

PRE-EMERGENCY PLANNING

- Post this Emergency Procedures Flipchart in a visible location in your office/lab, do not file this document. Supervisors are responsible for sharing this information with their employees and ensuring that they become familiar with procedures for reporting and responding to emergencies such as: evacuation routes, assembly areas and shelter areas.
- Become familiar with the location of the nearest exit routes from your building, assembly areas, sheltering areas, safety shower & eye wash stations, first aid kits, emergency telephones, current Material Safety Data Sheets (MSDS). Locate the nearest fire extinguisher and pull station, and schedule a fire extinguisher training course with DPS and EHS.
- Sign up for UM-Flint Emergency Alert System online.
- UM-Flint MSDS & Chemical Inventory is available to read from the EHS website at www.umflint.edu/ehs.
- If you would like to schedule a training seminar, to learn more about emergency response, preparedness planning and other related health and safety topics, please contact the UM-Flint, Environment, Health and Safety at 766-6763 or Department of Public Safety at 762-3335.

Additional Departmental Emergency Preparedness Planning:

- Identify emergencies to which your department may be vulnerable e.g. fire, medical, hazardous material incidents, radiation release, "high hazard" areas and activities, chemical storage, dangerous equipment or process areas, confined spaces, etc.
- Identify departmental emergency contacts Area Emergency Coordinators; where appropriate, establish building emergency coordinators or floor marshals. Identify and review roles of faculty, supervisors and students and for communicating your plan to faculty, staff, and students.
- Be consistent with UM-Flint Emergency Response Plan which addresses the evacuation and sheltering of persons with disabilities.
- Identify emergency equipment in your department; where it is stored, and how it is maintained, when it is tested or inspected, and the necessary training.
- Take time to learn more about emergency preparedness. Schedule training and practice drills with EHS and DPS.
- Establish a pre-arranged emergency meeting point at least 300 feet away from the building.
- UM-Flint Emergency Response Plan (ERP) is available to read/download from the EHS website at www.umflint.edu/ehs.

Emergency phone numbers:

Police, Fire, Medical Emergency 911
 UM-Flint Department of Public Safety 311 or 762-3335
 Flint Police Department 911 or 237-6870
 Flint Fire Department 911

Sexual assault prevention and awareness:

Women's Educational Center 237-6648
 Y.W.C.A. 238-SAFE
 UM-Ann Arbor Crisis Line 1-734-936-3333

Note: Dialing 911 from an university phone will connect you with the Department of Public Safety. Dialing 911 from a pay telephone will connect you with Genesee County Central Dispatch or the Flint Police Department.

Crime Reporting Procedure:

- If you are a victim of a criminal act, contact the DPS to make a report of the incident.
- If you witness a crime, suspicious person, or suspicious incident contact the DPS at once. Your awareness and input are essential to campus crime prevention.
- If an incident occurs off campus, DPS will assist you in contacting the appropriate agency.
- DPS prepares written reports for all criminal activities, as well as written reports for vehicle and personal accidents. All reports are strictly confidential. Copies of incident reports, for insurance purposes, may be obtained from the administrative office of Public Safety.

Area emergency coordinator(s)

Location and type of emergency equipment available in the area

Location of emergency exits/shelter areas

CHEMICAL SPILL

The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel who have received appropriate training. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling without the assistance of DPS, EHS, or other emergency personnel. A major chemical spill requires active assistance from DPS, EHS or emergency personnel.

Minor chemical spill - incidental release

- Alert people in the immediate area.
- Wear protective equipment, including safety goggles, gloves, and long-sleeve lab coat.
- Avoid breathing vapors.
- Confine spill to small area.
- Do not wash spill down the drain.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth.
- Collect residue, place in container and dispose as chemical waste.
- Clean spill area with water.

Major chemical spill - emergency release

- Attend to injured or contaminated persons and remove them from further exposure.
- Alert people in the laboratory and surrounding areas to evacuate.
- Open closest Fume hood in the lab before leaving.
- If spilled material is flammable, turn off ignition and heat sources. Don't light Bunsen burners or turn on other switches.
- From a safe location, contact DPS at 911 for assistance.
- Close doors to affected area.

Disposal instructions

- Contact EHS at 766-6763 to arrange proper disposal.
- Refer to the university's hazardous waste guidelines.

BIOLOGICAL SPILL

Before leaving, be sure that you are not contaminated with organism, etc. Be sure decontamination is thorough and complete before leaving. **Follow department's Spill Procedures in Chemical Hygiene Plan (CHP).** Lab manager and EHS will evaluate and inform others when the area is clean and safe to reenter for BL2 and BL3.

Spill involving a microorganism requiring BL1 (biohazard level one) containment (less hazardous than flu)

- Notify your lab manager.
- Wear disposable gloves.
- Soak paper towels in disinfectant (1 part Bleach to 10 parts H₂O) and place over spill area.
- Place towels in plastic bag for disposal.
- Clean spill area with fresh towels soaked in disinfectant.
- Contact department lab manager and EHS for disposal instructions.

Spill involving a microorganism requiring BL2 (biohazard level two) containment (flu, laboratory specimens)

- Alert people in immediate area of spill.
- Put on protective equipment.
- Cover spill with paper towels or other absorbent materials.
- Carefully pour a freshly prepared (1 part Bleach to 10 parts H₂O) dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
- Allow a 20-minute contact period.
- Use paper towels to wipe up spill, working from edges to center.
- Clean spill area with fresh towels soaked in disinfectant.
- Place towels in a plastic bag and decontaminate in an autoclave.
- Contact lab manager and EHS for disposal instructions.

Spill involving a microorganism requiring BL3 (biohazard level three) containment (HIV, AIDS)

- Call DPS at 911.
- Contact lab manager and EHS.
- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- Close doors to affected area.

RADIOACTIVE SPILL

Immediately contact Radiation Safety at (762-3275) or DPS at 911 from any campus phone, or call 762-3335 from any non-university phone.

Provide:

- | | | |
|-----------------|--------------------------|------------------------------|
| • Building name | • Brief description | • Contact person's name |
| • Room number | • Radio nuclide involved | • Phone number at spill site |

- Attend to personnel injuries or emergencies first. Injuries take precedent over radioactive contamination.
- Isolate and contain the spill to a localized area of the laboratory. Post or tape off the affected area and establish an entry "control point" into the area.
- Do not spread contamination beyond the immediate area. Leave contaminated shoes in the affected area.
- Do not allow others into the contaminated area.
- Initiate decontamination of any contaminated skin, wash with soap & warm water.
- Wear appropriate protective clothing: long-sleeve lab coat, disposable gloves, shoe covers or booties, and safety goggles.
- Cover **wet spills** with paper towels or pads. Discard contaminated absorbent materials into a solid radioactive waste drum or plastic bag.
- Cover **dry spills** with slightly dampened paper towels or absorbent pads.
- Stay in a controlled area until the Radiation Safety Officer has monitored personnel and they have been shown to be free of contamination.

MEDICAL EMERGENCIES

Don't second guess - always call 911

If you suspect a head or spinal injury, **do not move the victim unless there is an immediate life-threatening emergency.**

To start rescue breathing: (victim is not breathing but has a pulse)

- Call 911.
- Pinch the nose shut, hold airway open by tilting the head and lifting the chin.
- Take a normal breath and cover the victim's mouth with your mouth.
- Give two slow breaths. Breathe into victim until chest gently rises.
- Check for a pulse (on neck).
- If there is a pulse but victim is still not breathing, give one slow breath every 5 seconds (12 times).
- Re-check pulse and breathing every minute. If no pulse, proceed with chest compressions/CPR. Continue rescue breathing as long as victim is not breathing, or until medical assistance arrives.

To give CPR: (victim is not breathing and has no pulse)

- Call 911.
- Victim should be lying on their back on a firm flat surface.
- Quickly move or remove clothes from the front of the chest.
- Kneel at the victim's side, put the heel of one hand on the center of the victim's chest between the nipples. Put the heel of your other hand on top of the first hand.
- Push straight down on the chest (1 and a half to 2 inches).
- Give 30 compressions and two rescue breaths.
- Repeat five times and recheck victim's pulse and breathing.
- Continue until victim is breathing or has pulse or until medical assistance arrives.

To stop bleeding:

- Apply pressure directly onto the wound with a sterile gauze, clean handkerchief or bare hand.
- Maintain a steady pressure for five or ten minutes.
- If victim is bleeding from an arm or a leg, elevate it.
- Stay with victim until help arrives.

Burns and chemical burns:

- Remove the victim from the source of the burn only if it is safe for you to do so. If a chemical is involved, wear chemical resistant gloves or other protective gear.
- Cool the burn by flushing with large amounts of water. Use water close to room temperature. For chemical burns, also remove any contaminated clothing.
- Loosely cover the burn with a dry clean or sterile dressing.

Electrical burns:

- For electrical burns, turn the power source off before making contact with the victim. If victim is unconscious, do not move unless there is an immediate danger. Loosely cover the burns with a dry clean or sterile dressing.

Abdominal thrusts for choking victim:

- Get behind the victim. Wrap your arms around the person's waist, just above their navel.
- Clasp your hands together in a double fist, press in and up in quick thrusts.
- Do not exert pressure against the victim's rib cage.
- Repeat procedure until choking stops.

AED/CPR training:

All university personnel are encouraged to learn first aid and CPR. Contact EHS, UHWC or Rec Center to schedule AED/CPR training on campus OR call the Genesee County American Red Cross located in Flint 232-1401 for more information.

EVACUATION

- Call DPS at 911 from any campus telephone, or call 762-3335 from any non-university telephone.
- Remain calm, walk, and do not run to the nearest exit.
- Take directions from your supervisor or instructor.
- Gather in group of 3-4 people. Assist person(s) with disabilities.
- Promptly walk to the designated assembly or shelter area.
- In case of fire do not use elevators.
- Identify and report missing persons to your instructor or supervisor who will notify the Department of Public Safety.
- Stay clear of the emergency scene. Do not return to the building until the “all clear” is issued by Public Safety.
- If you are unable to evacuate the building during an emergency due to fire or building damage, call 911 and inform the DPS Dispatcher of your location and status.

EMERGENCY DRILLS

The Environment, Health and Safety (EHS) Department and the Department of Public Safety (DPS) conduct evacuation and shelter drills in university buildings. Annually, they coordinate other emergency preparedness training & exercises in order to test the university's emergency response capabilities.

- Both EHS and DPS are available to meet with individual departments to discuss emergency planning, assist in designing department specific drills, or discuss any other related environment, health and safety issues.
- Fire extinguisher training is offered routinely to faculty, staff and students. Contact EHS or DPS to coordinate training for you and your employees on the proper selection and use of fire extinguishers.
- Contact EHS, UHWC or Rec Center to schedule AED/CPR training on campus or call the Genesee County American Red Cross located in Flint at 232-1401 for more information.

FIRE

Be familiar with the location and type of fire extinguishers in your area. All employees should learn to use a fire extinguisher. Contact DPS to coordinate training for you and your employees on the proper selection and use of fire extinguishers.

See "Evacuation" section of this guide for more information.

If you discover fire on your floor:

- Manually activate the fire alarm system.
- Immediately exit the building, closing doors behind you (do not use elevators).
- Call 911.

Once fire alarm is activated:

- Walk to the nearest exit (do not use elevators).
- Assist persons with disabilities. Notify DPS of their location.
- Notify DPS and/or fire personnel if you suspect someone is trapped inside the building.
- Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by DPS.

If trapped in a room:

- Wet and place cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but do not break glass until absolutely necessary (outside smoke may be drawn into the room).

If caught in smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

If forced to advance through flames (which should be a last resort):

- Hold your breath.
- Move quickly.
- Cover your head and hair with a blanket or large coat.
- Keep your head down and your eyes closed as much as possible.

Using a fire extinguisher:

- If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.

Fire extinguisher instructions (the PASS method):

- **PULL** safety pin from handle.
- **AIM** the nozzle at the base of fire.
- **SQUEEZE** the handle together using short bursts.
- **SWEEP** from side to side at the base of the fire, not up and down (It may spread the flames).

TORNADO & SEVERE WEATHER

A tornado **watch** means tornadoes could potentially develop and a tornado **warning** means a tornado has actually been sighted in the area.

When a tornado has been sighted:

- Seek shelter immediately.
- Take directions from your instructor, supervisor and/or Department of Public Safety.
- Gather in groups of 3-4 people. Assist persons with disabilities.
- Promptly walk to the designated shelter area located in the basement or lower level floors.

Seek shelter/safety in the following areas:

- Designated shelter areas - See specific shelter areas identified on the emergency guideline posters located in your classroom, work area or hallway.
- Basement, underground excavation, and lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building).
- If no basement is available, seek shelter under a sturdy workbench or heavy furniture (i.e. table or desk).
- In open country, move away from the tornado path at a right angle.
- If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine), away from campus buildings.

Avoid the following:

- Top floors of buildings.
- Areas with glass windows or doors.
- Auditoriums, gymnasiums, cafeterias or other areas with large, free span roofs.
- Automobiles.

Listen for:

- Genesee County Emergency Siren & UMF Public Address System.
- The "All Clear" to be given by DPS, only then return to classroom, offices, and work areas.

FLOODING

Minor or area flooding of campus could be a result of major multiple rainstorms, a water main break, or loss of power to sump pumps. In case of imminent, weather-related flooding, DPS will monitor the National Weather Service and other emergency advisories to determine necessary action.

In case of imminent or actual flooding:

- Call DPS at 911 from any campus telephone, or call 762-3335 from any non-university telephone.
- Secure vital equipment, records, and hazardous materials (chemical, biological, and/or radioactive).
- Move to higher, safer ground.
- Shut off all electrical equipment.
- Wait for instructions from DPS for immediate action.
- Do not return to your building until you have been instructed to do so by someone from DPS, or EHS.
- If assisting in cleanup, immediately report to DPS any oil, chemical, or radioactive materials suspected of mixing with the floodwaters. Additionally, notify DPS of any other observed hazards. They will in turn contact EHS.

POWER OUTAGES

To report a minor, localized power outage in a building, call Facilities Management at 762-3223 during business hours and DPS at 762-3335 after business hours.

Keep a flashlight and batteries in key locations throughout your work areas.

In case of a major campus-wide power outage:

- Call DPS at 911 from any campus telephone, or call 762-3335 from any non-university telephone.
- Remain calm.
- Follow directions from DPS for immediate action.
- If evacuation of a building is required, seek out persons with special needs and provide assistance.
- Laboratory personnel should secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating. All chemicals should be stored in their original locations. Fully open fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
- Do not light candles or other types of flames for lighting.
- Unplug all electrical equipment (including computers) and turn off the light switches.

If people are trapped in a elevator:

- Tell passengers to stay calm and that you are getting help.
- Call DPS at 911 from any campus telephone or 762-3335 from a cellular or public phone and report the incident.
- Stay near the elevator entrance, assisting the passengers until police and/or other assistance arrives.

ACTIVE SHOOTER

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and call 911 as soon as possible.

Active shooter is outside or inside your building:

- Try to remain calm.
- Try to warn others to take immediate shelter.
- Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
- Turn off lights, close blinds, block windows.
- Turn off radios or other devices that emit sound.
- Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Have one person call 911 and provide:
 - Your name and location and state that "there is an active shooter on campus, gunshots fired."
 - If you were able to see the offender(s), give a description and location of the person(s).
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, or a university official known to you, provides an "all clear."
- An active shooter may try to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or university official.
- Attempts to rescue people should only be attempted if rescue can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

Active shooter enters your office or classroom:

- Try to remain calm. Try not to do anything that will provoke the active shooter.
- Only as a last resort, when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
- Call 911, if possible, and provide the information listed above.
- Barricade the room or proceed to a safer location if the active shooter(s) leave the area.

You are outside:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call 911 and provide the information listed above.

Keeping Updated

If an active shooter situation develops, the university will combine efforts with law enforcement to support them in their efforts to manage the event. The university will provide the most accurate and timely information available to students, faculty, staff and the community through emails, text messages, the university website (www.umflint.edu), PA announcements and the mass media.

BOMB THREAT

If someone calls in a bomb threat call DPS at 911 from any campus telephone or call 762-3335 from any non-university telephone.

Questions to ask person on phone:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Phone number on display: _____

Phone number call was received on: _____

Time and date received: _____

Received by: _____

Position/Title: _____

Phone number: _____

Caller's voice:

- | | | |
|---------|-----------------|---------|
| Calm | Loud | Nasal |
| Angry | Laughter | Stutter |
| Excited | Crying | Lisp |
| Slow | Normal | Raspy |
| Rapid | Distinct | Deep |
| Soft | Slurred | Ragged |
| Accent | Clearing Throat | |

Was the voice familiar, whom did it sound like? _____

Sex of caller: _____

Approximate age: _____

Background sounds:

- | | |
|------------------|----------------|
| Street Noise | Animal Sounds |
| Factory Machines | Kitchen Noises |
| Voices | Clear |
| PA System | Static |
| Music | Long Distance |
| House Noise | Local |
| Motor | Booth |
| Office Machinery | Other |

Threat Language:

- | | |
|--------------|------------|
| Well Spoken | Taped |
| Incoherent | Irrational |
| Message Read | Foul |

Remarks:

Remember:

- If received on telephone - Do not hang up phone.
- If received on computer - Do not delete email.
- If received on paper - Do not handle paper.

SUSPICIOUS PACKAGE/OBJECT

If you receive or discover a suspicious package or foreign object:

- Do not touch it , tamper with it or move it.
- Immediately call DPS at 911 from any campus telephone, or call 762-3335 from any non-university telephone and clear the area.

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:

- If you have any reason to believe a letter or parcel is suspicious, report it. Do not take a chance or worry about possible embarrassment if the item turns out to be innocent.
- Do not pick up, open the article, or handle it unnecessarily.
- Isolate the mailing and evacuate the immediate area.

Be cautious of:

Foreign mail, air mail, and special deliveries
Excessive postage
Handwritten or poorly typed address
Misspellings of common words
Oily stains or discolorations
Excessive weight
Restrictive markings such as: confidential or personal
No return address
Visual distractions
Incorrect titles
Excessive tape or string
Protruding wires or tinfoil
Rigid, lopsided, and/or uneven envelopes

SUSPICIOUS PACKAGE/OBJECT

INFORMATION TECHNOLOGY COMPROMISES

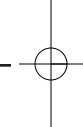
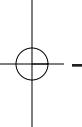
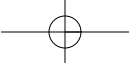
In the event of an emergency information technology compromise contact the Information Technology Services 762-3123, during normal hours (8 a.m. - 5 p.m.) or the Help Desk at 766-6804. After hours, please report possible violations to DPS at 911 from any campus telephone, or call 762-3335.

An information technology compromising “event” could be defined as one of the following:

- An entry or attempted entry via unauthorized access in any UM-Flint information system with the intent to compromise the integrity of the system.
- Any process or technology that attempts to use UM-Flint owned systems as a conduit for unauthorized activity on another system.
- Any process or technology that targets UM-Flint owned systems with unauthorized activity.
- An Information technology tool or process used to make physical threats, suspicious communications, fraud or any potential illegal or criminal activity.
- Fire in any campus computer labs.
- Damage due to physical break-ins.
- Failure of electrical systems.

Technical problems on campus:

To check the status of technical problems on campus visit ITS website at www.umflint.edu/its.



CIVIL DISTURBANCE

The UM-Flint community may exercise their right of free speech, press and lawful assembly, as it applies to each university member: students, faculty and staff. We encourage that prior to demonstrating; that you notify DPS so that they can monitor the event for everyone's safety.

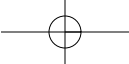
In the event that a demonstration becomes potentially disruptive, violent and/or the safety of others is jeopardized, notify the DPS immediately.

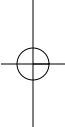
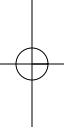
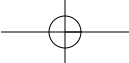
A Civil Disturbance may be described as: riots, demonstrations, threatening individuals, and/or assemblies that have become disruptive and/or violent.

In case of a civil disturbance:

- Call DPS at 911 from any campus telephone, or call 762-3335 from any non-university telephone.
- Report the location and description of those person(s) involved, as well as describing what is occurring.
- Avoid the area of disturbance.
- Avoid provoking, threatening or obstructing demonstrators.
- If necessary, secure your area (lock doors, safes, files, vital records, and expensive equipment).
- Continue with normal routines as much as possible.

CIVIL DISTURBANCE





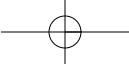
AUTOMOBILE ACCIDENT

The Department of Public Safety is certified to take accident reports. Please do not contact the Flint Police Department. The Flint Police Department will not make an accident report on UM-Flint property.

If the vehicle **occupants are injured** and/or there is **damage to the vehicle**:

- Call DPS at 911 from any campus telephone, or call 762-3335 from any non-university telephone.
- Advise the dispatcher of the extent of injuries, number of persons injured, indicate the parking lot you are in, whether there are any injuries, and the make and color of the vehicles involved.
- If you suspect a head or spinal injury, do not move the victim unless there is an immediate life-threatening emergency.
- Request all witnesses to remain at the scene until the police arrive.
- Do not move the vehicles. Investigators may want to see the scene so that the cause of the accident can be determined.

AUTOMOBILE ACCIDENT



CRIME PREVENTION AND AWARENESS

Department of Public Safety (DPS) is open 24-hours a day, 7 days-a-week and is located at the visitor's entrance to the Mill Street Parking Deck. The administrative office is located in the Hubbard Building and is open Monday through Friday during normal business hours. For more information visit the DPS website at www.umflint.edu/safety.

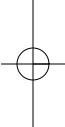
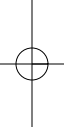
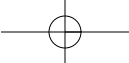
Crime prevention and awareness guidelines:

- Avoid studying and working alone in isolated areas. Let others know where you are and an approximate time when you will be finished.
- Don't place your valuables in a visible area. Consider placing your personal belongings in a locked cabinet/locker.
- Always walk with another person or group. If a classmate is not available, call the DPS and request an escort.
- Walk on designated walkways that are well lit. Report poor lighting to the DPS.
- Avoid shortcuts through the park, vacant lots, and other deserted places.
- Learn the locations of the blue light emergency telephones on campus and how they work.
- Be alert and aware of your surroundings when walking outdoors. Always walk with confidence. Show that you are aware and in control. Body language works.

Public safety assists students, faculty, staff and visitors with:

- **Escort Assistance** - Available 24-hours, 7-days a week to all members and visitors of the UM-Flint community.
- **Car Problems** - Dead car batteries, lost cars, frozen door locks, keys locked in the car, and flat tires.
- **Lost and Found** - If an item is lost or found on campus contact the DPS at 762-3335.

CRIME PREVENTION AND AWARENESS



Emergency Response GUIDELINES

Call **911** from any campus telephone or
762-3335 from any non-university telephone

Non-Emergency (Department of Public Safety) call 762-3335
www.umflint.edu/safety

Non-Emergency (Environment, Health & Safety) call 766-6763
www.umflint.edu/ehs

Quick Reference Flipchart

