; has a weapon; or behaves in a manner that causes you to fear for your own or another's safety. **Immediately call or have someone call for you EMU Public Safety at 734.487.1222 or call 911.**
2. Do not attempt to intervene physically or deal with the situation yourself.
3. Get yourself and others to safety as quickly as possible.
4. If possible, keep a line open to police until they arrive. The more information the police receive, the more likely they can bring a potentially violent situation to a safe conclusion.
5. If shots are fired:
 - Remain calm.
 - Put distance between yourself and the offender. Make use of shielding if possible i.e., desk, filing cabinet, etc. between you and the suspect.
 - If possible, keep an escape route behind you.
 - If the offender leaves your area, lock your door immediately. Remain in the area (unless your safety is in jeopardy), and await further instructions from authorities.
 - If flight is impossible and there are no other options, make a personal choice to fight back.
 - Wait for the "all clear" instruction to be issued by EMU Public Safety.