



UNIVERSITY OF  
**DETROIT  
MERCY**

**Build A Boundless Future**

# **EMERGENCY RESPONSE PLAN**

Emergency Response Planning Committee  
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### On the Web

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## **Introduction**

The Emergency Response Plan defines for the University of Detroit Mercy community the framework necessary to respond to emergencies.

One measure of an organization's strength is its ability to respond well in an emergency. Since every scenario cannot be predicted, an emergency plan must be able to adapt quickly to events as they unfold.

The University response needs to be quick, professional, supportive, person-centered, and meet the emerging demands of any emergency or crisis situation. This plan is designed to be flexible because an emergency may be sudden and without warning.

University Employees are responsible to know the information within this manual.

## Declaration of an Emergency Condition

The President or designee (most senior Executive Officer when President is unavailable) shall declare a state of emergency when, upon recommendation of the Director of Public Safety, it is deemed necessary to activate emergency procedures and/or close all or part of the University.

The President or designee can convene the President's Council as the situation dictates.

The President or designee shall declare an end to the state of emergency when hazards no longer exist.

Following is the list of University designees who have decision-making responsibilities in case of an emergency or crisis at the University of Detroit Mercy.

- President
- Provost, VPAA
- Vice President of Business and Finance
- Associate Vice President of Facilities Management

In case of an emergency situation, the Detroit Mercy Emergency Operations Center (DMEOC) may be established. The normal gathering point for the DMEOC is the President's Dining Room on the 2<sup>nd</sup> floor of the Student Union Building. Should this be inaccessible, the DMEOC will be established in the College of Health Professions Building Room 124.

## Media Information Center

The Media Information Center is the location where media gather in one room to be briefed on an emergency. This will facilitate the rapid dissemination of timely, accurate information and help alleviate confusion and uncertainty. There has been a specific area designated for this purpose, should the need arise. Campus Media Information Centers are listed on page 3-5 of the full Emergency Response Plan.

Our goal and commitment to the University community is to keep you and your family current with the state of our emergency and provide as much pertinent information to keep you updated.

The Detroit Mercy standard is to activate the RAVE Emergency Alert System (RAVE EAS) when ongoing circumstances compromise normal business operations affecting all or a portion of our campuses. The RAVE EAS will notify registered individuals by using text messages, e-mails, and prerecorded voice messages onto cell phones, landline home phones, pagers, or PDA's.

Receive alerts on class cancellations or emergency notices via text and email.

***Scan to register today!***



## **Logistics & Support**

A number of University offices are expected to assume various roles, as needed, in an effort to provide a coordinated response to an emergency. Personnel in charge of these areas will be notified of their potential responsibility so that plans can be made to respond appropriately. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of duty, taking into consideration their ability to carry out those temporary roles.

## After Action Report

During an emergency, there may be many University departments as well as outside emergency personnel involved in neutralizing the problem. Specific individuals throughout the emergency process will document pertinent information. The collected information should be documented on the Detroit Mercy After Action Report once the emergency ends.

To access a blank copy of the Detroit Mercy After Action Report, go to the Department of Public Safety website home page at [www.udmercy.edu/publicsafety](http://www.udmercy.edu/publicsafety)

All completed forms must be submitted to the Director of the Department of Public Safety at [publicsafety@udmercy.edu](mailto:publicsafety@udmercy.edu) for further processing. This report should be submitted no later than 24 hours after the affected area is returned to normal.



## Emergency Management Teams

### President's Council (PC) & Director of Public Safety

#### Purpose

To serve as the legislative branch responsible for assessing and setting emergency organizational strategies to ensure that the University is current on emergency management practices. The PC together with the Director of Department of Public Safety assumes the role of developing the emergency management policies that govern the University.

### Crisis Management Team (CMT)

#### Purpose

The CMT is responsible for evaluating critical incidents and ensuring the implementation of the appropriate tactics to resolve priority situations. The CMT also holds the responsibility of information gathering and incident evaluation during an emergency.

#### Team Members

- President or designee
- Provost, VPAA
- Associate VP of Facilities Management or designee
- Associate VP of Marketing and Communications
- Director of Department of Public Safety
- Director of Media Relations
- Other Detroit Mercy representatives as needed

### Building Coordinator

#### Purpose

Building Coordinators are responsible for assisting the Department of Public Safety in developing and maintaining individual, site-specific Evacuation and Containment Plans for each campus building.

See Appendix A.

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## The First Responder & Emergency Procedures

### The First Responder

The First responder is the person who discovers that a problem exists. A specific protocol has been developed for most scenarios. However, a first responder has a general role to play.

**IMMEDIATELY** go to a safe location and **call** the Department of **Public Safety**.

<b>Department of Public Safety 24 - Hour Emergency Line</b>
<p>You can reach the Department of Public Safety from any <b>campus phone</b> by <b>dialing</b>:</p> <p><b>McNichols Campus phone</b> – 313-993-1234</p> <p><b>Corktown Campus</b> – 313-993-1234</p> <p><b>Riverfront - School of Law</b> – 313-993-1234</p> <p><b>Novi Campus</b> – 313-993-1234</p> <p><b>Non-University telephones</b> – 313-993-1234</p>

When calling, **identify** your **location**.

**Determine** what is pertinent information (**Who? What? When? Where? How?**).

**Provide** all appropriate **information** regarding the **problem**.

**Assist** in **keeping** affected **individuals calm** until the proper authorities arrive.

After the emergency is over, the Department of Public Safety will contact the First Responder to verify the accuracy of the After Action Reports.

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## Building Evacuation Procedures

The first person to discover a fire or evacuation situation is responsible for immediately activating the nearest fire pull station and **calling** the **Department of Public Safety** from a safe location.

Be calm and carefully give all information requested.

### Department of Public Safety 24 - Hour Emergency Line

You can reach the Department of Public Safety from any **campus phone** by **dialing**:

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**Non-University telephones** – 313-993-1234

**EVACUATE IMMEDIATELY** in case of a **fire** or upon **notification**.

### **DO NOT USE ELEVATORS.**

- When an emergency evacuation is ordered or when audio or visual alarms are activated, all persons are required to evacuate the premises immediately.
- All alarms must be treated as warning of an actual emergency. Do not take time to get personal possessions.
- If smoke is present, stay close to the floor as you exit.
- If possible and safe, turn off laboratory gases, exhaust fans, and close doors/windows as you exit.
- All faculty and staff should help direct students and visitors to obey evacuation orders.
- Faculty should assure that students in their class who have mobility difficulty are assisted in the evacuation, making sure these students get at least to a stairwell landing.
- All University employees are responsible for knowing the location of exits and being able to identify their building's evacuation route(s) in an emergency.

**Building Evacuation Procedures Continued**

- Designated Building Coordinators shall ensure, to the extent practical, that the site-specific Evacuation Plan of their building is followed, and that the evacuation of the facility proceeds until emergency personnel arrives.
- Exit the building using the nearest marked exit and posted evacuation route.
- Proceed to the designated outside gathering point shown on the evacuation map posted in the building.
- Obey the directions of emergency response personnel or the Building Coordinator(s).
- Be alert to the presence of persons requiring evacuation assistance and assist as much as possible to get them out or to a stairwell landing.
- Notify emergency personnel immediately upon arrival of the exact location of any person(s) who may have difficulty evacuating.
- Emergency response personnel will direct persons if it will be necessary to proceed to another location.
- Do not return to an evacuated building until the Department of Public Safety announces all clear.

## Evacuation Locations

<b>Corktown Campus</b>		
<b>Evacuated Building</b>	<b>Gathering Points</b> 500 feet from building	<b>Safe Assembly Stations</b> (Will be used if people need to be moved from the Gathering Point)
Dental Clinic	Parking Areas	Wait for further instructions

<b>Riverfront - School of Law</b>		
<b>Evacuated Building</b>	<b>Gathering Points</b> 500 Feet from Building	<b>Safe Assembly Stations</b> (Will be used if people need to be moved from the Gathering Point)
Law School	Student Parking Lot	Student Parking Lot
Law School Clinic Building	Student Parking Lot	Student Parking Lot

<b>Novi Campus</b>		
<b>Evacuated Building</b>	<b>Gathering Points</b> 500 feet from building	<b>Safe Assembly Stations</b> (Will be used if people need to be moved from the Gathering Point)
Novi Campus Building	Grass area South of Parking Lot	Wait for further instructions

## Evacuation Locations

<b>McNichols Campus</b>		
<b>Evacuated Building</b>	<b>Gathering Points</b> 500 Feet from Building	<b>Safe Assembly Stations</b> (Will be used if people need to be moved from the Gathering Point)
<b>Architecture</b>	Titan Athletic Field	Calihan Hall
<b>Briggs</b>	Titan Athletic Field	Calihan Hall
<b>Calihan Hall</b>	Kassab Mall	Student Union and Ballroom
<b>Chemistry</b>	Titan Athletic Field	Calihan Hall
<b>College of Health Professions</b>	Titan Athletic Field	Calihan Hall
<b>Commerce and Finance</b>	Titan Athletic Field	Calihan Hall
<b>Engineering</b>	Buysse Ballpark - Softball	Briggs
<b>Facilities Operations and Storage</b>	Kassab Mall	Student Union and Ballroom
<b>Fisher Administration</b>	Tennis Pavilion	Calihan Hall
<b>Ford Life Science</b>	Titan Athletic Field	College of Health Professions
<b>Gardella Honors House</b>	Titan Athletic Field	Calihan Hall
<b>Lansing-Reilly</b>	Titan Athletic Field	Calihan Hall
<b>Library</b>	Titan Athletic Field	Student Union and Ballroom
<b>Power House</b>	Buysse Ballpark - Softball	Briggs
<b>East &amp; North Quads</b>	Tennis Pavilion	Calihan Hall
<b>Holden Hall</b>	Tennis Pavilion	Calihan Hall
<b>Shiple Hall</b>	Tennis Pavilion	Calihan Hall
<b>South &amp; West Quads</b>	Tennis Pavilion	Calihan Hall
<b>Reno Hall</b>	Tennis Pavilion	Calihan Hall
<b>Student Union</b>	Buysse Ballpark - Softball	Briggs
<b>Student Fitness Center</b>	Buysse Ballpark - Softball	Briggs

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## Building Containment Procedures

There may be instances when remaining indoors will be the safest course of action to take. In those instances, the Building Containment Procedure will be used. The first person to discover that a hazardous situation exists outside of the building should **immediately notify** the **University official** in the building or call the Department of **Public Safety**.

Be calm and carefully give all information requested.

### Department of Public Safety 24 - Hour Emergency Line

You can reach the Department of Public Safety from any **campus phone** by **dialing**:

**McNichols Campus Phone** – 313-993-1234

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- Upon notification that a building containment is ordered, faculty/staff members are to first turn off all laboratory gases before proceeding to containment areas.
- All occupants are to proceed to the building containment area shown on building containment map(s) posted in the building.
- All faculty and staff should assist in directing all occupants (with or without physical limitations) to containment area(s).
- Once the containment Alert Signal sounds, persons should **immediately seek shelter**.
  1. Move to the interior hallways in the basement or lowest level.
  2. Avoid areas with glass, shelving, or heavy equipment.
  3. If possible, seek shelter under a desk.
  4. Sit on the floor and cover your head with your arms.
  5. Remain at this location until the Department of Public Safety announces all clear.

**Building Containment Procedures Continued**

6. Designated Building Coordinators shall ensure, to the extent practical, that their building's site-specific Building Containment Plan is followed until emergency personnel arrives.
7. Obey directions of emergency response personnel and Building Coordinator(s).
8. All occupants are to remain at the containment location until the Department of Public Safety announces all clear.
9. If you are directed to leave the building, DO NOT re-enter until emergency personnel gives the order to do so.



## The Role of the Building Coordinator

Building Coordinators are responsible for assisting the Department of Public Safety in developing and maintaining individual, site-specific Evacuation and Containment Plans for each campus building.

See Appendix A.

### General Responsibilities

- Knowing the location and approximate quantities of hazardous materials
- Being aware of employees with mobility problems
- Knowing the location of emergency pull alarms, fire extinguishers, emergency telephones, and exits
- Ensuring the display of emergency evacuation route maps
- Alerting building occupants to practice drills and the specific gathering point for the building
- Identifying Floor Coordinators, if necessary, to assist in accounting for occupants of each floor.

### Incident Management

In an evacuation or containment of the occupants of a building, the Building Coordinator is responsible for:

- Assisting occupants in quickly proceeding to the evacuation or containment gathering point
- Accounting for occupants
- Notifying emergency personnel of occupants who are not accounted for
- Alerting occupants at the gathering point if there is a need for them to move to another location
- Identify the appropriate person to complete an After Action Report and send the completed form to the Director of the Department of Public Safety at [publicsafety@udmercy.e](mailto:publicsafety@udmercy.e)

## **Crisis Protocols**

An emergency is an unplanned event that can cause death or significant injury to employees, students, or visitors. An emergency can shut down business operations and cause physical or environmental damage; threatening life and property. To assist you in safely responding to an emergency situation, some common crisis protocols are listed here.

## Active Shooter

**DEFINITION:** An Active shooter incident takes place when one or more persons who are participating in a random or systematic shooting spree or other acts of violence demonstrating intent to continuously harm others. Active shooter events are unpredictable, dynamic, rapidly evolving, multi-variable situations requiring a quick response by law enforcement. If Detroit Mercy experiences an active shooter situation, you should take the following actions:

### Procedure

#### 1. RUN

#### 2. HIDE

#### 3. FIGHT

#### 1. RUN

1. Have multiple escape routes in mind from the areas you frequent.
2. If there is an escape route, attempt to evacuate even if others will not go.
3. Leave your belongings behind.
4. If possible, help others to evacuate with you.
5. Prevent others from entering the areas.
6. Keep your hands visible, with your fingers spread out.
7. Call Public Safety at 313-993-1234 when you are safe.

#### 2. HIDE

1. Hide in an area out of the active shooter's view.
2. Block entry to your hiding place and lock the doors.
3. Turn off the lights in the room.
4. Silence your cell phone.
5. Hide behind large objects.
6. Remain very quiet.

#### 3. FIGHT

1. As a last resort and only when your life is in imminent danger.
2. Attempt to incapacitate the active shooter.
3. Improvise weapons and act with physical aggression.
4. Commit to your actions.

**Active Shooter Continued****• WHEN LAW ENFORCEMENT ARRIVES**

1. Remain calm and follow instructions.
2. Put down any objects in your hands (i.e., bags, jackets)
3. Raise your hands and spread your fingers.
4. Keep your hands visible at all times.
5. Avoid quick movements towards the officers such as holding on to them for safety.
6. Avoid pointing, screaming, or yelling.
7. Do not stop to ask officers for help while evacuating.
8. Know that help for the injured is on the way.

**• WHEN YOU ARE SAFELY OUTSIDE**

1. Once outside, proceed to the gathering point identified for your building. If the gathering point is deemed unsafe, go to a safe location and call Public Safety for further information.
2. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
3. **DO NOT** return to the building until the Department of Public Safety announces all clear.
4. The Building Coordinator will assist in accounting for all building occupants.
5. If requested, assist emergency crews as much as necessary.
6. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

**• WHAT LAW ENFORCEMENT WILL NEED TO KNOW**

1. Location of the active shooter
2. Number of shooters
3. Physical description of shooters
4. Number and type of weapons held by shooters
5. Number of potential victims at the location

## Bomb Threat

**DEFINITION: The reporting of an explosive device or suspected explosive device, which is believed to be a threat to life and/or property.**

### Procedure

#### Telephone Threat

**KEEP THE CALLER ON THE TELEPHONE, ASK, AND RECORD:**

1. Where is the bomb located?
2. When is the bomb going to explode?
3. What kind of bomb is it?
4. Why did you place the bomb there?

Document the following information for the responding police officer:

- Time of the call
- Age and sex of the caller
- Speech pattern, accent, possible nationality/region
- Emotional state of the caller
- Any background noise

If you can get the attention of someone in the office, write down "call Public Safety." If you are unable to get assistance, as soon as you end the telephone call, **immediately** contact the Department of Public Safety.

#### Written Threat

1. If a letter threat is received, it should be preserved for the police department. To preserve fingerprints, it should not be handled once the letter is opened. **immediately** call the Department of Public Safety
1. The Department of Public Safety in cooperation with the Detroit Police Department shall determine the necessity of searching and/or evacuating the building. **Do not touch any suspicious objects.** Do not open drawers, cabinets, turn lights on/off, or use any electronic devices.
2. If evacuation is necessary, quietly evacuate the building and move occupants to a safe location.

**Bomb Threat Continued**

3. Assist those with mobility difficulty in exiting the building. **Do not use the elevators in case of a fire.**
4. Once outside, proceed to the gathering point identified for your building.
5. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel
6. **DO NOT** return to the building until the Department of Public Safety announces all clear.
7. The Building Coordinator will take attendance and assist in accounting for all building occupants.
8. If requested, assist emergency crews as much as necessary.
9. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

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## Chemical Spill or Hazardous Material Incident

**DEFINITION: An incident involving an inadvertent exposure or release of chemical, biological, or radioactive materials.**

### Procedure

1. Any spill or release of a hazardous chemical, biological, or radioactive material **MUST** be reported immediately to the Department of Public Safety, with the exception of small-volume spills that would normally be cleaned up by trained University personnel in accordance with applicable state and federal regulations.
2. If an emergency exists, activate the building alarm.
3. When reporting a spill be specific about the nature of the material involved and its exact location. The Department of Public Safety will contact the necessary specialized authorities and medical personnel.
4. The onsite caller **MUST** vacate the affected areas **IMMEDIATELY** and, if possible, seal them off to prevent further contamination of other areas.
5. Anyone who may be contaminated from the spill should **AVOID CONTACT** with other people, remain in the vicinity and give his or her name(s) to the Department of Public Safety officer upon arrival and wait for further instructions.
6. Once outside, proceed to the gathering point identified for your building.
7. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
8. **DO NOT** return to the building until the Department of Public Safety announces all clear.
9. The Building Coordinator will take attendance and assist in accounting for all building occupants.
10. If requested, assist emergency crews as much as necessary.
11. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

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# Earthquake Emergency

## DEFINITIONS:

**An earthquake is a vibratory or undulating movement of a portion of the earth's crust.**

**Aftershock is a secondary tremor that follows the initial earthquake. Aftershocks frequently occur minutes, days, weeks, and even months following an earthquake. Damaged buildings may be destroyed by aftershocks following the main quake.**

## Procedure

### BEFORE AN EARTHQUAKE

- Know the safe places in your office and building to take cover.
- Know how to protect yourself while taking shelter.
- Wait in your safe place until the shaking stops, then check to see if you are hurt.
- Be on the lookout for fires.
- If you must leave a building after the shaking stops, as a precaution, use the stairs, not the elevator.
- If you are outside in an earthquake, stay outside. Move away from buildings, trees, streetlights, and power lines. Crouch down and cover your head.
- Inform faculty, students, guests, and caregivers of the safe place in your room or office.
- Discuss earthquakes with your employees and students.

### DURING AN EARTHQUAKE - **Remain calm.**

#### Indoors

1. Drop, cover, and HOLD ON.
2. Seek refuge in a doorway or under a desk or table until the emergency is over.
3. Stay away from glass windows, shelves, and heavy equipment.
4. After the initial shock, evaluate the immediate area.
5. **Prepare for an aftershock** (second tremor).
6. Call the Department of Public Safety from your current location.



**Earthquake Emergency Continued**

7. If an emergency exists, activate building alarm.
8. Stay indoors until the shaking stops and you are sure it is safe to exit.
9. Assist persons with mobility difficulty in exiting the building.
10. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
11. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
12. Once outside, proceed to the gathering point identified for your building.
13. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
14. **DO NOT** return to the building until the Department of Public Safety announces all clear.
15. The Building Coordinator will take attendance and assist in accounting for all building occupants.
16. If requested, assist emergency crews as much as necessary.
17. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

**Outdoors**

1. If you are outdoors, **find a clear spot** away from buildings, trees, streetlights, and power lines.
2. Drop to the ground and stay there until the shaking stops.
3. If you are in a vehicle, pull over to a clear location
4. Stop and stay there with your seatbelt fastened until the shaking stops.
5. After the initial shock, evaluate the immediate area.
6. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
7. If requested, assist emergency crews as much as necessary.
8. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

**Earthquake Emergency Continued**

9. Call the Department of Public Safety from your current location.
10. **Prepare for the aftershock** (second tremor).

**AFTER AN EARTHQUAKE**

- Check yourself for injuries.
- Protect yourself from further danger by putting on available long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- After you have taken care of yourself, help injured or trapped persons.
- Look for and extinguish small fires if trained to do so. Eliminate fire hazards.
- Leave the gas on at the main valve, unless you smell gas or think it is leaking.
- Open closet and cabinet doors cautiously.
- Inspect your area for damage. Assist in getting everyone out if the building is unsafe.
- Help others who may require special assistance.
- Listen to a portable, battery-operated radio (or television) for updated emergency information and instructions.
- Expect aftershocks.
- Watch out for fallen power lines or broken gas lines and stay out of damaged areas.
- Stay out of damaged buildings.
- Use battery-powered lanterns or flashlights to inspect your area.
- Avoid smoking inside buildings.
- When entering buildings, use extreme caution.
- Check for damage to utility services (gas leaks, electrical system, sewage and water line).

Portions of this information is taken from NEHRP (National Earthquakes Hazard Reduction Program), Los Angeles City Fire Department Earthquake preparedness handbook, and American Red Cross.

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## Electrical Failure

**DEFINITION: The loss of electrical currents to a portion or all of the University's property.**

### Procedure

1. Between the hours of 7:00 a.m. – 4:00 p.m. Monday – Friday immediately notify **Facility Operations** at **(313) 993-1240**.
2. If there is a potential danger to the building occupants or a complete utility failure occurs **after hours, on weekends, or on holidays**, notify the **Department of Public Safety** at **(313) 993-1234**.
3. If an emergency exists, pull a fire alarm to evacuate the building.
4. Proceed to the nearest exit.
5. Once you are at a safe location, call the Department of Public Safety.
6. Give the Department of Public Safety the building, floor, and room number with the problem.
7. Advise the Department of Public Safety of the problem and any known injuries.
8. Assist persons with mobility difficulty in exiting the building.
9. **DO NOT USE THE ELEVATORS.**
10. If available, use a secondary lighting system such as a flashlight.
11. Once outside, proceed to the gathering point identified for your building.
12. **DO NOT** return to the building until the Department of Public Safety announces all clear.
13. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
14. The Building Coordinator will take attendance and assist in accounting for all building occupants.
15. If requested, assist emergency crews as much as necessary.
16. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

## Elevator Malfunction

**DEFINITION:** The malfunction of an elevator, which makes it inoperable for usage. This malfunction may or may not trap passengers inside.

### Procedure

1. If you are trapped in an elevator, pick up the emergency telephone if one is present.
2. This telephone will automatically call the Department of Public Safety.
3. **If the elevator does not have an emergency telephone**, push the emergency alarm located on the front panel to signal for help.
4. If there is no emergency alarm system, periodically make noise to alert rescue workers of your location.

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## Fire, Explosion, or Smoke

**DEFINITION: The observation or reported observation of smoke, flames, or explosion that appear to pose a threat to life or property.**

### Procedure

1. Pull the fire alarm if available and/or if you can do so safely, notify occupants by yelling "fire" in the hallway.
2. Go to a safe area and call the Department of Public Safety.
3. Give the Department of Public Safety the building, floor, and room number where the fire is located.
4. State whether the building is occupied.
5. State if person(s) is trapped or injured and their location(s).
6. Give the cause of the fire, if known.
7. State your name, telephone number, and location at time of call.
8. **STAY ON THE TELEPHONE** and offer further assistance.
9. The Director of the Department of Public Safety will fully activate the Emergency Operations Center, if it is appropriate to do so.
10. Small, isolated fires should be extinguished if possible and safe. Fire extinguishers are generally located in stairwells, near entrances, or at the end of corridors.
11. Building coordinators will account for their personnel at the evacuation assembly area and report this information to the Department of Public Safety officer.
12. Personnel should remain at the gathering point for further instructions.

## Gas Leak

**DEFINITION:** The smell of a gaseous odor in areas that are not appropriate and are believed to pose a threat to life or property.

### Procedure

1. **STOP ALL OPERATIONS IMMEDIATELY.**
2. Vacate the area.
3. If unable to leave the area, ventilate the room with fresh air.
4. Call the Department of Public Safety from a safe location.
5. Provide the building, floor, and room number with the problem.
6. Advise of the type of problem and injuries if known.
7. **DO NOT USE ELEVATORS.**
8. Once outside, proceed to the gathering point identified for your building.
9. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
10. **DO NOT** return to the building until the Department of Public Safety announces all clear.
11. The Building Coordinator will take attendance and assist in accounting for all building occupants.
12. If requested, assist emergency crews as much as necessary.
13. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

## Plumbing Failure or Flood

### DEFINITIONS:

- a. **Plumbing Failure** - The complete or partial loss of water pressure needed to receive adequate water flow.
- b. **Flood** - The overflow of water into areas that are not equipped to handle water flow.

### Procedure

1. Between the hours of 7:00 a.m. – 4:00 p.m. Monday – Friday immediately notify **Facility Operations** at **(313) 993-1240**.
2. If there is a potential danger to the building occupants or a complete utility failure occurs **after hours, on weekends, or on holidays**, notify the **Department of Public Safety** at **(313) 993-1234**.
3. **DO NOT USE electrical equipment.**
4. **DO NOT USE ELEVATORS.**
5. If necessary, vacate the area.
6. Call the Department of Public Safety from a safe location.
7. Provide the building, floor and room number with the problem.
8. Advise of the type of problem and injuries, if known.
9. Once outside, proceed to the gathering point identified for your building.
10. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
11. **DO NOT** return to the building until the Department of Public Safety announces all clear.
12. The Building Coordinator will take attendance and assist in accounting for all building occupants.
13. If requested, assist emergency crews as much as necessary.
14. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

## Severe Weather Emergency

**DEFINITION: Inclement weather, may cause unsafe conditions in traveling to or while on our University campus.**

### Procedure

1. The decision to close the University due to bad weather is made by the President of the University upon the recommendation of the Associate Vice President (AVP) of Facilities Management.
2. The Dean of the Law School should be consulted by the AVP of Facilities Management regarding evening classes prior to this decision.
3. When a decision is made to delay or cancel classes or close the University, the Associate Vice President of Facilities Management then notifies:
  - a. The AVP for Marketing & Communications to alert the news media (Channels 2, 4, 7, 50, 62 and radio stations WWJ-950AM and WJR-760AM).
  - b. If the AVP for Marketing & Communications cannot be contacted, then the Asst. Director for Marketing & Communications will be contacted.
  - c. The AVP for Facilities Management will notify President's Council members who, in turn, will notify personnel reporting to their areas.
  - d. The Executive Assistant to Provost, VP Academic Affairs (VPAA) will also be called to notify the deans and major directors reporting to Academic Affairs; they, in turn, should notify personnel reporting to their areas.
  - e. Due to student clinical placements and the early start of Dental classes, the Dental and Health Professions Deans should be notified first.
4. The information will also be disseminated through the University's Emergency Alert System.
5. Notice of the delay/closing/cancellation will be added to DETROIT MERCY's website by Marketing & Communications or ITS departments.
6. Notice of cancellation of evening classes will be emailed to faculty, staff and students from the Office of the President or Provost, VPAA.
7. Please note that Athletic events usually proceed as scheduled even if classes are cancelled.



## Steam Line Failure

**DEFINITION: The leakage of steam into areas that are not equipped for this exposure. Due to high temperatures, this leakage may pose a threat to life or property.**

### Procedure

1. **DO NOT USE ELEVATORS.**
2. If necessary, vacate the area.
3. Call the Department of Public Safety from a safe location (313)993-1234
4. Provide the building, floor, and room number of the problem.
5. Advise of the type of problem and injuries, if known.
6. Once outside, proceed to the gathering point identified for your building.
7. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
8. **DO NOT** return to the building until the Department of Public Safety announces that the area is all clear.
9. If available, the Building Coordinator will take attendance and assist in accounting for all building occupants.
10. If requested, assist emergency crews as much as necessary.
11. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

## Suspicious Package

**DEFINITION: Suspicious packages are envelopes and packages believed to be a threat to life and/or property. Be wary of suspicious packages and letters as they can contain explosives, chemicals, or biological agents.**

Here's a list of potential threat characteristics:

1. Packages that are unexpected or from someone unfamiliar to you.
2. Items marked with restrictive endorsements, such as "Personal," "Confidential" or "Do not x-ray."
3. Items that have protruding wires or aluminum foil, strange odors, or stains.
4. Packages that show a city or state in the postmark that doesn't match the return address.
5. Items that are of unusual weight, given their size, or are lopsided or oddly shaped.
6. Items marked with any threatening language.
7. Packages with inappropriate or unusual labeling.
8. Packages with excessive postage or excessive packaging material such as masking tape and string.
9. Packages with misspellings of common words.
10. Packages that are addressed to someone no longer with your organization or are otherwise outdated.
11. Packages with incorrect titles or a title without a name (e.g., just "Dean")
12. Packages that are not addressed to a specific person.
13. Packages with handwritten or poorly typed addresses.

### Suspicious Package Continued

#### **If you identify a suspicious package, take these additional steps against possible biological and chemical agents**

1. Refrain from eating or drinking in the designated mail-handling areas.
2. If safe, place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
3. If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
4. Leave the room and close the door, or section of the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading any powder to your face.
6. Report the incident to the Department of Public Safety or supervisor, who should immediately notify the Department of Public Safety.
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to the Department of Public Safety for follow-up investigations.
8. **If there is an explosion**, immediately leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.

If you are notified or observe a suspicious package or object, **do not touch the object**. Clear the area around suspicious packages and **immediately call the Department of Public Safety** from a safe location.

If a room or entire building is evacuated, do not stand in front of windows, glass doors or other potentially hazardous areas.

Do not block sidewalks or streets to be used by emergency officials or others still exiting the building.

## Tornado

### DEFINITIONS:

- a. **Tornado Watch** – A tornado watch is issued when conditions are likely for a tornado to strike.
- b. **Tornado Warning** – A tornado warning is issued when a tornado has actually been sighted, or has been indicated by radar and may strike in your area.

### Procedure

Once you hear the containment Alert Signal, you should **immediately seek shelter**.

#### **Building Shelter**

1. Move to the interior hallways in the basement or lowest floor.
2. Avoid areas with glass, shelving or heavy equipment.
3. If possible, seek shelter under a desk.
4. Sit on the floor and cover your head with your arms.
5. Remain at this location until the Department of Public Safety announces all clear.

#### **Vehicle Shelter**

1. Get out of the vehicle.
2. Immediately get into a ditch or ravine.
3. Cover your head with your arms.

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## Ventilation Problem

**DEFINITION: When the ventilation system fails to properly circulate airflow within a designated area.**

### Procedure

1. If smoke and/or odor is coming from the ventilation system, **IMMEDIATELY** vacate the area.
2. **DO NOT USE ELEVATORS.**
3. Call the Department of Public Safety from a safe location.
4. Provide the building, floor, and room number with the problem.
5. Advise of the type of problem and injuries, if known.
6. Once outside, proceed to the gathering point identified for your building.
7. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
8. **DO NOT** return to the building until the Department of Public Safety announces all clear.
9. The Building Coordinator will take attendance and assist in accounting for all building occupants.
10. If requested, assist emergency crews as much as necessary.
11. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

## **Evacuation**

**This page was intentionally left blank. Insert the Evacuation & Containment Record for your building after this page.**

## Emergency Operations Center

In the event of a widespread emergency, the Director of the Department of Public Safety will activate the Detroit Mercy Emergency Operations Center (**DMEOC**), which shall serve as the workspace for the Crisis Management Team. The specific campus locations are listed below.

The EOC will also be set up at other locations where necessary support facilities exist.

- McNichols Campus – Student Union Building, President's Dining Room  
Secondary site: College of Health Professions Room 124
- Riverfront Campus School of Law – Room 144
- Corktown Campus School of Dentistry –Clinic Building 4<sup>th</sup> Floor Dean's Conference Room
- Novi Campus –Department of Public Safety Office

## Media Information Center

The Media Information Center brings the media together in one room to be briefed on an emergency. It facilitates the rapid dissemination of timely, accurate information and helps alleviate confusion and uncertainty. The Associate VP of Marketing and Communications and Director of Media Relations are responsible for operating the Media Information Center and equipping it with the necessary supplies and equipment. Additional staff will be utilized, as necessary. The Media Information Center has an adequate workspace for the media.

1. In the event of an onsite emergency or disaster situation with substantial media interest, a Media Information Center will be established at:

McNichols Campus - Fountain Lounge, Student Center

Riverfront Campus School of Law – Room # 266

Corktown Campus School of Dentistry – Orthodontics 1<sup>st</sup> floor

Novi Campus – Parking Lot South of Building

2. A special telephone line may be reserved for family members wishing to obtain information about injured students and personnel.
3. The telephone number will be included in written news releases and on the DETROIT MERCY web site. The available 800 numbers are:

<b>Toll free number</b>	<b>DETROIT MERCY number</b>	<b>Line location</b>	<b>Description</b>
800-596-5151	313-993-1000	McN LR	Main DETROIT MERCY number Switchboard
800-635-5020	313-993-1245	McN FAC 100	Admission
866-428-1610	313-596-0264	McN SOL 207	Admissions
888-836-4723	313-993-1540	McN FAC 400	Alumni

If conditions do not warrant the establishment of a Media Information Center, the Associate VP of Marketing and Communications and Director of Media Relations may take calls and brief the media from the Marketing and Communications Office or work area.



## Logistics & Support

### Purpose

- Provides administrative support for the President's Council and Crisis Management Team
- Documents situation status and tracks resource use as assigned.
- Coordinates equipment and special installations as assigned

In some circumstances, it may be necessary to ask faculty or staff to assume temporary roles outside the normal scope of duty, taking into consideration their ability to carry out those temporary roles. Departments that do not have specific roles outlined for their personnel may be asked to assist with emergency procedures.

The following University offices are expected to assume various roles, as needed, in an effort to provide a coordinated response to an emergency. The Crisis Management Team will notify the following offices if they are needed.

## Logistics & Support Matrix

Academic Deans & Chairs	Identify and resolve instructional and research issues in their respective buildings. Coordinate necessary faculty resources.
Athletics	Coordinate use of Calihan Hall as a staging area for temporary shelter, and/or temporary morgue.
Controller's Office	Identify cause and scope of loss, coordinate insurance adjustment. Link with State Environmental Authorities when necessary.
Counseling & Psychology Clinics, Personal Counselor	Assist students and employees in coping with trauma.
Facilities Management	Provide site and building information. Provide structural evaluations and repair estimates. Arrange for setup of temporary quarters for displaced units.
Facility Operations	Mitigate facility and grounds damages and restore to functional level. Assist Department of Public Safety with creating a safety perimeter at the site of the emergency. Coordinate radio and pager support.
Faculty Members	Assure that students in class who have mobility difficulty are assisted in evacuation, making sure they get at least to the landing of a stairwell.
Health Center	Provide medical support and back up. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide on-site medical triage.
Human Resources	Provide contact information and serve as a communications hub for necessary contacts with employees as requested.
International Services Office	Coordinate contact with International students. Arrange for documents.
Mail Room	Provide courier services to policy and operation groups.
Marketing & Communications	Media coordination and spokesperson. Responsible for internal and external communication including web site.
Public Safety	Law enforcement, crowd control, evacuation, site security, and mobile communications. Liaison with on-site police, fire, and medical command personnel.
Purchasing	Obtain emergency goods and services; include pick-up/delivery to site of emergency.
Registrar	Reschedule classes and public events to include off campus accommodations.
Residence Life	Coordinate housing operations (including any temporary shelters or temporary housing needs).
Student Affairs	Coordinate student notification and response. Liaison with parents.
Student Life	Create temporary identifications/access credentials as requested. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.).
University Dining Services	Coordinate dining services for dislocated students, personnel and emergency workers.
University Ministry	Assist students and employees in coping with trauma. Organize prayer services (Mass and ecumenical/interfaith) as appropriate.

## After Action

During an emergency there may be many University departments as well as outside emergency personnel involved in neutralizing the problem. Specific individuals throughout the emergency process will document pertinent information. The collected information should be documented on the After Action Report once the emergency ends.

To access a blank copy of the After Action Report, go to the Department of Public Safety web site home page at [www.udmercy.edu/publicsafety](http://www.udmercy.edu/publicsafety) click on the Emergency Readiness page to access the After Action Form.

All completed forms must be submitted to the Director of the Department of Public Safety at [publicsafety@udmercy.edu](mailto:publicsafety@udmercy.edu) for further processing.

An After Action Report **MAY** be completed by:

- The First Responder and/or the Building Coordinator
- The head of a department
- The Department of Public Safety

All related reports are to be turned in to the Director of the Department of Public Safety. The Director of the Department of Public Safety is responsible for the completion of an incident summary report, which is submitted to the University President. The preliminary report shall identify safety hazards, the corrective action plan, and associated incident costs. This report shall be submitted no later than 72 hours after the affected area is returned to normal.

See Appendix E.

## Training

The initial training will be delivered to the identified Building Coordinators of each building. Upon completion of the Building Coordinator training, there will be site-specific training scheduled. The Building Coordinator, in conjunction with an emergency response team member, will deliver site-specific emergency response training.

To ensure that the University of Detroit Mercy remains current with emergency response procedures, routine drills will be scheduled by the Department of Public Safety and supported by a Building Coordinator. Annual drills will be scheduled for throughout the calendar year.

It will be the responsibility of the Department of Human Resources to review Sections One and Two of this manual with new employees. This should be accomplished within an employee's first 30 days of employment.

It will be the responsibility of the Department of Public Safety to forward current emergency response information to the Emergency Response Planning Committee for review. The Emergency Response Planning Committee shall ensure that the information in the Emergency Response Plan is kept current. The document shall be reviewed annually to assure ongoing accuracy.

## Appendix A

**McNichols Campus Building and Floor Coordinators**

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>ARCHITECTURE</b> Building Coordinator	Dan Pitera	313-993-1532	<a href="mailto:piteradw@udmercy.edu">piteradw@udmercy.edu</a>
2 <sup>nd</sup> Floor Coordinator	Cheryl Baxter	313-993-1533	<a href="mailto:needhaca@udmercy.edu">needhaca@udmercy.edu</a>
1 <sup>st</sup> Floor Coordinator	Brigette Murphy-Barbee	313-993-1533	<a href="mailto:murphybr@udmercy.edu">murphybr@udmercy.edu</a>
Lower Level Coordinator	Noah Resnick	313-993-1531	<a href="mailto:resnicsns@udmercy.edu">resnicsns@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>BRIGGS</b> Building Coordinator	Lezly Pruitt	313-993-1287	<a href="mailto:pruittls@udmercy.edu">pruittls@udmercy.edu</a>
Alternate	Angela Davis	313-993-0434	<a href="mailto:davisam3@udmercy.edu">davisam3@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>CALIHAN HALL</b> Building Coordinator	Timothy Fair	313-993-1700	<a href="mailto:fairtr@udmercy.edu">fairtr@udmercy.edu</a>
Alternate	Mike Miller	313-993-1740	<a href="mailto:millerma@udmercy.edu">millerma@udmercy.edu</a>
Alternate	Kaitlin Burgess	313-993-1700	<a href="mailto:burgeska2@udmercy.edu">burgeska2@udmercy.edu</a>
Alternate	Peter Gradowski	313-993-1700	<a href="mailto:gradowpj@udmercy.edu">gradowpj@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>CHEMISTRY</b> Building Coordinator	Matt Mio	313-993-1188	<a href="mailto:miomj@udmercy.edu">miomj@udmercy.edu</a>
2 <sup>nd</sup> floor Coordinator	Mark Benvenuto	313-993-1184	<a href="mailto:benvenma@udmercy.edu">benvenma@udmercy.edu</a>
1 <sup>st</sup> floor Coordinator	Jane Schley	313-993-1258	<a href="mailto:schleyja@udmercy.edu">schleyja@udmercy.edu</a>
Lower Level Coordinator	Meghann Murray	313-993-1259	<a href="mailto:murraymm@udmercy.edu">murraymm@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>CHP</b> Building Coordinator	Renee Sumpter	313-993-3297	<a href="mailto:sumptere@udmercy.edu">sumptere@udmercy.edu</a>
Alternate	Lauren Paton	313-993-2452	<a href="mailto:sackeyle@udmercy.edu">sackeyle@udmercy.edu</a>
4 <sup>th</sup> floor Coordinator	Kathy Putnam	313-993-4406	<a href="mailto:putmanka@udmercy.edu">putmanka@udmercy.edu</a>
3 <sup>rd</sup> floor Coordinator	Renee Courtney	313-993-1272	<a href="mailto:courtnrk@udmercy.edu">courtnrk@udmercy.edu</a>
2 <sup>nd</sup> floor Coordinator	Yvonne King	313-993-1762	<a href="mailto:kingyv@udmercy.edu">kingyv@udmercy.edu</a>
1 <sup>st</sup> floor Coordinator	Renee Sumpter	313-993-3297	<a href="mailto:sumptere@udmercy.edu">sumptere@udmercy.edu</a>
Lower Level Coordinator	Liz Boyar	313-993-2445	<a href="mailto:turzael@udmercy.edu">turzael@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>COMMERCE &amp; FINANCE</b> Building Coordinator	Leonard Kloft	313-993-1118	<a href="mailto:kloftlj@udmercy.edu">kloftlj@udmercy.edu</a>
2 <sup>nd</sup> floor Coordinator	LySandra C. Hill	313-993-1204	<a href="mailto:hilllc@udmercy.edu">hilllc@udmercy.edu</a>
1 <sup>st</sup> floor Coordinator	Wendy Marshall	313-993-1200	<a href="mailto:marshawl@udmercy.edu">marshawl@udmercy.edu</a>
Lower Level Coordinator	Leonard Kloft	313-993-1118	<a href="mailto:kloftlj@udmercy.edu">kloftlj@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>ENGINEERING</b> Building Coordinator	Karla Lewis	313-993-1217	<a href="mailto:lewiskm2@udmercy.edu">lewiskm2@udmercy.edu</a>
3 <sup>rd</sup> floor Coordinator	Bruce Balconi	313-993-1657	<a href="mailto:balconbj@udmercy.edu">balconbj@udmercy.edu</a>
2 <sup>nd</sup> floor Coordinator	Carolyn Rimle	313-993-3362	<a href="mailto:rimec@udmercy.edu">rimec@udmercy.edu</a>
1 <sup>st</sup> floor Coordinator	Robert Wade Burke	313-993-3369	<a href="mailto:burkerw@udmercy.edu">burkerw@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>FACILITY OPERATIONS</b> Building Coordinator	Bryana Borders	313-993-1240	<a href="mailto:borderbl@udmercy.edu">borderbl@udmercy.edu</a>
Building Alternate	Sandra Twymon-Orr	313-993-1240	<a href="mailto:twymonsa@udmercy.edu">twymonsa@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>STUDENT UNION</b> <b>Building Coordinator</b>	Alysa Jackson	313-993-1489	<a href="mailto:ouelleal@udmercy.edu">ouelleal@udmercy.edu</a>
<b>2<sup>nd</sup> Floor Human Resources Coordinator</b>	Netina Anding-Moore	313-993-1524	<a href="mailto:andingnv@udmercy.edu">andingnv@udmercy.edu</a>
<b>2<sup>nd</sup> Floor Finance Coordinator</b>	Kim Koelb	313-993-1263	<a href="mailto:koelbkj@udmercy.edu">koelbkj@udmercy.edu</a>
<b>2<sup>nd</sup> Floor Finance Alternate</b>	Victoria Spallone	313-993-1268	<a href="mailto:spallov1@udmercy.edu">spallov1@udmercy.edu</a>
<b>2<sup>nd</sup> Floor MARCOM Coordinator</b>	Gary Erwin	313-578-0339	<a href="mailto:erwingj@udmercy.edu">erwingj@udmercy.edu</a>
<b>2<sup>nd</sup> Floor MARCOM Alternate</b>	Arnold D'Ambrosio	313-993-1025	<a href="mailto:dambroaa1@udmercy.edu">dambroaa1@udmercy.edu</a>
<b>2<sup>nd</sup> Floor Metz Catering Coordinator</b>	Randy Flower	313- 993-1683	<a href="mailto:ma4037@metzcorp.com">ma4037@metzcorp.com</a>
<b>Executive Suite Floor Coordinator</b>	Cassandra Wadley	313-993-1457	<a href="mailto:wadleycd@udmercy.edu">wadleycd@udmercy.edu</a>
<b>Executive Suite Floor Alternate</b>			
<b>1<sup>st</sup> Floor Student Accounting/Registrar Alternate</b>	Diane Praet	313-993-3133	<a href="mailto:praetdm@udmercy.edu">praetdm@udmercy.edu</a>
<b>First Floor Student Accounting/Registrar Coordinator</b>	Cheryl Styczynski	313-993-1421	<a href="mailto:styczycl@udmercy.edu">styczycl@udmercy.edu</a>
<b>1<sup>st</sup> Floor Admissions Coordinator</b>	Theresa Carson	313-993-3309	<a href="mailto:carsonta@udmercy.edu">carsonta@udmercy.edu</a>
<b>1<sup>st</sup> Floor Admissions Alternate</b>			
<b>Lower-Level IT Floor Coordinator</b>	Ed Tracy	313-993-1554	<a href="mailto:tracyeg@udmercy.edu">tracyeg@udmercy.edu</a>
<b>Lower-Level Life Student Life Alternate</b>	Adam Hollman	313-993-1154	<a href="mailto:hollmaap@udmercy.edu">hollmaap@udmercy.edu</a>
<b>Lower Level Student Life Coordinator</b>	Dorothy Stewart	313-993-1033	<a href="mailto:steward@udmercy.edu">steward@udmercy.edu</a>
<b>Lower Level Bookstore</b>			

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>FORD LIFE SCIENCE</b> Building Coordinator	Lalisha Griffin	313-993-1180	<a href="mailto:griffilb@udmercy.edu">griffilb@udmercy.edu</a>
3 <sup>rd</sup> floor Coordinator	Greg Grabowski	313-993-1194	<a href="mailto:grabowkgm@udmercy.edu">grabowkgm@udmercy.edu</a>
2 <sup>nd</sup> floor Coordinator	Jim Graves	313-993-1162	<a href="mailto:gravesif@udmercy.edu">gravesif@udmercy.edu</a>
1 <sup>st</sup> floor Coordinator	Maris Polanco	313-993-1180	<a href="mailto:polancmc@udmercy.edu">polancmc@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>GARDELLA HOUSE</b> Building Coordinator	Delanda Dixon	313-993-3250	<a href="mailto:dixondr@udmercy.edu">dixondr@udmercy.edu</a>
Alternate	Nicholas Rombes	313-993-1085	<a href="mailto:rombesnd@udmercy.edu">rombesnd@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>LANSING REILLY</b> Building Coordinator	Ruth Fichter	313-993-1663	<a href="mailto:fichtere@udmercy.edu">fichtere@udmercy.edu</a>
Alternate	Father Gilbert Sunghera	313-993-1625 408-398-3381	<a href="mailto:sunghegi@udmercy.edu">sunghegi@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>LIBRARY</b> Building Coordinator	Marilyn Dow	313-993-1090	<a href="mailto:dowmk@udmercy.edu">dowmk@udmercy.edu</a>
4 <sup>th</sup> floor Coordinator	Allen Seales	313-993-1535	<a href="mailto:sealesav@udmercy.edu">sealesav@udmercy.edu</a>
4 <sup>th</sup> floor Alternate	Erica Graze	313-993-1811	<a href="mailto:grazeem@udmercy.edu">grazeem@udmercy.edu</a>
3 <sup>rd</sup> floor Coordinator	Mike Verduco	313-993-1299	<a href="mailto:verdusmi@udmercy.edu">verdusmi@udmercy.edu</a>
3 <sup>rd</sup> floor Alternate	Erin Bell	313-993-1104	<a href="mailto:bellee@udmercy.edu">bellee@udmercy.edu</a>
2 <sup>nd</sup> floor Coordinator and 2 <sup>nd</sup> floor Stacks	Nicole Shorter	313-993-1152	<a href="mailto:shortens@udmercy.edu">shortens@udmercy.edu</a>
2 <sup>nd</sup> floor Alternates and 2 <sup>nd</sup> floor Stacks	All Circulation Staff	313-993-1795	<a href="mailto:circulation@udmercy.edu">circulation@udmercy.edu</a>
1 <sup>st</sup> floor Coordinator	George Libbey	313-993-1078	<a href="mailto:libbeygh@udmercy.edu">libbeygh@udmercy.edu</a>
1 <sup>st</sup> floor Alternates	All Reference Librarians	313-993-1071	<a href="mailto:edesk@udmercy.edu">edesk@udmercy.edu</a>
LL Coordinator	Kris McLonis	313-578-0457	<a href="mailto:mclonika@udmercy.edu">mclonika@udmercy.edu</a>



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LOCATION	COORDINATOR	CAMPUS #	EMAIL
LL Alternate	Joshua Duffy	313-993-1073	<a href="mailto:duffyjo@udmercy.edu">duffyjo@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>RENO HALL</b> Building Coordinator	Valerie Williams	313-578-0392	<a href="mailto:williamvw@udmercy.edu">williamvw@udmercy.edu</a>
2 <sup>nd</sup> floor Coordinator	Valerie Williams	313-578-0392	<a href="mailto:williamvw@udmercy.edu">williamvw@udmercy.edu</a>
2 <sup>nd</sup> floor Alternate	Richard Rockwell	313-993-1485	<a href="mailto:rockwel@udmercy.edu">rockwel@udmercy.edu</a>
1 <sup>st</sup> floor Coordinator	Nancy O'Shea	313-993-1464	<a href="mailto:osheana@udmercy.edu">osheana@udmercy.edu</a>
LL Coordinator	Valerie Williams	313-578-0392	<a href="mailto:williamvw@udmercy.edu">williamvw@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>RESIDENTIAL HOUSING</b>			
Residential Housing Coordinator	Sandra Alef	313-993-1231	<a href="mailto:alefsj@udmercy.edu">alefsj@udmercy.edu</a>
Residential Housing Alternate	Mike Cunningham	313-993-1685	<a href="mailto:cunninmp@udmercy.edu">cunninmp@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>HOLDEN HALL</b> Building Coordinator	Mike Cunningham	313-993-1685	<a href="mailto:cunninmp@udmercy.edu">cunninmp@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>SHIPLE HALL</b> Building Coordinator	Amir Radmanesh	313-993-1788	<a href="mailto:radmanam@udmercy.edu">radmanam@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>QUAD COMPLEX</b> Building Coordinator	Mike Cunningham	313-993-1685	<a href="mailto:cunninmp@udmercy.edu">cunninmp@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>STUDENT FITNESS CENTER</b> Building Coordinator	Deanna Blevins	313-993-1783	<a href="mailto:humphrdc@udmercy.edu">humphrdc@udmercy.edu</a>
Alternate	Mike Wynn	313-993-1783	<a href="mailto:wynnmi@udmercy.edu">wynnmi@udmercy.edu</a>

## Appendix A

**Corktown Campus Building and Floor Coordinators**

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>CLASSROOM BUILDING</b> Building Coordinator	Sheroyne Jones	313-494-6720	<a href="mailto:jonessj@udmercy.edu">jonessj@udmercy.edu</a>
Alternate	Jennifer May	313-494-6721	<a href="mailto:colematr@udmercy.edu">colematr@udmercy.edu</a>

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>CLINIC BUILDING</b> Building Coordinator	Gwendolyn Graham	313-494-6623	<a href="mailto:campbegd@udmercy.edu">campbegd@udmercy.edu</a>
4 <sup>th</sup> floor Coordinator	Crystal Becker	313-494-6621	<a href="mailto:walikacm@udmercy.edu">walikacm@udmercy.edu</a>
4 <sup>th</sup> floor Coordinator Alternate	Errin Colvin	313-494-6620	<a href="mailto:colvinen@udmercy.edu">colvinen@udmercy.edu</a>
3 <sup>rd</sup> floor Coordinator	Carry Travis	313-494-6780	<a href="mailto:traviscm@udmercy.edu">traviscm@udmercy.edu</a>
3 <sup>rd</sup> Floor Alternate			
2 <sup>nd</sup> floor Coordinator	Gwendolyn Graham	313-494-6623	<a href="mailto:campbegd@udmercy.edu">campbegd@udmercy.edu</a>
1 <sup>st</sup> floor South Coordinator	Delonda Spearman	313-494-6786	<a href="mailto:germandl@udmercy.edu">germandl@udmercy.edu</a>
1 <sup>st</sup> floor South Alternate	Rowena Filary	313-494-6953	<a href="mailto:filaryrj@udmercy.edu">filaryrj@udmercy.edu</a>
1 <sup>st</sup> floor North Coordinator	Stephanie Banks	313-494-6648	<a href="mailto:banksst@udmercy.edu">banksst@udmercy.edu</a>
1 <sup>st</sup> floor North Alternate	Kristie Jones	313-494-6658	<a href="mailto:joneska9@udmercy.edu">joneska9@udmercy.edu</a>
1 <sup>st</sup> floor West Coordinator	Kendra Towns	313-494-6647	<a href="mailto:townskd@udmercy.edu">townskd@udmercy.edu</a>

## Appendix A

**Novi Campus Building and Floor Coordinators**

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>NOVI CAMPUS</b> <b>Building Coordinator</b>	Sulman Hans	248-675-0820	<a href="mailto:hanssu@udmercy.edu">hanssu@udmercy.edu</a>
<b>Building Alternate</b>	Krysta DuPont	248-675-0801	<a href="mailto:dupontkr@udmercy.edu">dupontkr@udmercy.edu</a>

## Appendix A

**Riverfront Campus Building and Floor Coordinators**

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>LAW SCHOOL</b> <b>Building Coordinator</b>	Kurt Godfryd	313-596-0207	<a href="mailto:godfrykj@udmercy.edu">godfrykj@udmercy.edu</a>
<b>Alternate</b>	Yvette Chapman	313-596-0224	<a href="mailto:champayv@udmercy.edu">champayv@udmercy.edu</a>
<b>3<sup>rd</sup> Floor West Coordinator</b>	Sarah Garrison	313-596-0226	<a href="mailto:garrissi@udmercy.edu">garrissi@udmercy.edu</a>
<b>3<sup>rd</sup> Floor East Coordinator</b>	Julia Belian	313-596-0225	<a href="mailto:belianju@udmercy.edu">belianju@udmercy.edu</a>
<b>2<sup>nd</sup> Floor West Coordinator</b>	Layla Berry	313-596-0210	<a href="mailto:berrylr@udmercy.edu">berrylr@udmercy.edu</a>
<b>2<sup>nd</sup> Floor East Coordinator</b>	Chris Congdon	313-596-0835	<a href="mailto:congdorcc@udmercy.edu">congdorcc@udmercy.edu</a>
<b>1<sup>st</sup> Floor West Coordinator</b>	Stephanie Winbigler	313-596-9841	<a href="mailto:winbigesn@udmercy.edu">winbigesn@udmercy.edu</a>
<b>1<sup>st</sup> Floor East Coordinator</b>	James Williams	313-596-9407	<a href="mailto:williajc@udmercy.edu">williajc@udmercy.edu</a>
<b>Lower Level</b>	Don Barnes	313-993-1240	<a href="mailto:barnesdp@udmercy.edu">barnesdp@udmercy.edu</a>
<b>Larned Doors</b>	Daniela Iacoban	313-596-9810	<a href="mailto:iacobada@udmercy.edu">iacobada@udmercy.edu</a>
<b>Faculty Lot Gate</b>	James Williams	313-596-0254	<a href="mailto:williajc@udmercy.edu">williajc@udmercy.edu</a>

## Appendix A

**Riverfront Campus Building and Floor Coordinators**

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>LAW CLINIC</b>			
<b>Coordinator</b>	Rebecca Nowak	313-596-9409	<a href="mailto:simkinrg@udmercy.edu">simkinrg@udmercy.edu</a>
<b>Alternate</b>	Tonisha Williams	313-596-9410	<a href="mailto:bowentr1@udmercy.edu">bowentr1@udmercy.edu</a>
<b>LAW LIBRARY</b>			
<b>Coordinator</b>	Patrick Meyer	313-596-0240	<a href="mailto:meyerpj@udmercy.edu">meyerpj@udmercy.edu</a>
<b>Alternate</b>	Stephanie McCoy	313-596-9446	<a href="mailto:mccoysn@udmercy.edu">mccoysn@udmercy.edu</a>

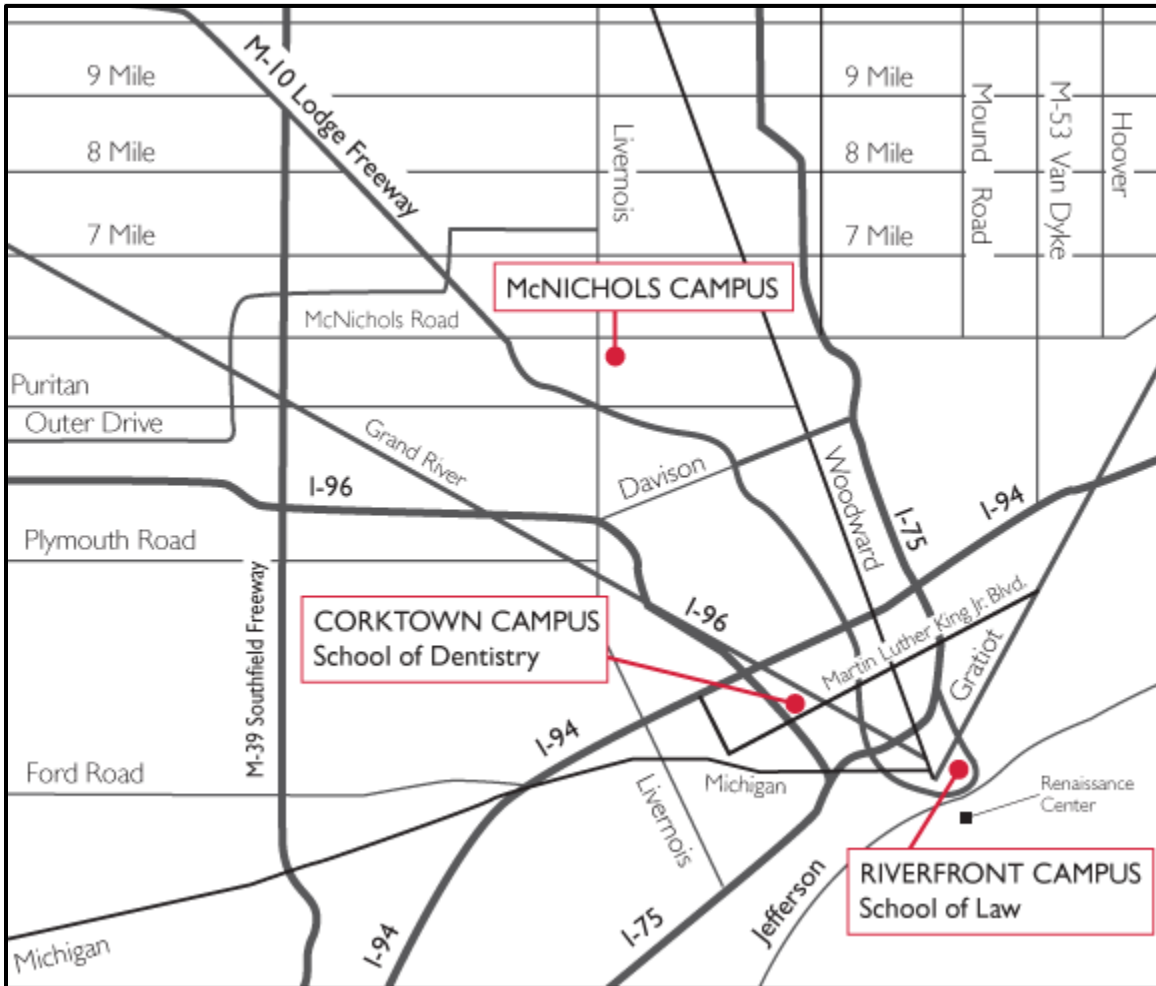
Appendix B

**Evacuation & Containment Records**

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Appendix C

**DETROIT MERCY- Detroit Campuses**





# Appendix C

## McNichols Campus



4001 W. McNichols Rd.  
Detroit, Michigan 48221-3038  
www.udmercy.edu

### McNichols Campus Directory

**★ ADMISSIONS OFFICE**  
Fisher Administration Center  
1st Floor

**HUMAN RESOURCES**  
Fisher Administration Center  
2nd Floor

**BALLROOM**  
Student Union, 2nd Floor

**PRESIDENTS' DINING ROOM**  
Student Union, 2nd Floor

**DINING SERVICES**  
Student Union, 2nd Floor  
Library Teaching & Learning Center  
1st Floor

**BOOKSTORE**  
Student Union, 1st Floor

**FOUNTAIN LOUNGE**  
Student Union, 1st Floor

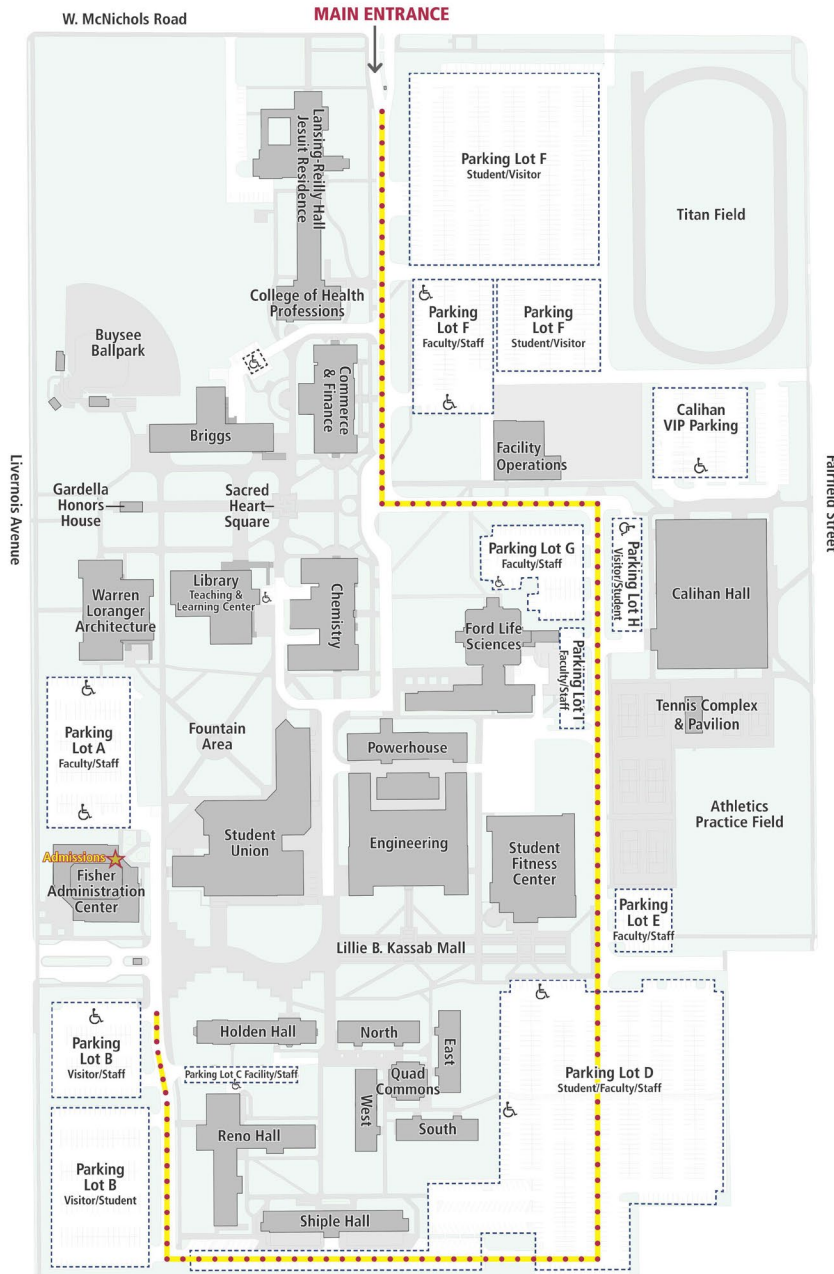
**PUBLIC SAFETY**  
Student Union, 1st Floor

**DETROIT COLLABORATIVE DESIGN CENTER (DCDC)**  
Loranger Architecture, 1st Floor

**PSYCHOLOGY CLINICS**  
Reno Hall, 1st Floor

**COUNSELING CLINICS**  
Reno Hall 141

**ATHLETIC ADMINISTRATIVE AND TICKET OFFICE**  
Calihan Hall



Lost? Public Safety can help! (313) 993-1234

05.29.2018

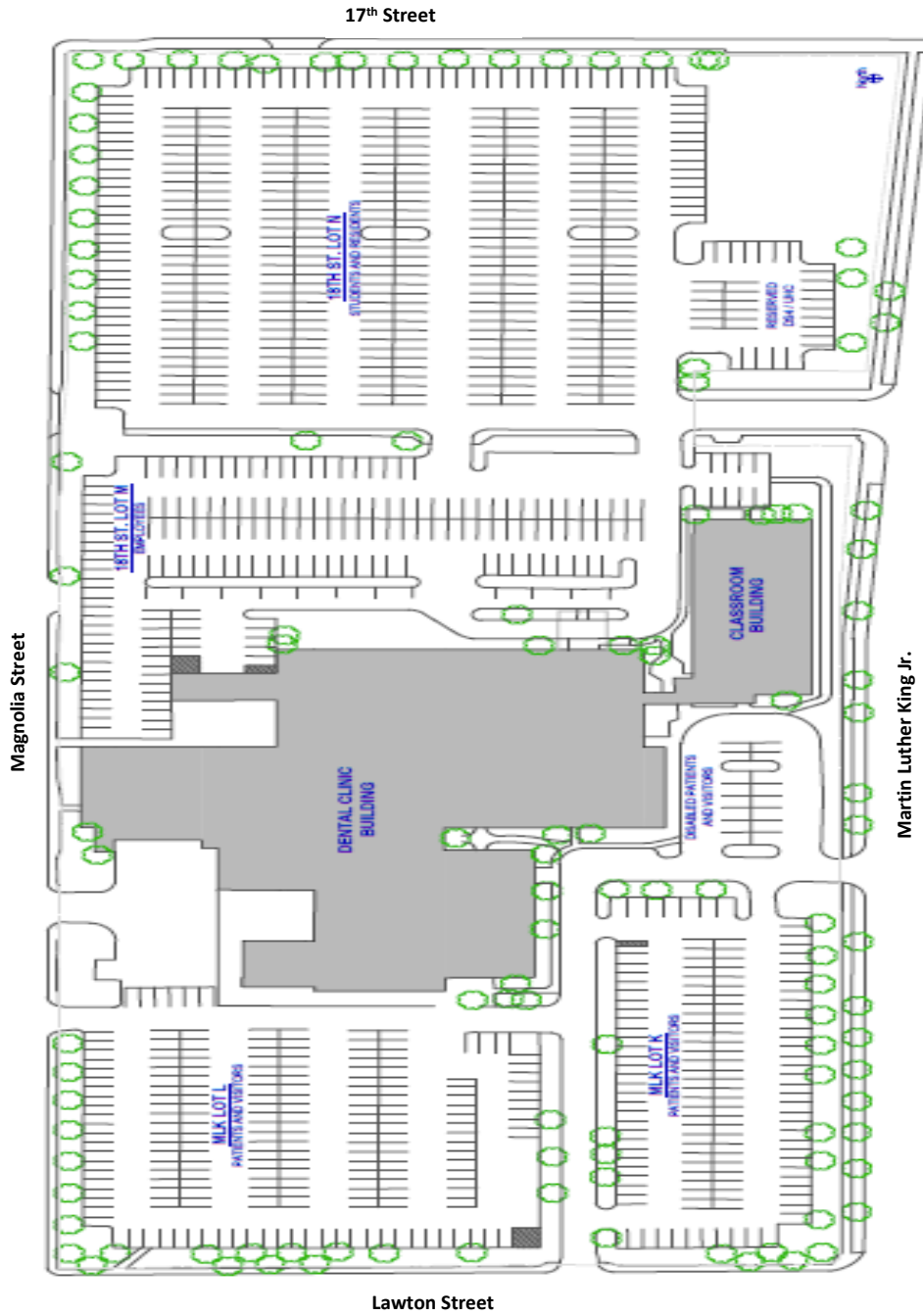
Appendix C

**Riverfront Campus- School of Law**



Appendix C

Corktown Campus- School of Dentistry

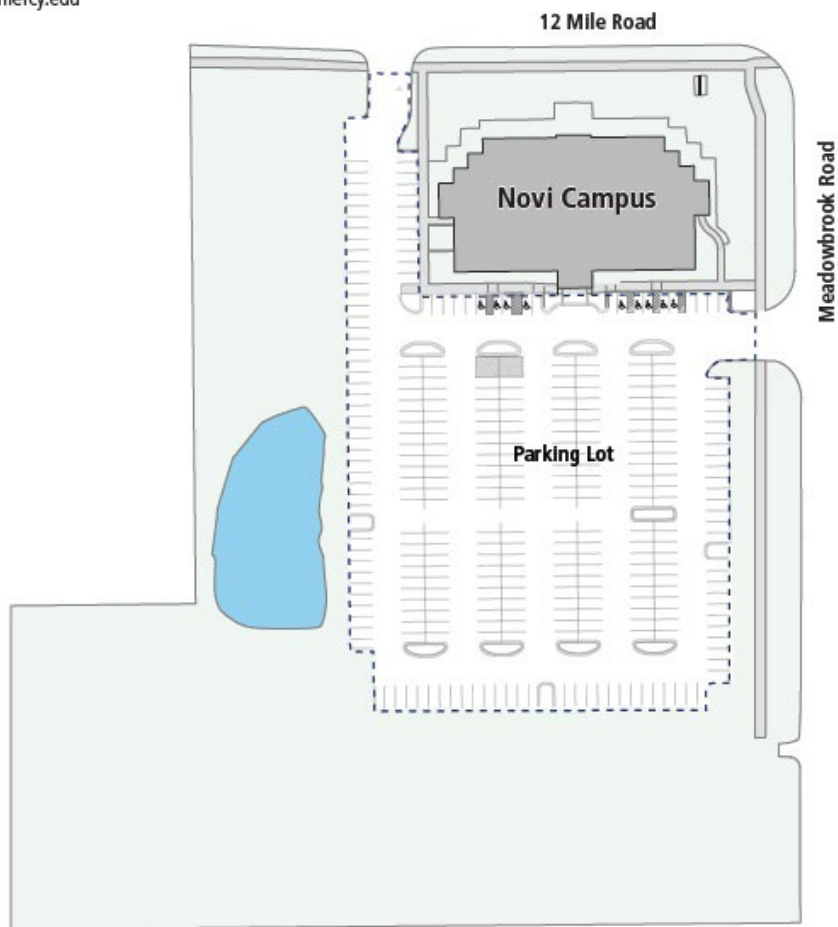


Appendix C

### Novi Campus



**Novi Campus Map**  
41555 W 12 Mile Rd.  
Novi, MI 48377  
[www.udmercy.edu](http://www.udmercy.edu)



12.6.2023

**Lost? Public Safety can help! (313) 993-1234**

Appendix D

**Detroit Police Department Locations**

**OFF-CAMPUS EMERGENCIES  
DIAL 9-1-1**

**2<sup>nd</sup> Precinct** -----(313) 596-5200  
13530 Lesure, Detroit, MI 48227

**3<sup>rd</sup> Precinct** -----(313) 596-5300  
2875 W. Grand Blvd., Detroit, MI 48202

**4<sup>th</sup> Precinct** -----(313) 596-5400  
4700 W. Fort Street, Detroit, MI 48209

**5<sup>th</sup> Precinct** -----(313) 596-5500  
3500 Connor, Detroit, MI 48215

**6<sup>th</sup> and 8<sup>th</sup> Precincts** -----(313) 596-5600  
11450 Warwick, Detroit, MI 48228

**7<sup>th</sup> and 11<sup>th</sup> Precincts** -----(313) 596-1100  
5100 E. Nevada, Detroit, MI 48234

**9<sup>th</sup> Precinct** -----(313) 596-5900  
11187 Gratiot Avenue, Detroit, MI 48213

**10<sup>th</sup> Precinct** -----(313) 596-1000  
12000 Livernois, Detroit MI 48206

**12<sup>th</sup> Precinct** -----(313) 596-1200  
1441 W. 7 Mile Rd, Detroit, MI 48203

Appendix D

**Novi Police Department Location**

**OFF-CAMPUS EMERGENCIES  
DIAL 9-1-1**

**Novi Police Department** -----(248) 348-7100  
45125 W. 10 Mile Rd., Novi, MI 48375

Appendix D

**Fire Department Stations & EMS Information**

Non-Emergency Central Dispatch (313) 596 - 2901

**The closest location to DETROIT MERCY Campuses**

Engine – 5                      433 W Alexandrine    Riverfront Campus

Engine - 51                    18236 Livernois        McNichols Campus

**Administration**

General Information -----(313) 596-2900

**Emergency Medical Services**

General Information ----- 911

**Fire Marshal**

General Information ----- (313) 596-2963

Arson ----- (313) 596-2940

Fire Prevention -----(313) 596-2954

(313) 596-2933            (313) 596-2900

## Appendix D

### Local Medical Facilities

#### **Detroit Receiving Hospital**

4201 Saint Antoine St.  
Detroit, MI 48201 ----- (313) 745-3000

#### **Harper Hospital**

3990 John R  
Detroit, MI 48201 ----- (313) 745-8040

#### **Henry Ford Hospital**

2799 W Grand Blvd  
Detroit MI 48202 ----- (313) 916-2600

#### **Hutzel Hospital**

3980 John R.  
Detroit MI 48201 ----- (313) 745-7555

#### **Sinai-Grace**

6071 W Outer Drive  
Detroit MI 48235 ----- (313) 966-3300

#### **Veterans Hospital**

4646 John R  
Detroit MI 48201 ----- (313) 576-1000

### **Metropolitan Area Medical Centers**

#### **Beaumont Hospital**

3601 W 13 Mile Rd  
Royal Oak MI 48703 ----- (248) 898-5000

#### **St. John Providence Hospital**

16001 W Nine Mile Rd  
Southfield MI 48075 ----- (248) 849-3000



## Appendix D

### Local Resource Information Numbers

#### City of Detroit's 311-Call Center

The 311 Call Center provides easy access to city government by dialing one number to obtain information and make requests for over thirty-five city departments. There are over four hundred requests that can be made through the 311 Call Center, as well as information about city events. You can reach the City of Detroit's 311-Call Center by dialing 9-311 from any campus telephone.

#### Southeastern United Way-211 Call Center

The SUW 211 is an easy-to-remember, free phone service that links people with the human service information they need 24 hours per day, seven days per week. You can reach the United Way Call Center by dialing 9-211 from any campus telephone.

#### American Red Cross

General Information	1-800-733-2767
Emergency 24-Hour Line	1-800-774-6066
Local Chapter	313-833-4440

**City of Detroit Department of Public Works (DPW)** -----(313) 224-3901

**City of Detroit Public Lighting** -----(313) 224-0500

**Traffic and Lighting Control** ----- (313) 267-8140

**Consumers Power** -----1 (800) 477-5050

**DTE Energy** -----1 (800) 477-4747

**AT&T Telephone Company** -----1 (866) 662-4548

## Appendix D

## Information web sites

- DETROIT MERCY Department of Public Safety [www.udmercy.edu/publicsafety](http://www.udmercy.edu/publicsafety)
- DETROIT MERCY Marketing & Communications  
[www.udmercy.edu/news\\_events/](http://www.udmercy.edu/news_events/)
- American Red Cross [www.redcross.org](http://www.redcross.org)
- City of Detroit Information [www.detroitmi.gov](http://www.detroitmi.gov)
- Federal Emergency Management Agency [www.fema.gov](http://www.fema.gov)
- CDC Emergency Preparedness and Response <http://emergency.cdc.gov/>
- Occupational Safety & Health Administration (OSHA) <http://www.osha.gov/>
- Safety Publications <http://www.osha.gov/Publications/osh3154.pdf>
- State of Michigan Information [www.michigan.gov](http://www.michigan.gov)
- Weather Information [www.weather.com](http://www.weather.com)
- Department of Homeland Security <http://www.dhs.gov/index.shtm>

These sites are not maintained by the University of Detroit Mercy and are listed for informational purposes only.

Appendix E

**Blank Forms**

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