



EMERGENCY PROCEDURES

Department of Public Safety
Emergency: Police, Fire, EMS
313-993-1234

Non-Emergency
Public Safety
313-993-1234

For more information, please visit
udmercy.edu/life/public-safety

◆ DURING AN EMERGENCY, ALWAYS CALL **313-993-1234** FIRST! ◆



TORNADO SEEK SHELTER

- Move to an interior room on the lowest level
- Stay away from windows and exterior doors
- Listen to a radio for updates
- Wait for all clear from RAVE



ACTIVE SHOOTER RUN - HIDE - FIGHT

- If possible, leave the building and seek a safe location
- If evacuation is not possible, hide in a concealed place
- Lock and barricade door, turn off the lights
- Wait for law enforcement
- As a last resort, *fight/overpower* the shooter



FIRE EVACUATE

- Pull the fire alarm
- Assist persons with disabilities
- If unable to exit the building, go to the nearest stairwell or place of refuge, don't use elevators
- Assemble in designated area



MEDICAL EMERGENCY STAY CLEAR

- Provide the location, nature of injury or illness, current condition of the victim and other requested information
- Do not move the victim unless in immediate danger
- If trained — administer first aid **CPR/AED** as needed



ROLE OF INSTRUCTOR

- Remind students to register for RAVE and update emergency contacts
- Cover basic emergency preparedness during first week
- Know how to report any emergency from classroom/lab
- During an emergency, lead by example and follow emergency procedures



BOMB THREAT REMAIN CALM

- Get as much information as possible from the caller — location of device, what it looks like, what will cause it to explode
- When will it explode
- Note background sounds, gender of caller, and any notable characteristics of the caller's voice



HAZARDOUS MATERIALS STAY BACK

- If life-threatening, pull the fire alarm, evacuate and contact the Department of Public Safety
- If non-life-threatening, contact the Department of Public Safety and provide information on type of incident and location
- If you come into contact with a hazardous material, decontaminate



ASSISTING DISABLED

- Communicate the type of emergency
- **AUDITORY:** Communicate with the hearing impaired by writing a note, hand gesture or other method
- **VISUAL:** Offer to act as a "sighted guide" by offering your elbow and escorting person to safe location
- **MOBILITY:** If a person cannot safely leave, a "buddy" can escort person to an area of refuge.
- The individual should call **313-993-1234** to identify location
- Questions? Contact **313-993-1158** or dss@udmercy.edu