



# EMERGENCY PROCEDURES GUIDE

## Gathering Point:

## Building & Floor Coordinator:

## PUBLIC SAFETY DEPARTMENT

McNichols Campus Phone 1 – 2 – 3

All other phones: (313) 993-1123

## First Responder

- Go to a safe location and call the UDM Public Safety Department at **(313) 993-1123** or on a McNichols Campus Phone dial **1 – 2 – 3**.
- Give location of the problem
- State the nature of the problem
- Assist in keeping the affected individual calm.

## Building & Floor Coordinators

### GENERAL RESPONSIBILITIES

- Know the location and quantity of hazardous materials.
- Be mindful of people with mobility issues.
- Know location of emergency equipment.
- Ensure display of information postings.
- Alert occupants of practice drills
- Know the other coordinators in your building.

### INCIDENT MANAGEMENT

- Assist occupants in proceeding to the **Gathering Point**.
- Account for building occupants.
- Notify emergency personnel of occupants unaccounted for.
- Alert occupants at the **Gathering Point** if there is a need to relocate.



### Fire, Explosion, Smoke

- Pull fire alarm or verbally announce fire to others.
- Go to the **Gathering Point**.
- **IMMEDIATELY** call Public Safety
- State location of emergency
- State if anyone is trapped or injured.



### Chemical Spill

- If an emergency exists, activate building alarm.
- Go to the **Gathering Point**.
- **IMMEDIATELY** call Public Safety
- **AVOID PHYSICAL CONTACT** with contaminated people.



### Weather Emergency

- Move to lowest level.
- Move to interior hallways.
- Sit on floor, cover head with arms.
- **AVOID** glass, shelving, heavy equipment.



### Suspicious Package

#### DO NOT TOUCH THE OBJECT

- Clear the area around the suspicious package
- **IMMEDIATELY** call Public Safety

### Gas Leak

#### STOP ALL OPERATIONS

- Go to the **Gathering Point**.
- **IMMEDIATELY** call Public Safety
- If you can't leave the area, open windows.



### Bomb Threat - Telephone

- ASK:**
- Where is the bomb located?
  - What kind of bomb is it?
  - When will it explode?

#### **IMMEDIATELY CALL PUBLIC SAFETY**

- **DO NOT** open drawers or cabinets or turn lights on/off
- **DO NOT** transmit on the radio

**FOR EMERGENCIES PHONE PUBLIC SAFETY AT (313) 993-1123**  
On a McNichols Campus Phone Dial 1-2-3



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## Evacuation Procedures

Prior to any emergency, you should learn where all your building exits are located, which evacuation route to take and your Gathering Point.

- Evacuate building **IMMEDIATELY** upon order or when audio or visual alarms are activated.
- **DO NOT USE ELEVATORS.**
- Treat all alarms as notification of an actual emergency.
- Do not spend time getting personal items.
- If smoke is present, stay close to the floor.
- If safe, turn off laboratory gases and electrical equipment.
- If you're able, assist anyone with mobility difficulty to a stairwell landings or exits.
- Use the nearest marked exit or posted evacuation route.
- Proceed to the designated **Gathering Point** shown on the emergency information posting.
- Notify emergency personnel of the exact location of anyone having difficulty evacuating the building.
- Do not return to the building unless directed by the Department of Public Safety or University official.

## Containment Procedures

If a hazard exists and it is not safe to leave your location, turn off ALL laboratory gases and electrical equipment.

- When possible, proceed to the containment area in your building suitable for that type of incident.
- If possible, assist in directing occupants to the containment area.
- Call Public Safety at **(313) 993-1123** or from a McNichols Campus phone **1 - 2 - 3**.
- Be mindful of people with mobility limitations.
- If unable to get to the containment area, move to interior hallway, basement or lowest floor.
- Avoid areas with glass, shelving or heavy equipment.
- Sit on the floor and cover head with arms, if the situation warrants this action.
- Remain at this location until directed by the Department of Public Safety or University official.



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