



UNIVERSITY OF  
**DETROIT  
MERCY**  
Build A Boundless Future

# EMERGENCY PROCEDURES

## TORNADO

### SEEK SHELTER

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



## FIRE

### EVACUATE

- ❖ Pull the fire alarm
- ❖ Call 1234
- ❖ 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



## ACTIVE SHOOTER

### RUN - HIDE - FIGHT

- ❖ Call 1234
- ❖ Leave the building
- ❖ 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



## MEDICAL EMERGENCY

### STAY CLEAR

- ❖ Call 1234
- ❖ 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



## Detroit Mercy

EMERGENCY: Police/Fire/EMS

# 1234

NON-EMERGENCY:

Public Safety - 313-993-1234

INFORMATION:

<http://www.udmercy.edu/life/public-safety/index.php>

## 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.
- ❖ Note background sounds, gender of caller, and any notable characteristics of the caller's voice
- ❖ CALL 1234



## HAZARDOUS MATERIALS

### STAY BACK

- ❖ If life-threatening, pull the fire alarm, evacuate and CALL 1234
- ❖ If non-life-threatening, CALL 1234 and provide information on type of incident and location.
- ❖ If you come into contact with a hazardous material, decontaminate and CALL 1234



- ❖ 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 person cannot safely leave, a "buddy" can escort person to an area of refuge. The individual should call 1234 to identify location.
- ❖ Questions? Contact Ms. Laura Bagdady: 993-1158 or bagdadlm@udmercy.edu

During an emergency, always CALL 1 234 first!