



Emergency Procedures Guide

Evacuation Procedures

EVACUATE IMMEDIATELY in case of a **fire** or upon **notification**.

DO NOT USE ELEVATORS.

- Exit the building using the nearest marked exit and posted evacuation route.
- Proceed to designated outside **GATHERING POINT** for your building.
- When an emergency evacuation is ordered or when audio or visual alarms are activated, all persons are required to evacuate the premises immediately.
- 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.
- Employees should help direct students and visitors to obey evacuation orders.
- Assist those with mobility limitations to a stairwell landing.

Containment Procedures

- Upon notification that a building containment is ordered, **IMMEDIATELY** turn off all laboratory gases before proceeding to containment areas.
- Assess if it is best to remain in your room, office, classroom or building.
- Before doing either, visually note your surroundings for hazards (noises, alarms, etc.)
- All faculty and staff should assist in directing all occupants (with or without physical limitations) in following the appropriate containment procedures.
- Follow specific emergency incident protocols located on the front side.

Building & Floor Coordinators

GENERAL RESPONSIBILITIES

- Know the location and quantity of hazardous materials.
- Be mindful of employees with mobility limitations.
- Know location of emergency equipment.
- Alert occupants of practice drills.
- Know the coordinators in your building.

INCIDENT MANAGEMENT

- Assist occupants in proceeding to the **GATHERING POINT**.
- Account for building occupants.
- Notify emergency personnel of people who are unaccounted for.
- Alert occupants at the **GATHERING POINT** if there is a need to relocate.

Important Phone Numbers:



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Gathering Point:

Building and Floor Coordinators:

Department of Public Safety

24-Hour Control Center

313-993-1123

First Responder

- Go to a safe location and call UDM Department of Public Safety at **313-993-1123**.
- Give location of the problem.
- State the nature of the problem.
- Assist in keeping affected individuals calm.

Bomb Threat – Telephone

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

IMMEDIATELY CALL PUBLIC SAFETY

- DO NOT open drawers or cabinets.
- DO NOT turn lights on or off.
- DO NOT transmit over the radio.

Weather Emergency

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

Fire, Explosion, Smoke

- Pull fire alarm or verbally announce fire to others.
- Go to the **GATHERING POINT**.
- IMMEDIATELY** call Public Safety.
- Give location of the problem.
- State nature of the emergency.
- State if anyone is trapped or injured.

Chemical Spill

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

Suspicious Package

DO NOT TOUCH THE OBJECT

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

Gas Leak

STOP ALL OPERATIONS

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

Active Shooter

EVACUATE

- 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 area.
- Keep your hands visible.
- Call Public Safety at 313-993-1123 when you are safe.**

HIDE OUT

- 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.

TAKE ACTION 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

- Put down any objects in your hands (i.e. bags, jackets)
- Raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid quick movements towards the officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help while evacuating.