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:

______________________________________________
______________________________________________
______________________________________________
______________________________________________
______________________________________________
______________________________________________

CAMPUS EMERGENCIES CALL PUBLIC SAFETY 24-HOUR CONTROL CENTER 313-993-1123
### Emergency Procedures Guide

**Gathering Point:**

**Building and Floor Coordinators:**

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

**Bomb Threat – Telephone**

**Ask:**
1. Where is the bomb located?
2. What kind of bomb is it?
3. 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.

**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.

**Gas Leak**

**STOP ALL OPERATIONS**
- Go to the GATHERING POINT.

**IMMEDIATELY** call Public Safety.
- If you can’t leave the area, open windows.

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

**Suspicous Package**

**DO NOT TOUCH THE OBJECT**
- Clear the area around the suspicious package.
- **IMMEDIATELY** call Public Safety.

**Active Shooter**

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

**HIDE OUT**
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 to the room.
4. Silence your cell phone.
5. Hide behind large objects.
6. Remain very quiet.

**TAKE ACTION 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.

**WHEN LAW ENFORCEMENT ARRIVES**
1. Put down any objects in your hands (i.e. bags, jackets)
2. Raise your hands and spread your fingers.
3. Keep your hands visible at all times.
4. Avoid quick movements towards the officers.
5. Avoid pointing, screaming or yelling.
6. Do not stop to ask officers for help while evacuating.