

# EMERGENCY RESPONSE PLAN

4th Edition



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MONROE COUNTY  
COMMUNITY COLLEGE

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## Introduction

### **Monroe County Community College Emergency Response Plan**

The personal safety of every student and employee of Monroe County Community College is of primary importance. The College is committed to plans which deal with natural and manmade crises, safety issues, and personal illness and injury incidents. Prior planning can reduce negative outcomes of an emergency event and can assist staff in dealing with unexpected emergencies.

These procedures are intended to provide direction and guidance to staff members in the event of an emergency situation. Please remember that the specifics and uniqueness of any situation may require separate action, but in all cases, caution and common sense should prevail.

MCCC strives to be forthright and timely in its communication with the College community, the media and the public at large, regarding any emergency. Decisions regarding this communication will be guided by due concern for the right to privacy, legal liability, and the public's legitimate right to be informed. All media and public inquiries will be referred without comment to the Vice President of Administration, who will articulate the College's position and offer a public statement.

The College also strives to protect the confidentiality of all individuals. However, exceptions to confidentiality may occur in situations where individuals are thought to be in danger to themselves or others; where records are subpoenaed; or where the law requires reporting.

### **Building Occupant Responsibilities**

As a building occupant, it is your responsibility to be familiar with this plan. If you have any questions, consult the Director of Campus Planning and Facilities or the Director of Human Resources.

As you read this document, pay particular attention to procedures and guidelines that affect your position and/or building. Become familiar with the proper procedures for emergency notification, evacuation, and severe weather.

Periodically, refresh your memory on the placement of fire extinguishers, pull stations, Automatic External Defibrillators (AED), and your building's in-place shelter.

## Resource List

A number of facility programs and service organizations are available to help maintain and promote a safe and healthful work environment for MCCC. A list of telephone numbers is provided below.

### MCCC

<b>Campus Security</b> .....	734-457-6007 734-735-9401 cell
<b>Vice President of Administration</b> ..... Emergency Response Plan Contact/Spokesperson	734-384-4206
<b>Director of Campus Planning &amp; Facilities</b> ..... Emergency Response Plan contact	734-384-4249
<b>Vice President of Student &amp; Information Services</b> ..... Incident Commander – Violent Threat Management Plan	734-384-4224
<b>Switchboard - emergency line</b> ..... Non-emergency	734-242-4380 “0” or 734-242-7300
<b>Director of Marketing &amp; Communications</b> ..... Spokesperson	734-384-4207

### Monroe County

<b>Central Dispatch</b> ..... Emergency Communications for Police, Fire & Medical Emergencies Non-emergency .....	911 734-243-7070
<b>Monroe County Emergency Management Department</b> .... Disaster preparedness, public warning, weather, etc.	734-240-3135
<b>Monroe County Environmental Health</b> ..... Chemical and environmental topics	734-240-7900



## Emergency Notification

Throughout this document you will find that different emergency situations require obtaining assistance through different people. Monroe County Community College emergency notification staff includes the Switchboard Operator, Campus Security, Maintenance, and Boiler Room Operators. These groups of people are specially trained to handle certain Campus emergencies, however, some emergencies require a quick response and you will need to **call 911**.

When you **call 911**, you will be connected to Monroe County Central Dispatch. Call from a safe location and remember to:

- Stay calm
- Be prepared to answer the following questions:
  - ✓ Where is the emergency located?
  - ✓ What is the emergency? (fire, medical, hazardous material, etc.)
  - ✓ How did it happen?
  - ✓ When did it happen?
  - ✓ Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

Remember to dial **911** when using a Red Courtesy Phone or other campus phone. Please see Appendix C for locations of Red Courtesy Phones.

### **Other Things to Remember in an Emergency:**

- Trust your instincts. If something does not look or feel right, take the time to figure out what is bothering you.
- Follow plans for emergency responses. They were developed to protect you and others as much as possible.
- Remember that speed of action is an important factor in having a positive outcome in an emergency.

### **Incident Reporting**

Reports of all accidents, injuries or unusual incidents should be given to your immediate supervisor. A Claim/Incident Report needs to be completed (Appendix E), which are available at the Switchboard, Administration Office, and the Human Resources Office. The report should be completed within 24 hours of the incident, and sent to the Human Resources Office.

## General Evacuation Guidelines

In an evacuation, all occupants (faculty, staff, students and visitors) are to go to an Emergency Assembly Area (EAA). An EAA is a pre-designated safe location near a building where building occupants assemble.

When evacuating your building or work area:

- Stay calm, do not rush, and do not panic. Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

### **Evacuation Alarm**

In an evacuation, you will hear two (2) sirens followed by three (3) recorded announcements. The announcer will say: "Attention. Attention. Attention. An emergency situation has been detected in this building. Proceed to the nearest exit and leave the building. Do not reenter the building until directed to by the proper authorities." Following the third announcement you will hear a series of beeps.

### **Emergency Assembly Areas (EAA)**

Each building has an emergency evacuation map, which labels the Emergency Assembly Area. It is imperative to take the time to orient to the plan and do a trial run. Faculty and staff will be in charge of evacuation of students and visitors in an emergency. Do not take this responsibility lightly. Please see Appendix H for campus map and building floor plans.

<u>Building</u>	<u>Location</u>
Administration Building	Parking Lot #4, away from Physical Plant
Career Technology Center	Parking Lot #3, near handicap parking
East Technology Building	Parking Lot #5, near service drive
Health Education Building	Parking Lot #1, near north campus entrance
La-Z-Boy Center	Parking Lot #2, near main campus entrance
Learning Resources Center	Parking Lot #7, toward south campus entrance
Life Science Building	Parking Lot #2, near main campus entrance
Physical Plant	Parking Lot #3, near handicap parking
West Technology Building	Parking Lot #6, near service drive
Whitman Center	Parking Lot
Secondary Sites	Entrance Signs by each driveway on Raisinville Rd

## Evacuation Guidelines for People with Disabilities

Evacuating a disabled person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

In All Emergencies After An Evacuation Has Been Ordered:

- Evacuate people with disabilities first, if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or power failure. If the situation is perceived to be life threatening, **call 911**.
- Attempt a rescue evacuation ONLY if you feel qualified or the person is in immediate danger and cannot wait for professional assistance. There is a Good Samaritan Law in the State of Michigan.
- Two or more individuals, if available, should conduct the evacuation.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving 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.

The following guidelines are general, and may not apply in every circumstance:

- DO NOT evacuate disabled people while in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Before attempting an evacuation, the volunteer rescuers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the volunteer rescuers' backs.
- If a power outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light. During regular business hours, Campus Security should be notified so they can advise emergency personnel.

**Blindness or Visual Impairment:**

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instruction or information (i.e. elevators cannot be used).

**Deafness or Hearing Loss:**

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing towards exits or evacuation maps.

**Mobility Impairment:**

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safe area*, e.g., enclosed stairwells or an office/classroom with the door shut and no windows, which is a good distance from the hazard and away from falling debris.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The fire department may determine that it is safe to override the rule against using elevators.
- **If people are in immediate danger and cannot be moved to a safe area to wait for assistance, it may be necessary to evacuate them using a flexible stretcher or an evacuation blanket from Rescue Cabinets, located on second floors and/or basements of buildings near the stairwells.**

## In-place Shelter Guidelines

There are occasions when the option to evacuate the area is not considered safe (e.g., a time constraint, or when evacuation would subject you to greater risk such as a tornado). Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location is the preferred method of safely waiting out an emergency of this type. In-place sheltering usually lasts no more than 1-2 hours.

What to do when asked to shelter in-place:

- Remain calm.
- Report to your designated in-place shelter.
- If you are outdoors go inside immediately.
- **Call 911** ONLY if you are reporting an immediate life-threatening situation.
- Do not attempt to get your children from their school or day care center.
- You will be informed when it is safe to leave the shelter.

<u>Building</u>	<u>Location</u>
Administration Building	The Cellar
Career Technology Center	Classrooms T152, T163, T165, Restrooms
East Technology Building	Classrooms E102, E120
Health Education Building	Multipurpose Room
La-Z-Boy Center	Conference Rooms Z271, Z 272
Learning Resources Center	Basement
Life Science Building	Classrooms L143, L145, (overflow L161)
Physical Plant	Carpenter Shop
West Technology Building	Basement/Classroom W161
Whitman Center	Restrooms/Art Storage Room/Business Learning Lab

**Rescue Cabinets near or in the shelter include blankets (for fire and transport), flashlight, and gloves.**

## Fire

When there is a fire in your work area or building:

- If you have been trained and are able to safely extinguish the fire, do so. However, make sure that you have a safe exit from the fire area.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm.
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (see Appendix C). A building occupant is required by law to evacuate the building when the fire alarm sounds.
- On your way out, warn others nearby. Check classrooms, close doors and windows if time permits. Everyone (all employees, students, and visitors) must evacuate a building through the normal evacuation route when an alarm sounds. No exceptions allowed for any reason.
- For those who need assistance, provide it. Get help to use carriers located on the second floor and/or basement of a building to carry those who are disabled. Carriers may also be used to drag someone to safety.
- Move away from fire and smoke. Continue to close doors and windows if time permits. Touch closed doors carefully do not open them if they are hot.
- Use stairs only; do not use elevators!
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Never attempt to operate fire alarm panels. Do not attempt to silence or clear an alarm. The Maintenance Department will work with the Fire Department to clear all emergencies.

### **Fire Alarm**

In the case of a fire, you will hear two (2) sirens followed by three (3) recorded announcements. The announcer will say: "Attention. Attention. Attention. An emergency situation has been detected in this building. Proceed to the nearest exit and leave the building. Do not reenter the building until directed to by the proper authorities." Following the third announcement you will hear a series of beeps.

The Maintenance Department maintains fire extinguishers, fire alarm systems and fire sprinkler systems. Please report any tampering/questionable function with extinguishers to the Maintenance Department as soon as it is noticed. Periodically, refresh your memory on the placement of fire equipment and alarms in your building.

## Campus Medical Emergency Procedures

In any emergency situation, act in a reasonable and prudent manner to address the safety and well-being of others and yourself.

The following instructions apply to various illness or injury situations.

When an individual requests professional medical help, or it is your opinion that professional help be summoned send staff member/student to **call 911**.

**After calling 911** contact the **Switchboard Operator by dialing emergency line x4380 (734-242-4380), or "0," main line 734-242-7300**, and inform them of the situation. The Operator will then have the necessary information if the ambulance driver calls the College for location and directions. The Operator will also contact Campus Security who will go to the scene of the incident to provide assistance. If the Operator is unavailable, **contact Security at x6007 (734-457-6007), cell 734-735-9401**.

In the event an individual has a cardiac emergency, an Automatic External Defibrillator (AED) may need to be used. It should be done so by someone trained in its use. **After calling 911**, perform CPR until the AED arrives and/or is ready to use. Follow the directions on the device and listen for its prompting. Continue until professional medical help arrives. Please see Appendix C for a list of AED locations. Periodically, refresh your memory on the placement of the AED in your building.

While waiting for help to arrive, care should be taken to keep the person's airway clear. Restraint should be used only to prevent injury. If the individual is having a seizure or is thrashing about, move furniture out of range rather than trying to hold down the limbs.

Care should be taken to avoid blood or body secretions if at all possible. Do not clean up vomit, saliva, or blood, but rather wait for maintenance to clean appropriately.

Should exposure to blood or body secretions occur, wash the area with soap and warm water immediately (flush if in the mouth, ears, eyes, etc.). Report this exposure to your immediate supervisor so that follow-up action can be taken. The exposure will require a Claim/Incident Report.

**Employees are covered through the Workers' Compensation benefit. Treatment for such injuries takes place at Corporate Connection, Promedica Monroe Regional Hospital, 901 N. Macomb St., Suite 1, Monroe, MI, 48161, 734-240-4150.**

## Classroom Medical Emergency Procedures

If a faculty member encounters a medical emergency in the classroom, the faculty member should follow the above instructions which may apply to various illness or injury situations.

The faculty member should not provide medical assistance to the ill or injured student unless the faculty member has appropriate training.

### **Sudden Illness**

A student who becomes ill in the classroom should be excused from class if it seems safe to allow the student to leave. Another student or the instructor should accompany the ill student to seek help if necessary.

Should students be incapacitated in any manner, they should be kept as safe and as comfortable as possible until assistance is obtained. Based on the circumstances, the instructor should have a responsible student **call 911** and the **Switchboard Operator emergency line x4380 (734-242-4380), or "0," main line 734-242-7300**, and inform them of the situation. The Operator will also contact Campus Security who will go to the scene of the incident to provide assistance. If the Operator is unavailable, **contact Security at x6007 (734-457-6007), cell 734-735-9401.**

While waiting for help to arrive, it is up to the faculty's discretion whether to cancel the remainder of the class or ask the other students to leave the room for a break. Once the emergency has been dealt with, students must not be allowed to return to the classroom until Maintenance has properly cleaned up the area if it has been exposed to the victim's blood or body secretions. If need be, the instructor should move the class to another classroom.

**Under no circumstances should a faculty member transport a sick or injured student to the hospital or request that a student do so for a fellow student.**



## Campus/Classroom Emergency

<u>CONTACT</u>	<u>IN-PLACE SHELTERS</u>
<p><b>911 from Campus Phone</b></p> <p><b>Switchboard</b>            x4380 Emergency Line from            Campus Phone            734-242-4380 Emergency Line            "0" from Campus Phone            734-242-7300 Main Line</p> <p><b>Security</b>            x6007 from Campus Phone            734-457-6007            734-735-9401 Cell Phone</p>	<p>Administration Bldg            The Cellar</p> <p>Career Technology Center            Classrooms T152, T163, T165, Restrooms</p> <p>Learning Resources Center            Basement</p> <p>East Technology Bldg            Classrooms E102, E120</p> <p>Health Education Bldg            Multipurpose Room</p> <p>La-Z-Boy Center            Conference Rooms Z271, Z272</p> <p>Life Science Bldg            Classrooms L143, L145, overflow L140</p> <p>Physical Plant            Carpenter Shop</p> <p>West Technology Bldg            Basement, Classroom W161</p> <p>Whitman Center            Restrooms, Art Storage Room, Business            Learning Lab</p>

## Automated External Defibrillator (AED) Guidelines

### **Purpose**

The purpose of the Monroe County Community College (MCCC) External Defibrillator (AED) Program is to develop a process that will contribute to a well-organized and effective emergency response plan for cardiac arrest victims, by providing inspections and support of AED units within the college campus. An AED is used to treat victims who experience sudden cardiac arrest. (SCA)

### **Sudden Cardiac Arrest (SCA)**

A condition where the heart stops beating suddenly and unexpectedly, often due to a disturbance in the heart's electrical system called ventricular fibrillation.

### **Good Samaritan Law**

Act 17 of 1963 was passed to relieve certain persons from civil liability when rendering emergency care, when rendering care to persons involved in competitive sport under certain circumstances, or when participating in mass immunization programs approved by the department of public health. MCL 691.1504 adds the rendering of cardiopulmonary resuscitation (CPR) and use of AED. Act No. 173 amending The Michigan Good Samaritan Law does not stipulate training as it relates to the use of an AED. This law states in part *“an individual who having no duty to do so in good faith voluntarily renders emergency services to another individual using an AED and/or CPR to another individual is not liable in civil action for damages resulting from an act or omission in rendering emergency services except if the person's actions constitute gross negligence or willful and wanton misconduct.”* Should circumstances arise when Trained Rescuers/Rescuers are not available, it is the recommendation of the MCCC AED Program that intervention with an AED should take place if possible by any available, willing person.

### **Policy**

AEDs shall be maintained on the premises of designated facilities in the MCCC Main Campus and at the MCCC Whitman Center. The maintenance and use of these devices shall be in compliance with current standards for AED use.

### **Procedure**

The type of devices, intended use areas, plan for maintenance and testing, and location of the device on the premises shall be monitored by the Maintenance Department and documented in the department records.

### **Location, Types, and Testing of AEDs**

AEDs shall be stored and placed in accordance with the manufacturer's recommendations and American Heart Association guidelines. Prominent signage will be placed above the AED cabinet.

An inventory of AED locations will be maintained by the MCCC Maintenance Department and included in the MCCC Emergency Response Plan.

Each AED will be tested according to manufacturer's recommendations, battery and pads replaced as needed, and documentation of the check shall be maintained with the Maintenance Department records. Documentation shall record the date and type of maintenance/testing and signature of the person performing the maintenance/testing.

### **Corrective Action for Deficiencies**

Any deficiency identified will be immediately brought to the attention of the Maintenance Department supervisor, who will decide, on a case by case basis, what action should be taken to correct the deficiency.

All deficiencies in machine performance shall be handled on a case by case basis with the assistance of the manufacturer's representative if necessary. A deficiency does not include low batteries that are in need of replacement. When a low battery is indicated on a unit, the batteries shall be replaced in a timely manner.

If a machine is found to be malfunctioning, the Maintenance Department will place the AED unit out of service until it can be repaired or replaced.

### **Follow up procedure after AED use**

1. If an AED is ever used, an event summary form will be completed by the responders using the MCCC Claim/Incident Form. The original will be sent to the Human Resources Department and a copy to the Maintenance Department.
2. An Incident Debriefing session by a trained provider to evaluate the incident may be held at the request of the initial responders and trained AED users involved in the incident. This request would go through the Human Resources Department.
3. The AED will be checked and put back in the state of readiness per the American Heart Association and manufacturer's recommendations by the Maintenance Department.

## **Reporting Accidents/Injuries**

### **Reporting Injuries/Accidents Involving Non-Employees**

If a non-employee, including students (other than student assistants) and members of the public is injured or involved in an accident while at the College, the incident should be reported to the Vice President of Administration's Office immediately. A staff member present at the incident or receiving a report of the incident must complete a Claim/Incident Report.

An incident is defined as any event, occurrence, or condition that has caused or could cause bodily injury, property damage, or potential liability to the College. Each injury or accident is unique due to the individuals involved, the circumstances surrounding the incident, and whether someone was injured. Although an incident appears trivial, it should be reported. A Claim/Incident Report provides timely and needed information that may be needed for future College defense. In addition, the report can identify high risk areas, allowing a procedural or physical correction to be made before a serious accident occurs.

Claim/Incident Report forms are available at the Switchboard, the Administration Office, and the Human Resources Office.

### **Reporting Injuries/Accidents Involving Employees**

If an employee (including a student assistant) is injured at work, the employee should report the accident to the Human Resources Office immediately. Human Resources will complete a Claim/Incident Report and give authorization to the employee to be treated by the workers' compensation physician, Corporate Connection, Promedica Monroe Regional Hospital. A workers' compensation claim will be submitted by Human Resources to the college's workers' compensation insurance carrier for review and handling.

The Michigan's Workers' Compensation Act states that an "injury must arise out of and in the course of" employment. There are special circumstances and exceptions to every injury; however, the following generally applies:

- Injuries at work are usually covered
- Injuries while on business travel for the College may be covered
- Injuries while traveling between College premises may be covered
- Injuries occurring during lunch breaks while on College premises may be covered
- Injuries that occur while going to and from work are usually not covered
- Injuries resulting from intentional or willful conduct are usually not covered
- Injuries resulting from activities that are primarily social or recreational are usually not covered
- Injuries occurring during lunch breaks away from College premises are usually not covered unless on College business

### Civil Demonstration/Disturbance

If a demonstration occurs at MCCC, people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, contact the **Switchboard Operator by dialing emergency line x4380 (734-242-4380) or "0," main line 734-242-7300**. You may also call **Campus Security at x6007 (734-457-6007), cell 734-735-9401**.

If a disturbance seems to threaten the occupants of the building, report it immediately to Monroe County Central Dispatch by **calling 911**, and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If directed by authorities, evacuate the building.
- If evacuation occurs, meet at the location designated as the building Emergency Assembly Area (EAA) and wait for additional instructions (see Appendix C).
- Go to the secondary EAA site if the first EAA is located near the civil disturbance.

**Violent Threat Management Plan (VTMP)**  
**REMEMBER...YOUR ACTIONS WILL INFLUENCE OTHERS**

**Violent Threat Team**

Responding Police Office/Quick Action Deployment Squad  
Vice President of Student & Information Services/Cabinet  
Security Staff  
Director of Campus Planning & Facilities  
Vice President of Administration  
Director of Human Resources  
Whitman Center Administrator  
President of the Faculty Association  
President of the Maintenance Association  
Chair of the Support Staff Advocates  
Executive Assistant to the President & Board of Trustees

**Emergency Operation Center**

Any location on or near campus, a safe distance from threat and equipped with the essentials for communication.

**Purpose**

1. Assure continuing personal safety for employees, students, and visitors
2. Provide emergency response services as soon as possible
3. Provide factual information quickly and accurately
4. Minimize disruption to operations and services

**Activation**

Notification of a violent threat (except a bomb threat) that creates the potential for major injuries or fatality.

- **Call 911**
  - Describe the nature of the incident
  - Give location
  - Give description of person(s) involved
  - If you cannot speak leave the line open, do not hang up
- Call the **Switchboard Operator at x4380 (734-242-4380) or by dialing "0"** from a campus telephone or **734-242-7300** from a cell and inform them of the situation.
- Notify **Campus Security at x6007 (734-457-6007) or cell 734-735-9401**, Whitman security/maintenance cell 734-770-2553. If unavailable, contact VP of Student and Information Services at 734-735-5536 or 734-384-4224.

### **Guidance for Faculty, Staff, and Students**

In general, how you respond will be dictated by the specific circumstances of the threat, bearing in mind that no two situations are alike. If you find yourself in a threatening situation, use these guidelines to help you plan a strategy for survival.

#### **If a violent threat occurs:**

- Do not pull the fire alarm. The alarm would signal building occupants to evacuate and could place them in danger.
- Secure the immediate area
- Close doors, windows, blinds, etc.
- Lock or block the door using anything available
- Turn off all lights
- Get everyone on the floor and away from doors and windows
- After securing location, remain calm and quiet
- Do not leave secure area until directed by proper authorization
- If you find yourself in an unsecured area, seek protection in the closest safe area

#### **If you decide to evacuate:**

- Make sure you have an escape route
- Do not attempt to carry anything
- Move quickly keeping your hands visible
- Do not run in a straight line
- Keep any objects you can between you and the threat
- Follow the instructions of any police officers you may encounter
- If you know where the threat is, tell the officers
- Do not attempt to move severely injured; instead, notify authorities of their location
- Do not try to drive off campus, remain in designated assembly areas until directed by the proper authorities

#### **Law Enforcement Response**

- Campus Security will brief Police Officers and assist where needed
- Police Officers will locate, contain, and stop the threat
- Secure Campus Entrances
- Police Officers will engage the assailant(s) initially – responding officers will not treat or evacuate the injured
- When the threat is contained, officers will begin treatment and evacuation
- After incident, investigation begins

## **Violent Threat Team Membership and Their Responsibilities**

### **Vice President of Student and Information Services/Cabinet**

- Will serve as Incident Commander and will assemble the Violent Threat Team
- Liaison to law enforcement and other emergency responders and security
- President/VP's assist where necessary

### **Security Staff**

- Assist emergency personnel where necessary
- Assist VP Student Services with threat management

### **Director of Campus Planning & Facilities**

- Provide drawings/blueprints and building information
- Assist emergency personnel where necessary

### **Vice President of Administration**

- Monitor the situation
- Coordinate communication and response
- Serve as Administrative Liaison

### **Director of Human Resources**

- Contact the Crisis Incident Stress Management Team
- Assist CISM where necessary

### **MCCCF A President/MCCCMA President/Chair Support Staff Advocates**

- Assist where necessary
- Serve as respective Employee Group Liaison

### **Whitman Center Administrator**

- Assist where necessary
- Communicate with Violent Threat Team from extension center

### **Executive Assistant to the President & Board of Trustees (or other representative)**

- Record all communications and actions

### **Emergency Operations Center (possible locations)**

Assembly area organized in a safe and secure location that is equipped with essential means to communicate internally and externally. For example:

- Audrey M. Warrick Administration/Student Services Building (Building A)
- Gerald Welch Health Education Building (Health Education Office)
- West Technology Building (RCTC Lab)



## Criminal or Violent Behavior

Everyone is asked to assist in making MCCC a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any violation of the law on the MCCC property such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. **Call 911** as soon as possible and give them the following information:

- Nature of the incident;
- Location of the incident;
- Description of the person(s) involved; description of the property involved.

If you witness a criminal act or notice a person(s) acting suspiciously anywhere on College property, immediately contact the **Switchboard Operator at emergency line x4380 (734-242-4380) or "0," main line 734- 242-7300**. You may also call **Campus Security at x6007 (734-457-6007), cell 734-735-9401**.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same. If you believe there is a need to have campus security called immediately to your work station, but because of the situation you are unable to request assistance in a direct manner, you should:

1. Make up some excuse or reason for you to use the phone, such as informing the individual that they must excuse you for a second because you need to leave a message for someone who was coming in to see you.
2. Call the Switchboard Operator and state:
  - Your name and from where you are calling
  - "Would you please inform **"Dr. Monroe"** that I will have to get back to her?" (or some other message using the name **"Dr. Monroe"**)

When the Switchboard Operator receives such a message, they will immediately contact campus security and request immediate assistance. The Switchboard Operator will then attempt to contact other staff members for assistance.

If you believe a situation exists in which you should not even talk on the phone, you may seek assistance by lifting the receiver, push "0" for the Switchboard Operator, and leave the receiver off the phone. If the Operator receives the message it will be interpreted as the "Dr. Monroe" code and acted on, as such. Please remember that, due to the serious nature of the request, your utmost discretion is essential.

Please be informed that buzzers have been installed in the Bookstore, Cashier, and Financial Aid offices to "buzz" the Switchboard if any of these offices need emergency assistance. The buzzer light will read number "3" for Bookstore, "4" for Cashier, and "5" for Financial Aid.

## Terrorism

The Federal Bureau of Investigation (FBI) defines terrorism as the “unlawful use of force against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in the furtherance of political or social objectives”.

Terrorism is divided into two categories:

**Domestic Terrorism** - Involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.

**International Terrorism** – Involves groups or individuals whose terrorist activities are foreign based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.

### **Guidelines to respond to threats of violence by gun, knife or other weapon:**

- Stay calm. Quietly signal for help. Use the code words “**Dr. Monroe**” to the Switchboard Operator or to others at the College to signal the dangerous situation.
- Maintain eye contact.
- Stall for time.
- Keep talking, but follow instructions from the person who has the weapon.
- Do not risk harm to yourself or others.
- If the assailant asks for money or other valuables, give it to him or her.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.

### **Guidelines to respond to a Suspicious Package, Letter or Substance:**

- Do not allow anyone to touch the package.
- Report it immediately to the **Switchboard Operator at emergency line x4380 (734-242-4380), “0,” main line 734-242-7300**, or by calling **Campus Security at x6007 (734-457-6007), cell 734-735-9401**. Report also if possible to your immediate area administrative staff.
- If the package is determined to be suspicious by Campus Security they will call 911.
- If possible, close doors to room or hallway off the affected area preventing persons from entering until law enforcement has arrived.
- Radios and cell phones should not be used in close proximity to the package.
- All persons that have touched the package should wash their hands with soap and water. Do not leave until authorized to do so by law enforcement officials.
- The supervisor will list all names with contact information and provide this information to law enforcement officials, if requested. Once law enforcement officials have responded follow their instructions.

Some typical characteristics of packages postal inspectors have detected which should trigger suspicion are as follows. The package:

- Is unexpected or from someone unfamiliar to you.
- Is addressed to someone no longer with the organization or are otherwise outdated.
- Has no return address, or has one that cannot be verified as legitimate.
- Is of unusual weight, given its size, or is lopsided or oddly shaped.
- Is marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Has protruding wires, strange odors or stains.
- Shows a city or state in the postmark that does not match the return address.

**Guidelines to respond to a telephone Chemical/Biological threat:**

- Do not hang up the phone, keep the phone line open.
- Be calm and courteous, listen do not interrupt
- If the call is received on a line equipped with caller ID, check for the origin of the number and record and report it ASAP.
- Inform the caller that the area is currently occupied and that his or her action may cause serious injury to individuals in the area.

Below are vital questions to ask the caller, *record the answers and exact words* of the caller.

- ✓ What agent is it?
- ✓ When is the agent going to be released?
- ✓ Where is it right now?
- ✓ Did you put it here?
- ✓ What does the device look like?
- ✓ What will trigger the release? Cause it to go off or detonate?
- ✓ Did you make the agent?
- ✓ Why are you doing this?
- ✓ Why are you angry?
- ✓ What is your name, location and phone number?
- Report call immediately to the **Switchboard Operator at emergency line x4380 (734-242-4380) or “0,” main line 734-242-7300.** You may also call **Campus Security at x6007, (734-457-6007), cell 734-735-9401.**

## Bomb Threat

When a person phones in a bomb threat:

- Do not hang up the phone, keep the phone line open.
- Be calm and courteous, listen do not interrupt
- Signal a coworker to pick up an extension and listen to the call, if possible. If the call is received on a line equipped with caller ID, check for the origin of the number and record and report it ASAP.
- Inform the caller that the area is currently occupied and that his or her action may cause serious injury to individuals in the area.

Below are vital questions to ask the caller, **record the answers and exact words** of the caller on the Bomb Threat Checklist (see page 22 and Appendix F).

- ✓ When is the bomb going to explode?
  - ✓ Where is the bomb right now?
  - ✓ What kind of bomb is it??
  - ✓ What does it look like?
  - ✓ Why did you place it?
  - ✓ Where are you calling from?
- 
- Pay close attention to the sound of the caller's voice and any background sounds. Circle appropriately on the Bomb Threat Checklist.
  - Report call immediately to the **Switchboard Operator at emergency line x4380 (734-242-4380) or "0," main line 734-242-7300**. You may also call **Campus Security at x6007, (734-457-6007), cell 734-735-9401**.
  - If instructed to evacuate follow the Evacuations Guidelines on page 3 and take the Bomb Threat Checklist with you.

## Bomb Threat Checklist

Use this form to record all information if you receive a bomb threat call.

**Be Calm, Be Courteous, Listen, and Do Not Interrupt.**

Exact Words of Caller: \_\_\_\_\_  
 \_\_\_\_\_

Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place it? \_\_\_\_\_
6. Where are you calling from? \_\_\_\_\_

### Caller's Voice (circle)

MALE	FEMALE	ADULT	JUVENILE
ACCENT	WELL SPOKEN	IRRATIONAL	INCOHERENT
FOUL	CALM	ANGRY	EXCITED
SLOW	RAPID	SOFT	LOUD
SPEECH IMPEDIMENT	CRYING	NORMAL	SLURRED
UNUSUAL BREATHING	LAUGHTER	NASAL	RASPY
CLEARING THROAT	DEEP	HIGH	DISGUISED
CRACKING VOICE	FAMILIAR	TAPED	

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

Did the caller indicate knowledge of the campus? (Circle one)    Yes    No

If yes, explain: \_\_\_\_\_

### Background Sounds (circle)

STREET NOISES	DISHES	VOICES	PA SYSTEM
MUSIC	HOUSE NOISES	MOTOR	AIRCRAFT
LONG DISTANCE	OFFICE MACHINERY	ANIMAL NOISES	QUIET
STATIC	FACTORY MACHINERY	ON CAMPUS	

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Time Ended: \_\_\_\_\_

**Call Switchboard Operator and Campus Security immediately if someone has not done so.  
 TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.**

## Hazardous Materials

If you are a hazardous material user, you should be trained by your supervisor on the proper use and storage of hazardous materials. This training should include hazard information, location and interpretation of Material Safety Data Sheets (MSDS), proper guidelines for preventing spills, and emergency guidelines when a spill happens.

If as a user, you spill a hazardous material or materials:

- Assess if you have the proper training and protective gear to clean up the spill.
- If not, leave the area of the spill and proceed to a safe location nearby.
- If you are able to clean up the spill, follow proper cleanup guidelines and use proper personal protection. Manage the generated waste as appropriate. Consult with the department supervisor as soon as possible.
- Isolate the spill area to keep everyone away, and post signs as necessary.

If you witness a known hazardous material spill:

- Evacuate the spill site area and warn others to stay away.
- Contact the **Switchboard Operator at emergency line x4380 (734-242-4380) or "0," main line 734-242-7300**. You may also contact the **Chemical Hygiene Officer at x4293 (734-384-4293)** to provide assistance. If the Operator is unavailable, contact **Security at x6007 (734-457-6007), cell 734-735-9401**.
- Contact the department supervisor.
- **Call 911** if you believe the spill may be life threatening.

If the event of a life threatening spill, employees will be notified by overhead speakers (where available); telephones; e-mail; and posted signs on building doors. **It is imperative that employees do not enter or re-enter areas which might be dangerous.**

If you suspect or witness a release of hazardous material to the environment (air, water, ground) **call 911**.

Refer to **Chemical Hygiene Plan** for more detail on exposures and safety concerns, available in the Offices of Human Resources and the Dean of Science/Mathematics.

## Nuclear Power Plant Accident

A nuclear power plant is located in Monroe County. Detroit Edison, in cooperation with state and local officials, has determined that in case of a nuclear emergency the area within a 10-mile radius of the plant is considered an Emergency Planning Zone. MCCC is beyond the 10-mile Emergency Planning Zone of the Fermi II Nuclear Power Plant.

### **General Emergency**

If a large amount of radioactive material is released from the plant, federal, state, local and Detroit Edison officials would take actions to protect the public. You may be asked to go to your designated in-place shelter area or to evacuate.

If in-place sheltering is the protective action recommendation for your area, follow in-place sheltering guidelines on page 4. If evacuation is the protective action recommendation for your area, follow evacuation guidelines on page 3.

The Emergency Alert System (EAS) Station will inform you of which shelters are open and the evacuation routes to take. Federal, state and local officials will notify the community when it is safe for re-entry.

Notification will be provided by the following media:

<u>Method</u>	<u>Radio/Television</u>
WJR (Primary EAS Station)	AM 760: Detroit
WWJ (Secondary EAS Station)	AM 950: Detroit
WMIM	FM 98.3: Monroe
WXKR	FM 94.5: Toledo
WTOD	AM 1560: Toledo
WLQR	AM 1470: Toledo
WKKO	FM 99.9: Toledo
WJBK	TV 2: Detroit
WDIV	TV 4: Detroit
WXYZ	TV 7: Detroit
WKBD	TV 50: Detroit
WTOL	TV 11: Toledo
WTVG	TV 13: Toledo

In the case of an emergency, the College is uses as sites for the following:

- Joint Public Information Center (JPIC) – Monroe County Emergency Services Department
- Alternate Emergency Worker Decontamination Center
- Dispensary site for medication – Monroe County Health Department
- Transfer point for K-12 students

### Utility Failure

In the event of a major utility failure, notify the **Maintenance Department at x4203 (734-384-4203)** as soon as possible during normal business hours. If after normal hours, notify the **Power Systems Operator at x4203 (734-384-4203)**.

Please follow these guidelines:

- If possible, turn off and/or unplug electronic devices during a power outage to avoid damage by power surges if possible.
- If possible, please shut down all computers properly. To prevent further damage from power irregularities and surges, unplug computers.
- Evacuate the building if the fire alarm sounds and/or upon notification by the Police Department (see "General Evacuation Guidelines" on page 3). Emergency lighting is found in all buildings for evacuation purposes.
- If evacuation is necessary and you are disabled please refer to instructions on page 4.
- In areas with a laboratory, fume hoods will not operate during a power outage. These areas should not be used until the ventilation is properly restored.



### Flooding/Plumbing Failure

When flooding occurs (due to a plumbing failure or other problem):

- **Contact the Maintenance Department at x4203 (734-384-4203)** during regular business hours or the **Power Systems Operator at x4203 (734-384-4203)** after hours.
- If necessary, evacuate the building (see “General Evacuation Guidelines” on page 3).
- Cease using all electrical equipment.
- Shut down any equipment if it can be done safely.
- Unplug electrical equipment if possible.
- Do not wade in flooded areas.
- Avoid these areas if at all possible.

In areas where flooding may occur (e.g. sublevel classrooms, basement areas, etc.), it is wise to prevent equipment and supply damage by properly storing items off the ground.

## Gas Leak

When you smell natural gas or other unusual odors:

- Immediately evacuate the building. Call the **Maintenance Department** for inspection at **x4203 (734-384-4203)**. NEVER use the telephone in the same building as the suspected gas leak.
- If you smell natural gas outdoors, contact the **Maintenance Department** immediately at **x4203 (734-384-4203)**.
- Maintenance will inspect, and if necessary, call the gas company.
- Cease all operations immediately.
- Do not use any electrical equipment. Sparks or use of fire may cause explosions.
- Do not switch lights on or off.
- Evacuate as soon as possible (see “General Evacuation Guidelines” on page 3).

Once the emergency is under control, proper ventilation is required to return to a work area. Do not return to your work or class until you receive permission by emergency responders to do so.

## Severe Weather Guidelines

Monroe County is vulnerable to many severe weather events, including:

- Tornado Watch and Warning
- Severe Winter Weather

The National Weather Service and/or the Emergency Management Division may issue one of two severe weather statements: Watch or Warning.

**Severe Weather *WATCH*** - Means those conditions are *favorable* for the development of a specific severe weather event (thunderstorm, tornado, and flood).

**Severe Weather *WARNING*** - Means that severe weather is *occurring* or is *imminent*, and proper actions should be taken to protect life and property.

### **Severe Weather Alarm**

In any severe weather event, you will hear a series of tones followed by three (3) recorded announcements. The announcer will say: Attention. Attention. Attention. A severe weather storm has been reported. All occupants walk to the nearest stairway exit and walk to the designated tornado shelter area. Do not use the elevator. Walk to the designated shelter area immediately. Following the third announcement you will hear the series of tones again.

## Tornado

Monroe County is located at the northern tip of a region known as "Tornado Alley," which is an area in the plains and Midwest states where tornado formation is more common than other areas of the country.

**Tornado WATCH** - means that atmospheric conditions are *favorable* for the development of tornado thunderstorms. Although not an immediate threat in most cases, you should be aware of rapidly developing weather conditions and be prepared to move to a place of safety should weather conditions deteriorate. Signs will be posted at all main entrances of all buildings (completed by security and maintenance).

**Tornado WARNING** - means that a tornado has either been *sighted* in the area, is *approaching* the area, or is *imminent* within the next ½ hour to hour. **Seek shelter IMMEDIATELY!**

The Emergency Alert System (EAS) Station will inform you of the warning to take shelter. Employees should proceed to the designated in-place shelters. Once in the shelter, you will be kept up-to-date as to the status.

**Warning signals** are as follows:

<u>Signal</u>	<u>Source</u>
Outdoor Siren (3-minute steady blast)	Monroe County Emergency Management
Tone alert monitor	Central Dispatch
WJR (Primary EAS Station)	AM 760: Detroit
WWJ (Secondary EAS Station)	AM 950: Detroit
WMIM	FM 98.3: Monroe

### **In-place Shelters**

<u>Building</u>	<u>Location</u>
Administration Building	The Cellar
Career Technology Center	Classrooms T152, T163, T165, Restrooms
East Technology Building	Classrooms E102, E120
Health Education Building	Multipurpose Room
La-Z-Boy Center	Conference rooms L271, L272
Learning Resources Center	Basement
Life Science Building	Classrooms L143, L145, overflow L140
Physical Plant	Carpenter Shop
West Technology Building	Basement, Classroom W161
Whitman Center	Restrooms, Art Storage Room, and Business Learning Lab

## Severe Winter Weather

**Winter Weather *ADVISORY*** – Means that weather conditions are expected to cause significant inconveniences and may be hazardous. These situations are normally not life threatening if caution is exercised.

**Winter Weather *WATCH*** – Means that a particular winter weather event may be *possible* within the next 24-48 hours.

**Winter Weather *WARNING*** – Means that a particular winter weather event is *imminent* within the next 24-48 hours.

When weather conditions are considered hazardous, the institution may cancel classes. Individual faculty members do not have the responsibility of determining when classes should be canceled.

Employees will be notified of the College closings due to inclement weather via the Emergency Notification System. Employees may receive the information over the following Monroe, Detroit, and Toledo radio and television stations, on our website for closures, and by calling the “Snow Line” at 734-384-4223.

### Radio

WMIM – FM 98.3: Monroe  
WJR – AM 760: Detroit  
WWJ – AM 950: Detroit  
WXKR – FM 94.5: Toledo  
WTOD – AM 1560: Toledo  
WLQR – AM 1470: Toledo  
WKKO – FM 99.9: Toledo

### Television

WJBK – TV 2: Detroit  
WXYZ – TV 7: Detroit  
WDIV – TV 4: Detroit  
WKBD – TV 50: Detroit  
WTOL – TV 11: Toledo  
WTVG – TV 13: Toledo

## MCCC Emergency Notification System

In the event of an emergency, Monroe County Community College can send emergency alerts to anyone registered in the MCCC Emergency Notification System. This system will allow MCCC personnel to communicate by sending a message to an email address, a text or voicemail message to cellular or land line. We use the notification system to announce school delays or closing for inclement weather, as well as any other campus emergency.

What you need to know about receiving calls sent through MCCC Emergency Notification System:

- Emergency Notification will leave a message on any answering machine or voicemail.
- If the AlertNow message stops playing, press any key 1-9 and the message will replay from the beginning.
- MCCC does not charge for this service. However, charges for minutes and text messages may apply. Consult your service provider for details. MCCC is not responsible for any charges you may incur.

The **successful delivery of information is dependent upon accurate contact information** for students, faculty and staff, so please make certain that you include your most current phone numbers and email when you register for this service. The MCCC Emergency Notification contact information (name and up to 5 phone numbers and 5 email addresses, 1 text message number) is maintained separately from the College's student record system and will not alter the information listed in your personal or employee records.

Note that the emergency alert system will only be used in case of an emergency, and all will be dialed simultaneously.

In an emergency, communications will be issued in the following priority order:

- Message to the MCCC Emergency Notification System (phone/email/text message).
- Update to the website at [www.monroeccc.edu/snow/](http://www.monroeccc.edu/snow/).
- Recorded message to the college's Snow/Emergency College Closing Information Line at 734-384-4223.
- Local radio and television stations.

Please Note: It can take up to 7 days to be entered/removed from the Emergency Notification System!

Do not forget to submit an update of information or a remove/delete information form. If you withdrawal or are no longer enrolled at the college, please do the same, as this is not done automatically.

Please visit our Frequently Asked Questions page for more information. You may also contact the Office of the Vice President of Student and Information Services for registration information at 734-384-4316.

## Appendix A

### Terms

- **AED (Automatic External Defibrillator)** – A small, lightweight device that observes a person’s heart rhythm through pads that are placed on the torso. It can detect sudden cardiac arrest and will provide very simple steps to defibrillate when necessary. The AED should be used by individuals trained in its use.
- **EAA (Emergency Assembly Area)** - A pre-designated safe location *near* a building where building occupants assemble.
- **EAS (Emergency Alert System)** - A federal warning system that is activated by FEMA; enables the President to take over the United States airwaves to warn the whole country of major catastrophic events.
- **EMA (Emergency Management Area)** - EMA's are part of the overall county building emergency preparedness program for use in major disasters. If a building is evacuated, occupants should go to their EAA. In a disaster they may then be directed to the EMA assembly area.
- **Emergency Notification System** - a system that allows MCCC personnel to communicate emergency alerts to faculty/staff/students via email and/or voicemail.
- **Emergency Response Plan** - A document which consists of emergency guidelines, activities for preparing for emergencies, and roles and responsibilities of building occupants.
- **Evacuation** – To exit a building in the safest and most expeditious manner possible during an emergency or a disaster.
- **Fermi II Nuclear Power Plant** – A nuclear power plant located in Monroe County.
- **In-place Shelters** – A pre-designated safe location *inside* a building where building occupants take shelter.
- **Tornado Warning** - A tornado has either been *sighted* in the area, *is approaching* the area, or *is imminent* within the next ½ hour to hour.
- **Tornado Watch** - Atmospheric conditions are *favorable* for the development of tornado thunderstorms. Although not an immediate threat in most cases, you should be aware of rapidly developing weather conditions and be prepared to move to a place of safety should weather conditions deteriorate.
- **Violent Threat Management Plan (VTMP)** - a logistical plan involving a team of first responders to provide emergency services for a violent threat that creates the potential of major injuries or fatality.
- **Winter Weather Advisory** – Means that weather conditions are expected to cause significant inconveniences and may be hazardous. These situations are normally not life threatening if caution is exercised.
- **Winter Weather Warning** – Means that a particular winter weather event is *imminent* within the next 24-48 hours.
- **Winter Weather Watch** – Means that a particular winter weather event may be *possible* within the next 24-48 hours.

**Appendix B**  
**Resource List**

A number of facility programs and service organizations are available to help maintain and promote a safe and healthy work environment for MCCC. A list of telephone numbers is provided below.

**MCCC**

<b>Campus Security</b> .....	734-457-6007 734-735-9401 cell
<b>Vice President of Administration</b> ..... Emergency Response Plan Contact	734-384-4206
<b>Director of Campus Planning &amp; Facilities</b> ..... Emergency Response Plan contact	734-384-4249
<b>Vice President of Student &amp; Information Services</b> ..... Incident Commander – Violent Threat Management Plan	734-384-4224
<b>Switchboard – emergency line</b> ..... Non-emergency .....	734-242-4380 “0” or 734-242-7300
<b>Director of Marketing &amp; Communications</b> ..... Spokesperson	734-384-4207

**Monroe County**

<b>Central Dispatch</b> ..... Emergency Communications for Police, Fire & Medical Emergencies Non-emergency.....	911 734-243-7070
<b>Monroe County Emergency Management Department</b> .... Disaster preparedness, public warning, weather, etc.	734-240-3135
<b>Monroe County Environmental Health</b> ..... Information on various chemical and environmental topics	734-240-7900



**Appendix C**  
**Emergency Location List**

**Emergency Assembly Area (EAA)**

<u>Building</u>	<u>Location</u>
Administration Building	Parking Lot #4, far back away from physical plant
Career Technology Center	Parking Lot #3, near handicap parking
East Technology Building	Parking Lot #5, near service drive
Health Education Building	Parking Lot #1, near north campus entrance
La-Z-Boy Center	Parking Lot #2, near main campus entrance
Learning Resources Center	Parking Lot #7, toward south campus entrance
Life Science Building	Parking Lot #2, near main campus entrance
Physical Plant	Parking Lot #3, near handicap parking
West Technology Building	Parking Lot #6, near service drive
Whitman Center	Parking Lot
Secondary Sites	Entrance Signs by each driveway on Raisinville Road

**In-place Shelter**

<u>Building</u>	<u>Location</u>
Administration Building	The Cellar
Career Technology Center	Classrooms T152, T163, T165, Restrooms
East Technology Building	Classrooms E102, E120
Health Education Building	Multipurpose Room
La-Z-Boy Center	Conference Rooms Z271, Z272
Learning Resources Center	Basement
Life Science Building	Classrooms L143, L145, overflow L140
Physical Plant	Carpenter Shop
West Technology Building	Basement, Classroom W161
Whitman Center	Restrooms, Art Storage Room, Business Learning Lab

**Automatic External Defibrillator (AED)**

<u>Building</u>	<u>Location</u>
Administration Building	Cafeteria by the vending machines
Career Technology Center	Corridor near classroom T163
East Technology Building	North hallway
Health Education Building	Across from the Fitness Center
La-Z-Boy Center	North Gallery Corridor
Learning Resources Center	Library Computer Center
Life Science Building	Hallway across from restrooms
West Technology Building	Hallway RCTC entrance
Whitman Center	Lobby near offices

**Red Courtesy Phone**

<u>Building</u>	<u>Location</u>
Administration Building	Across from Cuisine 1300, outside of A-173bc
Career Technology Center	East corridor – outside classroom T161
East Technology Building	East hallway
Health Education Building	North niche
La-Z-Boy Center	North Gallery corridor
Learning Resources Center	Basement east hallway, 2 <sup>nd</sup> floor north hallway
Life Science Building	1 <sup>st</sup> floor connecting hallway, 2 <sup>nd</sup> floor top of the stairs
West Technology Building	North hallway

Appendix D  
**Campus/Classroom Emergency**

<u>CONTACT</u>	<u>IN-PLACE SHELTERS</u>
<p><b>911 from Campus Phone</b></p> <p><b>Switchboard</b>            x4380 Emergency Line from Campus Phone            734-242-4380 Emergency line            "0" from Campus Phone            734-242-7300 Main Number</p> <p>Security            x6007 from Campus Phone            734-457-6007            734-735-9401 Cell Phone</p>	<p>Administration Bldg            The Cellar</p> <p>Career Technology Center            Classrooms T152, T163, T165, Restrooms</p> <p>Learning Resources Center            Basement</p> <p>East Technology Bldg            Classrooms E102, E120</p> <p>Health Education Bldg            Multipurpose Room</p> <p>La-Z-Boy Center            Conference Rooms Z-271, Z272</p> <p>Life Science Bldg            Classrooms L143, L145, overflow L140</p> <p>Physical Plant            Carpenter Shop</p> <p>West Technology Bldg            Basement, Classroom W161</p> <p>Whitman Center            Restrooms, Art Storage Room, Business Learning Lab</p>

**Appendix E**  
**Bomb Threat Checklist**

Use this form to record all information if you receive a bomb threat call.

**Be Calm, Be Courteous, Listen, and Do Not Interrupt.**

Exact Words of Caller: \_\_\_\_\_  
\_\_\_\_\_

Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place it? \_\_\_\_\_
6. Where are you calling from? \_\_\_\_\_

**Caller's Voice (circle)**

MALE	FEMALE	ADULT	JUVENILE
ACCENT	WELL SPOKEN	IRRATIONAL	INCOHERENT
FOUL	CALM	ANGRY	EXCITED
SLOW	RAPID	SOFT	LOUD
SPEECH IMPEDIMENT	CRYING	NORMAL	SLURRED
UNUSUAL BREATHING	LAUGHTER	NASAL	RASPY
CLEARING THROAT	DEEP	HIGH	DISGUISED
CRACKING VOICE	FAMILIAR	TAPED	

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

Did the caller indicate knowledge of the campus? (Circle one)    Yes    No

If yes, explain: \_\_\_\_\_

**Background Sounds (circle)**

STREET NOISES	DISHES	VOICES	PA SYSTEM
MUSIC	HOUSE NOISES	MOTOR	AIRCRAFT
LONG DISTANCE	OFFICE MACHINERY	ANIMAL NOISES	QUIET
STATIC	FACTORY MACHINERY	ON CAMPUS	

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Time Ended: \_\_\_\_\_

**Call Switchboard Operator and Campus Security immediately if someone has not done so.**

**TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.**

**Appendix F**

**\*Emergency and Safety Inspection Record**

Item #	Review Item	Date	Insp. By
1	Review of Building Floor Plans – Annual Review to include verification of pull station, fire extinguisher, and AED cabinet locations.		
2	Inspection of AED Devices – Semi-Annual inspection includes checking pad expiration date, condition and expiration date of battery, and test cabinet alarm.		
3	Fire Extinguisher Inspection – Annual inspection and tagging by a certified company. Monthly inspection by in-house maintenance staff of extinguishers – inspection includes check of charge, accessibility and condition.		
4	Fire Damper Inspection – Semi-annual inspection to ensure that all dampers are open		
5	Inspect Emergency Assistance Kits – Semi annual inspection of all kits. Inspection checks the slide cover, Smith-cot, paper napkins, flashlight (working) and a map with exits shown.		
6	Emergency Light Inspection – Semi-annual inspection to ensure operation in the event of a power failure.		
7	CPR Classes Offered		
8	Review of Emergency Response Plan- Annual review of the emergency response plan by the Health & Safety Committee.		
9	Annual Inspection of Building Sprinkler Systems		
10	Annual Inspection of Building Fire Monitoring Systems		

**\* Official record is maintained by Maintenance and housed in the Physical Plant.**

**CLAIM / INCIDENT REPORT**

Note: Use this form (1) to report any claim which caused bodily injury or property damage or (2) to report any incident which has the potential to cause bodily injury or property damage.

(1) Name of Member College	(2) Department	(3) Phone Number	(4) Reported By
(5) Exact Location of Claim/Incident	(6) Date of Claim/Incident	(7) Time <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	(8) Date Reported

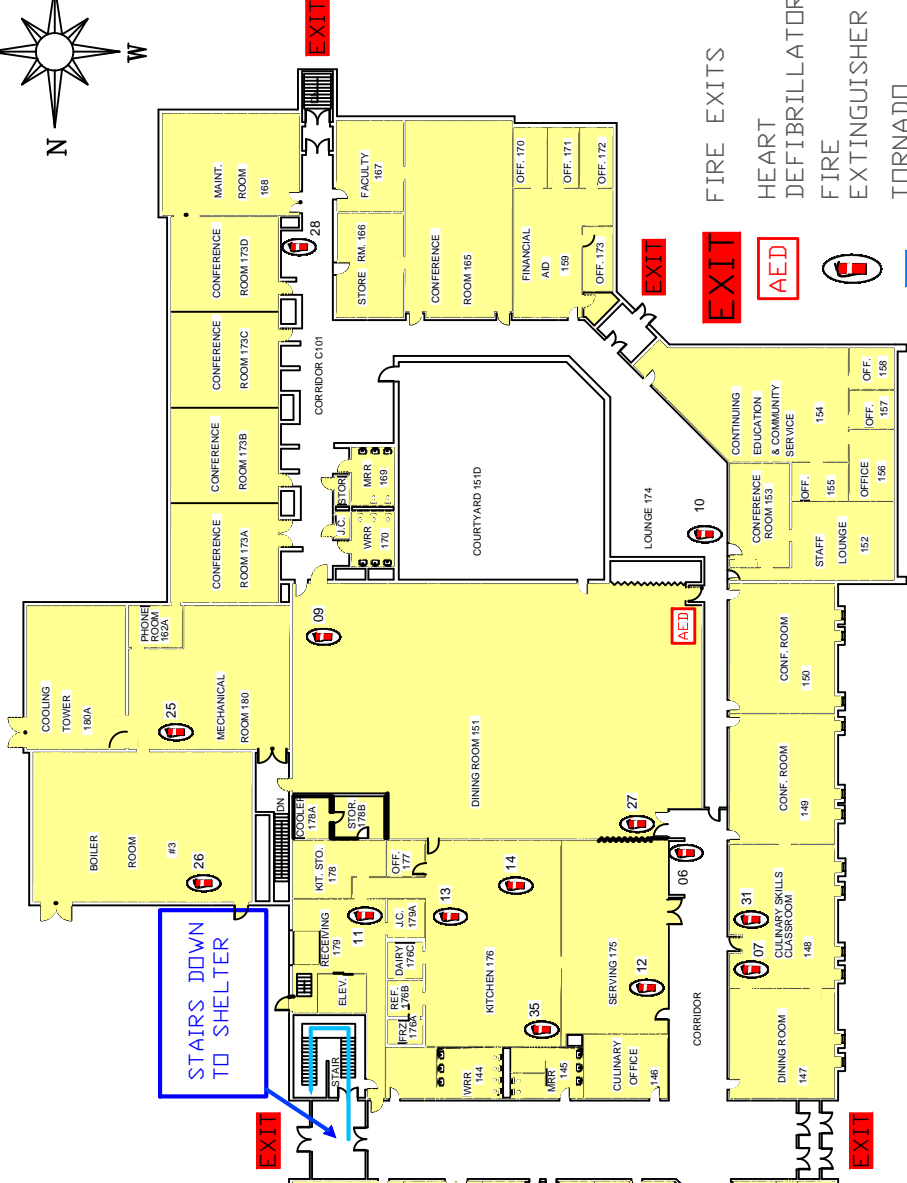
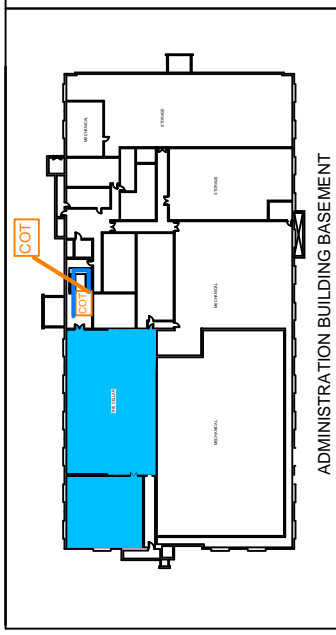
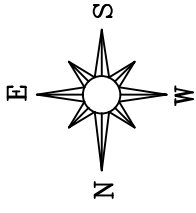
<b>PERSONAL INJURY</b> Claim <input type="checkbox"/> Incident <input type="checkbox"/>		<b>PROPERTY DAMAGE</b> Claim <input type="checkbox"/> Incident <input type="checkbox"/>	
(9) Name and Address of Injured Person or Claimant		(15) Property Damaged	
		(16) Nature of Damage	
(10) Occupation	(11) Phone		
(12) Nature of Injury	(13) Age	(17) Extent of Damage	
(14) Part of Body Injured	(18) Estimated Cost	(19) Actual Cost	
(20) Witnesses Names and Addresses	1) _____ 2) _____ 3) _____ 4) _____	Phone No: _____ Phone No: _____ Phone No: _____ Phone No: _____	

(21) Describe clearly how the claim/incident occurred (attach any supporting data)

Evaluation (22) Loss Potential <input type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor	(23) Probable Recurrence <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare
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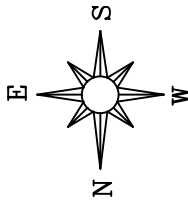
(24) Suggestions or actions taken to prevent recurrence	<b>LAWSUIT</b>
	A. Date of Service
	B. Method of Service (Personal or Mail)
	C. Name of Person Served

(26) Submitted by	(27) Date	(28) M.M.R.M.A. Reviewed	(29) Date
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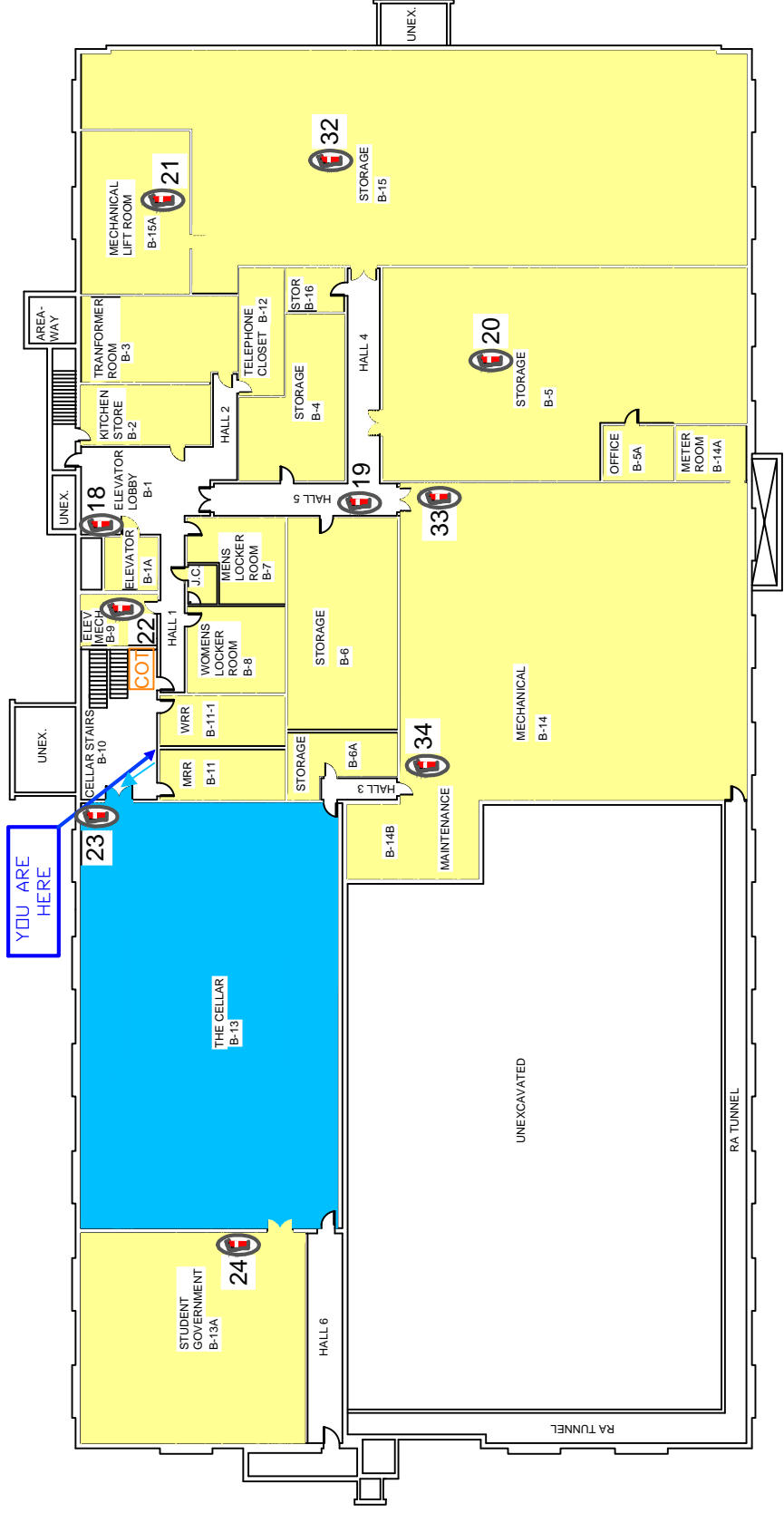
- FIRE EXITS
- HEART DEFIBRILLATOR
- FIRE EXTINGUISHER
- TORNADO SHELTER
- TORNADO EMERGENCY ROUTE
- EGRESS COT

# ADMINISTRATION BUILDING EMERGENCY MAP

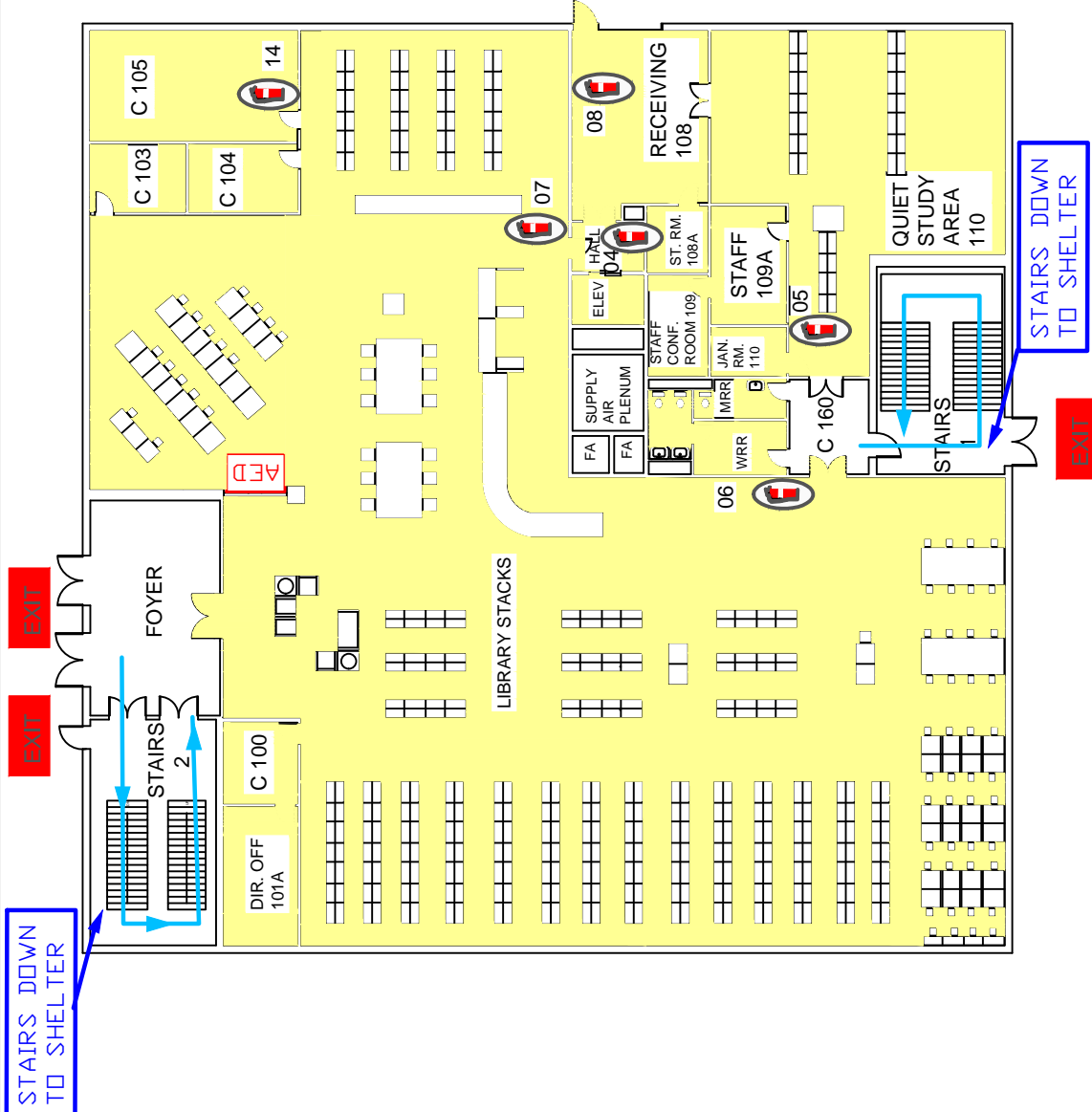


- FIRE EXITS
- AED HEART DEFIBRILLATOR
- F FIRE EXTINGUISHER
- T TORNADO SHELTER
- E TORNADO EMERGENCY ROUTE
- COT EGRESS COT

**NOTE:** AED  
 HEART DEFIBRILLATOR  
 LOCATED ON 1ST FLOOR  
 IN CAFETERIA



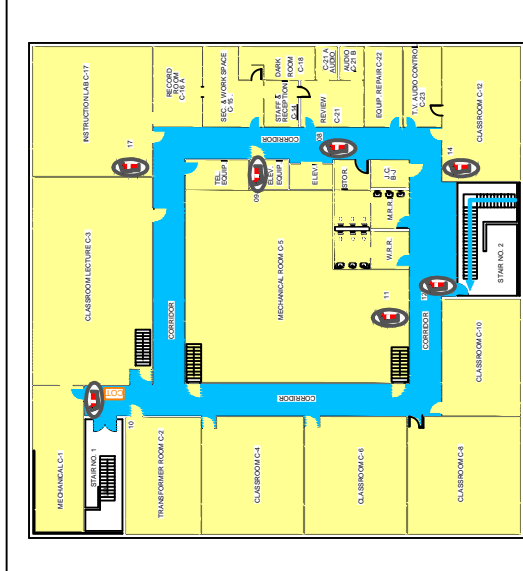
# ADMINISTRATION BASEMENT EMERGENCY MAP



**Legend:**







- EXIT
- AED
- FIRE EXTINGUISHER
- TORNADO SHELTER
- TORNADO EMERGENCY ROUTE
- COT

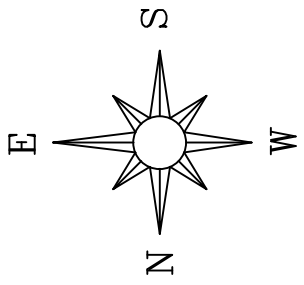
**Compass:** N, S, E, W



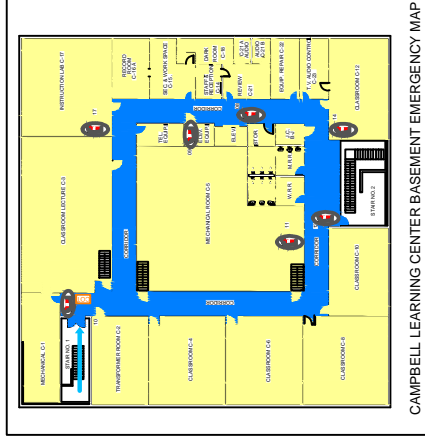
CAMPBELL LEARNING CENTER 1st FLOOR EMERGENCY MAP



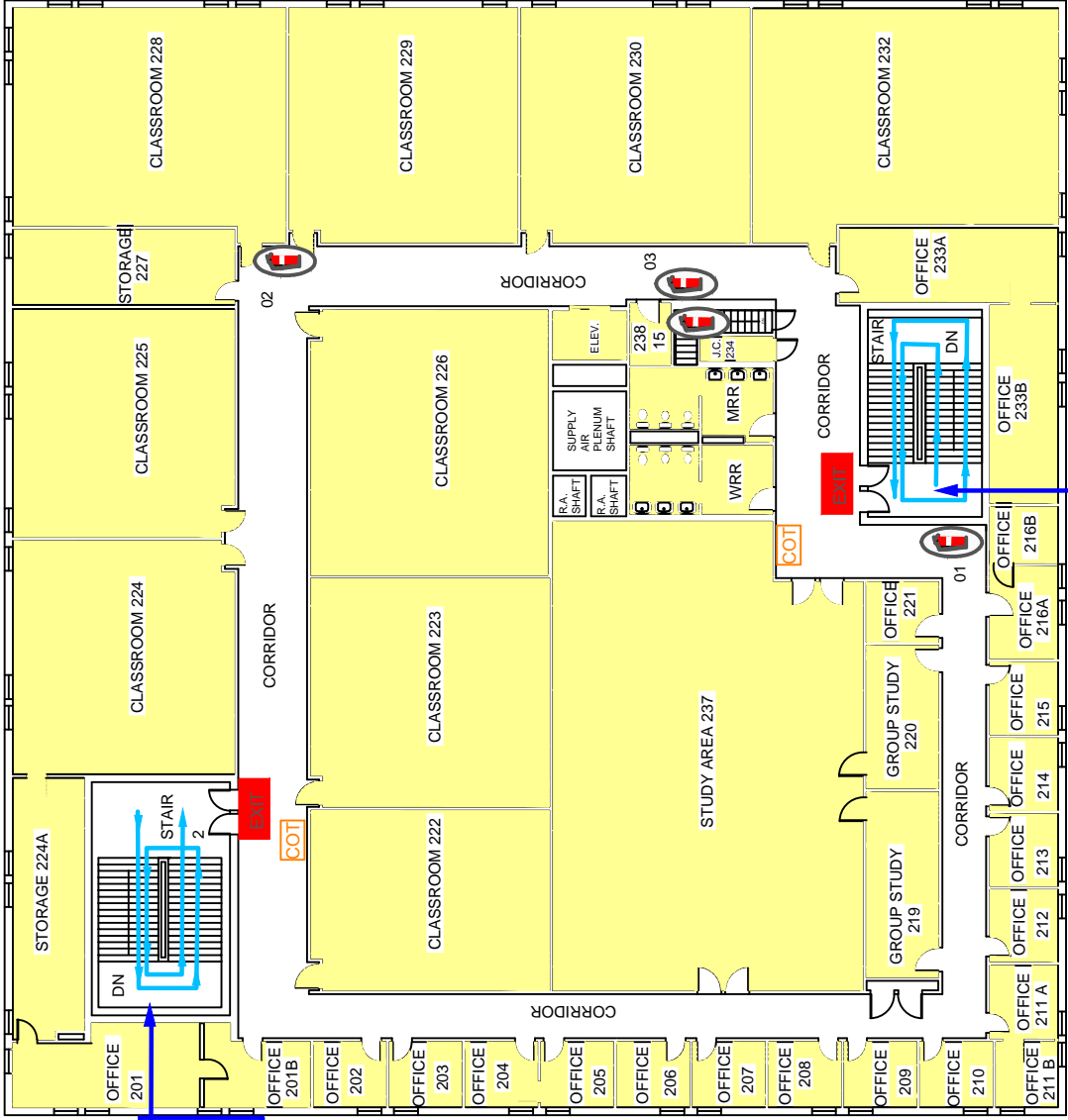
-  FIRE EXITS
-  HEART DEFIBRILLATOR
-  FIRE EXTINGUISHER
-  TORNADO SHELTER
-  TORNADO EMERGENCY ROUTE
-  EGRESS COT



**NOTE:**  HEART DEFIBRILLATOR LOCATED ON 1ST FLOOR IN LIBRARY



CAMPBELL LEARNING CENTER BASEMENT EMERGENCY MAP

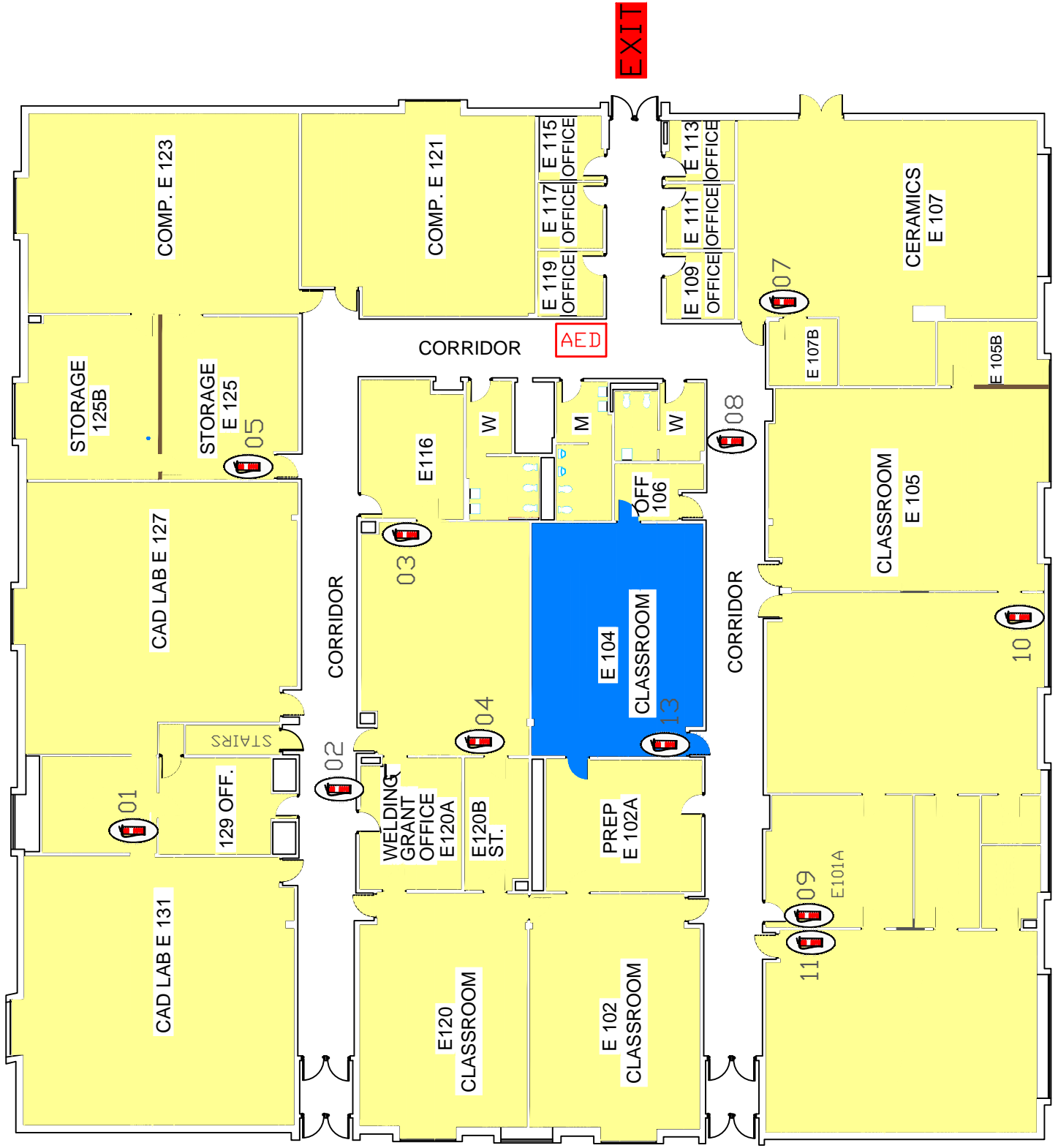
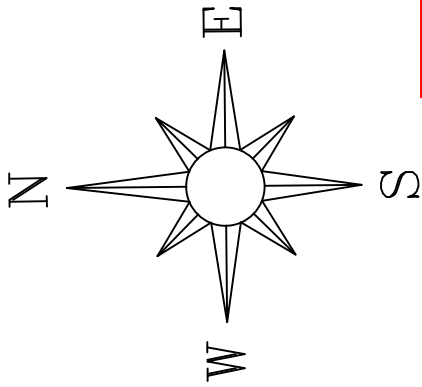





STAIRS  
DOWN  
TO  
SHELTER

STAIRS  
DOWN  
TO  
SHELTER

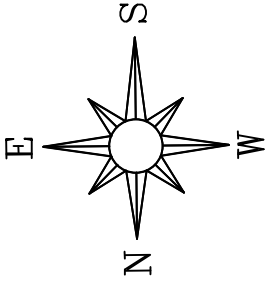
# CAMPBELL LEARNING CENTER EMERGENCY MAP - 2nd FLOOR









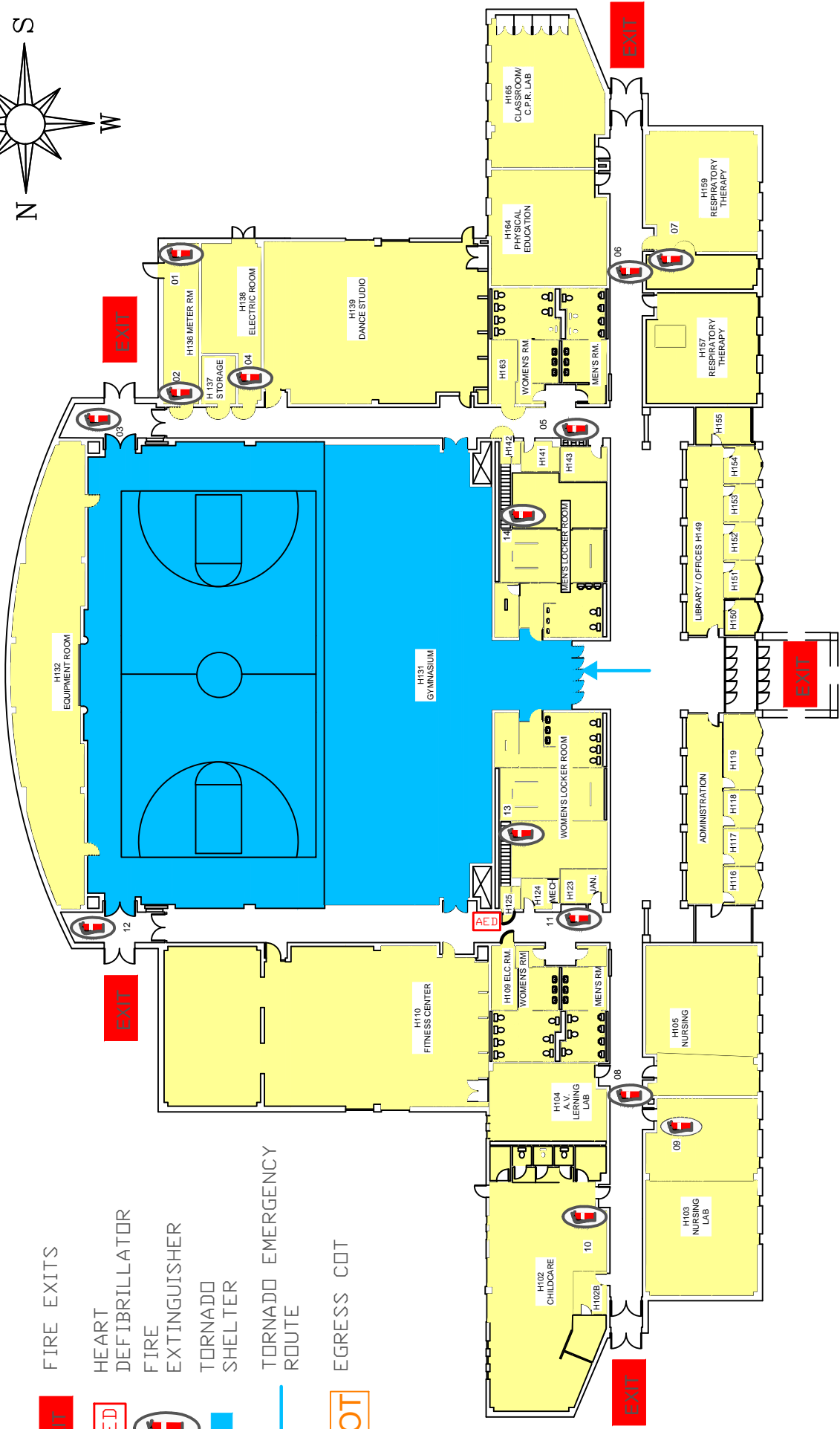


- EXIT** FIRE EXITS
- AED** HEART DEFIBRILLATOR
-  FIRE EXTINGUISHER
-  TORNADO SHELTER
-  TORNADO EMERGENCY ROUTE

# EAST TECHNOLOGY EMERGENCY PLAN

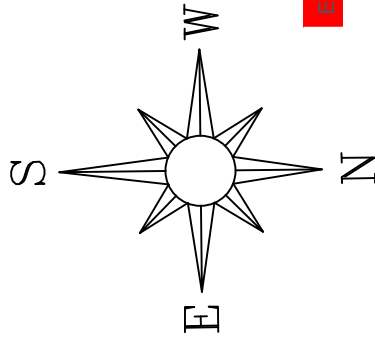
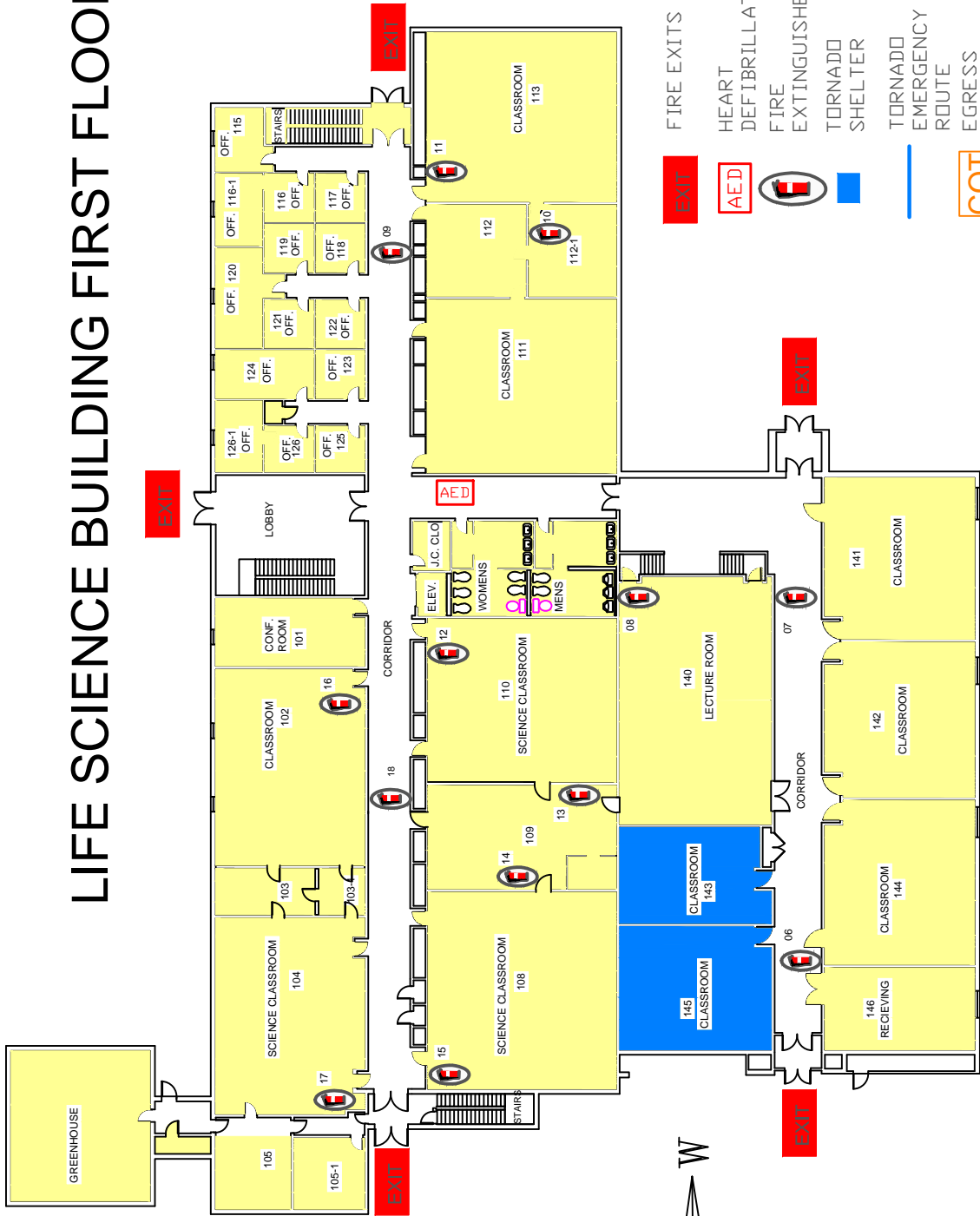








-  FIRE EXITS
-  HEART DEFIBRILLATOR
-  FIRE EXTINGUISHER
-  TORNADO EMERGENCY SHELTER
-  TORNADO EMERGENCY ROUTE
-  EGRESS COT



# HEALTH EDUCATION BUILDING EMERGENCY PLAN

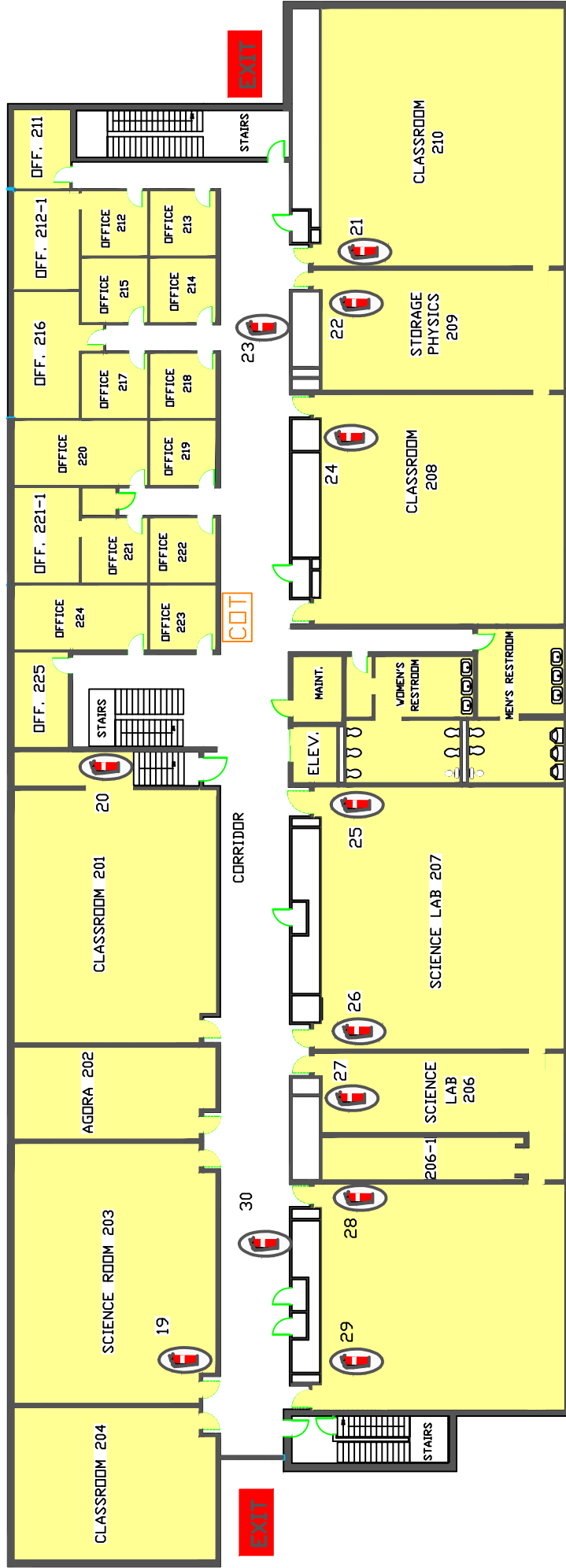
# LIFE SCIENCE BUILDING FIRST FLOOR



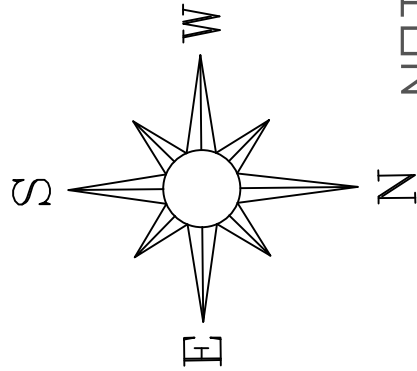
-  FIRE EXITS
-  HEART DEFIBRILLATOR
-  FIRE EXTINGUISHER
-  TORNADO SHELTER
-  TORNADO EMERGENCY ROUTE
-  EGRESS COT

# LIFE SCIENCE BUILDING EMERGENCY MAP - 2nd FLOOR

**EXIT**

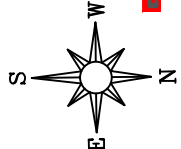
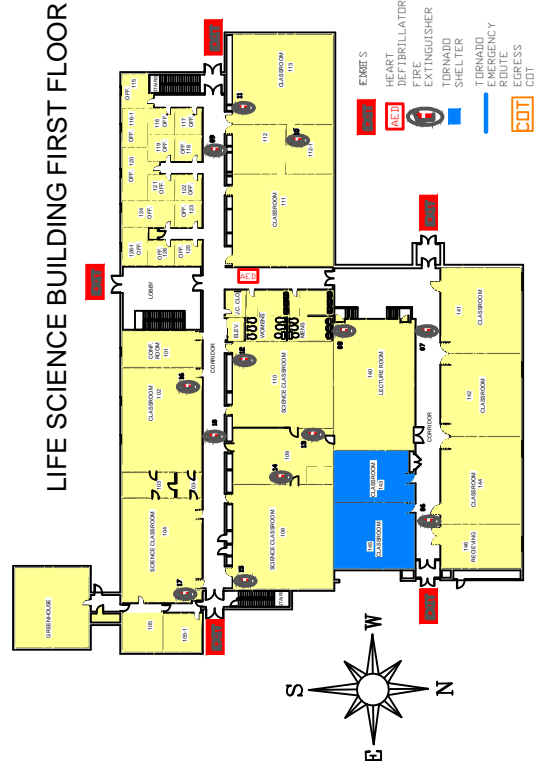


- EXIT** FIRE EXITS
- AED** HEART DEFIBRILLATOR
- F** FIRE EXTINGUISHER
- T** TORNADO SHELTER
- TORNADO EMERGENCY ROUTE
- COT** EGRESS COT



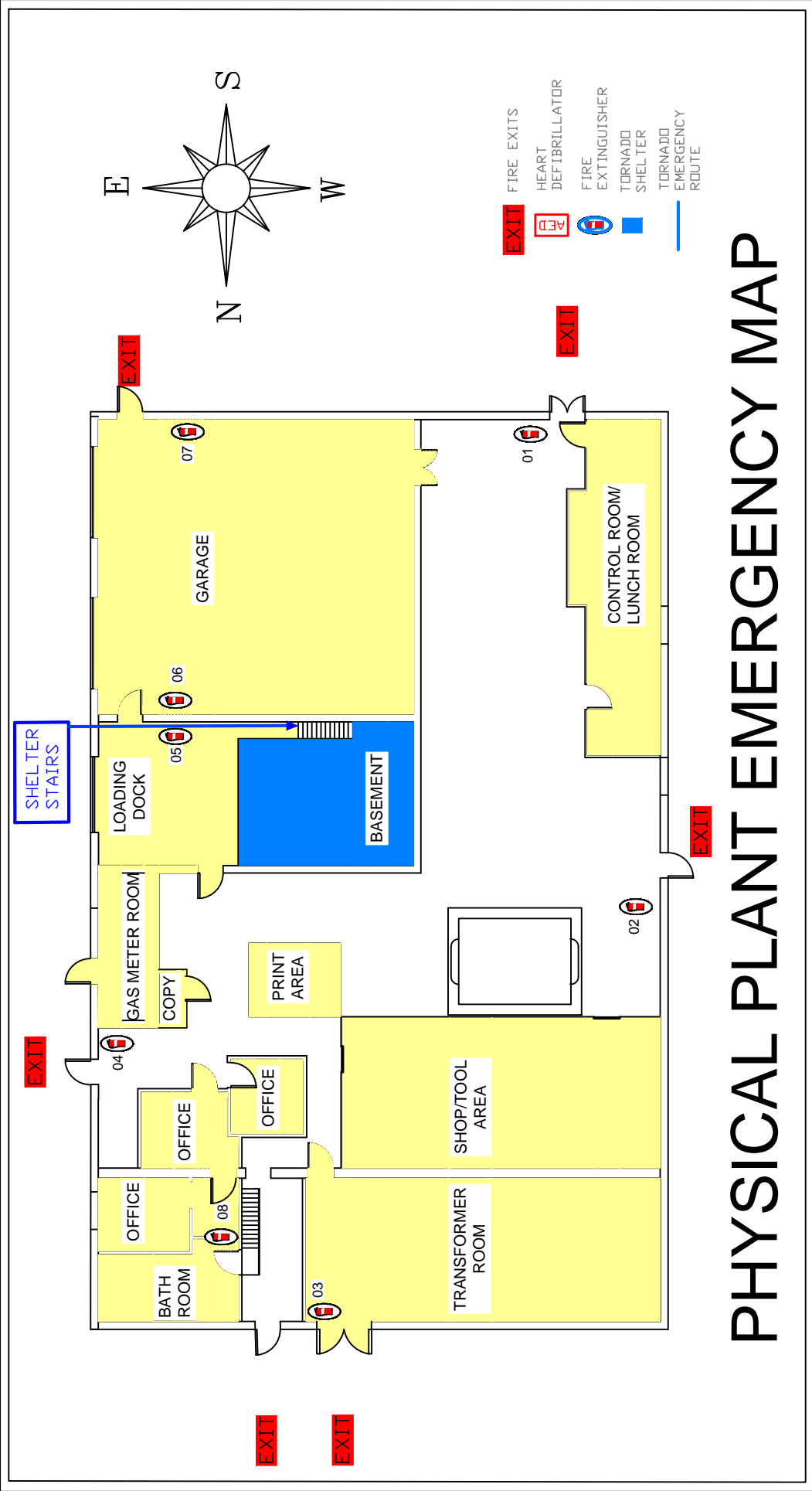
**NOTE: AED**  
HEART DEFIBRILLATOR  
LOCATED ON 1ST FLOOR  
NEAR VENDING MACHINES

## LIFE SCIENCE BUILDING FIRST FLOOR



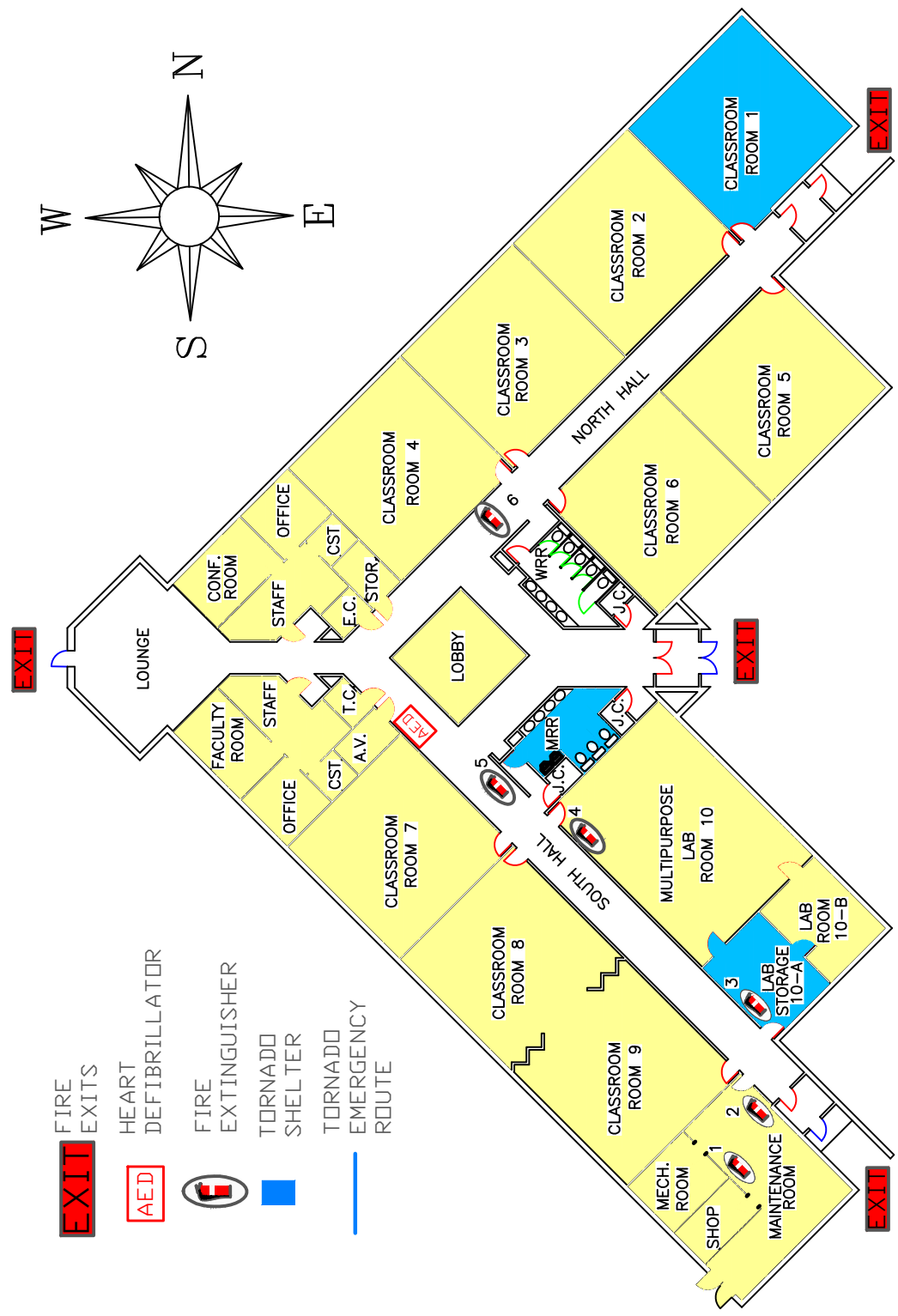
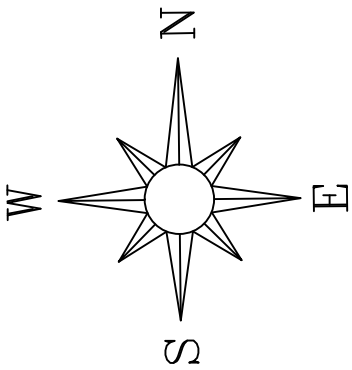
- EXIT** FIRE EXITS
- AED** HEART DEFIBRILLATOR
- F** FIRE EXTINGUISHER
- T** TORNADO SHELTER
- TORNADO EMERGENCY ROUTE
- COT** EGRESS COT










# PHYSICAL PLANT EMERGENCY MAP





-  FIRE EXITS
-  HEART DEFIBRILLATOR
-  FIRE EXTINGUISHER
-  TORNADO SHELTER
-  TORNADO EMERGENCY ROUTE

# WHITMAN CENTER EMERGENCY MAP



