UNIVERSITY OF DETROIT MERCY

EMERGENCY RESPONSE PLAN

Emergency Response Planning Committee
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**On the Web**
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This document is available in hard copy upon request 313-993-1235.

**Reviewed October 2020**
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Reviewed October 2020
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.
Emergency Declaration

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.

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

- President
- Provost, VPAA
- Vice president for Business and Finance
- Associate vice president for Facilities Management

In case of an emergency situation, the normal gathering point for a decision about what action is to be taken is the fifth floor of the Fisher Administration Center. Should this be inaccessible, the gathering will be held at the Department of Public Safety Conference Room.
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 pages 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 Emergency Alert System (EAS) when ongoing circumstances compromise normal business operations affecting all or a portion of our campuses. The Emergency Alert System will notify registered individuals by using text messages, emails and prerecorded voice messages onto cell phones, landline home phones, pagers or PDAs.
Logistics and 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.
Aftermath

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 Aftermath Assessment Report once the emergency ends.

To access a blank copy of the Aftermath Assessment Report, go to the Department of Public Safety’s 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 will be submitted no later than 24 hours after the affected area is returned to normal.
Emergency Management Teams

President's Council (PC) and 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 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 his designee
- Provost and vice president for Academic Affairs
- Associate vice president of Facilities Management or designee
- Associate vice president 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 and 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.**

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**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:** 1234
- **Corktown Campus - School of Dentistry:** 313-993-1234
- **Riverfront - School of Law:** 313-993-1234
- **Non-University telephones:** 313-993-1234

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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 first responder will need to verify with the Department of Public Safety the situation at the start of the incident to ensure accuracy of Aftermath Records.
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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**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 be 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 arrive.

- Exit the building using the nearest marked exit and posted evacuation route.

- Proceed to 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 the all clear.
## Evacuation Locations

### Corktown Campus

<table>
<thead>
<tr>
<th>Evacuated Building</th>
<th>Gathering Points</th>
<th>Safe Assembly Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Clinic</td>
<td>Parking Areas</td>
<td>Wait for further instructions</td>
</tr>
</tbody>
</table>

### Riverfront - School of Law

<table>
<thead>
<tr>
<th>Evacuated Building</th>
<th>Gathering Points</th>
<th>Safe Assembly Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law School</td>
<td>Student Parking Lot</td>
<td>Student Parking Lot</td>
</tr>
<tr>
<td>Law School Clinic Building</td>
<td>Student Parking Lot</td>
<td>Student Parking Lot</td>
</tr>
</tbody>
</table>
# McNichols Campus

<table>
<thead>
<tr>
<th>Evacuated Building</th>
<th>Gathering Points</th>
<th>Safe Assembly Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500 Feet from Building</td>
<td>(Will be used if people need to be moved from the gathering point)</td>
</tr>
<tr>
<td>Architecture</td>
<td>Parking Lot - A</td>
<td>Calihan Hall</td>
</tr>
<tr>
<td>Briggs</td>
<td>Parking Lot - F</td>
<td></td>
</tr>
<tr>
<td>Calihan Hall</td>
<td>Parking Lot - F</td>
<td>Student Center</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Parking Lot - G</td>
<td></td>
</tr>
<tr>
<td>College of Health Processions</td>
<td>Parking Lot - F</td>
<td></td>
</tr>
<tr>
<td>Commerce and Finance</td>
<td>Parking Lot - F</td>
<td>Calihan Hall</td>
</tr>
<tr>
<td>Engineering</td>
<td>Parking Lot - D</td>
<td></td>
</tr>
<tr>
<td>Fisher Administration</td>
<td>Parking Lot - A</td>
<td></td>
</tr>
<tr>
<td>Ford Life Science</td>
<td>Parking Lot - H</td>
<td></td>
</tr>
<tr>
<td>Lansing-Reilly</td>
<td>Parking Lot - F</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Parking Lot - A</td>
<td></td>
</tr>
<tr>
<td>Power House</td>
<td>Parking Lot - G</td>
<td></td>
</tr>
<tr>
<td>Residence Hall East and North Quads</td>
<td>Kassab Mall in front of Engineering Building</td>
<td></td>
</tr>
<tr>
<td>Residence Hall Holden Hall</td>
<td>Kassab Mall in front of Engineering Building</td>
<td></td>
</tr>
<tr>
<td>Residence Hall Shiple Hall</td>
<td>Parking Lot - D</td>
<td></td>
</tr>
<tr>
<td>Residence Hall South and West Quads</td>
<td>Parking Lot - D</td>
<td></td>
</tr>
<tr>
<td>Reno Hall</td>
<td>Parking Lot - B</td>
<td></td>
</tr>
<tr>
<td>Service Building</td>
<td>Parking Lot - G</td>
<td></td>
</tr>
<tr>
<td>Student Center</td>
<td>Parking Lot - A</td>
<td>Calihan Hall</td>
</tr>
<tr>
<td>Student Fitness Center</td>
<td>Parking Lot - D</td>
<td></td>
</tr>
</tbody>
</table>
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.

- 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 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 the all clear.
6. Designated building coordinators shall ensure, to the extent practical, that their building’s site-specific Building Containment Plan is followed until emergency personnel arrive.

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 the all clear.

9. If you are directed to leave the building, DO NOT re-enter until emergency personnel gives the order to do so.
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 Aftermath Assessment Report and notify the director of the Department of Public Safety at publicsafety@udmercy.edu
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.
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**
   - Have multiple escape routes in mind from the areas you frequent.
   - If there is an escape route, attempt to evacuate, even if others will not go.
   - Leave your belongings behind.
   - If possible, help others to evacuate with you.
   - Prevent others from entering the areas.
   - Keep your hands visible.
   - Call Public Safety at 313-993-1123 when you are safe.

2. **HIDE**
   - Hide in an area out of the active shooter’s view.
   - Block entry to your hiding place and lock the doors.
   - Turn off the lights to the room.
   - Silence your cell phone.
   - Hide behind large objects.
   - Remain very quiet.

3. **FIGHT**
   - As a last resort and only when your life is in imminent danger.
   - Attempt to incapacitate the active shooter.
   - Improvise weapons and act with physical aggression.
   - Commit to your actions.
• **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 the 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
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 and/or 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

2. The Department of Public Safety, in cooperation with the Detroit Fire 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 and off or use any electronic devices.

3. If evacuation is necessary, quietly evacuate the building and move occupants to a safe location.
4. Assist those with mobility difficulty in exiting the building. **DO NOT USE ELEVATORS IN CASE OF A FIRE.**

5. Once outside, proceed to the gathering point identified for your building.

6. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

7. **DO NOT** return to the building until the Department of Public Safety announces the all clear.

8. The building coordinator will take attendance and assist in accounting for all building occupants.

9. If requested, assist emergency crews as much as necessary.

10. 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 in teaching and research laboratories 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 involved material and 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 it 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 the 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.
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 the 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. Remained stopped 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.


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 was taken from NEHRP (National Earthquakes Hazard Reduction Program), Los Angeles City Fire Department Earthquake preparedness handbook and American Red Cross.
**Electrical/Lighting 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, weekend or holiday, 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. Tell 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 ELEVATORS.**

10. If available, use secondary lighting systems, 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 the 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.
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.
DEFINITION: The observation or reported observation of smoke, flames or explosion that appear to pose a threat to life or property.

Procedure

1. Pull 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. Tell 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 Command 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 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 the 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 a.m. to 4 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 or during the weekend or holiday, 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 the 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, which may cause unsafe conditions in traveling to or while on a 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 of Facilities Management.

2. When a decision is made to delay or cancel classes or close the University, the associate vice president of Facilities Management then notifies:

3. The Marketing & Communications associate vice president, to alert the news media (Channels 2, 4, 7, 50, 62 and radio stations WWJ-950AM and WJR-760AM).

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. If the associate vice president for Marketing & Communications cannot be contacted, then the director of Media Relations will be contacted.

7. The School of Law dean should be consulted by the Facilities Management associate vice president regarding evening classes prior to this decision.

8. The Facilities Management associate vice president will notify President’s Council members who, in turn, will notify personnel reporting to their areas.

9. The executive assistant to provost, vice president for Academic Affairs 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.

10. Due to student clinical placements and the early start of Dental classes, the Dental and Health Professions deans should be notified first.

11. Notice of cancellation of evening classes will be emailed to faculty, staff and students from the Office of the President or provost, vice president for Academic Affairs.

12. 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.

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 the 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.
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.

Procedure

Identify potential threat characteristics:

1. Packages that are unexpected or from someone unfamiliar to you.
2. Marked with restrictive endorsements, such as "Personal," "Confidential" or "Do not X-ray."
3. Have protruding wires or aluminum foil, strange odors or stains.
4. Show a city or state in the postmark that doesn't match the return address.
5. Are of unusual weight, given their size, or are lopsided or oddly shaped.
6. Are marked with any threatening language.
7. Have inappropriate or unusual labeling.
8. Have excessive postage or excessive packaging material such as masking tape and string.
9. Have misspellings of common words.
10. Are addressed to someone no longer with your organization or are otherwise outdated.
11. Have incorrect titles or a title without a name.
12. Are not addressed to a specific person.
13. Have handwritten or poorly typed addresses.
If you identify a suspicious package, take these additional steps against possible biological and chemical agents:

1. Refrain from eating or drinking in designated mail handling area.
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 off 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 sidewalk or streets to be used by emergency officials or others still exiting the building.
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 the 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.
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 the 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.
Site Specific Evacuation and Containment Record

This page was intentionally left blank. Insert the Evacuation and Containment Record for your building after this page.
In the event of a widespread emergency, the director of Department of Public Safety will activate the Emergency Communications Center (ECC), which shall serve as the workspace for the Crisis Management Team. The specific campus locations are listed below.

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

- McNichols Campus - Student Center Building, Department of Public Safety
  Secondary site: Calihan Hall main office
- Riverfront Campus, School of Law - room 144
- Corktown Campus, School of Dentistry - Clinic Building fourth floor Dean’s Conference Room
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 vice president of Marketing & 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 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 first floor

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 website. The available 800 numbers are:

<table>
<thead>
<tr>
<th>Toll free number</th>
<th>Detroit Mercy number</th>
<th>Line location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>800-596-5151</td>
<td>313-993-1000</td>
<td>McN LR</td>
<td>Main Detroit Mercy number Switchboard</td>
</tr>
<tr>
<td>800-635-5020</td>
<td>313-993-1245</td>
<td>McN FAC 100</td>
<td>Admissions</td>
</tr>
<tr>
<td>800-769-6910</td>
<td>313-993-1731</td>
<td>McN Calihan Hall</td>
<td>Athletics - Men’s Basketball offices</td>
</tr>
<tr>
<td>800-428-1610</td>
<td>313-596-0264</td>
<td>McN SOL 207</td>
<td>Admissions</td>
</tr>
<tr>
<td>800-836-4723</td>
<td>313-993-1540</td>
<td>McN FAC 400</td>
<td>Alumni Affairs</td>
</tr>
<tr>
<td>800-848-2671</td>
<td>313-993-1723</td>
<td>McN Calihan Hall</td>
<td>Athletics - Women’s Basketball office</td>
</tr>
</tbody>
</table>

If conditions do not warrant the establishment of a Media Information Center, the associate vice president of Marketing & Communications and director of Media Relations may take calls and brief the media from the Marketing & Communications office or work area.
Logistics and 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 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. 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 and Support Matrix

<table>
<thead>
<tr>
<th>Academic Deans and Chairs</th>
<th>Identify and resolve instructional and research issues in their respective buildings. Coordinate necessary faculty resources.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Coordinate use of Calihan Hall as a staging area for temporary shelter, and/or temporary morgue.</td>
</tr>
<tr>
<td>Controller’s Office</td>
<td>Identify cause and scope of loss, coordinate insurance adjustment. Link with state environmental authorities when necessary.</td>
</tr>
<tr>
<td>Counseling and Psychology Clinics, Personal Counselor</td>
<td>Assist students and employees in coping with trauma.</td>
</tr>
<tr>
<td>Facility Operations</td>
<td>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.</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>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.</td>
</tr>
<tr>
<td>Health Center</td>
<td>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.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Provide contact information and serve as a communications hub for necessary contacts with employees as requested.</td>
</tr>
<tr>
<td>International Services Office</td>
<td>Coordinate contact with international students. Arrange for documents.</td>
</tr>
<tr>
<td>Mail Room</td>
<td>Provide courier services to policy and operation groups.</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>Media coordination and spokesperson. Responsible for internal and external communication including website.</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Law enforcement, crowd control, evacuation, site security, and mobile communications. Liaison with on-site fire and medical command personnel.</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Obtain emergency goods and services; include pickup and delivery to site of emergency.</td>
</tr>
<tr>
<td>Registrar</td>
<td>Reschedule classes and public events to include off-campus accommodations.</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Coordinate housing operations (including any temporary shelters or temporary housing needs).</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Coordinate student notification and response. Liaison with parents.</td>
</tr>
<tr>
<td>Student Life</td>
<td>Create temporary identifications/access credentials as requested. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.).</td>
</tr>
<tr>
<td>University Dining Services</td>
<td>Coordinate dining services for dislocated students, personnel and emergency workers.</td>
</tr>
<tr>
<td>University Ministry</td>
<td>Assist students and employees in coping with trauma. Organize prayer services (Mass and ecumenical/interfaith) as appropriate.</td>
</tr>
</tbody>
</table>
Aftermath

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 Aftermath Assessment Report once the emergency ends.

To access a blank copy of the Aftermath Assessment Report, go to the Department of Public Safety website home page at www.udmercy.edu/publicsafety. Click on the Emergency Preparedness page to access the Aftermath Form.

All completed forms must be submitted to the Director of the Department of Public Safety at publicsafety@udmercy.edu for further processing.

An Aftermath Assessment 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, 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 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. The new employee will be informed within his/her 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

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>COORDINATOR</th>
<th>CAMPUS PHONE NO.</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHITECTURE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Coordinator</td>
<td>Dan Pitera</td>
<td>313-993-1532</td>
<td><a href="mailto:piteradw@udmercy.edu">piteradw@udmercy.edu</a></td>
</tr>
<tr>
<td>LL Coordinator</td>
<td>Noah Resnick</td>
<td>313-993-1531</td>
<td><a href="mailto:resnicsns@udmercy.edu">resnicsns@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor Coordinator</td>
<td>Brigette Murphy-Barbee</td>
<td>313-993-1533</td>
<td><a href="mailto:murphybr@udmercy.edu">murphybr@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor Coordinator</td>
<td>Dan Pitera</td>
<td>313-993-1532</td>
<td><a href="mailto:piteradw@udmercy.edu">piteradw@udmercy.edu</a></td>
</tr>
<tr>
<td><strong>BRIGGS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Coordinator</td>
<td>Lezly Pruitt</td>
<td>313-993-1287</td>
<td><a href="mailto:pruittls@udmercy.edu">pruittls@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Angela Davis</td>
<td>313-578-0434</td>
<td><a href="mailto:davisam3@udmercy.edu">davisam3@udmercy.edu</a></td>
</tr>
<tr>
<td><strong>CALIHAN HALL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Coordinator</td>
<td>Clifford Sims</td>
<td>313-993-1714</td>
<td><a href="mailto:simsscl1@udmercy.edu">simsscl1@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Mike Miller</td>
<td>313-993-1740</td>
<td><a href="mailto:millerma@udmercy.edu">millerma@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Timothy Fair</td>
<td>313-993-1700</td>
<td><a href="mailto:fairtr@udmercy.edu">fairtr@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Nicholas Wilson</td>
<td>313-993-1700</td>
<td><a href="mailto:wilsonne@udmercy.edu">wilsonne@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Peter Gradowski</td>
<td>313-993-1700</td>
<td><a href="mailto:gradowpi@udmercy.edu">gradowpi@udmercy.edu</a></td>
</tr>
<tr>
<td><strong>CHEMISTRY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Coordinator</td>
<td>Jane Schley</td>
<td>31-993-1258</td>
<td><a href="mailto:schleyja@udmercy.edu">schleyja@udmercy.edu</a></td>
</tr>
<tr>
<td>LL Coordinator</td>
<td>Meghann Murray</td>
<td>313-993-1259</td>
<td><a href="mailto:murrayymm@udmercy.edu">murrayymm@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor Coordinator</td>
<td>Matt Mio</td>
<td>313-993-1258</td>
<td><a href="mailto:miomj@udmercy.edu">miomj@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor Coordinator</td>
<td>Mark Benvenuto</td>
<td>313-993-1184</td>
<td><a href="mailto:benvenma@udmercy.edu">benvenma@udmercy.edu</a></td>
</tr>
<tr>
<td><strong>CHP</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Coordinator</td>
<td>Renee Sumpter</td>
<td>313-993-3297</td>
<td><a href="mailto:sumptere@udmercy.edu">sumptere@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Paula Strussione</td>
<td>313-578-0569</td>
<td><a href="mailto:pstrussi@udmercy.edu">pstrussi@udmercy.edu</a></td>
</tr>
<tr>
<td>LL Coordinator</td>
<td>Liz Boyar</td>
<td>313-993-2445</td>
<td><a href="mailto:turzael@udmercy.edu">turzael@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor Coordinator</td>
<td>Renee Sumpter</td>
<td>313-993-3297</td>
<td><a href="mailto:sumptere@udmercy.edu">sumptere@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor Coordinator</td>
<td>Paula Nranian</td>
<td>313-578-0450</td>
<td><a href="mailto:nraniapu@udmercy.edu">nraniapu@udmercy.edu</a></td>
</tr>
<tr>
<td>Third Floor Coordinator</td>
<td>Mike Dosch</td>
<td>313-993-2454</td>
<td><a href="mailto:doschmi@udmercy.edu">doschmi@udmercy.edu</a></td>
</tr>
<tr>
<td>Fourth Floor Coordinator</td>
<td>Saran Hollier</td>
<td>313-993-2444</td>
<td><a href="mailto:holliest@udmercy.edu">holliest@udmercy.edu</a></td>
</tr>
</tbody>
</table>
## Appendix A

### McNichols Campus Building and Floor Coordinators

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<th>COORDINATOR</th>
<th>CAMPUS #</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMERCE AND FINANCE</strong> Building Coordinator</td>
<td>Leonard Kloft</td>
<td>313-993-1118</td>
<td><a href="mailto:kloftlj@udmercy.edu">kloftlj@udmercy.edu</a></td>
</tr>
<tr>
<td>LL Coordinator</td>
<td>Leonard Kloft</td>
<td>313-993-1118</td>
<td><a href="mailto:kloftlj@udmercy.edu">kloftlj@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor Coordinator</td>
<td>Wendy Marshall</td>
<td>313-993-1200</td>
<td><a href="mailto:marshallw@udmercy.edu">marshallw@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor Coordinator</td>
<td>LySandra C. Hill</td>
<td>313-993-1204</td>
<td><a href="mailto:hilllc@udmercy.edu">hilllc@udmercy.edu</a></td>
</tr>
<tr>
<td><strong>ENGINEERING</strong> Building Coordinator</td>
<td>Karla Lewis</td>
<td>313-993-1216</td>
<td><a href="mailto:lewiskm2@udmercy.edu">lewiskm2@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor Coordinator</td>
<td>Robert Burke</td>
<td>313-993-3362</td>
<td><a href="mailto:burkerw@udmercy.edu">burkerw@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor Coordinator</td>
<td>Caroline Rimley</td>
<td>313-993-3362</td>
<td><a href="mailto:rimlec@udmercy.edu">rimlec@udmercy.edu</a></td>
</tr>
<tr>
<td>Third Floor Coordinator</td>
<td>Bruce Balconi</td>
<td>313-993-1657</td>
<td><a href="mailto:balconbj@udmercy.edu">balconbj@udmercy.edu</a></td>
</tr>
<tr>
<td><strong>FACILITY OPERATIONS</strong> Building Coordinator</td>
<td>Bryana Borders</td>
<td>313-993-1240</td>
<td><a href="mailto:borderbl@udmercy.edu">borderbl@udmercy.edu</a></td>
</tr>
<tr>
<td>Building Alternate</td>
<td>Sandra Twymon-Orr</td>
<td>313-993-1240</td>
<td><a href="mailto:twymonsa@udmercy.edu">twymonsa@udmercy.edu</a></td>
</tr>
<tr>
<td><strong>FISHER ADMINISTRATION</strong> Building Coordinator</td>
<td>Lisa B. MacDonnell</td>
<td>313-993-1455</td>
<td><a href="mailto:macdonnl@udmercy.edu">macdonnl@udmercy.edu</a></td>
</tr>
<tr>
<td>LL Coordinator</td>
<td>Cheryl Styczynski</td>
<td>313-993-1421</td>
<td><a href="mailto:styczycl@udmercy.edu">styczycl@udmercy.edu</a></td>
</tr>
<tr>
<td>LL Alternate</td>
<td>Diane Praet</td>
<td>313-993-3133</td>
<td><a href="mailto:praetdm@udmercy.edu">praetdm@udmercy.edu</a></td>
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<tr>
<td>First Floor Coordinator</td>
<td>Theresa Carson</td>
<td>313-993-3309</td>
<td><a href="mailto:carsonta@udmercy.edu">carsonta@udmercy.edu</a></td>
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<tr>
<td>First Floor Alternate</td>
<td>Lauren Penner</td>
<td>313-993-1045</td>
<td><a href="mailto:pennerlj@udmercy.edu">pennerlj@udmercy.edu</a></td>
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<tr>
<td>Second Floor Coordinator</td>
<td>Ed Tracy</td>
<td>313-993-1554</td>
<td><a href="mailto:tracyeg@udmercy.edu">tracyeg@udmercy.edu</a></td>
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<tr>
<td>Second Floor Alternate</td>
<td>Opal McLaughlin</td>
<td>313-993-1036</td>
<td><a href="mailto:rogersoe@udmercy.edu">rogersoe@udmercy.edu</a></td>
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<tr>
<td>Third Floor Coordinator</td>
<td>Kim Koelb</td>
<td>313-993-1263</td>
<td><a href="mailto:koelbkj@udmercy.edu">koelbkj@udmercy.edu</a></td>
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<tr>
<td>Third Floor Alternate</td>
<td>Victoria Spallone</td>
<td>313-993-1268</td>
<td><a href="mailto:spallovl@udmercy.edu">spallovl@udmercy.edu</a></td>
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<tr>
<td>Fourth Floor Coordinator</td>
<td>Gary Erwin</td>
<td>313-578-0339</td>
<td><a href="mailto:erwingi@udmercy.edu">erwingi@udmercy.edu</a></td>
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<tr>
<td>Fourth Floor Alternate</td>
<td>Arnold D’Ambrosio</td>
<td>313-993-1025</td>
<td><a href="mailto:dambroaa1@udmercy.edu">dambroaa1@udmercy.edu</a></td>
</tr>
<tr>
<td>Fifth Floor Coordinator</td>
<td>Cassandra Wadley</td>
<td>313-993-1457</td>
<td><a href="mailto:wadleycd@udmercy.edu">wadleycd@udmercy.edu</a></td>
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### Section Five

#### Coordinators

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<th>Floor Level</th>
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<tr>
<td>Fifth Floor Alternate</td>
<td>Barbara Janssen</td>
<td>313-993-1585</td>
<td><a href="mailto:jansseba@udmercy.edu">jansseba@udmercy.edu</a></td>
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University of Detroit Mercy Emergency Response Plan

Reviewed October 2020
### McNichols Campus Building and Floor Coordinators

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>COORDINATOR</th>
<th>CAMPUS #</th>
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<tr>
<td><strong>FORD LIFE SCIENCE</strong></td>
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<tr>
<td>Building Coordinator</td>
<td>Lalisha Griffin</td>
<td>313-993-1180</td>
<td><a href="mailto:griffelib@udmercy.edu">griffelib@udmercy.edu</a></td>
</tr>
<tr>
<td>First floor Coordinator</td>
<td>Justine Becker</td>
<td>313-993-1491</td>
<td><a href="mailto:Beckerjt@udmercy.edu">Beckerjt@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor Coordinator</td>
<td>Jim Graves</td>
<td>313-993-1162</td>
<td><a href="mailto:Gravesjf@udmercy.edu">Gravesjf@udmercy.edu</a></td>
</tr>
<tr>
<td>Third Floor Coordinator</td>
<td>Greg Grabowski</td>
<td>313-993-1194</td>
<td><a href="mailto:Grabowkgm@udmercy.edu">Grabowkgm@udmercy.edu</a></td>
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<tr>
<td><strong>GARDELLA HOUSE</strong></td>
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<tr>
<td>Building Coordinator</td>
<td>Delanda Dixon</td>
<td>313-993-3250</td>
<td><a href="mailto:Hendrysi@udmercy.edu">Hendrysi@udmercy.edu</a></td>
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<tr>
<td>Alternate</td>
<td>Nicholas Rombes</td>
<td>313-993-1085</td>
<td><a href="mailto:Rombesnd@udmercy.edu">Rombesnd@udmercy.edu</a></td>
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<tr>
<td>** Lansing Rilley**</td>
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<tr>
<td>Building Coordinator</td>
<td>Brother Denis Weber, SJ</td>
<td>216-973-6279</td>
<td><a href="mailto:Didalentz@gmail.com">Didalentz@gmail.com</a></td>
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<tr>
<td>Alternate</td>
<td>Father Gilbert Sunghera, SJ</td>
<td>408-398-3381</td>
<td><a href="mailto:Sunghegi@udmercy.edu">Sunghegi@udmercy.edu</a></td>
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<tr>
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<td>Ruth Fichter</td>
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<td>Jennifer L. Dean</td>
<td>313-993-1090</td>
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<td><a href="mailto:Novellme@udmercy.edu">Novellme@udmercy.edu</a></td>
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<tr>
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<td>George Libbey</td>
<td>313-993-1078</td>
<td><a href="mailto:Libberyjh@udmercy.edu">Libberyjh@udmercy.edu</a></td>
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<tr>
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<td>George Libbey</td>
<td>313-993-1078</td>
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<tr>
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<td>All Reference Librarians</td>
<td>313-993-1071</td>
<td><a href="mailto:Edesk@udmercy.edu">Edesk@udmercy.edu</a></td>
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<tr>
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<td>Nicole Shorter</td>
<td>313-993-1152</td>
<td><a href="mailto:Shortens@udmercy.edu">Shortens@udmercy.edu</a></td>
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<tr>
<td>Second Floor Alternate and Second Floor Stacks</td>
<td>All Circulation Staff</td>
<td>313-993-1795</td>
<td><a href="mailto:Circulation@udmercy.edu">Circulation@udmercy.edu</a></td>
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<tr>
<td>Third Floor Coordinator</td>
<td>Russell Davidson</td>
<td>313-993-1129</td>
<td><a href="mailto:Davidso@udmercy.edu">Davidso@udmercy.edu</a></td>
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<tr>
<td>Third Floor Alternate and Third Floor Stacks</td>
<td>Rafael Cruz-Serrano</td>
<td>313-993-1527</td>
<td><a href="mailto:Cruzserr@udmercy.edu">Cruzserr@udmercy.edu</a></td>
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<tr>
<td>Fourth Floor Coordinator</td>
<td>Rafael Cruz-Serrano</td>
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<tr>
<td>Fourth Floor Alternate</td>
<td>Pamela Rhodes-Todds</td>
<td>313-993-3276</td>
<td><a href="mailto:Tiddpa@udmercy.edu">Tiddpa@udmercy.edu</a></td>
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<tr>
<td>RENO HALL</td>
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<td>Name</td>
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<tr>
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<td>Nancy O’Shea</td>
<td>313-993-1464</td>
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<td>Alexis Burgess</td>
<td>313-993-1485</td>
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<td>Richard Rockwell</td>
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# McNichols Campus Building and Floor Coordinators

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<td><strong>RESIDENTIAL HOUSING</strong></td>
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<tr>
<td>Residential Housing Coordinator</td>
<td>Lanae Gill</td>
<td>313-993-1231</td>
<td><a href="mailto:gilla@udmercy.edu">gilla@udmercy.edu</a></td>
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<tr>
<td>Residential Housing Coordinator</td>
<td>Sandra Alef</td>
<td>313-993-1439</td>
<td><a href="mailto:alefsj@udmercy.edu">alefsj@udmercy.edu</a></td>
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<tr>
<td><strong>HOLDEN HALL</strong></td>
<td>Building Coordinator</td>
<td>Jasmine Cofield</td>
<td>313-993-2562</td>
</tr>
<tr>
<td><strong>SHIPLE HALL</strong></td>
<td>Building Coordinator</td>
<td>Kerry Davis</td>
<td>313-993-1788</td>
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<tr>
<td><strong>QUAD COMPLEX</strong></td>
<td>Building Coordinator</td>
<td>Mike Cunningham</td>
<td>313-993-1685</td>
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<tr>
<td><strong>STUDENT CENTER</strong></td>
<td>Building Coordinator</td>
<td>Alysa Jackson</td>
<td>313-993-1489</td>
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<tr>
<td>LL Coordinator</td>
<td>Adam Hollmann</td>
<td>313-993-1154</td>
<td><a href="mailto:hollmaap@udmercy.edu">hollmaap@udmercy.edu</a></td>
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<td>LL Alternate</td>
<td>Dorothy Stewart</td>
<td>313-993-1033</td>
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<td>Dorothy Stewart</td>
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<tr>
<td>Barnes and Noble Coordinator</td>
<td>Brenda Dubay</td>
<td>313-993-1030</td>
<td><a href="mailto:bksdetroitmercy@bncollege.com">bksdetroitmercy@bncollege.com</a></td>
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<tr>
<td>Second Floor Coordinator</td>
<td>Alysa Jackson</td>
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<td><a href="mailto:ouelleal@udmercy.edu">ouelleal@udmercy.edu</a></td>
</tr>
<tr>
<td>Metz Second Floor Coordinator</td>
<td>Randy Fowler</td>
<td>313-993-1683</td>
<td><a href="mailto:ma4037@metzcorp.com">ma4037@metzcorp.com</a></td>
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<tr>
<td><strong>STUDENT FITNESS CENTER</strong></td>
<td>Building Coordinator</td>
<td>Deanna Blevins</td>
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<tr>
<td>Alternate</td>
<td>Matt Higley</td>
<td>313-993-1783</td>
<td><a href="mailto:higleyml@udmercy.edu">higleyml@udmercy.edu</a></td>
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## Appendix A

### Corktown Campus Building and Floor Coordinators

<table>
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<tr>
<th>LOCATION</th>
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<td><strong>CLINIC BUILDING</strong></td>
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<tr>
<td>Building Coordinator</td>
<td>Gwendolyn Graham</td>
<td>313-494-6752</td>
<td><a href="mailto:campbegd@udmercy.edu">campbegd@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor South Coordinator</td>
<td>Alesia James</td>
<td>313-494-6959</td>
<td><a href="mailto:jamesap@udmercy.edu">jamesap@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor South Alternate</td>
<td>Rowena Filary</td>
<td>313-494-6953</td>
<td><a href="mailto:filaryri@udmercy.edu">filaryri@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor North Coordinator</td>
<td>Diane Haney</td>
<td>313-494-6968</td>
<td><a href="mailto:haneydl@udmercy.edu">haneydl@udmercy.edu</a></td>
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<tr>
<td>First Floor North Alternate</td>
<td>Kristie Jones</td>
<td>313-494-6658</td>
<td><a href="mailto:joneska9@udmercy.edu">joneska9@udmercy.edu</a></td>
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<tr>
<td>First Floor West Coordinator</td>
<td>Kendra Towns</td>
<td>313-494-6647</td>
<td><a href="mailto:townskd@udmercy.edu">townskd@udmercy.edu</a></td>
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<tr>
<td>First Floor West Alternate</td>
<td>Karen Lane</td>
<td>313-494-6933</td>
<td><a href="mailto:lanekj@udmercy.edu">lanekj@udmercy.edu</a></td>
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<tr>
<td>Second Floor Coordinator</td>
<td>Marilyn Dow</td>
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<tr>
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<td>Cheryl Needham</td>
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<tr>
<td>Third Floor Coordinator</td>
<td>Carry Travis</td>
<td>313-494-6780</td>
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<td>Alternate</td>
<td>Jennifer McConnell</td>
<td>313-494-6661</td>
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<tr>
<td>Fourth Floor Coordinator</td>
<td>Crystal Becker</td>
<td>313-494-621</td>
<td><a href="mailto:walikacm@udmercy.edu">walikacm@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Elana Munoz</td>
<td>313-494-6652</td>
<td><a href="mailto:munozec@udmercy.edu">munozec@udmercy.edu</a></td>
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<tr>
<td><strong>CLASSROOM BUILDING</strong></td>
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<tr>
<td>Building Coordinator</td>
<td>Sheroyn Jones</td>
<td>313-494-6720</td>
<td><a href="mailto:jonessj@udmercy.edu">jonessj@udmercy.edu</a></td>
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<tr>
<td>Alternate</td>
<td>Tracy Coleman</td>
<td>313-494-6918</td>
<td><a href="mailto:colematr@udmercy.edu">colematr@udmercy.edu</a></td>
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## Appendix A

### Riverfront Campus Building and Floor Coordinators

<table>
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<th>LOCATION</th>
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<th>CAMPUS #</th>
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<tr>
<td><strong>LAW SCHOOL</strong></td>
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<tr>
<td>Building Coordinator</td>
<td>Jeff Johnson</td>
<td>313-596-0206</td>
<td><a href="mailto:johnsoje1@udmercy.edu">johnsoje1@udmercy.edu</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Yvette Chapman</td>
<td>313-596-0224</td>
<td><a href="mailto:champayv@udmercy.edu">champayv@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor Coordinator</td>
<td>James Williams</td>
<td>313-596-0254</td>
<td><a href="mailto:williajc@udmercy.edu">williajc@udmercy.edu</a></td>
</tr>
<tr>
<td>First Floor West Coordinator</td>
<td>Stephanie Winbigler</td>
<td>313-596-9841</td>
<td><a href="mailto:winbigsn@udmercy.edu">winbigsn@udmercy.edu</a></td>
</tr>
<tr>
<td>Larned Doors</td>
<td>Daniela Iacoban</td>
<td>313-596-9810</td>
<td><a href="mailto:iacobada@udmercy.edu">iacobada@udmercy.edu</a></td>
</tr>
<tr>
<td>Larned Doors</td>
<td>Megan Featherstone</td>
<td>313-596-0212</td>
<td><a href="mailto:featheme@udmercy.edu">featheme@udmercy.edu</a></td>
</tr>
<tr>
<td>Larned Parking Lot</td>
<td>Megan Jennings</td>
<td>313-596-0209</td>
<td><a href="mailto:jenninmf@udmercy.edu">jenninmf@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor West Coordinator</td>
<td>Sunny Kerschenheiter</td>
<td>313-596-0247</td>
<td><a href="mailto:kersschsc@udmercy.edu">kersschsc@udmercy.edu</a></td>
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<tr>
<td>Alternate</td>
<td>Cindy Chiara</td>
<td>313-596-0210</td>
<td><a href="mailto:chiararf@udmercy.edu">chiararf@udmercy.edu</a></td>
</tr>
<tr>
<td>Second Floor East Coordinator</td>
<td>Chris Congdon</td>
<td>313-596-0835</td>
<td><a href="mailto:congdorc@udmercy.edu">congdorc@udmercy.edu</a></td>
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<tr>
<td>Third Floor West Coordinator</td>
<td>Sarah Garrison</td>
<td>313-596-0226</td>
<td><a href="mailto:garrissi@udmercy.edu">garrissi@udmercy.edu</a></td>
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<tr>
<td>Third Floor East Coordinator</td>
<td>Julia Belian</td>
<td>313-596-0225</td>
<td><a href="mailto:belianju@udmercy.edu">belianju@udmercy.edu</a></td>
</tr>
<tr>
<td>Lower Level</td>
<td>Don Barnes</td>
<td>586-260-4012</td>
<td><a href="mailto:barnesdp@udmercy.edu">barnesdp@udmercy.edu</a></td>
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### Appendix A

**Riverfront Campus Building and Floor Coordinators**

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<td>LAW CLINIC</td>
<td>Coordinator</td>
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<td><a href="mailto:simkinrg@udmercy.edu">simkinrg@udmercy.edu</a></td>
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<td></td>
<td>Rebecca Nowak</td>
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<tr>
<td>LAW LIBRARY</td>
<td>Coordinator</td>
<td>313-596-0240</td>
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<td></td>
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Appendix B

Evacuation and Containment Records

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

Detroit Mercy Campuses

[Map of Detroit Mercy Campuses]

5 – 3 – A.1

University of Detroit Mercy Emergency Response Plan
Reviewed October 2020
Appendix C

Riverfront Campus – School of Law

[Map of Riverfront Campus with labeled locations: Law Clinic, Student Parking Lot, School of Law, E. Larned Street, E. Jefferson Avenue, St. Antoine, E. Canfield Street, Clymer Drive]
Appendix D

Detroit Police Department Locations

Off-Campus Emergencies
Dial 9-1-1

2nd Precinct  
13530 Lesure St., Detroit, MI 48227  
313-596-5200

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

4th Precinct  
4700 W. Fort St., Detroit, MI 48209  
313-596-5400

5th Precinct  
3500 Connor St., Detroit, MI 48215  
313-596-5500

6th Precinct  
11450 Warwick St., Detroit, MI 48228  
313-596-5600

7th Precinct  
3501 Chene St., Detroit, MI 48207  
313-596-5700

8th Precinct  
21555 W. McNichols Road, Detroit, MI 48219  
313-596-5800

9th Precinct  
11187 Gratiot Ave., Detroit, MI 48213  
313-596-5900

10th Precinct  
12000 Livernois Ave., Detroit MI 48206  
313-596-1000

11th Precinct  
5100 Nevada St., Detroit, MI 48234  
313-596-1100

12th Precinct  
1441 W. 7 Mile Road, Detroit, MI 48203  
313-596-1200
Appendix D

Fire Department Stations and EMS Information

Non-Emergency Central Dispatch – 313-596-2901

The closest location to Detroit Mercy Campuses

Engine – 5Ladder 20  433 W Alexandrine St. - Riverfront Campus
Engine - 51Squad 5   18236 Livernois Ave.- McNichols Campus

Administration

General Information ------------------------------------------ 313-596-2920

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
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Local Medical Facilities

**Detroit Receiving Hospital**
4201 St Antoine Blvd.
Detroit, MI 48201 313-745-3000

**Harper Hospital**
3990 John R St.
Detroit, MI 48201 313-745-8040

**Henry Ford Hospital**
2799 W Grand Blvd.
Detroit, MI 48202 313-916-2600

**Hutzel Hospital**
3990 John R St.
Detroit, MI 48201 313-745-7555

**Sinai-Grace Hospital**
6071 W. Outer Drive
Detroit, MI 48235 313-966-3300

**John D. Dingell Veterans Hospital**
4646 John R St.
Detroit, MI 48201 313-576-1000

**Metropolitan Area Medical Centers**

**Beaumont Hospital**
3601 W. 13 Mile Road
Royal Oak, MI 48703 248-898-5000

**St. John Providence Hospital**
16001 W. Nine Mile Road
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 into 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

Consumers Energy 1-800-477-5050

DTE Energy 1-800-477-4747

AT&T Telephone Company 1-866-662-4548

University of Detroit Mercy Emergency Response Plan
Reviewed October 2020
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Information websites

- Detroit Mercy Department of Public Safety [www.udmercy.edu/publicsafety](http://udmercy.edu/publicsafety)
- Detroit Mercy Marketing & Communications [www.udmercy.edu/faculty-staff/marcom](http://udmercy.edu/faculty-staff/marcom)
- American Red Cross [www.redcross.org](http://www.redcross.org)
- City of Detroit [www.detroitmi.gov](http://www.detroitmi.gov)
- CDC Emergency Preparedness and Response [wwwemergency.cdc.gov](http://wwwemergency.cdc.gov/
- Occupational Safety and Health Administration [www.osha.gov](http://www.osha.gov/
- State of Michigan [www.michigan.gov](http://www.michigan.gov)
- Weather [www.weather.com](http://www.weather.com)

The non-Detroit Mercy websites are not maintained by the University. They are listed for informational purposes only.
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