



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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Other formats

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(313) 993-1235.

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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 2nd 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

All completed forms must be submitted to the Director of the Department of Public Safety at 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.

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**.

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

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**:

McNichols Campus Phone – 313-993-1234

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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

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

Riverfront - School of Law		
Evacuated Building	Gathering Points 500 Feet from Building	Safe Assembly Stations (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

Evacuation Locations

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

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

Corktown Campus – 313-993-1234

Riverfront - School of Law – 313-993-1234

Novi Campus – 313-993-1234

Non-University telephones – 313-993-1234

- 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

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.

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.

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.

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.

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.

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 4th 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 1st 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:

Toll free number	DETROIT MERCY number	Line location	Description
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 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 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
ARCHITECTURE Building Coordinator	Dan Pitera	313-993-1532	piteradw@udmercy.edu
2 nd Floor Coordinator	Cheryl Baxter	313-993-1533	needhaca@udmercy.edu
1 st Floor Coordinator	Brigette Murphy-Barbee	313-993-1533	murphybr@udmercy.edu
Lower Level Coordinator	Noah Resnick	313-993-1531	resnicsns@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
BRIGGS Building Coordinator	Lezly Pruitt	313-993-1287	pruittls@udmercy.edu
Alternate	Angela Davis	313-993-0434	davisam3@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
CALIHAN HALL Building Coordinator	Timothy Fair	313-993-1700	fairtr@udmercy.edu
Alternate	Mike Miller	313-993-1740	millerma@udmercy.edu
Alternate	Kaitlin Burgess	313-993-1700	burgeska2@udmercy.edu
Alternate	Peter Gradowski	313-993-1700	gradowpj@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
CHEMISTRY Building Coordinator	Matt Mio	313-993-1188	miomj@udmercy.edu
2 nd floor Coordinator	Mark Benvenuto	313-993-1184	benvenma@udmercy.edu
1 st floor Coordinator	Jane Schley	313-993-1258	schleyja@udmercy.edu
Lower Level Coordinator	Meghann Murray	313-993-1259	murraymm@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
CHP			
Building Coordinator	Renee Sumpter	313-993-3297	sumptere@udmercy.edu
Alternate	Lauren Paton	313-993-2452	sackeyle@udmercy.edu
4th floor Coordinator	Kathy Putnam	313-993-4406	putmanka@udmercy.edu
3rd floor Coordinator	Renee Courtney	313-993-1272	courttrnk@udmercy.edu
2nd floor Coordinator	Yvonne King	313-993-1762	kingyv@udmercy.edu
1st floor Coordinator	Renee Sumpter	313-993-3297	sumptere@udmercy.edu
Lower Level Coordinator	Liz Boyar	313-993-2445	turzael@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
COMMERCE & FINANCE			
Building Coordinator	Leonard Kloft	313-993-1118	kloftlj@udmercy.edu
2nd floor Coordinator	LySandra C. Hill	313-993-1204	hilllc@udmercy.edu
1st floor Coordinator	Wendy Marshall	313-993-1200	marshawl@udmercy.edu
Lower Level Coordinator	Leonard Kloft	313-993-1118	kloftlj@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
ENGINEERING			
Building Coordinator	Karla Lewis	313-993-1217	lewiskm2@udmercy.edu
3rd floor Coordinator	Bruce Balconi	313-993-1657	balconbj@udmercy.edu
2nd floor Coordinator	Carolyn Rimle	313-993-3362	rimec@udmercy.edu
1st floor Coordinator	Robert Wade Burke	313-993-3369	burkerw@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
FACILITY OPERATIONS			
Building Coordinator	Bryana Borders	313-993-1240	borderbl@udmercy.edu
Building Alternate	Sandra Twymon-Orr	313-993-1240	twymonsa@udmercy.edu

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

LOCATION	COORDINATOR	CAMPUS #	EMAIL
FORD LIFE SCIENCE Building Coordinator	Lalisha Griffin	313-993-1180	griffilb@udmercy.edu
3 rd floor Coordinator	Greg Grabowski	313-993-1194	grabowkgm@udmercy.edu
2 nd floor Coordinator	Jim Graves	313-993-1162	gravesif@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
1 st floor Coordinator	Maris Polanco	313-993-1180	polanmc@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
GARDELLA HOUSE Building Coordinator	Delanda Dixon	313-993-3250	dixondr@udmercy.edu
Alternate	Nicholas Rombes	313-993-1085	rombesnd@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
LANSING REILLY Building Coordinator	Ruth Fichter	313-993-1663	fichtere@udmercy.edu
Alternate	Father Gilbert Sunghera	313-993-1625 408-398-3381	sunghegi@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
LIBRARY Building Coordinator	Marilyn Dow	313-993-1090	dowmk@udmercy.edu
4 th floor Coordinator	Allen Seales	313-993-1535	sealesav@udmercy.edu
4 th floor Alternate	Erica Graze	313-993-1811	grazeem@udmercy.edu
3 rd floor Coordinator	Mike Verduco	313-993-1299	verdusmi@udmercy.edu
3 rd floor Alternate	Erin Bell	313-993-1104	bellee@udmercy.edu
2 nd floor Coordinator and 2 nd floor Stacks	Nicole Shorter	313-993-1152	shortens@udmercy.edu
2 nd floor Alternates and 2 nd floor Stacks	All Circulation Staff	313-993-1795	circulation@udmercy.edu
1 st floor Coordinator	George Libbey	313-993-1078	libbeygh@udmercy.edu
1 st floor Alternates	All Reference Librarians	313-993-1071	edesk@udmercy.edu
LL Coordinator	Kris McLonis	313-578-0457	mclonika@udmercy.edu
LL Alternate	Joshua Duffy	313-993-1073	duffyjo@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
RENO HALL Building Coordinator	Valerie Williams	313-578-0392	williamvw@udmercy.edu
2 nd floor Coordinator	Valerie Williams	313-578-0392	williamvw@udmercy.edu
2 nd floor Alternate	Richard Rockwell	313-993-1485	rockwel@udmercy.edu
1 st floor Coordinator	Nancy O'Shea	313-993-1464	osheana@udmercy.edu
LL Coordinator	Valerie Williams	313-578-0392	williamvw@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
RESIDENTIAL HOUSING			
Residential Housing Coordinator	Sandra Alef	313-993-1231	alefsj@udmercy.edu
Residential Housing Alternate	Mike Cunningham	313-993-1685	cunninmp@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
HOLDEN HALL Building Coordinator	Mike Cunningham	313-993-1685	cunninmp@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
SHIPLE HALL Building Coordinator	Amir Radmanesh	313-993-1788	radmanam@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
QUAD COMPLEX Building Coordinator	Mike Cunningham	313-993-1685	cunninmp@udmercy.edu

LOCATION	COORDINATOR	CAMPUS #	EMAIL
STUDENT FITNESS CENTER Building Coordinator	Deanna Blevins	313-993-1783	humphrdc@udmercy.edu
Alternate	Mike Wynn	313-993-1783	wynnmi@udmercy.edu

Appendix A

Corktown Campus Building and Floor Coordinators

LOCATION	COORDINATOR	CAMPUS #	EMAIL
CLASSROOM BUILDING Building Coordinator	Sheroyne Jones	313-494-6720	jonessj@udmercy.edu
Alternate	Jennifer May	313-494-6721	colematr@udmercy.edu

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

Appendix A

Riverfront Campus Building and Floor Coordinators

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

Appendix A

Riverfront Campus Building and Floor Coordinators

LOCATION	COORDINATOR	CAMPUS #	EMAIL
LAW CLINIC			
Coordinator	Rebecca Nowak	313-596-9409	simkinrg@udmercy.edu
Alternate	Tonisha Williams	313-596-9410	bowentr1@udmercy.edu
LAW LIBRARY			
Coordinator	Patrick Meyer	313-596-0240	meyerpj@udmercy.edu
Alternate	Stephanie McCoy	313-596-9446	mccoysn@udmercy.edu

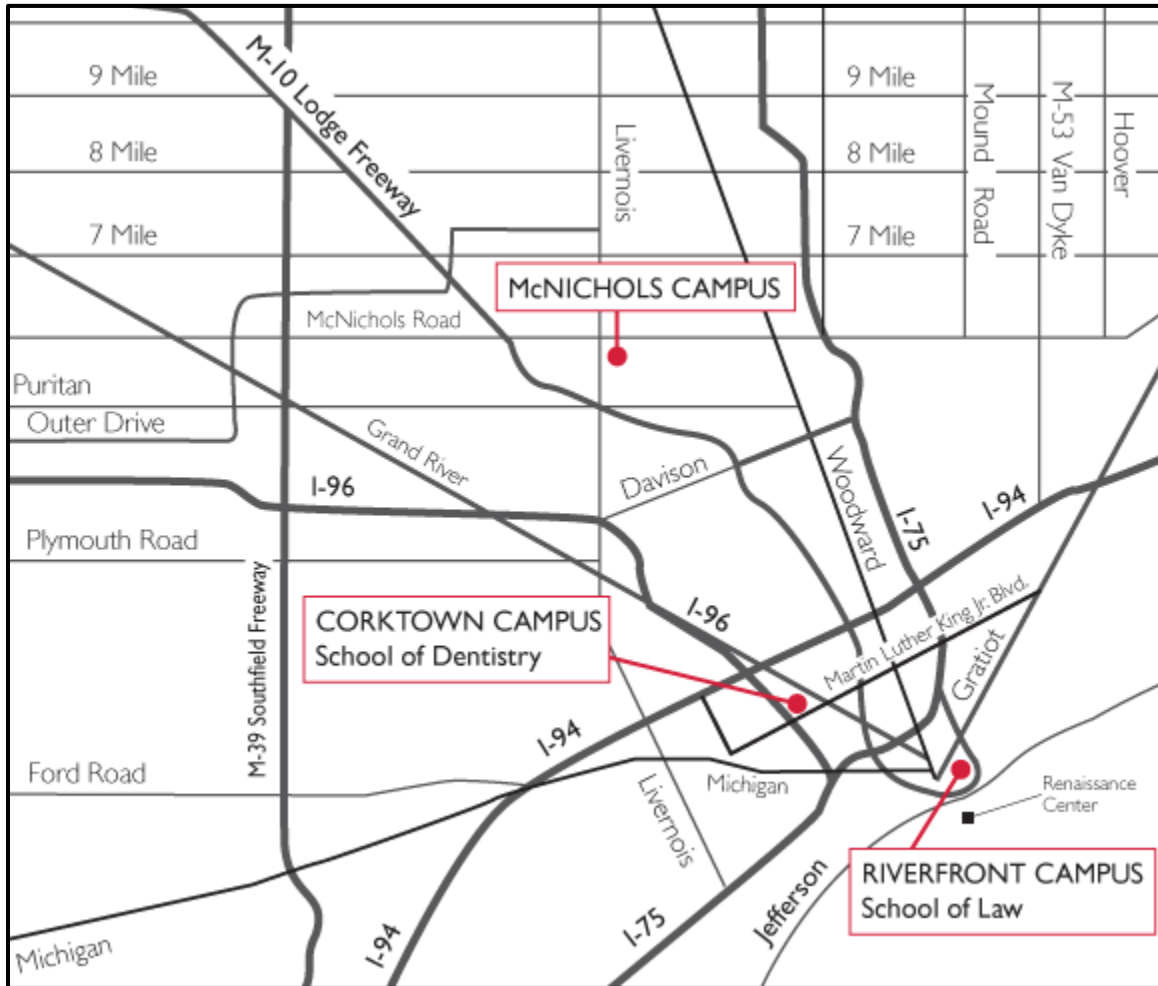
Appendix B

Evacuation & Containment Records

This page was intentionally left blank. Insert the Evacuation & Containment Records for all University buildings after this page.

Appendix C

DETROIT MERCY 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

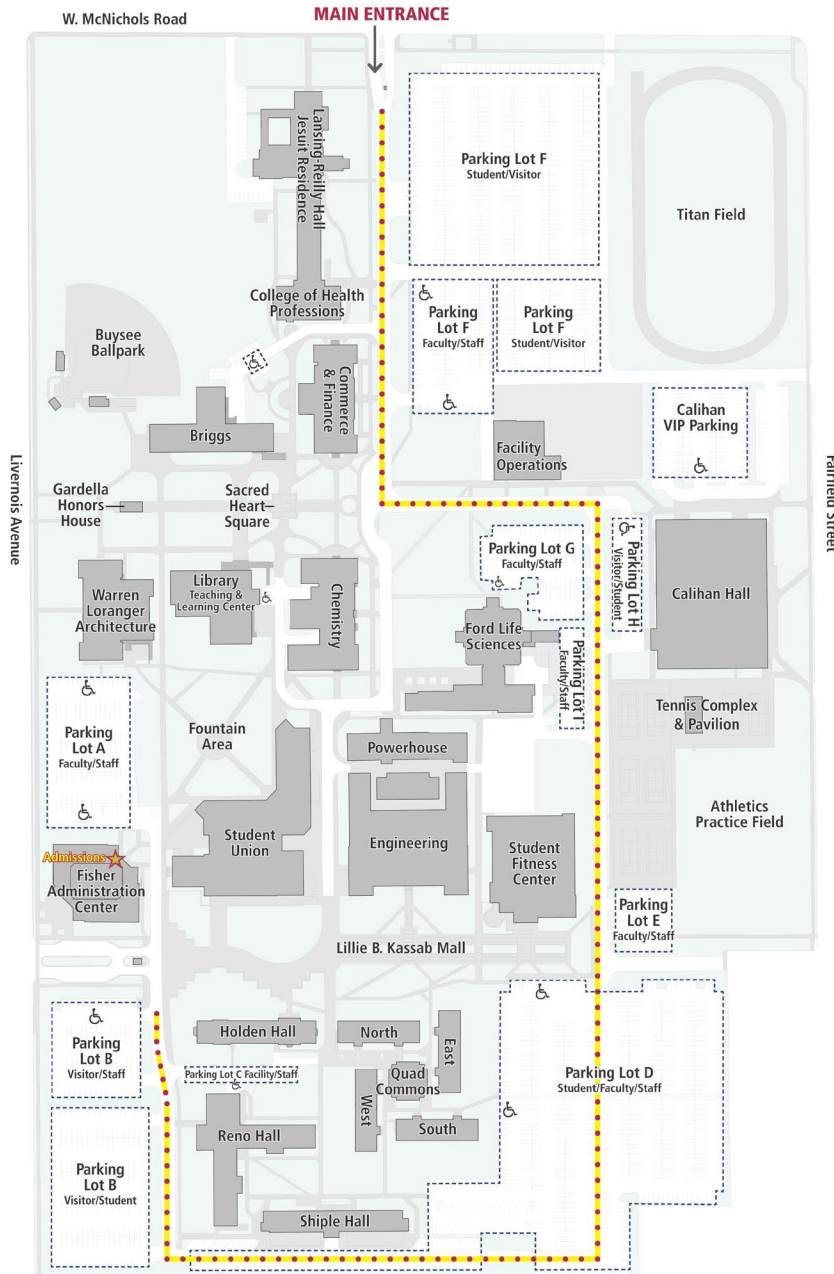
PUBLIC SAFETY
Student Union, 1st Floor

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

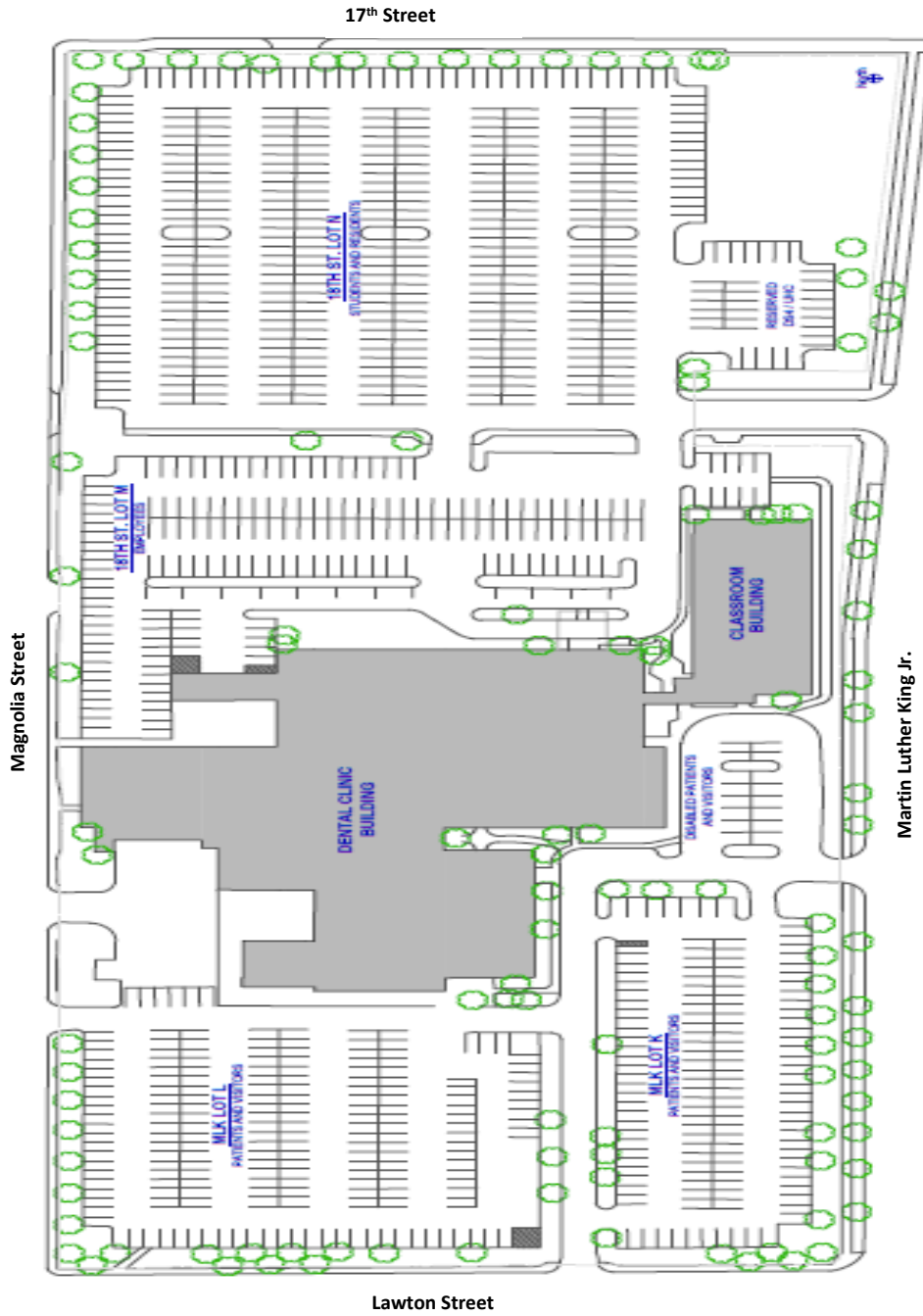
Appendix C

Riverfront Campus- School of Law



Appendix C

Corktown Campus- School of Dentistry



Appendix D

Detroit Police Department Locations

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

2nd Precinct -----(313) 596-5200
13530 Lesure, Detroit, MI 48227

3rd Precinct -----(313) 596-5300
2875 W. Grand Blvd., Detroit, MI 48202

4th Precinct -----(313) 596-5400
4700 W. Fort Street, Detroit, MI 48209

5th Precinct -----(313) 596-5500
3500 Connor, Detroit, MI 48215

6th and 8th Precincts -----(313) 596-5600
11450 Warwick, Detroit, MI 48228

7th and 11th Precincts -----(313) 596-1100
5100 E. Nevada, Detroit, MI 48234

9th Precinct -----(313) 596-5900
11187 Gratiot Avenue, Detroit, MI 48213

10th Precinct -----(313) 596-1000
12000 Livernois, Detroit MI 48206

12th Precinct -----(313) 596-1200
1441 W. 7 Mile Rd, Detroit, MI 48203

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
- DETROIT MERCY Marketing & Communications
www.udmercy.edu/news_events/
- American Red Cross www.redcross.org
- City of Detroit Information www.detroitmi.gov
- Federal Emergency Management Agency 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
- Weather Information 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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