University of Michigan-Flint
Emergency Response Plan

Be Prepared Not Surprised

IN THE EVENT OF AN EMERGENCY CALL:
UM-Flint Department of Public Safety 9-1-1 from any campus telephone or (810) 762-3333

This plan is downloadable from EHS: http://www.umflint.edu/ehs/Emer-Prep-Resp.htm
Revised - December 2014
Acknowledgement

The University of Michigan-Flint Environment, Health and Safety (EHS) would like to acknowledge the members of the All Hazards Planning Team for their valuable contributions to the revised campus Emergency Response Plan (ERP) as well as their commitment to promoting and sustaining a “Campus Culture of Preparedness”.

The University of Michigan-Ann Arbor Division of Public Safety and Security – Emergency Management has been a tremendous resource and provided valuable feedback through the revision process.

A special appreciation goes to our Executive Officers for their continued commitment and support to strengthen our emergency response capabilities and resources. It is because of this commitment and the efforts of so many which has enabled the campus to plan and prepare for future incidents and provide a safe and secure environment for our students, faculty and staff.

University of Michigan-Flint Environment, Health and Safety
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I. GENERAL PROVISIONS

A. PURPOSE

This Emergency Response Plan (ERP) is the foundation and guide for preparedness, protection, response and mitigation of emergencies at the UM-Flint campus. The plan defines and supports the response to emergencies, crises, emerging issues, and special events. It is designed to be consistent with the National Incident Management System (NIMS) to allow for interoperability and compatibility among local, state, and federal organizations. While this plan briefly addresses some limited recovery components, additional continuity and recovery planning is addressed in greater detail within each university’s departmental business continuity plan. Individual departments may maintain their own standard operating procedures (SOPs) detailing emergency preparedness and response action steps for certain circumstances specific to their operation.

This plan is designed to provide a general framework for UM-Flint to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort, and ensuring that individuals are informed, safely evacuated, sheltered, and accounted for with reasonable assurance. Additionally, the plan:

1. Provides organizational and procedural framework for the management of emergencies at UM-Flint as well as special events such as commencement, athletics, or VIP visits.
2. Interfaces operations with local, state, and federal agencies involved in emergency management.
3. Defines concepts, terminology, policy, and structure for managing UM-Flint emergency operations consistent with local, state, and federal partners.
4. Identifies lines of authority and organizational relationships.
5. Describes roles, responsibilities and procedures of the colleges, divisions, departments and offices in performing emergency support functions and ensuring a coordinated response effort.
6. Provides guidelines following the “All Hazards” approach to threats, hazards and vulnerabilities that may affect life, property, environment or reputation at UM-Flint.
General Provisions

This plan incorporates the many regulatory requirements concerning the development and implementation of a campus emergency response plan into one meaningful and usable document. It is important to note that other regulatory planning requirements such as Hazardous Waste, Spill Prevention Control & Countermeasure (SPCC), Storm Water, individual department standard operating procedures, etc. all augment and compliment this plan. This plan and related planning documents shall act as the UM-Flint contingency plan, required by the U.S. Environmental Protection Agency (EPA), and an evacuation plan, required by the U.S. Occupational Safety and Health Administration (OSHA) and the Michigan Occupational Safety and Health Administration (MIOSHA), as well as a general safety plan, required by the U.S. Department of Transportation (DOT).

In addition, the Clery Act requires all colleges and universities that participate in the federal financial aid programs under Title IV of the Higher Education Act to maintain and disclose information about certain crimes committed on or near campuses. On the UM-Flint campus, this information is compiled and reported by the Department of Public Safety (DPS), posted on their website and summarized in the UM-Flint Annual Report for Campus Security and Fire Safety.

This plan is consistent with Act 390, P.A. 1976, as amended; referred to as the Michigan Emergency Management Act of 1990.
B. SCOPE

This plan establishes the protocol for command and control of all activities, operations, structures and grounds for emergencies and/or special events. This includes buildings and structures that are owned or leased. The plan also applies to off-site emergencies affecting students, faculty, staff and property. It is meant to organize and coordinate the actions and resources to facilitate emergency operations. The plan gives guidance to an all hazards approach to likely incidents, emergencies, crises, and disasters. To assist with this process, a pre-disaster hazard mitigation plan has been completed that evaluates hazards, assesses risks and vulnerabilities, and ultimately identifies feasible mitigation strategies to reduce or prevent the possibility of injury, loss of life, property damage or adverse impact to the campus operations. The UM-Flint Hazard Mitigation Plan was approved by the Federal Emergency Management Agency and can be viewed at http://www.umflint.edu/ehs/hazard-mitigation-planning.
c. SITE DESCRIPTION

The University of Michigan-Flint campus is located at 303 East Kearsley Street in downtown Flint and is one of three campuses of the University of Michigan. The campus is comprised of several buildings and parking structures situated on 72 acres. The south portion of the campus is adjacent to both the Flint River and Interstate 475, which runs north-south. Interstate 69 runs east-west and is located about a ½ mile south of the campus. The William S. White Building and the Northbank Center are located on the north portion of campus which is bordered by East Fifth Avenue, James P. Cole Boulevard, East Second Avenue, North Harrison Street, and North Saginaw Street. A primarily commuter campus, UM-Flint is in operation every hour and day of the year. On a typical day during the academic year, approximately 4,000-9,000 students, faculty, staff, and visitors may be on campus to attend classes, events, or work for the university.

FIGURE 1 – UM-Flint Campus Map, Buildings and Parking Lots
The campus is susceptible to tornadoes, snow/ice storms and other severe weather emergencies, medical emergencies, floods, hazardous material incidents, technology related disruptions, utility infrastructure failures, transportation incidents, fires, bomb threats, foodborne or infectious illnesses, and acts of violence or terrorism. If a disaster were to occur on site, the primary concern is to prevent injury/illness to persons. Additional concerns include preventing damage to facilities, equipment, the environment, the surrounding community, supplies and critical systems.
D. CORE UNIVERSITY PRINCIPLES

Six core principles serve as the foundation of All Hazards Emergency Management at the University of Michigan:

1. **People:** Maintain the health and safety of faculty, staff, students, contractors, and any other visitors on the property.
2. **Health Care:** Maintain delivery of health care and patient services: admissions, diagnostic tests, outpatient appointments, and other procedures, patient records availability, etc.
3. **Research:** Continuation and maintenance of research specimens, animals, biomedical specimens, and research archives.
4. **Academics:** Delivery of teaching/learning process and student-related services including registration, faculty assignments, classroom scheduling, drop/add, financial aid services, government reports, grades, advising, admissions, housing, etc.
5. **Facilities:** Provide for security and preservation of facilities and equipment.
6. **Community:** Maintain support for community/university partnerships and the public.
E. RESPONSIBILITY

The responsibility for emergency planning and emergency operations is distributed throughout the organization to take advantage of levels of expertise not available in one central function. However, EHS is responsible to facilitate and encourage the overall planning efforts. Each unit included in this plan shall participate in its development, maintain a capability to carry out their unit-specific emergency assignments, provide for auxiliary personnel as needed, and participate in drills, exercises, and required employee/department training.

The following positions at the university have a level of responsibility for these activities:

1. **Chancellor** is responsible for the safe operation of the campus during both day-to-day operations and emergencies. Actions are taken to ensure these responsibilities are delegated to members of the UM-Flint staff as necessary.

2. **Provost** has delegated responsibility for ensuring continuity of operations for all academic activity during times of emergency and during recovery efforts and assumes the Chancellor’s responsibilities when not available.

3. **Vice Chancellor, Division of Student Affairs (DSA)** has delegated responsibility for the safety and welfare of all students during emergency operations and during the recovery phase. This includes but not limited to Counseling Services, Housing & Residential Life, Advising, and Accessibility Services.

4. **Vice Chancellor, Business and Finance (VCBF)** has delegated responsibility for the safe operation of all facilities and operations, and ensuring the safety of those living at, working at, and visiting the campus.

5. **Assistant Vice Chancellor, Business and Finance (AVCBF)** has delegated responsibility for the safe operation of all UM-Flint facilities and operations, and ensuring the safety of those living, working, and visiting the campus. DPS, Facilities and Operations (F&O), and EHS report to AVCBF. The AVCBF has responsibility for managing emergency operations at UM-Flint with the on-scene Incident Commander (IC).
Additionally, AVCBF or designee will keep other executive officers informed of the status of an emergency situation. When appropriate, AVCBF or designee will act as liaison with other governmental officials.

6. **Director, University Relations (UREl)** has delegated responsibility for disseminating information through all communication channels at UM-Flint during emergencies, major disasters, or matters that have the potential to impact the reputation of UM-Flint. The Director, as necessary, shall establish a media center, issue news releases, and disseminate information through appropriate communication channels.

7. **Director, Housing and Residential Life (HRL)** has delegated responsibility for the safety and welfare of the HRL students during emergency operations and during the recovery phase.

8. **Director, Information Technology Services (ITS)** has delegated responsibility for managing the security and recovery of IT systems from threats to the system through continuity of operations planning for recovery from impacts to the systems.

9. **Deans, Directors, and Department Chairpersons** have the delegated responsibility for ensuring the safety of all students, faculty, and staff, to ensure all appropriate safety and security directions are followed, have unit level emergency and continuity of operations planning in place, conduct training as appropriate, identify and refer safety or security deficiencies to the appropriate department for remediation. All units also have responsibility to support overall operations during emergencies at the request of the IC, their designee or Emergency Operation Center (EOC) representative.

10. **Director, Department of Public Safety (DPS)** acts as the Incident Commander, can order evacuation, sheltering and securing of buildings. This person is responsible for the DPS and security of the campus during normal operations, emergency operations, and in preparation for major events.

11. **Director, Environment, Health and Safety (EHS)** is responsible for the operational safety, research safety, and environmental protection of the campus. Additionally, the Director of EHS facilitates the emergency preparedness planning and continuity planning at UM-Flint. This is accomplished through working with various members/groups on campus
to promote all hazards preparedness planning and providing guidance in hazard mitigation and business continuity planning.

12. **Director, Facilities and Operations (F&O)** is responsible for ensuring F&O staff is equipped, trained, and available to respond to infrastructure related emergencies that impact the campus. Additionally, the Director of F&O is responsible for ensuring continuity of operations for all critical infrastructure related operations during times of emergency and during recovery efforts.

13. **UM-Flint Campus Health Officer (CHO)** is responsible for providing the needed medical and health perspective and expertise for managing the university’s response to emerging and actual threats from any infectious disease outbreaks and foodborne illness that may impact the students, faculty, and staff on the Flint campus as well as continuity of operations during the recovery phase of any emergency. The CHO may coordinate actions with the University of Michigan Chief Health Officer in Ann Arbor as well as with the local county health department. Additionally the UM-Flint CHO will coordinate with others within the Urban Health and Wellness Center (UHWC) to provide for all critical services offered during times of an emergency and the recovery efforts.

14. **Emergency situations may require a multidisciplinary approach.** Any given emergency may require a coordinated effort on the part of several departments. For example:

   a. DPS may be required to secure the scene, conduct crowd control, isolate an area, coordinate evacuations, and provide physical assistance to individuals that require it.
   b. F&O may be required to shut off utilities, interpret building drawings for the fire department, restore utilities, or provide technical assistance to response teams.
   c. UReI may be required to respond to an emergency scene, work closely with the IC and establish a Joint Information Center (JIC) for media relations related activities.
   d. EHS may be required to advise the IC as to the health and safety of responders and potential short and/or long term effects of the proposed response activities.
Responsibilities

- Lab managers and/or faculty may be required to provide specific technical information concerning contents of a particular laboratory and the associated physical health hazards.
- Department representatives may be asked to respond with DPS, EHS, F&O, ITS, etc.
F. **UM-FLINT CAMPUS CRISIS MANAGEMENT TEAM**

In the event that an emergency occurs and is widespread requiring a comprehensive planning/response from multiple areas of the campus, it may be determined to activate the Crisis Management Team (CMT) to meet and discuss the emergency event and response activities. The CMT can be fully or partially activated depending upon the incident. The CMT, or portions of the team, may also find it necessary to meet to discuss and/or participate in potential emergency scenarios, anticipated incidents, drills and exercises, training, safety audits, or other campus preparedness planning related topics on a day to day or annual basis.

The members of the CMT include the following individuals or their designee:

- **Chancellor’s Office**: Chancellor or designee
- **Provost/Academic Affairs**: Provost, Senior Vice Provost or designee
- **Business and Finance**: Vice Chancellor and Assistant Vice Chancellor or designee
- **Division of Student Affairs**: Vice Chancellor, Assistant Vice Chancellor or designee
- **University Relations**: Director, Assistant Director or designee
- **Public Safety**: Director or designee
- **Environment, Health and Safety**: Director or designee
- **Health Services/University Health and Wellness Center**: Campus Health Officer or designee
- **Human Resources**: Director, Assistant Director or designee
- **Information Technology Services**: Director or designee
- **Housing & Residential Life**: Director, Assistant Director or designee
- **Auxiliary and Recreational Services**: Director, Assistant Director or designee
- **Facilities and Operations**: Director, Assistant Director or designee

A response to an emergency may require a full or partial activation of the Emergency Operations Center (EOC). The CMT will report to the EOC either before, during or after an emergency or special event and may develop and assign other teams or groups to make further decisions to assist in response and recovery.
Excerpt from UM-Ann Arbor EOP (January 2012)

How UM-Flint EOC will come under the command of Ann Arbor EOC in a major wide spread disaster impacting UM-Flint and UM-AA campuses…

“The Flint campus will develop their own EOP, emergency operations center (Flint-EOC), and response capabilities to manage emergency actions on their campus. In the event a major disaster impacts Flint and the Ann Arbor campuses, the Flint emergency operations center will come under the command of the Ann Arbor EOC. Flint-EOC activation indicates the need to:

a. Prepare for an emergency that is probable or imminent and requires sustained coordination of more than one department, division, or cross-functional team.
b. Coordinate operations and liaise with the university, city, county, state, and federal EOCs and agencies.
c. Support an Incident Commander during emergency response on the Flint campus.
d. Manage and coordinate requests for emergency resources directed toward Flint campus students, faculty, staff and operations.
e. Manage the recovery phase as the command center for all aspects of Flint operations.

Flint senior leadership and emergency management staff respond to the Flint-EOC to coordinate the preparation for, response to, and recovery from an emergency impacting the Flint campus. The Flint-EOC may be fully or partially activated, as determined by Flint-EOC Director during the incident. During the response phase to an emergency, the on-scene Incident Commander is in charge of the emergency and the Flint-EOC serves a supporting role. During the recovery phase, the Flint-EOC becomes the command post and manages all aspects of the Flint campus until continuity of operations can be restored to normal.

Information on UM-Flint Public Safety is at www.umflint.edu/departments/safety/ or contact UM-Flint Department of Public Safety at (810) 762-3333. Annex RM-2 of the Ann Arbor Plan describes the Flint Campus EOP and EOC plans, policies and procedures.”
G. TERMINOLOGY

Responses at the university are divided into Incidental Response, Emergency Response, or Crisis Management. In an effort to ensure consistency, the university recognizes the following terms. Additional terminology can be found within the glossary of terms and acronyms.

- **Unit** refers broadly to colleges, schools, divisions, departments or offices at the university.

- **Incidental Response** is an occurrence that may be handled by the unit or requires a limited response from other university staff to mitigate. Properly handled, an Incidental Response should not rise to the category of an Emergency Response. Examples of incidental response include:
  - **Health**: medical injuries that do not require transport for emergency treatment, or intoxicated persons not requiring transport for treatment.
  - **Safety**: automatic fire/security alarm not requiring fire response, theft, nuisance person/loitering; isolated hazardous materials spill that can be cleaned up by the unit or by a single hazmat responder.
  - **Infrastructure**: loss of heat or power to building for a short duration, water main or pipe break in building that does not affect areas beyond the local site of the break, minor flooding from excessive rain, localized loss of IT service.

- **Emergency Response** is an occurrence that requires increased coordination or response beyond the routine in order to protect life, health, property and the environment. Emergency Responses are usually controlled with university resources and are typically limited in time and scope. Emergency Response includes what is commonly referred to as a **Disaster** where there may be widespread or severe injury or damage resulting in significant human and/or economic loss demanding a response beyond the scope of any single agency or service.

- **Emerging Issue** is a situation which has potential to escalate into a significant or serious matter for the university community. This includes all major event planning that is typically performed on campus by DPS, Auxiliary and Recreational Services, URel and other organizations that host large crowds. It requires close monitoring for an indefinite period of time and the involvement of university personnel and resources. It may also require support or consultation from outside agencies. Examples include:
  - **Health**: public health alert for pandemic influenza, food or product recall, or potential for contaminated water supply.
### Terminology

- **Safety**: proposed student demonstration, increased animal activist presence or inquiry, terrorist threats.
- **Infrastructure**: potential or impending loss of service(s) or anticipated loss of utility service.
- **Reputation**: controversial teaching method or curriculum, or a major disaster in another area of the world that has the ability to impact on university students, faculty, staff or operations.

- **Crisis Management** is the response to activities that significantly affect the university’s profitability, brand reputation, relationships and ability to operate. For purposes of this plan, crisis management is not considered an emergency response and is handled independently by the CMT.

- **Emergency Management** is an organized analysis of planning, decision making and assignment of available resources to mitigate, prepare for, respond to and recover from the effects of all hazards.

- **Security Management** includes physical, technological and procedural actions implemented to protect students, faculty, staff, visitors, vendors, contractors, and property.

- **Continuity of Operations Plan (COOP) also referred to as University Continuity Plan (UCP) as well as Business Continuity Plan (BCP)** is an organized analysis of planning, decision making and assignment of available resources to ensure the continuation and rapid recovery of critical operations and processes that have been disrupted.

- **Disaster Recovery** is a component of continuity of operations that specifically addresses Information Technology (IT).
H. ALL HAZARDS PLANNING

UM-Flint follows a continuous improvement approach to “All Hazards” emergency preparedness. An All Hazards Planning Team (AHPT) has been operational for many years working with key departments, coordinating and supporting emergency preparedness planning. It has a wide representation from key areas of the campus community including faculty. National preparedness efforts are now informed by Presidential Policy Directive (PPD) 8, which was signed by the President in March 2011 and describes the nation’s approach to preparedness. This directive represents an evolution in the collective understanding of national preparedness, based on the lessons learned from the terrorist attacks, hurricanes, school incidents, and other experiences.

PPD-8 defines preparedness around five mission areas: prevention, preparedness, response, recovery, and mitigation.

1. Prevention: UM-Flint departments routinely conduct emergency preparedness needs and capabilities assessments and security vulnerability assessments in order to upgrade plans for response or prevention and to address hazards and vulnerabilities to eliminate exposure or greatly reduce potential impact.
   - It is the responsibility of everyone on campus to remain vigilant and proactive for the safety and security of the community.
   - All suspicious activity and noted vulnerabilities should be reported to DPS in a timely manner to allow proper follow up.
   - Regular detection and surveillance is conducted to protect the safety and security of people, property and the environment.
   - Facility security and communication enhancements are performed.
   - UM-Flint follows sound land use planning based on known hazards and impact to the environment and uses new construction methodologies and materials which makes buildings safer and less susceptible to known hazards.
   - F&O develops standards for buildings.
   - The Behavioral Intervention Team (BIT) is a multi-disciplinary group that meets frequently to assess situations involving individuals who display concerning or disruptive behaviors, recommend appropriate intervention strategies or disciplinary actions and connect students with campus and community resources. The team (previously called SUITS) was assembled after the April 2007 Virginia Tech shooting tragedy. Confidentiality is highly adhered to when discussing these issues.
2. **Preparedness:** This phase of emergency management is the responsibility of all units on campus, each to a varying degree depending on their capabilities and role during an emergency.

   - Comprehensive planning is conducted; however, it is not the intention of this plan to explicitly provide procedures for all situations and circumstances that may be encountered.
   - It is the intent to provide generalized procedures and allow the expertise and training of faculty and staff to adapt to the situation based upon their experience, training, and resources.
   - Select units involved in emergency preparedness planning are actively managing community partnerships at the local, state and federal levels so resources are in place for emergency response and recovery operations.
   - Units that are primary responders to emergency situations develop guidelines for dealing with various scenarios.
   - Units with a supporting role may have additional detailed plans.

3. **Response:** This phase of emergency management is the responsibility of identified units on campus to that would carry out actions to save lives and protect property during an emergency. Actions can include warning, evacuation, sheltering, mass care, public information, search and rescue, resource management, and other activities.

   - Emergency response is performed following the Incident Command System (ICS). ICS provides a systematic, standard approach to controlling an incident and coordinating the various response agencies that may be necessary.
   - As personnel and resources may be overwhelmed, UM-Flint is able to take steps to respond based on the situation utilizing the EOC, campus resources, UM-Ann Arbor and UM-Dearborn campuses as well as information/resources available through agreements and/or special requests for assistance with external agencies.
   - Coordination with local response agencies such as fire, police, emergency medical services and the city, county, and state is ongoing to assist with limitations in internal and local resources.
4. **Recovery**: The recovery phase is the final step to bringing UM-Flint back to normal operations. At inception of the recovery phase the specific unit impacted or the EOC will manage the situation. It can be short term or long term.
   - For smaller incidents, recovery can be very simple and involve only a single unit.
   - For larger incidents recovery can be very time consuming and demand a large number of resources resulting in the need for the EOC to be operational.
   - Units will prepare Business Continuity Plans to assist them in dealing with recovery from emergency situations. However, these plans are maintained separate from this document.

5. **Mitigation**: Analysis is performed on a continual basis to identify areas where UM-Flint can reduce its susceptibility to threats, hazards and vulnerabilities.
   - Mitigation plans may be prepared, reviewed, revised as appropriate, and resubmitted particularly following an incident involving students, faculty, staff, or visitors.
   - Plans may need to be revised based upon new laws, regulations, internal policies, risks or vulnerabilities.
   - A campus Hazard Mitigation Plan will guide activities and projects necessary for addressing existing or new threats.
   - Internal assessments, third party reviews, experience in training, drills, exercises or actual responses can also identify changes that should be made in the plan.
I. PLAN REVIEW AND UPDATE

This plan is a living document and should be reviewed at least every two years and updated when appropriate. Overall maintenance of this plan is the responsibility of EHS with support and cooperation from other university departments which ensures revisions and updates are completed and distributed/posted as appropriate. As other departmental plans are updated, the appropriate staff will be informed of new policies, threats, or procedures to maintain a level of skill necessary to respond to emergencies on campus.

FIGURE 3 – Suggested Planning Review Frequency and Triggers

<table>
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<th>Action</th>
<th>30 Day Reminder from EHS</th>
<th>Responsible Party</th>
<th>Due Date</th>
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<tr>
<td>Campus ERP Review</td>
<td>No</td>
<td>EHS, DPS &amp; All Hazard Planning Team</td>
<td>Biennial</td>
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<tr>
<td>Departmental Emergency Response Plan Review</td>
<td>No</td>
<td>Each Unit</td>
<td>Annually</td>
</tr>
<tr>
<td>Departmental University Continuity Plans (formerly BCPs) Review</td>
<td>Yes</td>
<td>Each Unit, Coordinate through their director and Executive Officer</td>
<td>Annually</td>
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<tr>
<td>Incident Debrief</td>
<td>Yes</td>
<td>Impacted Unit(s)</td>
<td>Scheduled shortly after incident</td>
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II. INCIDENT COMMAND, CAPABILITIES AND SUPPORT FUNCTIONS

A. CHAIN OF COMMAND

Clearly outlining the chain of command is important so that all individuals involved in the emergency response effort understand who is in charge and who needs to be kept informed.

Normally, overall responsibility for university operations rests with the Chancellor. In her/his absence, the chain of command is as follows concerning university business:

a. Provost or designee
b. Vice Chancellor for Business and Finance or designee
c. Vice Chancellor for Student Affairs or designee

However, during emergency situations when specific response activities (e.g. evacuation due to a credible bomb threat) are required, the IC shall be in charge and direct all university response activities related to the threat or incident.

The IC for UM-Flint is the Director of Public Safety. The IC will have broad authority to direct all emergency response activities and efforts. The Director of Public Safety can delegate this responsibility to other qualified individuals.

Some emergencies may require assistance from the Flint Fire Department, the Flint Police Department, and/or other local, county or state emergency response agencies. It may even require the use of contract emergency responders, depending upon the incident and scope. Once the fire department responds to an emergency, the senior officer on site may assume the responsibilities of IC, as permitted under state law. UM-Flint will continue to assist in the response effort under the Unified Command (UC) structure. The Flint Fire Department and UM-Flint DPS should operate under a Unified Command structure. This should be true for any emergency response incident where multiple response agencies are present and supporting the response activities. UM-Flint will integrate their response efforts with other emergency response agencies utilizing the National Incident Management System (NIMS).
B. INCIDENT COMMAND SYSTEM

The key to effectively and safely responding to emergency situations is establishing a reliable, broadly accepted organizational structure as well as delegating authority when necessary. This allows UM-Flint to know what will be occurring in the event of an emergency and plan accordingly. More importantly, it minimizes much of the confusion that might otherwise occur at the scene.

UM-Flint will employ the Incident Command System (ICS). This standard command and management approach to incidents establishes a single individual with broad authority for the purpose of implementing emergency procedures and directing the overall response at the site. This designated individual is the Incident Commander (IC) and, on the UM-Flint campus, the IC is the Director of DPS or designee.

UM-Flint has internal emergency response resources, capabilities and support functions for taking action when emerging issues or emergencies impact persons, property, operations, environment or reputation. Key UM-Flint department personnel are trained and exercised to provide the best protection possible to the UM-Flint community. This section provides a general overview of the response capabilities, the support and resources they provide, and training required to respond.
C. INCIDENT COMMAND STRUCTURE

ICS is formally established for an emergency response when the first responder arrives on scene for an emergency. The first arriving emergency responder will immediately assume the role of IC. However the role may transition to another responder who is either more senior or is more appropriately suited based on the emergency. In most emergency responses, DPS will typically be the first on scene and therefore initially assumes the role of IC.

The following diagram represents the UM-Flint modular structure of ICS as outlined by NIMS to ensure consistent response that expands or contracts based on the size and scope of the emergency.
D. INCIDENT COMMAND STRUCTURE POSITIONS

The following positions represent a full implementation of the ICS. It is important to note that in most response actions a full implementation of all of the ICS positions may not be necessary.

1. Incident Commander (IC)

The IC is responsible for overall incident management and has full authority to bring the situation under control. The IC’s three priorities for any emergency are Life/Safety, Incident Stabilization, and Property Conservation. The Director of DPS, or designee, shall act as the IC until another appropriate emergency responder arrives on the scene. The IC shall have a knowledge and understanding of site layout and operations; have the ability and training for operating under stressful conditions; have knowledge of governmental operations and emergency management; and have the authority to make decisions to implement protective measures and commit resources.

This standard command and management approach to incidents establishes a single individual with broad authority for the purpose of implementing emergency procedures and directing the overall response at the site. This designated individual is the IC and, on the UM-Flint campus, the IC is the Director of DPS or designee.

Responsibilities include:

a. Activating the ERP, establishing the incident command post, coordinating on site response forces and implementing protective actions.

b. Implementing decisions and directives on behalf of UM-Flint in order to safely respond to an emergency.

c. Coordinating communication and provide site security during an emergency.

d. Initiating spill response efforts by contacting EHS and to contain hazardous spills.

e. Providing emergency access to secured areas.
f. Ordering the evacuation, sheltering and securing of building(s) and implementing recall or “All Clear” procedures.

g. Coordinating activities and resources between the emergency response agencies and the university.

h. Appointing, training and activating personnel to perform emergency tasks. (Emergency response training is also coordinated through EHS.)

i. Suspending the response activities of UM-Flint employees if conditions pose an unreasonable degree of risk.

j. Notifying appropriate government authorities of an emergency and ensuring that the applicable reporting requirements are followed.

k. Coordinating the activities of volunteers during or after the incident.

l. In extreme situations, coordinate with other local emergency response agencies to assist in identifying emergency housing and feeding of personnel isolated at the site due to an emergency.

m. In conjunction with EHS, testing the ERP on a regular basis through planned drills and exercises.

n. Coordinating and monitoring annual evacuation and protective shelter drills.

o. Initiating request for volunteers for assistance in nonhazardous activities such as flood clean up.

p. Routinely testing the public address systems and fire extinguishers.

q. Ensuring that an adequate number of individuals are trained to IC level.

2. Safety and Health Officer

The Director of Environment, Health and Safety, or designee, will act as Safety and Health Officer in emergency situations and assist the IC in emergency response activities. The Safety and Health Officer shall have the authority to "shut down" or stop response activities if it is beyond the scope of UM-Flint’s ability to respond safely.

Responsibilities include:

a. Monitoring and assessing safety hazards or unsafe conditions and developing measures for ensuring personnel safety during the emergency response.
b. Removing personnel or stopping operations if an imminent danger exists and cannot be controlled.

c. Developing measures for minimizing danger to personnel while involved in responding to emergencies.

d. Determining personal protective equipment (PPE) and clothing needs for emergency responders.

e. Providing technical advice to the IC about the incident or response activities as they relate to the environment or the health and safety of employees, students, visitors, or volunteers.

f. Coordinating, in conjunction with DPS, the response efforts for hazardous material related emergencies which may include initial containment and cleanup activities.

g. Providing for briefings to response team on the potential dangers associated with an incident.

h. When appropriate, providing notifications and necessary spill reports to local, state and federal regulatory agencies.

i. Scheduling debriefing meetings following incidents, when appropriate.

j. Participating in the annual ERP review with DPS and others.

k. Coordinating and assisting departments in their emergency preparedness activities, training and exercises.

l. Investigating reported health and safety related incidents.

m. Conducting inspections of high hazard areas and providing safety recommendations.

n. Coordinating with DPS and F&O to ensure that evacuation routes, shelter areas, and emergency procedures are posted.

o. Providing assistance in the areas of environmental health and safety to all departments and assisting in researching, understanding and complying with state, federal and local environment, health and safety regulations.

p. Assisting departments in the coordination and/or development of employee safety training and drills/exercises.

q. Working with DPS and other departments to review and revise plans as needed.
r. Approving all purchases of PPE for UM-Flint personnel.

3. **Liaison Officer**

The Assistant Vice Chancellor for Business and Finance (AVCBF), or designee, serves as the Liaison Officer. This person is the point of contact for representatives from UM-Flint units, other governmental agencies, non-governmental organizations and other private entities.

Responsibilities include:
- a. Coordinating and informing all UM-Flint Executive Officers of the incident and providing liaison with outside entities.
- b. Coordinating activities, requests and sharing information with local, county, state, and other first responder agencies.

4. **Public Information Officer (PIO)**

The Director of University Relations (URel), or their designee, fills this role for all incidents involving UM-Flint emergency response and keeps the administration appraised of the incident. The PIO is responsible for monitoring and interfacing with the CMT, IC and the campus community, general public, and media. The PIO will establish an information center as necessary. When an emergency impacts UM-Flint, as well as people, property or assets external to the university, the PIO will work in unison at the established Joint Information Center (JIC) with outside agencies’ public information officers to provide current, accurate and reliable information to university officials, the university community and the public. Typically, the PIO is the individual authorized to talk to the press, however, situations may warrant that other university representatives may be more appropriate, given the situation.
Responsibilities include:

a. Obtaining verified disaster-related information from the IC.
b. When appropriate, coordinating the distribution of this information concerning an incident, campus closings, class scheduling changes, drills, etc. to the campus community via e-mail or other method(s).
c. Coordinating all communication with the local, regional and national media.
d. Preparing and issuing news releases.
e. Participating and coordinating information with the Ann Arbor Communications team.
f. Establishing a media center (as necessary) during on site emergency situations to coordinate emergency information and brief the media.
g. Conducting media tours of the emergency scene, when safe to do so, under the direction of the IC and approval of the Safety and Health Officer.
h. Establishing and operating an emergency call center, if needed.
i. Initiating notification of volunteers, at the direction of the IC, that additional assistance is needed.
j. Developing/maintaining a communications plan for a variety of anticipated campus emergency scenarios.
k. Developing a communication plan for anticipated emergencies or emergency scenarios requiring communication to the campus community.

5. Operations Section

The Operations Section is responsible for managing all tactical operations during an emergency response. The Operation Section Chief position is incident driven. This position could be filled by DPS, F&O, EHS, or other department's personnel directly related to the emergency response and with knowledge and expertise to direct operations. This person identifies the general objectives reflecting the overall strategy for managing the incident and may include the identification of operational resources and assignments.
Command, Capabilities & Support Functions

ICS Positions

a. Managing local response activities.
b. Assisting in the development of the operations portion of the Incident Action Plan (IAP).
c. Requesting additional resources to support tactical operations.
d. Making and approving changes to the operations portion of the IAP.
e. Maintaining close communication with the IC and Safety and Health Officer.

6. **Finance and Administration Section**

The Finance and Administration Section is responsible for addressing the financial, administrative and legal/regulatory issues including accounting, procurement, time recording, cost analysis, claims management and overall fiscal guidance. The Vice Chancellor for Business and Finance (VCBF), or designee, serves as the Finance and Administration Section Chief. This individual is responsible for maintaining accounting and purchasing. This person works closely with Logistics.

a. Assisting in providing or arranging for additional support services, facilities and materials for response to an emergency.
b. Authorizing additional funding for hiring contractors, purchasing equipment and/or materials for response to an emergency.
c. Providing financial and cost analysis information as requested.
d. Ensuring that all personnel and equipment time records are accurately completed and transmitted to appropriate agencies.
e. Providing briefings on all incident related financial issues needing attention or follow up.

7. **Logistics Section**

The Logistics Section is responsible for providing resources, facilities, services and material support for the emergency. The Director of Facilities and Operations (F&O), or designee, serves as the Logistics Section Chief. Responsibilities include:

a. Assisting DPS in barricading emergency scenes, when requested.
b. Maintaining and providing when needed current utility information to DPS, EHS and other emergency planning/response agencies including but not limited to gas shut off valve locations, water valves, storm and sanitary sewer lines, discharge points, floor plans, building layouts, and other relevant information.

c. Establishing teams as necessary and facilitating their activities including assessing infrastructure damage, coordinating clean up and disposal with EHS, recovering critical systems, and more. Also, provide safety training for each team member.

d. Developing, posting, and maintaining campus wide evacuation maps in coordination with EHS and DPS.

e. Working with Purchasing to identify and request resources.

f. Designating an individual or team responsible for developing written procedures, for specific plans for all critical operations and activities, and implementing the procedures.

g. Ensuring employees have been adequately trained to respond safely during an emergency and coordinating the training through EHS and DPS.

h. Assigning individuals, prior to an emergency, to act as automatic sprinkler control operator, fire pump operator, and utilities operator.

i. Testing, maintaining, servicing and repairing emergency equipment consistent with established guidelines.

j. Reviewing, evaluating and implementing where appropriate, recommendations from internal and external loss prevention and risk management specialists and follow up with mitigation activities.

8. Planning Section

The Planning Section is responsible for the collection, evaluation and dissemination of operational information and resource status related to the emergency and for the preparation and documentation of the Incident Action Plan (IAP) on how the incident will be managed. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident and works with the All Hazards Planning Team and the CMT members.
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<td>d. Establishing specialized data collection systems as necessary such as mapping or weather information.</td>
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E. OTHER DEPARTMENT RESPONSIBILITIES FILLING INCIDENT COMMAND RELATED POSITIONS

1. UM-Flint Campus Health Officer and UM Chief Health Officer

During incidents that require the critical review, expertise and recommendation of a medical professional, the university may call upon the knowledge and experience of the UM-Flint Campus Health Officer (CHO) working with the collaborating physician. This individual or designee will be able to provide the needed medical and health perspective and expertise to ensure that the university is responding appropriately to a wide range of incidents that might include the discovery of an infectious hazard or communicable disease outbreak, a biological agent of concern, foodborne illness, or some other health or medical related incident. This includes providing medical/technical support planning for and while responding to an emergency involving infectious hazards, communicable diseases or other potential health threatening situations in which professional medical consultation/guidance may be needed.

   a. Assisting EHS in the investigation of reported communicable illnesses, infectious hazards or outbreaks involving students, faculty, staff or campus visitors, if appropriate.
   b. Providing recommendations on the best management practices or response actions related to infectious hazards and infectious disease management.
   d. Providing assistance in the areas of disease management and prevention to all departments and assist in researching, understanding and complying with state, federal and local health regulations or requirements.
   e. Assisting departments in the coordination and/or development of employee disease management and prevention training.
   f. Working with EHS and DPS to review and revise plans.

Note: The UM Chief Health Officer may be contacted for additional consultation and support during public health, medical or infectious diseases matters.
2. **Communications Officer (DPS Dispatch)**

Dispatch is responsible for assigned emergency warnings and overall communication activities during an incident. The DPS dispatcher or supervisor shall perform this function at the direction of the IC or designee. The primary responsibilities of the Communications Officer include:

a. Activating warning and notification systems as directed by the IC.
b. Assisting in identifying communication links between the incident command post and the PIO, as directed by the IC or designee.
c. Establishing a message control system for logging messages received by and dispatched from the IC and/or the incident command post.
d. Maintaining primary and backup communication systems between the IC, the incident command post, various responding personnel, departments on site and the local emergency management agencies.
e. Receiving and disseminating information to appropriate individuals.

3. **Laboratory Supervisors**

a. Assisting with identifying and evaluating hazards in their respective laboratories.
b. Providing recommendations for response and recovery to emergency responders.
c. Follow campus Chemical Hygiene Plan and laboratory safety program requirements. Develop and maintain specific departmental Chemical Hygiene Plans and appropriate SOPs for departmental laboratories.
d. Providing and documenting training to faculty and staff in department relevant to spill response, PPE, safety procedures, waste disposal, and other related activities.
e. Inspecting and maintaining laboratory safety equipment.

4. **UM-Flint Psychological/Crisis Counseling Related Services**

Counseling services and psychological support is provided for students through Counseling and Psychological Services (CAPS) under the Division of Student Affairs. Human Resources, as a member of the CMT, will work
with UM-Ann Arbor Faculty and Staff Assistance Program (FASAP) to provide counseling and psychological services for employees. These groups will integrate services with the Ann Arbor counterparts (see Section 9 for Non UM-Flint Departments) and other community resources to include Genesee County Community Mental Health, American Red Cross, Salvation Army, etc.

a. Providing assistance and support to students, faculty, and staff who were involved in a critical incident.
b. Providing education and guidance to support programs that address crisis response.

5. **Directors and Department Chairpersons**

a. Designating individuals or teams responsible for developing "department-specific" emergency instructions beyond the emergency procedures identified in this document.
b. Providing adequate resources and support to supervisors and instructors within your department to safely respond and provide leadership and direction for students and staff in an emergency.
c. Ensuring that adequate emergency procedures, training, personal protective equipment (PPE) and safety equipment are in place for response to foreseeable emergencies.
d. Ensuring that laboratories are in compliance with UM-Flint Laboratory Safety Programs and that a departmental Chemical Hygiene Plan is developed, implemented and up-to-date.
f. Ensuring that non-laboratory units that handle hazardous materials are in compliance with UM-Flint Hazard Communication program and follow all other applicable EHS programs.
g. Ensuring that the required hazardous chemical inventory is accurately maintained, updated at least annually, posted in a conspicuous location and a copy provided to EHS.
h. Ensuring that employees who deal with hazardous materials have the equipment and required training to safely respond to spills. This may include hazard communication, respiratory training, and Hazardous Waste and Emergency Response Operations (HAZWOPER) training depending upon the employee’s job responsibilities.
7. **Instructors and Supervisors**

They shall possess knowledge and understanding of the layout and operation of their specific department, classroom/laboratory or work area, campus emergency response guidelines, evacuation routes and sheltering areas, and other applicable university guidelines and resources. They are responsible for notifying others in their immediate area to evacuate the building or move to the closest protective shelter and otherwise helping implement emergency response activities. Primary responsibilities are to inform their staff/students of emergency guidelines/procedures and to notifying persons within their area of the need to evacuate or seek protective shelter.

a. Directing persons to evacuation assembly areas or protective shelters.
b. Coordinating shut-down and start-up procedures with the appropriate personnel.
c. Accounting for persons to the greatest extent possible at the evacuation assembly areas or in protective shelters and identifying individuals that have not been accounted for to the IC.
d. Issuing further instructions and updates to individuals as necessary.
e. Assisting with disaster assessment and follow-up activities.
f. Reporting work areas and classrooms where the Emergency Guidelines Poster and evacuation maps are missing or damaged to the F&O and EHS.

9. **Non UM-Flint Departments filling Incident Command Positions**

If resources are not sufficient to respond to an emergency or incident on the campus, representatives from the other Michigan campuses may be requested to provide assistance.

a. **UM-Ann Arbor Department of Public Safety and Security**
   - Providing assistance and support for public safety and security issues.
   - Providing technical assistance in emergency planning.
   - Providing support and resources to assist in addressing response and recovery activities.
b. **UM-Ann Arbor News & Informational Services**
   - The Ann Arbor Office of News and Information Services will be contacted by URel to request assistance with managing media relations and developing communication plans for the Office of the Chancellor and, if necessary, the Office of the President in Ann Arbor.

c. **UM-Ann Arbor Information Services**
   - Ann Arbor may provide staff assistance in the event of a significant security breach.

d. **UM-Ann Arbor Risk Management**
   - Processing all UM-Flint Employee Report of Accident & Illness 101A forms.
   - Compiling the OSHA Occupational Injury and Illness Log.
   - Administering the UM-Flint Michigan’s Worker Compensation programs.
   - Providing general risk management support to UM-Flint.

e. **UM-Ann Arbor Occupational Safety & Environmental Health (OSEH)**
   - Providing technical assistance and support in OSEH issues such as laboratory safety, chemical safety and public health, etc.
   - Providing technical assistance in emergency planning.
   - Providing support and resources to assist in addressing response and recovery activities.

f. **Faculty & Staff Assistance Program (FASAP)**
   - Providing short term counseling services to all staff, faculty, and their immediate family members on personal, emotional, family and workplace issues.
   - Providing critical incident, trauma and grief counseling. Information on FASAP is at [www.umich.edu/~fasap/](http://www.umich.edu/~fasap/) .
   - Providing education and guidance to support programs that address crisis response.
   - Assisting in emergency planning, response and recovery activities.
### Command, Capabilities & Support Functions

#### g. Counseling and Psychological Services (CAPS)
- Providing enrolled undergraduate and graduate students with crisis counseling.
- CAPS houses a Critical Response team that provides mental health services to staff and faculty in times of crisis or trauma.
- Information on CAPS is at [http://umich.edu/~caps/](http://umich.edu/~caps/).

#### h. Flint Fire Department
- Familiarizing first responders with UM-Flint’s campus, including general building layout, chemical storage areas, access ways, established ICS and any information necessary for safe and effective response to a variety of potential emergencies.
- Responding to emergencies when called upon by UM-Flint.
- Implementing their own emergency plan until UM-Flint DPS arrives.
- Acting as IC if appropriate.

#### i. Flint Police Department, Genesee County Sheriff’s Department, Michigan State Police, Federal Bureau of Investigation, Alcohol, Tobacco & Firearms
UM-Flint DPS will provide notification to local, county and state law enforcement agencies, when appropriate. Additionally outside law enforcement agencies may respond to an incident and DPS will assist in the investigation and/or response of emergency incidents and threats. UM-Flint DPS will continue to act as IC during an emergency, unless state or federal law enforcement agencies arrive with overriding jurisdiction.

#### j. Environmental Emergency Response Contractor
UM-Flint maintains contracts with at least one or more environmental contractors capable of responding to emergencies involving hazardous materials. The contractor’s employees have the appropriate training and equipment to respond promptly and safely to hazardous materials situations beyond the immediate capabilities of UM-Flint employees. UM-Flint has the ability to utilize an environmental response contractor under contract with the Ann Arbor campus. EHS must be contacted to coordinate any environmental remediation or response activities.
F. UNIFIED COMMAND

Any emergency response that involves multi agencies will constitute a Unified Command (UC) structure under ICS. UC may be considered when more than one department or unit responds to an incident. The appropriate unit will assume IC and the other units will assume roles within the structure as identified above. It is likely most will fall into the Operations Section. Agencies work together through designated members (generally the senior most official on scene from each agency) to establish a common set of objectives and strategies for handling the response. A single IC remains in charge; however officials collaborate in a unified front. The IC may change depending on the most critical aspect of the emergency response (e.g. police to fire).
G. EMERGENCY OPERATIONS CENTER

The EOC may serve as logistical support to the incident or serve as a means to coordinate effective response and recovery. It is located in the Hubbard Building. If necessary, an alternate location will be identified on or off campus. The UM-Flint EOC may be activated before, during or after an emergency or special event affecting the Flint campus. The EOC may be placed on standby, or be partially or fully activated as the situation requires.

- **Standby** – Begins with the indication of a potential problem, the need for verification of an emerging issue or incident. A situation is monitored and preparations can be made to call a partial activation.

- **Partial Activation** – Is called for when a situation exists, or is imminent, that will require a coordinated response on the part of some key, critical departments.

- **Full Activation** – Departments will be asked to send personnel to the EOC to coordinate activities.

EOC activation indicates the need to do one or more of the following:

a. Preparing for an emergency that is probable or imminent and requires sustained coordination of more than one department, division, or cross-functional team.

b. Coordinating operations and liaise with city, county, state, and federal EOCs and agencies.

c. Supporting the IC during the emergency response phase.

- In addition, operations can be coordinated with the Ann Arbor campus, Health Systems campus, and the Dearborn campus.
- Manage and coordinate requests for emergency resources directed towards campus students, faculty, staff and operations.
- Manage the recovery phase as the command center for all aspects of the campus operations.
Normally, overall responsibility for campus operations rests with the Chancellor. In her/his absence, the chain of command is as follows:

1. Provost or designee
2. Vice Chancellor for Business and Finance or designee
3. Vice Chancellor for Student Affairs or designee

Senior leadership, and other staff as assigned, would respond to the EOC to coordinate the preparation, response and recovery to an emergency impacting the UM-Flint campus. The EOC may be fully or partially activated, as determined by the circumstances, the IC and/or an Executive Officer or member of the CMT during the incident. During the response phase to an emergency, the on-scene IC, or designee, is in charge of the emergency and the EOC serves a supporting role. In a large scale incident, the EOC becomes the Multi-Agency Coordination Center where many agencies coordinate the response activities. During the recovery phase, the EOC may become the command post and manages all aspects of the campus until continuity of operations can be restored to normal. When the emergency has diminished to the point where normal day to day functions can be resumed, the plan and the EOC can be deactivated.

The Chancellor, or designee, may proclaim a Campus State of Emergency when the campus is affected by an emergency or disaster. This may be done in consultation with UM-Ann Arbor. This allows for the activation of response and recovery aspects of the ERP, and indicates that all resources are being utilized to the fullest extent possible in accordance with Section 10 of 1976 PA 390, as amended.
III. COMMUNICATIONS

UM-Flint is dedicated to safe, responsible operations during normal and emergency situations. Nothing will test public reputation more than a response to an emergency on campus. During an emergency, all communications efforts will fulfill the following objectives:

- Providing control of the incident from initial discovery, through notification, response, recovery, to the all-clear.
- Maintaining focus on known facts and positive behavior.
- Representing the university as responsible and caring.
- Maintaining stakeholder confidence.
- Communicating effectively with faculty, staff, students and the general public regarding the emergency and actions necessary to protect the public good.

The university’s communication process and systems should be able to reach a variety of target audiences for varying reasons. When possible, redundancy is built into this process. In general, communications should strive to deal with:

- Initial notification of a situation (community to response organization)
- Responder to responder during an emergency
- Responder to impacted community members
- Alerting other response teams and organizations
- Dispatching external resources
- Communicating with senior administration
- Campus wide communications – responders to community and community to responders
- Communicating to the general public
- Managing events
A. INITIAL NOTIFICATION – REPORTING AN EMERGENCY

All Emergencies occurring on or off campus property should immediately be reported to DPS at 9-1-1 from a campus phone or 810-762-3333 from a non-campus phone. While on campus, picking up a blue light phone, will also go directly to 9-1-1 for assistance. All calls to 9-1-1 from a campus phone will go directly to DPS Dispatch. All calls to 9-1-1 from a cell phone or off-campus phone will go to City of Flint Dispatch. Callers needing emergency assistance on campus should indicate they are calling from the University of Michigan-Flint campus, and they will be immediately transferred to DPS Dispatch. When calling 9-1-1, the following information should be given:

- Location of the incident, building, room number, etc.
- Description of incident
- Time of incident
- Number of injured, if any
- Property damage
- Reporters name and telephone number; individuals should stay on the line (if possible) until dispatch hangs up or emergency first responders arrive on scene
B. EMERGENCY FIRST RESPONDER COMMUNICATION

The UM-Flint DPS operates using two radio systems. The MPSCS 800 MHz on the Genesee County Sheriff Department system allows for communications with external responders in and around the campus. The UHF system with towers strategically placed on campus provides communications for UM-Flint departments.

Internal and external emergency first responders’ primary communication mechanism is truck/car mounted radios and portable radios. In addition to radios, first responders may also use cell phones, email and text messaging depending on need and circumstances. In an emergency the IC will continuously monitor emergency communications and make adjustments as necessary to ensure all responders are sending and receiving communications as required. DPS dispatch and City of Flint dispatch are in regular communication and work in combination to meet the needs of emergency first responders and the response teams.

Once a call is received by DPS dispatch, it is evaluated and responded to according to DPS procedures. Then, if warranted and depending on the incident and in consultation with a supervisor, other individuals may be contacted to further expedite communications. The following individuals may be contacted in accordance with internal department notification procedures:

- Director of Public Safety
- Assistant Vice Chancellor for Business and Finance
- Director of Environment, Health and Safety
- Director of University Relations
- Director of Facilities and Operations
Emergency Communication Flow Chart

*Note: Your department notification fan-out should be in your department contingency plan.
Emergency Alert System Process

Emergency Alert System Process Flow Chart

Report/Discovery of Incident
- Call received by DPS Dispatch of incident
- Situation witnessed by DPS
- Potential or active emerging issue being monitored by Crisis Management Team members.

Information Gathering & Fact Verification
- DPS promptly investigates the reported situation
- Verify accuracy of report
- Evaluate level of risk or threat

Internal Communication (DPS, AVCBF/EHS, UREL)
- Dispatch notifies DPS Supervisor/Director of situation
- DPS Supervisor (IC) informs DPS Director or designee
- IC or designee contacts UREL, AVCBF or designee
- UREL prepares draft message with available facts, contacts other subject matter experts to assist with language if necessary

Decision to Activate UM-Flint Emergency Alert System is made:
- DPS activates university building public address systems
- UREL confirms final language of message and sends when instructed by IC, AVCBF or their respective designee
- Back up Authorized Employees are available to send message:
  - UREL acts as primary with two additional backups
  - EHS & AVCBF are able to activate/send UM-Flint Emergency Alert
  - DPS Director or designee able to send if all other users are not available
- EOS notification is coordinated between AVCBF/EHS
- UREL coordinates and activates additional notifications on Facebook, Twitter, posting on UMF website

Monitor Situation, Revise Alert if Conditions Change
- Authorized individual (sender) monitors EAS Message Broadcast
- Update alert with new/revised instructions if necessary
- Issue “All Clear”, if appropriate
- Follow up with documenting incident, compiling data & timelines, schedule debriefing, discuss at next All Hazard Planning Team meeting,
- Following the debriefing, revise process, approach/methodology, if needed
C. COMMUNICATION TO IMPACTED COMMUNITY MEMBERS

DPS and URel will communicate needed actions and appropriate information to those impacted by the emergency as required during the emergency response, using whatever means are available such as the Emergency Alert System, email, social media, public address systems, fire alarms, telephones or person-to-person.
D. COMMUNICATION WITH SENIOR ADMINISTRATION

The process of notification shall be initiated by the DPS Director, or designee, to the AVCBF, or designee. The AVCBF, or designee, will initiate further notifications to the senior administration.
E. CLERY ACT COMMUNICATION NOTIFICATION

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” requires colleges and universities to distribute an annual report to all current students and employees. Monitoring and oversight of Clery compliance is managed by the Department of Public Safety and their Clery compliance officer. The report must also be provided to any prospective student or employee upon request. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by UM-Flint, and on public property within or immediately adjacent to and accessible from the campus. Information can be accessed from the [DPS website](#) as well as the [Annual Security Report](#).

DPS maintains a daily crime log of all criminal incidents reported. The log is available for inspection at the DPS Dispatch office located in the Mill Street parking structure.

Consistent with the Clery Act, a “crime alert notification” will be issued for serious crimes against people. It will include the incident/crime, date and time of incident, location, safety information and a personal safety message. Additionally, an “emergency alert” will be issued if there is an immediate threat to health or safety of students, faculty, staff and/or campus community taking into account the safety of the community. When appropriate, a status update may be given. A final alert message will also be issued. Authorization to initiate the Emergency Alert Notification is approved by the Directory of DPS, AVCBF, or designee.

URel has set up an emergency response call center to assist with campus communications and recovery. It will be activated as necessary to handle emergency calls from the campus or surrounding areas depending on the nature of the incident. It can be expanded to include multiple locations.
F. CAMPUS OR MASS NOTIFICATION

UM-Flint uses a variety of means to communicate emergency notifications to the campus community. As a large multi-campus system, more than a single mode of notification in an emergency is necessary. UM-Flint continuously reviews existing systems and explores new technologies that can improve and/or enhance communication capabilities. Information may be distributed through social media networks, including but not limited to Facebook and Twitter as well as the university’s website. Mass notification and warning systems must be multi-channeled to reach the largest audience. Depending on the situation, notification may be required in a localized area or expanded to the entire campus. Timing may be as short as several minutes or extend into hours and days. Also, notification for the functional needs populations will be prepared and distributed during an emergency.

Current capabilities include:

• Public address systems in the following buildings:
  - French Hall (FH)
  - Murchie Science Building (MSB)
  - University Pavilion (UPAV)
  - Harding Mott UM-Flint Center (UCEN)
  - Recreation Center (REC CENTER)
  - Frances Wilson Thompson Library (FWTL)
  - William S. White Building (WSW)
  - Northbank Center (NBC)
  - Hubbard
  - Central Energy Plant (CEP)
  - First Street Residence Hall

• Fire alarms in all buildings
• Electronic mail, telephones and radios
• UM-Flint Emergency Alert System

On a case-by-case basis, DPS in conjunction with URel and others will notify or provide warning to the campus community, using one or more of the above methods.
## Communications

### Campus Notifications

<table>
<thead>
<tr>
<th>Subject Line</th>
<th>Definitions</th>
<th>Examples</th>
<th>Message Creator (primary/Backup)</th>
<th>Authority to Approve</th>
<th>Send by one or more of the following methods</th>
<th>Sender (primary/backup)</th>
</tr>
</thead>
</table>
| 1 Emergency Alert             | Any significant emergency or dangerous situation involving an immediate threat to the health or safety of the UM-Flint Campus | Armed Intruder Tornado Fire/explosion Gas leak Bomb threat Hazmat incident | University Relations or designee | Incident Commander or designee | Emergency Alert System Email Public address systems Fire alarms Social media Telephones Person to person | University Relations or designee  
Public Safety Director or designee  
Other EAS authorized users |
| 2 a. Crime Alert – On Campus  | Triggered by crimes that have already occurred but represent an ongoing threat | Sexual assaults Burglaries Armed robberies Arson Motor vehicle thefts | University Relations or designee | Public Safety Director or designee | Email Public posting Social media Person to person | University Relations or designee  
Public Safety Director or designee |
| 2 b. Crime Alert – Off Campus |                                                                              |                                               |                                  |                      |                                               |                         |
| 3 Public Safety Advisory      | Non-threatening incidents or advisories                                       | String of larcenies Crime tips Road closures  | Public Safety Director/University Relations or designee | Public Safety Director or designee | Email Social media Postings | University Relations or designee  
Public Safety Director or designee |
| 4 Campus Closure              | To be used when an emergency closure is required                             | Snow Ice Flooding Power Outage                | University Relations or designee | Chancellor, Assistant Vice Chancellor for Business and Finance or designee | Emergency Alert System Email Public Address Social media Postings Person to person | University Relations or designee  
Assistant Vice Chancellor for Business and Finance or designee |
| 5 Informational Email from Department (specific topic identified in subject line) | To be used for information emails                                             | Special events Training Exercises Flu outbreaks | University Relations or designee | Department Director or designee | Email Social media | University Relations or designee  
Department Director or designee |
G. UM-FLINT EMERGENCY ALERT SYSTEM

The UM-Flint Emergency Alert System is a method of providing urgent notification messages to a mass audience in a relatively rapid time frame. The system is comprised of a variety of communication modes through which students, faculty and staff can be notified of an active, major campus emergency:

- Text messages (SMS) to cell phones
- Voice messages to cell or land phones
- Email (note that all campus e-mail addresses are added to the alert system)

1. **Students** are encouraged to register their emergency contact information:

   - Log into the [Student Information System](#) website using personal login, “Personal Information” from the main menu, select “Sign up for UM-Flint Emergency Alerts.”

   Or

   - Log onto [Campus Emergency Information Center](#). Click on Student Sign-up where the UMID number and PIN can be entered. The remainder of the information will be the same as above. UM-Flint students’ email addresses will be automatically entered into the system.

2. **Faculty and Staff** are encouraged to register their emergency contact information through [Wolverine Access](#), under Campus Personal Information. All UM-Flint faculty and staff email addresses will be automatically entered into the system.
IV. PRE-EMERGENCY PLANNING

A. DEPARTMENTAL EMERGENCY RESPONSE PLANS

Individual departments must evaluate their operations and responsibilities to determine if additional emergency planning is necessary. Departments must ensure that adequate emergency procedures, training, drills, exercises, personal protective equipment (PPE) and safety equipment are in place to work safely as well as respond safely and effectively to foreseeable emergencies.

Directors and department heads will designate individuals or teams responsible for developing "department-specific" emergency instructions, above and beyond the emergency procedures identified in this document that are unique to that department or work area. These plans should address possible anticipated issues associated with individuals with disabilities or functional needs. Departments are encouraged to work with the UM-Flint Counseling, Accessibility and Psychological Services (CAPS) office.

Each department is responsible to develop and maintain on call protocols, current emergency contact lists with backups, and other related planning documents and provide to DPS. Also, directors and department heads should support and communicate the important leadership role of faculty and staff during emergencies and communicate to students and staff important emergency preparedness planning actions such as evacuation routes, shelters, programming DPS telephone number into cell phones, etc.
B. BUSINESS CONTINUITY PLANS

- The Flint campus has adopted the OSEH’s revised Business Continuity Plan (BCP) template as a guide in preparing individual units/departments continuity plans. EHS is available to work with the designated individual(s) responsible for preparing/completing the BCP template for their unit. URel is available to assist in the coordination of the communication planning portion of unit’s BCP. ITS is available to aid with information technology related planning issues. These plans are required to be reviewed and updated annually. Departments are encouraged to test their continuity plans. The BCP template can be downloaded from the EHS website.

- Secure, Backup Data & Working Safely with Data Remotely - As part of continuity planning:
  a. Make sure all employees have the Virtual Private Networking (VPN) software and Quicknote. This software will allow for remotely connectivity to the UM-Flint network and the desktop. The following Quicknote for information on set up [http://go.umflint.edu/vpn](http://go.umflint.edu/vpn) Link to VPN: [https://vpn.umflint.edu](https://vpn.umflint.edu)
  b. The computer should be left on and enabled for remote desktop access on campus from anywhere (as long as have setup or know how to setup the VPN). The Helpdesk can assist with setting up if not already done so.
    - Windows version: [http://go.umflint.edu/remoteaccess](http://go.umflint.edu/remoteaccess)
    - Micintosh version - The capability does not exist at this time to remote into a Mac on campus. You can use a Mac to access a Windows machine on campus.
  c. Create an email distribution list for staff.
  d. Move all documents to H or I drive so they are backed up to tape instead of being stored on the C drive.
    - Change My Documents to H drive [http://go.umflint.edu/redirect](http://go.umflint.edu/redirect)
C. SAFETY DATA SHEETS

Having the appropriate safety data sheet (SDS) available to read is essential to being prepared and able to safely and effectively respond at the time of a hazardous material spill. SDSs must be readily available at or within close proximity to stored hazardous materials.

Departments that use hazardous materials are responsible for ensuring that a current SDS is on file within the department for each hazardous material and a copy (hard copy or electronic copy) is provided to EHS for their files. This means that as new products are purchased and the chemical inventory is updated, a SDS must be on site and available to the employees working with the materials as well as on file with EHS.

UM-Flint's Hazard Communication Program for the SDS and chemical inventory requirements. EHS, in cooperation with other departments, have made arrangements with some chemical suppliers to forward copies of the SDSs directly to EHS. In these circumstances, EHS shall keep a copy of the SDS and, if the department is known, forward a copy to the department that uses the chemical.
D. HAZARDOUS MATERIAL AND LABORATORY CHEMICAL INVENTORY

Departments storing or working with hazardous materials are required to maintain, update (at least annually), and make available to employees an accurate hazardous material chemical inventory as well as provide a copy to EHS by February 1st of each year.

UM-Flint’s academic laboratories are unique from other chemical users on campus in that they use and store a large variety of chemicals in small quantities and in numerous sized containers. Additionally, it is not practical to know exactly where, how much and the size of storage containers for all chemicals stored in any particular laboratory.

The inventory must include, at a minimum, the following information in a format approved by EHS:

1. Product or Chemical(s) name
2. Chemical Abstract Service # (CAS ID #) (if known)
3. Vendor (if known)
4. Physical State
5. Storage location (if known) within a room
6. Container type (if known)
7. Total number of containers
8. Total maximum quantity
9. Unit abbreviation (g, ml, gal, lb, etc.)
10. Building name
11. Room number
12. Department
13. Person to contact (POC)
14. Comments (includes additional CAS numbers, special notes, etc.)

Prior arrangements may be made between EHS and other departments to submit the requested chemical inventory information in a different format and/or at a different time. EHS requires departments to maintain their departmental chemical
inventories on the Environmental Health Safety Assistant (EHSA) Chemical Inventory Database, an online chemical database for UM-Flint departments to track their chemicals, locations and quantities. See the EHS website for the EHSA Chemical Inventory.

This information will be provided to the local fire department and the county local emergency management office for their emergency planning purposes. It will also be maintained through EHS and available in the event that an emergency should occur and the emergency responders require chemical information.
E. EVACUATION AND SHELTERING MAPS

Evacuation and shelter maps are typically maintained and posted in conspicuous locations for students, faculty, staff and visitors to readily view in the event of an emergency. Generally, evacuation and shelter procedures and maps are posted in common areas and located near time clocks, employee bulletin boards or near the entry/exit of classrooms, conference rooms, and work areas. Design and installation of Evacuation Maps will be coordinated through F&O, DPS and EHS.
V. TRAINING, DRILLS, AND EXERCISES

A. DPS PERSONNEL

Appropriate staff will be trained in ICS and how it is implemented on the UM-Flint campus. Additionally, training will cover how to recognize a hazardous material spill and emergency containment techniques. They will also be trained in AED/CPR and how to properly use fire extinguishers. Designated personnel will be trained in their evacuation roles and responsibilities. Written guidelines and assignments will be given to them at that time. Additional specialized training in emergency preparedness and response will be identified and scheduled for appropriate staff to maintain and improve their general awareness, skills and knowledge of various potential emergency response situations.
B. EHS AND HAZWOPER TRAINING

EHS staff will be trained in hazardous materials spill response and clean-up to a level that EHS staff can train DPS personnel in recognizing a hazardous material spill, distinguishing between an "incidental spill" and an "emergency release", and either cleaning up a small incidental spill or containing the spill/spill area until EHS employee(s) or off-site hazardous material first responders arrive and take charge of the spill incident.

MIOSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) training will be offered to and required of select DPS, F&O, and other employees with varying degrees of responsibilities involving hazardous materials emergency response. Annual refresher training is required and will be offered by EHS, UM-Ann Arbor, or trainers approved through EHS.
C. NATIONAL INCIDENT MANAGEMENT SYSTEMS TRAINING

Individuals involved in responding and coordinating response activities internally and externally with internal and outside emergency response agencies may be required to complete one or more of National Incident Management Systems (NIMS) online courses 100, 200, 700, and 800 depending upon the level of their involvement and degree of directing the UM-Flint’s emergency response efforts (see below). Some senior staff are required to have ICS 300 and 400 in addition to the below courses.

The Emergency Management Institute (EMI), located at the National Emergency Training Center in Emmitsburg, MD., offers a broad range of NIMS-related training online courses at: www.training.fema.gov/IS/NIMS.asp

NIMS-related Courses Offered online by EMI:

- IS-100.b  An Introduction to Incident Command System (ICS)
- IS-100.FWa An Introduction to ICS for Federal Workers
- IS-100.LEb An Introduction to ICS for Law Enforcement
- IS-100.PWb An Introduction to ICS for Public Works Personnel
- IS-100.HCb An Introduction to ICS for Healthcare/Hospital
- IS 100.HE  An Introduction for Higher Education
- IS-200.b  Single Resources and Initial Action Incident
- IS-700.a  National Incident Management System, An Introduction
- IS-701.a  Multi-Agency Coordination System
- IS-702.a  NIMS Public Information System
- IS-703.a  NIMS Resource Management
- IS-800.b  National Response Plan, An Introduction

For more information on the Emergency Management Institute, FEMA website: www.training.fema.gov
D. NEW EMPLOYEE ORIENTATION/TRAINING

UM-Flint employees are encouraged to become familiar with the plans that apply to their area. Supervisors are responsible for ensuring that all staff and student employees understand what to do in the event of an emergency and for reviewing the following items:

1. The contents of the plan
2. Primary and secondary evacuation routes and assembly areas
3. Location of shelter areas
4. Location of fire alarms, extinguishers, safety showers and eye wash units and any other safety equipment
5. Procedures for reporting and responding to emergencies
6. Familiarizing the employees with the hazards likely to be associated with the work area and protective measures that must be followed

In order to ensure the adequate implementation of the Emergency Response Plan, supervisors should provide training to their employees at the following times:

1. New employee orientation
2. Annual plan review
3. When the plan or operations change
E. CONTRACTORS

Contractors must become familiar with the UM-Flint Emergency Response Plan and other university emergency guidelines, postings, flipcharts, etc. to the extent that they may be affected. Specifically, contractors are required to familiarize their employees and sub-contractors with the evacuation routes and shelter areas prior to working in a particular area.

Departments hiring the contractors and the project managers overseeing the project are responsible for communicating to contractors these expectations. Project managers should provide contractors with a copy of the University of Michigan Contractor Safety Requirements, UM-Flint Emergency Response Guidelines Flip Chart, and for outdoor work the UM-Flint Contractor Environmental Due Care Notification and signature form. EHS can be contacted for specific project requirements.
F. EVACUATION, SHELTER, AND SECURE IN PLACE DRILLS/EXERCISES

Evacuation and sheltering exercises for the UM-Flint buildings are generally held in the spring and fall of each year. Usually the evacuation exercises are conducted during the month of October and the shelter drills are conducted during March or April. Secure in place/lockdown exercises are held throughout the year. Evacuation and shelter drills are coordinated by EHS.

Each department is required to participate. DPS personnel will participate and monitor the exercises as well as assist in the coordination of the activities. An emphasis shall be placed on evacuating and sheltering individuals with functional needs. Following the activity, departments are encouraged to perform a self-assessment of their ability to quickly evacuate/shelter/lockdown. DPS and EHS will be available upon request to assist in evaluating individual departments’ readiness and response. Additionally, individualized drills and exercises can be scheduled with EHS and DPS upon request and with select departments such as Early Childhood Development Center (ECDC) and Genesee Early College (GEC).

Drills provide UM-Flint an excellent opportunity to evaluate the effectiveness of the plan. Drills and exercises could include a variety of scenarios involving fire, hazardous materials, medical emergencies, bomb threats, and tornado warnings. However, no one should ever take unnecessary risks during a drill or exercise such as carrying an individual with a mobility disability down the stairs.

EHS and DPS will provide fire safety, severe weather and other emergency preparedness planning information to the campus community. Demonstrations can be scheduled for individuals interested in learning more about safety and health matters. Also, DPS and EHS are available to coordinate and/or provide fire extinguisher training.
G. PERIODIC EQUIPMENT TESTING - ALARMS, EMERGENCY TELEPHONES, LIGHTING, AEDS AND PUBLIC ADDRESS SYSTEMS

1. DPS personnel will test the public address system in each building, where it exists, once each month to ensure that the system is operating properly. F&O must be notified immediately of equipment that requires service.

2. DPS will inspect all campus fire extinguishers monthly and replace those requiring service. Departments may also check the extinguishers in the buildings. Additionally, DPS will assist in the selection and placement of new extinguishers.

3. DPS will test all emergency telephones monthly and will contact UM-Ann Arbor Telephone Services for repair.

4. F&O will test safety showers and eye wash units at least every six months. The testing must be documented on the tag provided or approved by EHS.

5. Each department will be responsible for inspecting and activating their emergency eye wash equipment on a regular basis (weekly, documenting monthly). F&O must be notified immediately of equipment that requires service.

6. F&O in conjunction with DPS will test the emergency lighting and emergency power system(s) in each of the UM-Flint buildings to ensure that they are operational.

7. Departments with AEDs are required to follow the UM-Flint AED Management Program, including routinely inspecting the equipment to ensure it is operational and reporting any problems to DPS and EHS. DPS will inspect the AEDs in accordance with the UM-Flint AED Management Program. EHS will coordinate annual inspections.
H. FIRST AID, AED/CPR AND BLOODBORNE PATHOGEN TRAINING

Individuals interested in receiving first aid or AED/CPR training should contact the Urban Health and Wellness Clinic (UHWC). UM-Flint employees trained in AED/CPR as part of their job duties must also be trained in Bloodborne Pathogens (BBP). Contact EHS to schedule Bloodborne Pathogen Training. Contact EHS for a copy of the UM-Flint AED Management Program or the Bloodborne Pathogen Program.
I. HEALTH AND SAFETY TRAINING

EHS routinely offers and/or coordinates a wide range of occupational safety and environmental health training classes for employees who work with hazardous materials, respond to emergencies, prepare hazardous waste for transport, use powered industrial equipment, and require PPE/specialized safety equipment to perform their work duties. EHS also offers on-line training on a variety of health and safety topics including emergency preparedness.

Hazard Communication training including the Globally Harmonized System addresses working with hazardous materials. Hazardous materials are broadly defined as any substance that can cause harm to human beings or the environment. Examples of commonly used hazardous materials on the campus are cleaning chemicals, paints, fuel, oils, solvents, adhesives, corrosives, etc. Employees who work with these types of materials should be trained on or before the date that they begin work, annually thereafter and when new hazards are introduced in the workplace. The purpose of this training is to provide employees with the basics of identifying, safely handling, storing and arranging for disposal of hazardous materials. Additional topics included are "Universal Precautions", basic recognition and understanding of bloodborne pathogens, spill prevention and response, protection of storm drains and surface waters as well as a general discussion of emergency preparedness.

Additional specific departmental training is usually required and is provided by the employee's supervisor or designated trainer.

VI. UNDERSTANDING ROLES DURING AN EMERGENCY

A. BUDDY SYSTEM

UM-Flint uses the buddy system. This is a system of organizing individuals into groups in such a manner that each individual of the group is designated to observe at least one other individual in the group.

1. The purpose of the buddy system is to provide rapid and more effective assistance to individuals in the event of an emergency.

2. Emergency responders as well as individuals evacuating an area or building use the buddy system in all emergency incidents.

3. During the first week of classes or employment, several acquaintances should be made with fellow students, faculty, staff members or residents. Any special assistance should be brought to others attention that may be required in the event of a fire alarm (e.g. hearing the alarm, guidance during evacuation, etc.). When a message is broadcast or a fire alarm sounds, the “buddy” or identified assistant will make sure of the location of the person with functional needs and assist them or inform emergency personnel that a person needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person if they are unable to be assisted by their “buddy”.

4. Prior planning and practicing of emergency evacuation routes or shelters are important in assuring a safe evacuation. Individuals with functional needs should be considered when developing departmental plans

   a. Hearing Impaired: Most buildings on campus are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. The strobe lights are for hearing impaired persons. Persons with hearing impairments may not notice or hear an emergency alarm and will need to be alerted of an emergency situation by their “buddy” or identified assistant.
b. Visually Impaired: Most buildings on campus are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The “buddy” or identified assistant should offer assistance and guide them through the evacuation route to the assembly area.
B. EMPLOYEES AND BUILDING OCCUPANTS

1. All employees and building occupants should become familiar with Emergency Guideline Posters, location of shelters, assembly areas, safety equipment and campus/department emergency procedures.

2. All emergencies should be immediately reported to DPS.

3. Follow directions from DPS and Emergency Coordinators during an emergency situation (See Section D and E under Understanding Roles During an Emergency).

4. Stay clear of emergency response vehicles, etc. Do not re-enter a building until it is safe to do so and the “All Clear” has been given by IC.

5. Participate in emergency drills and exercises.
C. FACULTY AND SUPERVISORS

Faculty and supervisors are responsible for notifying others in their immediate area to evacuate the building, move to the closest protective shelter, secure in place/lockdown, and assist with the implementation of emergency response activities. They possess knowledge and understanding of the layout and operation of their specific department, classroom/laboratory or work area. Faculty and supervisors should report work areas and classrooms where the Emergency Guidelines Poster and Evacuation Maps are missing or damaged. They should also report unsafe situations that may exist to the F&O, DPS and EHS.

1. Being familiar with the specific building evacuation procedures, assembly areas and shelters.
2. Reviewing the Emergency Preparedness in the Classroom points with students and staff.
3. Notifying persons within their area or classroom of the need to shelter, evacuate, secure in place/lockdown, etc.
4. Encouraging the use of the buddy system.
5. Being aware of persons with functional needs.
6. Coordinating shut-down and start-up procedures with the appropriate personnel, only if it can be done without risk or imminent physical harm. Examples include shutting down lab experiments, locking/securing cash or other valuables, securing hazardous areas, e.g. chemical storage rooms.
7. Accounting for persons to the greatest extent possible at the shelter or evacuation assembly areas and identifying individuals that have not been accounted for to the IC or first responder.
8. Assisting with response and/or recovery if called upon to do so by the IC or CMT.
9. Issuing further instructions and updates to individuals in their respective areas as necessary and relaying information back to the Emergency Coordinator(s) and DPS.
10. Only allowing individuals to return to their area if directed by the IC.

11. Assisting with disaster assessment and follow-up activities in classrooms, laboratories, work areas, offices, etc.
D. EMERGENCY BUILDING COORDINATORS

Emergency Building Coordinators are volunteers who are familiar with the campus ERP, knowledgeable of building layout and operations, and willing to assist EHS, DPS, and first responders with emergency preparedness activities. The university will provide supplies to assist the Building Coordinators in their preparedness/readiness duties such as a Grab and Go bag containing safety vest, whistle, flashlight, latex gloves, etc. They should report work areas and classrooms where the Emergency Guidelines Poster and evacuation maps are missing or damaged or other unsafe situations exist to the F&O, DPS and EHS.

1. Assisting the Floor Coordinators as appropriate and ensure they are adequately instructed in their duties and responsibilities.

2. Assisting the Floor Coordinators in safely evacuating, sheltering during an emergency.

3. Assisting with disaster assessment and follow up activities.

4. Reporting work and assembly areas, doors, etc. that may cause a hazard during a shelter, evacuation or secure in place/lockdown.

5. Assisting in identifying volunteer Floor Coordinators for their respective buildings/areas.

6. Recommending that adequate alternates are identified to ensure continuity and coverage.
E.  EMERGENCY FLOOR COORDINATORS

Emergency Floor Coordinators are volunteers who assist building occupants in safely sheltering, evacuating, sheltering or securing in place/lockdown during an emergency. The university will provide supplies to assist Floor Coordinators in their preparedness/readiness duties such as a Grab and Go bag containing safety vest, whistle, flashlight, latex gloves, etc. They should report work areas and classrooms where the Emergency Guidelines Poster and evacuation maps are missing or damaged or other unsafe situations exist to the F&O, DPS and EHS.

1. Be familiar with the specific building plan and procedures.

2. Will advise people to:
   a. Remain calm, do not run, panic, or cause others to panic.
   b. Quickly gather in small groups of 3 - 4 people and use the “buddy system” when seeking protective shelter, evacuating the building or securing in place.
   c. Quickly go to the assembly area
   d. Quickly and orderly go to the shelter or nearest exit and not to use elevators.
   e. Stay together at the assembly area or shelter
   f. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

3. Confirm notification to DPS at 9-1-1 from a university phone or 810-762-3333 from any non-university phone.

4. Coordinate shut-down and start-up procedures with the appropriate personnel, only if it can be done without risk or imminent physical harm. Examples include shutting down lab experiments, lock/secure cash or other valuables, and secure hazardous areas e.g. chemical storage rooms.
5. If it is safe, conduct a sweep of assigned areas during fire alarms or spread the word if there is a severe weather warning.

6. Assist DPS officers with building evacuations, sheltering or secure in place.

7. Assist DPS or firefighters in identifying any individuals with functional needs.

8. Monitor building entrances, if requested to do so.

9. Account for occupants to the best of one’s ability through the groups of “buddies” that shelter, evacuated or secured in place together. Notify DPS of persons that are not accounted for.

10. Assist the Emergency Building Coordinator in monitoring radios and other emergency communications, if radios are provided.

11. In the absence of the Emergency Building Coordinator during an emergency event, a Floor Coordinator may be asked to take on the Emergency Coordinator’s responsibilities and assist DPS and other responders.
VII. GENERAL PROTECTIVE ACTIONS

A. STAY CLEAR

During an emergency, students, faculty, and staff are to stay clear of the area where the emergency has occurred. Personal safety is critical and while an area may appear to be safe, an “All Clear” must be issued by the IC, or designee, prior to persons re-entering the affected area.
B. SHELTER

Shelter is a temporary strategy designed to be used when it is safer to remain inside rather than evacuate to the outside. Severe weather such as tornado warnings, flooding, blizzard conditions and even some hazardous material releases would constitute a shelter protective action. Safe places to shelter are posted in each building.

Ideal shelter areas include windowless rooms, basements or lower levels and interior stairwells. Auditoriums, atriums or other areas with large, free span roofs should be avoided.

When seeking shelter, individuals should go to the nearest building. If possible, windows and doors should be closed and air conditioners, furnaces and fans should be shut off.

- If sheltering from a fire, material such as clothing should be stuffed in the cracks around the door to reduce smoke penetration. If smoke or fumes are present, individuals should stay low until rescued (as smoke rises and the air is less toxic near the floor).

- If sheltering in place due to a release of a hazardous substance, material such as clothing should be stuffed in the cracks around the door to reduce penetration. Adhesive tape and plastic sheeting (if available) could be used to seal windows and air vents. Some toxic substances, such as chlorine gas, are heavier than air and unlike smoke from a fire, will be in higher concentrations near the floor.

- Individuals should remain in the shelter until directed otherwise by the IC or designee.

- See the following table for shelter areas.
### Shelter Areas

<table>
<thead>
<tr>
<th>Shelter Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Hall (FH)</td>
<td>Rooms 111, 161, 163, and 164 in center of building</td>
</tr>
<tr>
<td>Frances Wilson Thompson Library</td>
<td>Basement, room 120, and hallway behind room 120</td>
</tr>
<tr>
<td>Theatre</td>
<td>Restrooms in hallway, designated rooms in French Hall (see above or room 251 (stay away from lounge)</td>
</tr>
<tr>
<td>Central Energy Plant (CEP)</td>
<td>Basement</td>
</tr>
<tr>
<td>Hubbard</td>
<td>Basement</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>Use stairs down to basement</td>
</tr>
<tr>
<td>Murchie Science Building (MSB)</td>
<td>First floor in east and west wings away from glass doors and windows</td>
</tr>
<tr>
<td>William S. White Building (WSW)</td>
<td>Move to <a href="#">first and second floor</a> and shelter in common hallways, internal offices and classrooms, restrooms, stairwell away from any/all glass windows/doors.</td>
</tr>
<tr>
<td>WSW - Early Childhood Development Center (ECDC)</td>
<td>Rooms 1159, 1160, Tuscola and Mott rooms</td>
</tr>
<tr>
<td>Northbank Center (NBC)</td>
<td>Use stairs down to basement</td>
</tr>
<tr>
<td>First Street Resident Hall</td>
<td>Go to <a href="#">MSB Loading ramp via shortest route possible, enter thru door, proceed to</a> first floor in east and west wings of MSB away from glass doors and windows</td>
</tr>
<tr>
<td>Harding Mott University Center</td>
<td>Basement, down the stairs</td>
</tr>
<tr>
<td>University Pavilion (UPAV)</td>
<td>Use stairs to basement</td>
</tr>
<tr>
<td>Pavilion Annex</td>
<td>Men and women's restroom and UPAV basement level</td>
</tr>
<tr>
<td>Riverfront (SOM)</td>
<td>Take stairways to basement or assemble in Banquet area to be lead to basement</td>
</tr>
</tbody>
</table>
C. SECURE IN PLACE (ALSO KNOWN AS “LOCKDOWN”)

Secure in place/lockdown is a protective action employed to safeguard students, faculty and staff when there is an immediate threat to life safety and securing the building or people in a room is required. There can be an internal threat to the building where an armed intruder has entered. There can be an external threat to the building where an incident has occurred outside of the building and the building can be locked to keep people from entering. When an emergency warrants a secure in place/lockdown, the guidelines below should be followed by Supervisors, Faculty, Emergency Building Coordinators and/or Emergency Floor Coordinators:

1. Instructions should be given to get out if it is safe to do so, never jeopardizing personal safety.

2. “Code words” should not be used. Language should be direct and specific.

3. Cell phones and other devices should be silenced.

4. Doors should be barricaded and secured using tables, chairs, cabinets or other objects if individuals are unable to evacuate.

5. Individuals should hide away from doors and windows, lights turned off and shades/blinds closed.

6. Individuals should stay quiet, remain calm and advise others to spread out and not huddle together.

7. Only as a last resort, when danger is imminent, individuals can make a personal choice to attempt to overpower the assailant(s) if there is no possibility of escape or hiding.

8. Doors should never be opened at any time until done so by DPS.
D. EVACUATION

Evacuation is a protective action involving the physical movement of students, faculty, and staff to temporary locations usually outside and away from any building or structure that poses an actual or perceived safety threat because of the consequences of an emergency. All exits should be labeled, operable and allow free flowing egress. Proper illumination of pathways and exit signs should also be in place. For the protection of all students, faculty, and staff, it is important that everyone understands what to do in the event of an emergency that requires the evacuation of a campus building. All occupants of a building shall:

1. Evacuate when an alarm sounds or upon notification by the IC or DPS Dispatch.

2. Assist individuals using the buddy system to evacuate the building.

3. Evacuate using the nearest exit to the assembly areas as identified by the Emergency Guidelines posted in the common areas of all campus buildings. Assemble at emergency phones in the event DPS needs to be contacted. (For a complete list of assembly areas contact EHS).

4. Only return when the “All Clear” is given by the IC.
E. CAMPUS AREA EVACUATION*

1. Evacuation of all or part of the campus will be announced by the IC or designee.

2. Persons are to immediately vacate the area in question and relocate to their assembly area or another part of the campus, as directed.

3. Building evacuation procedures should be followed when vacating buildings.

4. The IC or designee will issue an “All Clear” when it is safe to return to the campus.

*For more information, please see Campus or Building Closings.
F.  ALL CLEAR, RETURN TO NORMAL, ASSESSMENT

All incidents will be processed with the following activities:

1. The IC will designate someone to review the area or building to ensure that it is safe to return. The IC will advise DPS Dispatch to broadcast an "All Clear" when safe.

2. The IC will notify the Assistant Vice Chancellor for Business and Finance (AVCBF), or designee, that the "All Clear" has been broadcasted.

3. As UM-Flint operations return to normal and building occupants return to their respective work areas/classrooms, all individuals need to be aware of the following hazards that may exist:
   a. broken glass and other sharp objects.
   b. electrical wires.
   c. tripping hazards.
   d. partial power to equipment.
   e. chemical hazards.

4. No one should attempt to enter or make repairs if hazards are present.

5. All hazards should be reported to a supervisor and to F&O at (810) 762-3223.

6. If necessary, a damage assessment team will be assembled by F&O.
VIII. HAZARD SPECIFIC GUIDELINES

A. CAMPUS OR BUILDING CLOSINGS ~ SUSPENSION OF CLASSES AND SCHEDULED CAMPUS EVENTS

Campus closings or suspension of classes and scheduled campus events due to severe weather, snow, ice, flooding, utility failure, or other emergency conditions are determined by the Chancellor, or designee. See U-M Standard Practice Guide (SPG) that relates to a closure at [http://spg.umich.edu/policy/201.27](http://spg.umich.edu/policy/201.27)

1. The AVCBF may advise the Chancellor, or designee of the specific conditions that exist or the predicted conditions impacting the decision to close the campus.

2. For public health emergencies involving a potential infectious hazard, communicable disease, or other medical/health related emergency that might require total or partial suspension of campus activities, EHS, UHWC, CHO and/or the University of Michigan Chief Health Officer (with jurisdiction over all three campuses) will provide guidance and recommendations for the specific conditions that exist or the anticipated conditions impacting the decision to close or suspend activities on the campus.

3. The decision to close the campus will be relayed to the Director of URel.

4. Whether the decision to suspend classes, partially close or completely close the UM-Flint campus occurs during regular business hours (8 a.m. – 5 p.m.) or not, the decision will be communicated through UM-Flint Office of University Relations to the campus community by designated methods.

5. Radio and television stations from several southeastern and mid-Michigan counties are contacted. They broadcast to their listening audience the notification of UM-Flint's campus closing status.

   o WJRT, ABC 12
   o WEYI, NBC 25
Hazard Specific Guidelines

Campus Closings

- WNEM, TV 5
- WJBK, Fox 2 Detroit
- WXYZ – TV 7
- WDIV – TV 4
- WJR, WWJ, WWCK, WDZZ, WUOM, WFBF, WHNN, WCRZ, WOMC, WRSR, WBN, WKCQ, WOE, WAAM, WKQI, WCRL, WLSP

a. The Emergency Alert System will be used which provides text, voice and email messages to announce the initial closing. Additionally, email messages may also be used to report the status to the campus.

b. Closing information will be posted on the university’s social media networking sites.

c. Closing information will be posted on the home page of the UM-Flint web site at www.umflint.edu.

d. Other web sites may also report the campus closing. They include:
   - www.abc12.com
   - www.wnem.com
   - www.wxyz.com
   - www.wdiv.com
   - www.wjbk.com
B. FIRE AND FIRE EXTINGUISHER USE

Prior to a fire related emergency, individuals should know the location of fire extinguishers, fire exits, evacuation routes, alarm pulls and how to use them.

1. **Fire** - In the event of a fire, faculty, supervisors, and staff shall follow the procedures listed below, unless directed otherwise by DPS.

   a. The area shall be promptly evacuated and the building alarm activated.

   b. Equipment should be shut off and fuel sources terminated, ONLY if done without risk.

   c. All radio communications shall be restricted to emergency related communications only.

   d. **All fires should be IMMEDIATELY reported to DPS at 9-1-1 from any university phone or 810-762-3333 from any non-university phone from a safe location.**

   The following information should be provided:
   - Name, department name, current location and telephone number.
   - Location of the fire (building and room number).
   - Description of the fire (size, materials involved, how long it has been burning, and what actions have been taken).
   - The extent of injuries, if appropriate.
   - Persons who are unable to escape.

   e. Only individuals trained to use an extinguisher should attempt to put out a fire and ONLY if it can be done without risk to the safety and health of others.

   f. When the building fire alarm is sounded, all building occupants are required to proceed quickly to the nearest marked exit and alert others to do the same.

   g. All doors and windows should be closed to confine the fire and reduce the supply of oxygen, ONLY if it can be done safely. Doors or windows should not be locked.
h. Evacuation procedures should be followed.

i. As smoke is the greatest danger, individuals should keep their head no more than 8-12 inches off the floor where air is less toxic.

j. Persons should avoid liquids on the floor that could be harmful chemicals.

k. Persons should feel a door for heat that would indicate that a fire might be present on the other side before opening.

l. Once DPS becomes aware of a fire emergency, the DPS Dispatcher will immediately notify the following of the location of the fire:
   - Flint Fire Department - DPS Dispatcher will contact Flint Fire and assign a DPS member to guide them to the scene.
   - DPS Shift Supervisor - will report immediately to the fire's location.
   - Director of DPS, Director of F&O, and Director of EHS, or designees, will be contacted after evaluation of the specific conditions.

m. The IC will assign DPS personnel to:
   - Initiate and monitor the evacuation of all building occupants. Special attention shall be given to ensure that persons with mobility, vision, or hearing disabilities are safely evacuated to a safe distance from the immediate emergency scene to await the Flint Fire Department's assistance in evacuating them from the building, if needed, as indicated in the evacuation procedures section of this document.
   - Locate and advise medical rescue personnel of the location of all injured persons through the DPS Dispatcher.
   - Keep emergency routes open so that emergency vehicles can get to the fire scene.
   - Keep non-emergency personnel a safe distance from the fire, emergency vehicles and equipment.
Hazard Specific Guidelines

- Make a complete report of the fire.
- Secure the scene during and after the incident.
- Provide access to critical equipment areas for F&O personnel and Flint Fire.

n. During normal business hours, the Director of F&O, or designee, will assign individuals to the following duties:
   - Automatic sprinkler control operator to ensure sprinklers are operating properly.
   - Fire pump operator to ensure that the fire pumps are operating properly.
   - Utilities operator to monitor or disconnect the utilities as required.

o. After hours, weekends or on holidays, the Flint Fire Department may assume the above roles until such time as the on-call F&O representatives able to perform these duties arrive at the scene.

p. Once outside, building occupants must move to a secure area away from the affected building as designated by the IC. Streets, fire lanes, hydrants and walkways must be kept clear for emergency vehicles and crews.

q. An Incident Command Post may be set up near the emergency site. Persons should keep clear and not contact the Command Post unless authorized.

r. Evacuated buildings should only be returned to when the “All Clear” is issued by the IC.

s. The Emergency Coordinators will assist in accounting for all occupants. They must immediately notify DPS of any unaccounted for persons, if known.

t. The IC will reassign DPS personnel after the fire is extinguished.
Hazard Specific Guidelines

2. **Trapped in the Building During a Fire** - If trapped inside a building during a fire, the following should be followed:

   a. Individuals should STAY CALM AND NOT PANIC.

   b. An article of clothing can be placed inside or outside the window if a window is available, as a marker for the emergency rescue crew.

   c. ALL DOORS AND WINDOWS SHOULD BE KEPT CLOSED.

   d. Objects, such as wet cloth towels, can be stuffed into openings to prevent smoke from entering the area.

   e. If possible, persons should wet clothing. Wet clothing should be placed around the face to minimize smoke inhalation and sinks and tubs should be filled with water to maintain a supply of water.

   f. Persons should stay near to the ground with no more than 8-12 inches off the floor where the air is less toxic.

   g. Individuals should shout at regular intervals to alert emergency crews of your location.

   h. Contact should be maintained with DPS by telephone for as long as possible.

3. **Fire Extinguisher Use by Trained Individuals** - UM-Flint maintains several types of fire extinguishers throughout the campus. Only trained individuals should use an extinguisher. Contact DPS or EHS to coordinate training on the proper selection and use of fire extinguishers.

   The use of the wrong type of extinguisher or using it improperly can endanger lives by spreading the fire.

   There are four recognized classes of fire that require the proper selection of an extinguisher. They are:

   a. Class A fire (usually fueled by combustibles such as paper, cardboard, wood or cloth) use a WATER type extinguisher.
b. Class B fire (flammable liquids, gasses and grease) use a CO2 or DRY CHEMICAL extinguisher.

c. Class C fire (energized electrical equipment) use a CO2 or DRY CHEMICAL extinguisher.

d. Class D fire (metals and metal hydrides) use a SPECIAL DRY POWDER extinguisher.

UM-Flint maintains several ABC type fire extinguishers. ABC extinguishers can be used on Class A, B, and C fires. Prior to using any extinguisher, the label should be checked to ensure that the extinguisher is appropriate for the fire.

4. Basic steps for using a fire extinguisher: SEE THE FOLLOWING PAGE

a. Remove the extinguisher from the hanger or cabinet and hold it upright.

b. Pull the pin.

c. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.

d. Aim the nozzle at the base of the fire. DO NOT AIM THE NOZZLE DIRECTLY AT THE FLAMES.

e. Stand within 10 feet of the fire. Do not cause the fire to ignite other materials by blowing the fire with the extinguisher as you attempt to put it out. Never fight a fire alone and always leave an escape path. Do not block yourself in when trying to put out a fire.
f. Squeeze the handles together.

g. Use a sideways sweeping motion, across the width of the fire, using short bursts, NOT MOVING UP AND DOWN. Continue to apply the extinguishing agent to the base of the flames.

h. As the flames retreat, walk forward while extinguishing the fire until it is out.

i. If at any time a fire cannot be promptly extinguished with a single extinguisher, the area must be evacuated IMMEDIATELY.

j. Fire alarms should be pulled to alert others in the area and DPS should be notified at 9-1-1 from a university phone or 810-762-3333 from a non-university phone from a safe location.

k. Individuals should be familiar with location and type of fire extinguishers before using them. All fires and use of an extinguisher must be reported to DPS so that it can be recharged. Do not remove or use extinguishers other than for their intended purpose.

1. PULL... Pull the pin. This will also break the tamper seal.

2. AIM... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

   **Note:** Do not touch the plastic discharge horn on CO₂ extinguishers, it gets very cold and may damage skin.

3. SQUEEZE... Squeeze the handle to release the extinguishing agent.

4. SWEEP... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

   **If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!**

C. MEDICAL EMERGENCIES

1. Reporting a Medical Emergency - University policy requires that all medical emergencies involving students, faculty, staff and visitors must be reported immediately to DPS.

   a. Call 9-1-1 from any campus phone or 810-762-3333 from any non-university phone.

   b. The following information should be provided to the DPS Dispatcher:
      - Name and telephone number.
      - Your location.
      - Nature of the emergency.
      - Exact location of the individual (building and room number, if applicable).
      - Name of the individual requiring medical attention, if known.
      - Description of injury.
      - Any other relevant information.

   c. The DPS Dispatcher should keep the caller on the line until all the necessary information is provided.

2. Begin Emergency Medical Treatment - Only individuals trained in first aid, CPR, or emergency medical procedures should respond directly to medical emergencies. Universal Precautions for bloodborne pathogens should be followed at all times during a medical emergency when there is a potential exposure to bodily fluids including wearing appropriate personal protection equipment (PPE), e.g. gloves, mask, etc. Persons should protect themselves and others from communicable illnesses and/or diseases.

3. Waiting for Emergency Medical Assistance - First actions should be as follows:

   a. The scene should be surveyed.

   b. Persons should determine if it safe to approach the injured party and not become a victim.
c. No attempt should be made to move the person unless they are in immediate, life threatening danger.

d. Persons should introduce themselves to the victim and reassure them that help is on the way.

e. The victim should be kept warm and as calm as possible.

f. If the victim can be approached safely, determine:
   - What happened?
   - Is the person bleeding?
   - Is the person breathing?
   - Is the person choking?
   - Does the person have a known medical condition, e.g. heart problems, diabetes, epilepsy, etc.? (Look for a medical alert tag)
   - Has the person fallen?
   - Was there a fire, chemical splash or spill, or a vehicle accident?

g. The information obtained should be immediately reported to the first DPS officer or to any medical first responder who arrives on the scene.

4. **Arranging transportation for injured persons** - DPS does not provide medical escorts. DPS will request an ambulance if necessary or arrange transportation for injured persons who are unable to provide their own transportation to an emergency medical facility. The means provided shall be at the discretion of the DPS shift supervisor.

5. **Employee Work-Related Urgent/Emergency Medical Care** –UM-Flint uses two medical care providers for work-related illnesses or injuries - Genesys Occupational Health Network and McLaren Flint-Grand Blanc Occupational and Convenient Care. In an emergency, the person will be transported to the closest hospital emergency room. In the event of a work-related medical emergency, the employee's supervisor should be notified and follow the steps listed below. It is important that notification and/or arranging medical transport to the clinic or emergency room does not hinder or slow down the medical response for the injured person.
Hazard Specific Guidelines

Medical Emergencies

a. EHS must be notified giving the reporting individual’s name, department, the victim’s name, the location and details of accident/injury (leave on voicemail if necessary).

b. Supervisors are asked to inform employee of their right to undergo medical treatment at the university’s expense. Follow-up treatment must be done by a UM-Flint medical provider during the first 28 days in order to qualify for workers’ compensation. EHS must be notified in writing if the medical provider is changed after 28 days; include providers’ name, address and phone number.

c. Employees who choose to seek medical treatment outside of the university’s medical provider networks need to be aware that they may be responsible for any expenses incurred since private health insurance will not, in most cases, cover costs associated with work related illnesses or injuries.

d. To avoid this possibility, employees should ALWAYS check with their private insurer before seeking care.

e. The Authorization for Treatment Form should accompany the injured or ill employee to the medical treatment facility, if possible. The responding DPS Officer will provide the form. In the event that the employee’s supervisor is not available, a DPS Supervisor or designee or the EHS representative may sign the Authorization for Treatment form.

f. In the event of an emergency that requires IMMEDIATE attention, the injured person should be sent for treatment with no paperwork. For serious and/or life threatening injuries and illnesses an ambulance or other emergency transport will be arranged by DPS or other party. The ill or injured employee will be transported to the nearest hospital emergency room at the discretion of the emergency medical transporter, as appropriate.

g. If possible the hospital or clinic should be informed that the patient is being treated for UM-Flint under their contract with Genesys Occupational Health Network or McLaren Flint-Grand Blanc OCC Center.

h. See information in the table below on treatment facilities. Hours may be subject to change, therefore call to verify hours of operations.
i. Within 24 hours of the accident/injury by the end of the next work day, the employee along with their immediate supervisor is required to fill out a Work Connections Illness or Injury Report Form. This form should be completed online and is available at https://www.workconnections.umich.edu/illnessorinjury.php. Refer to the UM Standard Practice Guide #519.2 for further details concerning the policy and procedures for work-related accidents and injuries.

j. Contract employees working under direct supervision of UM-Flint staff (sustaining work related illness or injury) must complete the Work Connections Illness and Injury Report Form and notify EHS within 24 hours.

Only contract employees who work under direct supervision of UM-Flint staff, and sustain a work related illness or injury, must complete within 24 hours, the WC Illness and Injury Report Form, and notify EHS within 24 hours.
D. POWER OUTAGE AND UTILITY EMERGENCY

Power/utility outages can be caused by a number of things, including severe weather, trees coming in contact with electrical lines or equipment, motor vehicle accidents or fire. Also, equipment failure, water, gas, HVAC, telephone outage, or sewage backup inside a building can cause a localized problem. In the event of a major, campus-wide outage, emergency generators will restore power to some areas of campus. The following procedures shall be followed by UM-Flint employees, unless directed differently by DPS:

1. DPS should be contacted at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone and the following information provided:
   a. Name and telephone number.
   b. The exact location of the area(s) experiencing a loss of power (building and room number if applicable).

2. DPS will forward the above information to the Director of F&O, or designee, on-call as well as notify the following:
   a. DPS Shift Supervisor.
   b. All on-duty DPS personnel.
   c. Director of DPS or designee (for a large power failure involving an entire building).
   d. AVCBF or designee (in the event of a large power failure involving an entire building).

3. In the event of a power failure covering a large area such as an entire building, the IC will:
   a. Contact F&O to determine extent of the problem.
   b. Assess whether or not full or partial evacuation of the building is necessary.
   c. Assign DPS personnel to check each office/classroom in each building that is affected to determine if anyone needs assistance evacuating. Priority will be given to individuals with disabilities.
d. Confirm that studios and laboratories using or storing hazardous chemicals and relying upon special ventilation equipment such as fume hoods have evacuated occupants.

e. Assign DPS personnel to secure the building until the problem is corrected.

4. F&O personnel will:
   a. Assign employees to promptly investigate the situation.
   b. Inform the IC of the extent of the problem.
   c. Determine the appropriate and timely response.
   d. Inform the IC and the Safety & Health Officer of any known hazards for occupants remaining in the building and the status of repairs.
   e. Coordinate and monitor the repairs.
   f. Assemble a damage assessment team, if necessary, to access the damage and coordinate salvage related activities. Salvage activities must be coordinated through EHS to ensure area(s) are safe from possible exposure to hazardous chemicals or unsafe conditions such as asbestos, lead, mold, etc.

5. Follow other protocols as identified by F&O.

Additional Utility Failure Information

The following information provides the initial response to other types of utility related emergencies. In each case, DPS should be contacted immediately from a safe location. Follow the evacuation procedures if evacuation of the area or building is required.

1. Electrical/Light Failure
   Natural lighting in the UM-Flint buildings may not provide sufficient illumination in corridors, stairways and inner offices. Having a flashlight and a portable radio available for emergencies is recommended. UM-Flint buildings are equipped with emergency lighting for the purpose of assisting individuals in safely exiting the building.

2. Downed Power Lines
   Power lines and equipment are built to meet rigid state and national safety standards and are safe under normal conditions. But when high
winds, heavy icing conditions or severe storms occur, power lines can come down. Downed power lines should never be touched or have contact with anything, even if sparks are not present. A live wire may whip or sweep through a wide area looking for a ground. A live wire that has already found a ground touching the earth, fence, puddle or tree may lie silent but be equally deadly. Caution should be taken near metal fences after severe weather.

3. Elevator Failure
   If trapped in an elevator, the elevator emergency telephone or a personal cell phone should be used to notify DPS. If there is not a telephone available within the elevator, the emergency alarm located on the front control panel should be activated to alert others for help. A yell for help may be necessary if none of the above options appears to be effective. If an elevator is not working, DPS or F&O should be contacted.

4. Plumbing/Flooding
   DPS should be contacted immediately if a plumbing failure, water main break, or flood is discovered. Electrical equipment should not be used. DPS will notify F&O and secure the area. If necessary, the building may be evacuated and closed until the situation is controlled.

5. Steam Leak/Outage
   DPS should be contacted if a steam leak is detected. DPS will immediately contact F&O. F&O will rely on operating and safety procedures for repair and bringing equipment back on line.

6. Sewage Backup/Release
   A backup can occur when waste or debris has obstructed a system resulting in clogs or slow moving drains or toilets. In the event of a disaster, water and sewer lines may be broken. A backflow, though not common, occurs when water or waste materials come up through a drain or toilet when the plumbing system is not being used. Exposure to sewage or its products and handling human waste may result in contact with infectious agents so it is important to ensure proper safety equipment is used during response activity.
7. **Telephone/IT Failure**
   Telephone or IT failures should be reported to Information Technology Services. It may also be necessary to contact Information Technology Services Communications (ITS Comm) should a failure occur.

8. **Gas Leak**
   All gas leaks should be treated as SERIOUS. DPS should be contacted IMMEDIATELY and all operations should be stopped. Lights or equipment should not be switched on, but if lights are on they should be left on. Electrical arcing can cause ignition or explosion. If necessary, the area and/or the building should be evacuated following the evacuation guidelines in this ERP. DPS will immediately contact F&O to investigate the leak. F&O will immediately report all serious gas leaks to Consumers Energy.

9. **Ventilation Problems**
   Smoke, abnormal or irritating odors coming from the ventilation equipment should be immediately reported to DPS, F&O and EHS. If necessary, evacuate the area and/or the building following the evacuation guidelines in this plan.

10. **Repairing Equipment**
    Only trained and qualified individuals should attempt to service or repair university equipment that is involved in a utility related problem discussed in this section. F&O must be notified if electrical repairs are needed.
E. TORNADO AND SEVERE WEATHER

Severe weather alerts are issued by the National Weather Service. These can include floods, ice, wind, snow and thunderstorms.

1. Definitions

- **Watches** are issued by the National Severe Storm Forecast Center that cover a large area to indicate when and where severe storms are most likely to occur.

- **Thunderstorm watch** implies that storms may develop to sufficient strengths to produce large hail and/or damaging winds.

- **Tornado watch** means that there is a risk but the occurrence is uncertain of both tornadoes and severe thunderstorms.

- **Warnings** are issued by local National Weather Service office located in White Lake when severe weather is occurring. Warnings advise of a threat to life or property.

- **Severe thunderstorm warning** is issued by the National Weather Service when there is evidence based on radar or a reliable spotter report that a thunderstorm is producing or about to produce wind gusts of 58 mph or greater, structural wind damage, and/or hail 1 inch in diameter or greater.

- **Tornado warning** is a violent column of rotating air that is in contact with the ground and is issued based on radar or a reliable spotter report that a tornado is imminent or occurring.
2. Monitoring Severe Weather

Information concerning severe weather that may require immediate action is obtained from the National Weather Service, or nearby city, community and/or governmental emergency service agencies. The DPS Dispatcher shall access this information by continuously monitoring weather broadcasts from the National Weather Service via LEIN or NOAA weather radio located at DPS Dispatch. The radio activates and provides a message when a severe weather/tornado watch or warning is announced by the National Weather Service. When severe weather is predicted, the UM-Flint trained spotters will monitor conditions and follow procedures including reporting to the National Weather Service office in White Lake.

In the event of severe weather, the following procedures shall be followed by UM-Flint students, faculty, staff and visitors, unless directed otherwise by DPS.

3. Tornado/Severe Weather WATCH Procedures

   a. Should a severe weather WATCH (such as a severe snow, rain or wind storm) occur, the DPS Dispatcher will immediately notify the on-duty DPS Shift Supervisor.

   b. The on-duty DPS Shift Supervisor will notify First Street Residence Hall of the WATCH.

   c. Persons interested in being informed or updated of storm conditions may monitor any weather site or monitor a personal radio.

   d. The DPS Shift Supervisor will instruct on-duty DPS personnel to closely monitor the weather for any funnel clouds or threatening conditions, until the DPS Dispatcher communicates that the WATCH has been cancelled or expired.

   e. DPS will continue to monitor the weather conditions. If the WATCH conditions are "upgraded" to a WARNING status, then DPS shall follow the procedures and notifications outlined in the next section.
4. Tornado WARNING Procedures (or Genesee County sirens activated for winds over 70 mph)

a. If there is a tornado WARNING (or Genesee County sirens activated for winds over 70 mph and county residents are notified to shelter), the DPS Dispatcher will immediately notify the on-duty DPS Shift Supervisor.

b. The DPS Shift Supervisor will authorize and approve the use of the public address system, or by some other effective means, notify the campus that a tornado WARNING is in effect and that all persons should immediately move to the nearest shelter area. DPS will activate the public address system or may use the following announcement:

"Due to severe weather conditions, you must take shelter immediately. Walk, do not run to the nearest shelter area in the lower level of the building; preferably the basement and await further instruction. Remain calm, do not exit the building during this severe weather emergency.” (Repeated at frequent intervals.)

c. The on-duty DPS Shift Supervisor will notify the Director of DPS, or designee, who will then notify the Director of University Relations, or designee, to coordinate the activation the Emergency Alert System.

d. The on-duty DPS Shift Supervisor will assign DPS personnel to:
   1. Warn persons in all campus buildings.
   2. Report any persons injured or property damage to the DPS Dispatcher.

e. When a WARNING is issued, all radio users should switch to the “all hazards” channel to monitor activities. This channel should only be used for emergency communications.

f. Faculty and Supervisors should remind individuals to:
   1. Remain calm. Do not run, panic, or cause others to panic.
   2. Quickly gather in small groups of 3-4 people and use the "buddy system" while moving to the nearest shelter.
3. Take additional care to ensure that those with known mobility, hearing, visual disabilities, or other concerns are assisted to the nearest shelter.

4. Assist in the accounting of occupants. This can be done by requesting that groups of "buddies" who evacuated to the shelter area together account for each other. The Emergency Building Coordinators/Emergency Floor Coordinators will notify DPS of unaccounted person(s) known to them.

5. Remain at their shelter area until the "All Clear" is issued by the IC.

g. Faculty and supervisors should be the last to leave their area.

h. The DPS Dispatcher will continue to monitor the local weather conditions under direction of the IC or DPS Shift Supervisor, and shall broadcast the "All Clear" status to all DPS personnel over the radio, when the tornado WARNING is cancelled or expired.

i. Updates will be provided to building occupants, when possible, as to the status of the severe weather WARNING. The DPS Shift Supervisor will assign DPS personnel to notify all persons in each building that the severe weather WARNING has been cancelled or allowed to expire and the “All Clear” has been issued.

j. F&O and DPS will initiate and coordinate the damage assessment effort and provide reports to the AVCBF and EHS.

k. If there is damage caused by the storm, the Director of EHS, or designee, will work with the Genesee County Emergency Manager to notify the National Weather Service and coordinate an on-site tour of the area.
## 5. Emergency Shelter Locations

1. In the event that building occupants are asked to seek shelter they should proceed to the shelter areas identified on the Emergency Guidelines posted in common areas throughout campus.
2. Designated shelter areas should be equipped with emergency lighting and courtesy phones.
3. If unable to shelter in designated area, use nearest restroom on the lowest floor if possible.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Hall (FH)</td>
<td>Rooms 111, 161, 163, and 164 in center of building</td>
</tr>
<tr>
<td>Frances Wilson Thompson Library</td>
<td>Basement, room 120, and hallway behind room 120</td>
</tr>
<tr>
<td>Theatre</td>
<td>Restrooms in hallway, designated rooms in French Hall (see above) or room 251 (stay away from lounge)</td>
</tr>
<tr>
<td>Central Energy Plant (CEP)</td>
<td>Basement</td>
</tr>
<tr>
<td>Hubbard</td>
<td>Basement</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>Use stairs down to basement</td>
</tr>
<tr>
<td>Murchie Science Building (MSB)</td>
<td>First floor in east and west wings away from glass doors and windows</td>
</tr>
<tr>
<td>William S. White Building (WSW)</td>
<td>Move to <strong>first and second floor</strong> and shelter in common hallways, internal offices and classrooms, restrooms, stairwell away from any/all glass windows/diors.</td>
</tr>
<tr>
<td>WSW - Early Childhood Development Center (ECDC)</td>
<td>Rooms 1159, 1160, Tuscola and Mott rooms</td>
</tr>
<tr>
<td>Northbank Center (NBC)</td>
<td>Use stairs down to basement</td>
</tr>
<tr>
<td>First Street Resident Hall</td>
<td>Go to <strong>MSB Loading ramp via shortest route possible, enter thru door, proceed to</strong> first floor in east and west wings of MSB away from glass doors and windows</td>
</tr>
<tr>
<td>Harding Mott University Center</td>
<td>Basement, down the stairs</td>
</tr>
<tr>
<td>University Pavilion (UPAV)</td>
<td>Use stairs to basement</td>
</tr>
<tr>
<td>Pavilion Annex</td>
<td>Men and women's restroom and UPAV basement level</td>
</tr>
<tr>
<td>Riverfront (SOM)</td>
<td>Take stairways to basement or assemble in Banquet area to be lead to basement</td>
</tr>
</tbody>
</table>
FLOODS

Floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states. However, all floods are not alike. Minor or area flooding of the campus could be the result of major multiple rainstorms, a water main break, or loss of power to sump pumps. Flash floods can develop quickly, sometimes in just a few minutes and without any visible signs of rain.

Flash floods often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Flooding can occur when a manmade or ice dam breaks, producing effects similar to flash floods. Overland flooding occurs outside a defined river or stream, such as when a levee is breached, but still can be destructive. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. If walking, rushing water can knock a person off their feet. A foot of water will float many vehicles. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUVs) and pick-ups.

Definitions:
- **Flood Advisory**: Issued when flooding is imminent or occurring, generally within the next one to three hours, but is not expected to substantially threaten life and property.
- **Flood Watch**: Flooding is possible. Tune in to NOAA Weather Radio, commercial radio, or television for information.
- **Flash Flood Watch**: Flash flooding is possible. Be prepared to move to higher ground; listen to NOAA Weather Radio, commercial radio, or television for information.
- **Flood Warning**: Flooding is occurring or will occur soon. If advised to evacuate, do so immediately.
- **Flash Flood Warning**: A flash flood is occurring. Seek higher ground on foot immediately.

**Actions to take:**
- Where applicable, all electrical equipment should be shut off and all laboratory experiments should be secured in the event buildings are damaged.
Floods

- Vital equipment, records, and hazardous materials (chemical, biological and/or radioactive) should be secured and items should be moved to a higher level, if possible.
- Persons should remain calm and monitor the situation. Everyone should prepare to and evacuate when instructed to do so. Streams, drainage channels, and other areas can flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.
- Floodwaters should be avoided as it may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Caution should be taken where floodwater has receded. Roads may have weakened and could collapse under the weight of a vehicle.

Campus Flood Preparedness and Emergency Response Plan (FPERP)

An additional guidance document referred to as the FPERP has been developed to assist in preparing for and responding to potential flood conditions. The document indicates that DPS, EHS, and F&O will coordinate together when flood conditions are possible. When potential flooding goes beyond the flood stage alert, the FPERP team will assign personnel the responsibility to visually monitor, record and report the Flint River elevations each hour to the designated team members. The team will be responsible for implementing various components of the FPERP based on river elevations.

DPS, F&O and EHS monitors the weather conditions for the campus and continually appraises each other if potential flooding conditions are forecasted or otherwise anticipated. If necessary, University Relations will be contacted to send out a campus communication to students and employees of incoming storms or flood conditions. FPERP team members will put appropriate staff on standby.

Examples of Preventative Measures:

**F&O**

- Grounds personnel monitors local weather forecasts and are in communications with EHS and DPS so as to plan and prepare accordingly.
- Inspects and clears debris from grates and drains to allow run off to flow freely and uninterrupted through the storm sewer system. Special attention is given to inspecting drains in high priority areas as well as roof drains.
- Mobilizes equipment that may be used if excessive rain, run-off or flooding occurs threaten campus facilities. Equipment includes sandbags, “sandless”
Hazard Specific Guidelines

Floods

- sand bags, wet vacuums, pumps, inflatable dams/dikes, or inflatable “socks” to divert water.
- Employs electronic monitoring equipment inside building to alert if water enters/infiltrates a space.
- Determines if power to an area/building must be shut down due to threat or actual water infiltration.

**DPS**
- Monitors the NOAA weather radio and LEIN as it relates to any flash flooding or dramatic change in weather conditions.
- Since DPS is a 24/7/365 operation, it is important that DPS monitors the river elevations closely when the campus is under flood WATCH conditions and reports changes to F&O and EHS if significant changes occur or any perceived threat to university facilities/property develop.

**EHS**
- Assesses site safety conditions related to person and property on campus.
- Monitors conditions on campus and communicates with the City of Flint, as needed.
- Works with units to assess the need to relocate prior to flood event.
- Supports F&O, DPS and other units in response and recovery.

Note: See FPERS for specific actions to take at William S White, University Pavilion, Hamilton Dam, etc.
G. HAZARDOUS MATERIAL SPILLS

This section serves as a guidance document to assist employees as well as outside responding agencies in dealing with hazardous material/waste spill emergencies on UM-Flint property. It incorporates and references other contingency plans that deal with chemical, biological, radioactive material issues, but does not replace or supersede those plans.

Individuals shall take appropriate action to protect the safety and health of persons in the immediate area in the event of an imminent or actual spill or release of hazardous material/waste or suspected hazardous material/waste.

If working in a department or area with a Departmental Emergency Response Plan, refer to that plan for any special actions to take, location of emergency equipment, etc. Individuals should be familiar with that plan prior to an emergency.

1. Definitions

- **Incidental Spill (small, controllable)**- A release of hazardous materials that requires a response effort by employees from the immediate work area where the released material can be absorbed, neutralized, contained or otherwise controlled at the time of release by employees in the immediate release area, is not considered to be an emergency response within the scope of this policy. Employees responding to incidental releases must receive proper training as part of the Hazard Communication and/or Laboratory Safety Standards (including Chemical Hygiene Plans, as well as training regarding personal protective equipment and spill clean-up procedures).

- **Major Emergency Release**- An uncontrolled release of hazardous materials that require an emergency response effort by employees from outside the immediate release area or by other designated responders to an occurrence (spill, fire, explosion) which results, or is likely to result, in an uncontrolled release of hazardous materials outside the immediate release areas.

- **High Hazard Emergency**- An emergency of unknown nature; a situation which may be immediately dangerous to life and health; is a threat to
Hazmat Definitions

personnel and/or the public; threatens the surrounding area or facility; and/or involves a toxic gas leak, or a toxic, corrosive or reactive hazardous material.
2. **General Hazardous Materials Response**

a. **Secure the area**

   When discovering a release of hazardous or suspected hazardous material, promptly notify your supervisor as well as everyone in the immediate area of the situation. Secure the area so that only individuals who have the proper training are admitted. "Caution - Do Not Enter" tape, rope and warning signs may be used to secure spill area. Drains, gutters, catch basins and flashings in the area should be protected.

b. Determine if spill is an **Incidental Spill** (small, controllable), a **Major Emergency Release**, or a **High Hazard Emergency** (large, uncontrollable, unknown).

If unsure whether or not it is an "incidental", "major emergency release" or "high hazard emergency", persons should contact a supervisor. If a supervisor is unavailable, DPS should be called at 9-1-1 from any campus phone, 810-762-3333 from any non-university phone, or EHS at 810-766-6763 for assistance.

Once the determination is made, take one of the following actions:

1. **Incidental Spill (small, controllable)** - If the spill is of a known material and is determined to be an incidental spill, within the response capabilities of the immediate employees working in the area, then clean up should be performed according to the department's spill clean-up procedures. Spill control/clean-up equipment is located in several areas across campus, including at each of the shipping and receiving areas, chemical stock rooms, and refueling areas. Spill equipment may also be stored in the individual departments or laboratories. The spill control/clean-up equipment contains basic personnel protective equipment (PPE) and absorbent materials. The packaging, preparation for transportation, transportation and disposal of the hazardous material spill clean-up debris must be coordinated with EHS.
When responding to any spill, the following should be kept in mind:

a. Entry into a hazardous situation is contingent upon having the proper training.

b. Personal protection - Before attempting to do any sort of spill clean-up activity, personal protective equipment (PPE) and clothing appropriate for the material(s) spilled should be worn. Persons should be familiar with the health and safety information contained on the product label and the safety data sheet (SDS). The SDS should be available during clean up, when possible.

c. Avoid breathing vapors and having any direct physical contact with the spilled material.

d. Keep all ignition sources away from the spill (e.g., sparking tools and equipment).

e. Have necessary safety and/or fire-fighting equipment on hand.

f. The release of material should be stopped and contained, if feasible. Equipment should be shut down, valves closed, or the fallen container should be picked up if this can be done safely. Equipment should not be operated or shut down if the person is not qualified. Absorbent pads and booms can be utilized to contain and stop the further migration of hazardous material from the immediate spill area.

g. The department’s established procedures should be utilized, spilled material cleaned up and placed in a sealed container with appropriate label(s). EHS should be contacted to ensure that the appropriate information is contained on the waste container label.

h. DO NOT DISPOSE OF SPILL DEBRIS or CONTAMINATED PPE into the general trash, compactor, down a drain or onto the ground. Contact EHS for disposal instructions.

i. DO NOT call an outside agency to assist in response, unless directed to do so by EHS or the IC.

j. The area should be scrubbed and all spill equipment cleaned thoroughly before reuse. Materials should be replenished in the spill kit.

k. Evaluate incident to determine cause of incident, how to prevent future incidents as well as identify what, if any, equipment or procedural changes may be necessary.
I. Coordinate with EHS to determine whether or not the regulatory “reportable quantity” has been released. Notify EHS for assistance and for coordinating any required reports or communications to the appropriate regulatory agencies.

2. **Major Emergency Release or High Hazard Emergency (large, uncontrollable, unknown)** involves an unknown material, or in a quantity and nature that is beyond the response capabilities of the employees working in the area. **DPS should be called immediately at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone** and told that HAZWOPER trained personnel are needed to assist in the spill response activities.

   a. Individuals need to protect themselves, alert others in the area, secure the area if safe to do so, and call DPS from a telephone outside the immediate spill area, away from danger. The individual needs to provide the following information in a clear and concise manner:

      - Name, title and department.
      - Caller’s location and the location of the incident.
      - Description of the container(s) or equipment that are involved (size, shape, color).
      - Identifying labels and any other relevant information from a safe distance.
      - Type of material (solid, liquid, gas, mist).
      - The specific name, if known, of hazardous material(s) and the associated hazard (for example, benzene, flammable/carcinogen).
      - The estimated quantity of material(s).
      - The estimated rate or flow of released material, e.g., dripping, pouring, “gushing”.
      - The types of injuries and exposures.
      - If sewer or storm drains are located nearby.
      - The actions taken to contain and secure the situation.

   b. DPS Dispatch will notify the IC or designee. To communicate emergency notification and coordinate the isolation or control of critical operations such as building ventilation, the IC will notify the:
Hazard Specific Guidelines

- Safety and Health Officer
- Director of University Relations or designee
- Director of F&O, or designee

c. The IC, Safety and Health Officer, or building manager shall determine if the incident is within the scope and capabilities of UM-Flint trained employees present. The IC may establish an Incident Command Post located a safe distance from the spill area.
d. Individuals should not attempt to rescue someone unless they know what hazards exist and know how to properly protect them from the hazard. Do not move an injured person, unless the person is in immediate danger. Provide first aid only if you are properly trained and are willing. DO NOT BECOME A VICTIM.
e. Untrained person(s) at the scene of the spill who are not involved in the response effort must vacate the affected area at once. The area must be sealed off to prevent further contamination until the arrival of DPS and EHS.
f. If it is determined by either the IC or the Safety and Health Officer that it is beyond UM-Flint's capabilities to safely respond to the incident, the Flint Fire Department and or an environmental contractor shall be notified. EHS will maintain a current list of approved environmental contractors.
g. At any time during the response activities, the IC or the Safety and Health Officer may declare the situation a High Hazard Emergency and STOP UM-Flint employees from continuing the response efforts, if it is believed that they are unable to safely perform the response activities.
h. DPS shall be responsible for securing the area, as well as initiating and monitoring the safe evacuation of the immediate area, building(s), or the campus, depending on the nature and extent of the spill incident. EHS shall coordinate the notification of outside agencies such as the Genesee County Emergency Management Homeland Security/Local Emergency Planning Committee.
i. If occupants are evacuated to the outdoors, individuals should be directed to move to a clear area away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. A campus Incident Command Post may be set up near the emergency site. The assembly area(s) and the Incident Command Post should be located up-wind, up-hill and up-stream from the spill emergency.

j. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remove contaminated clothing, remain in the vicinity but a safe distance from spill incident and provide their names to DPS. A safety shower or eyewash should be used as necessary to decontaminate the individual. Contaminated clothing should be held.

k. EHS should be contacted for instructions to follow for decontamination and disposal.

l. Trained personnel shall perform required first aid and hazardous material clean-up activities.

m. If other hazards exist (fire, explosion, chemical exposure, personal injury), move to the nearest area of safety and follow the appropriate emergency procedures for the conditions, e.g., building evacuation.

n. If at all possible, have the SDS readily available for emergency response personnel.
3. **Radioactive Spills** - Refer to the Radiation Safety Manual

Effects of exposure to radioactive materials may be reduced by minimizing the time exposed, the distance between an individual and the radioactive material and shielding from the source of radiation.

- a. Isolate and contain the spill.
- b. Do not spread the radioactive contamination beyond the immediate area.
- c. Injured personnel should be attended to first as injuries take precedent over radioactive contamination.
- d. Immediately contact UM-Flint Radiation Safety Service (RSS) Officer at 810-762-3275 during normal business hours. After business hours DPS should be called at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone and advised of:
  - Building name
  - Room number
  - Description of incident
  - Radionuclide involved
  - Contact person’s name
  - Phone number at spill site

If UM-Flint RSS is not available call:
1. UM-Flint EHS 810-919-1709
2. UM-Ann Arbor or UM-Ann Arbor OSEH RSS 734-764-6200 or 4420

- e. The spill must be isolated and contained. The affected area should be posted or taped off and an entry “control point” into the area should be established. No one should be allowed into the contaminated area.
- f. The Radiological Safety Officer/PI are the individuals trained in handling radiological materials and who have knowledge to conduct decontamination of any contaminated skin or working surfaces.
- g. Appropriate protective clothing should be worn (long sleeved lab coat, disposable gloves, shoe covers/booties, and safety goggles).
Radioactive Spill

h. Wet spills should be covered with paper towels or pads. All contaminated absorbent materials should be discarded into a solid radioactive waste drum or plastic bag.

i. Dry spills should be covered with slightly dampened paper towels or absorbent pads.

j. All persons should stay in the controlled area until the Radiation Safety Officer has monitored personnel and shown free of contamination.

k. UM-Flint Radiation Safety Service and DPS will immediately notify the UM-Flint Safety and Health Officer (EHS Department) of the radioactive material spill.

l. If an incident is beyond the scope of the UM-Flint Radiation Safety Service, UM-Ann Arbor Occupational Safety and Environmental Health (OSEH) shall be contacted (734-764-6200 or 4420) for further assistance. Refer to the Radiation Safety Manual provided to all UM-Flint Authorized Users. Remember the effects of exposure to radioactive materials may be reduced by minimizing the time exposed, the distance between you and the radioactive materials, and providing shielding from the source of radiation.

m. Follow decontamination and disposal procedures in the Radiation Safety Manual and coordinate with UM-Ann Arbor OSEH Radiation Safety.
4. **Biological Spill**

a. If spill can be handled within the training and response capabilities of the department then:
   1. Isolate and contain the spill.
   2. Individuals should avoid direct contact with the spill. Decontamination should be thorough and complete before leaving the area.
   3. Laboratory personnel who are accidentally exposed to a potentially infectious agent or material should report the incident as soon as possible to the Lab Supervisor/PI, and if not immediately available, notify DPS.
   4. The Lab Supervisor/PI will see that necessary treatment or health monitoring is obtained without delay. The Lab Supervisor/PI and EHS will coordinate medical follow-up with the university designated health clinic and counseling on risk of infection and its consequences.
   5. The Work Connections Illness or Injury Report Form must be completed for all workplace illnesses and injuries at [https://www.workconnections.umich.edu/illnessorinjury.php](https://www.workconnections.umich.edu/illnessorinjury.php).
   6. **SPILL INVOLVING A MICROORGANISM REQUIRING BL1 CONTAINMENT**(biohazard level one less hazardous than flu):
      - The Lab Supervisor/PI should be notified.
      - Disposable gloves should be worn.
      - Paper towels should be soaked in disinfectant and placed over spill area for at least 20 minutes or until air dried. Follow disinfectant label instructions.
      - Disinfectant options are 1 part bleach to 10 parts water or quaternary ammonia disinfectant or other product identified for your specific lab.
      - Towels should then be placed in a biohazard container/bag for disposal.
      - The spill area should be cleaned with fresh towels soaked in disinfectant.
      - Department Lab Supervisor/PI and EHS should be contacted for disposal instructions.
7. SPILL INVOLVING A MICROORGANISM REQUIRING BL2 CONTAINMENT (Biohazard level two – flu, laboratory specimens):

- Persons in the immediate area should be alerted.
- Personal protective equipment must be used.
- Paper towels should be soaked in disinfectant and placed over spill area for at least 20 minutes or until air dried. Follow disinfectant label instructions.
- Disinfectant options are 1 part bleach to 10 parts water or quaternary ammonia disinfectant or other product identified for your specific lab.
- The spill area should be cleaned using fresh towels soaked in disinfectant.
- Towels should then be placed in a plastic bag and decontaminated in an autoclave.
- Department Lab Supervisor/PI and EHS should be contacted for disposal instructions.

b. If the spill cleanup is beyond the capability of the department call DPS at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone.

c. Additional Precautions and Considerations:
   1. Biological spills outside biological safety cabinets could generate aerosols that can be dispersed in the air throughout the laboratory.
   2. These spills are to be taken seriously if they involve microorganisms that spread naturally via aerosol route and require Biosafety Level (BL) 2 or higher containment.
   3. These agents have the potential for producing exposure and infection by infectious aerosols.
   4. To reduce the risk of inhalation exposure in such an incident, occupants should leave the laboratory immediately.
   5. The laboratory should not be re-entered to decontaminate and clean up the spill for at least 30 minutes.
   6. During this time, the aerosol will be removed from the laboratory by the exhaust air ventilation system.
   7. Appropriate protective equipment (PPE) is particularly important in cleaning up large spills involving microorganisms that require either BL2 or higher containment.
8. This equipment includes a lab coat, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, safety goggles and mask or face shield. Use of this equipment will prevent contact with contaminated surfaces, and protect eyes and mucous membranes from exposure to splattered materials.

9. All clean up materials should be properly cleaned, inspected and replaced.

5. **Decontamination Procedures**
   
a. Personnel cleaning incidental spills shall decontaminate the spill area and any equipment used in the cleanup process.

b. All contaminated materials generated from a spill clean-up shall be properly packaged and given to EHS for disposal.

c. All personal protective equipment (PPE) and equipment used in the response shall be decontaminated prior to storage for reuse. If cleaning is not possible, the item shall be properly packaged and given to EHS for proper disposal.

d. All supplies used in the cleanup procedure must be replenished as soon as possible by the individual(s) that used the kit(s).

e. EHS will deem the site safe for re-entry. Upon termination of the incident, DPS personnel shall remove all barricade tape and posted signs.

6. **Disposal Instructions**

   - Contact EHS at 810-766-6763 for specific waste storage, management, and disposal instructions or for the UM-Flint Hazardous Waste Management Program guidelines.
H. SUSPICIOUS PACKAGE

Suspicious packages can take any form – envelopes, objects, letters, books and parcels of varying size, shape and color. Suspicious mail often exhibits some of the following unique characteristics as identified by the USPS and ATF.

1. Letter and Parcel Bomb Recognition Checklist

- Restrictive marking such as “confidential” or “personal"
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles or addressed to title only
- Misspellings of common words
- Oily stains, crystallization or discolorations on packages
- Excessive weight
- Rigid, lopsided, bulky or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- No return address
- Strange odor
- Package makes a buzzing or ticking noise

2. If an object is suspicious and/or the contents of the item cannot be verified with the addressee or sender, the following steps should be followed:

THE ITEM SHOULD NOT BE TOUCHED, TAMPERED WITH OR MOVED!!! Immediately call 9-1-1 from any campus phone or 810-762-3333 from any non-university phone.

a. Suspicious letter or package marked with threatening message:

1. Persons should leave the room and close the door or section off the area to keep others away.
2. Everyone in adjacent areas should be alerted that a suspicious letter or package has been found and asked to clear the area.
3. If the item is believed to be a bomb, the IC will evacuate the building. The bomb threat procedures should be followed.
4. Persons should wash hands with soap and water to prevent spreading any contaminants.
5. A list of all persons in the room should be made when the suspicious letter was recognized and provided to DPS.

b. DPS will record all available information from all sides without making direct contact with the item such as:
   1. Name, address of addressee and sender.
   2. Post office codes, stamps and cancellation date.
   3. Any other markings or labels found on the item.
   4. Any peculiarities (stains, tears, tape, flaps not glued).

c. Contact the addressee to determine if the package was expected.

d. Contact the US Postal Service or appropriate common carrier if the package cannot be verified as legitimate.

e. For an envelope with contaminants, powder and/or powder spilling out:
   1. Any powder should not be cleaned up. The spill should be carefully covered up immediately with anything (e.g., clothing, paper, trash can, etc.) and should not be removed.
   2. Persons should leave the room, close the door or section off the area to prevent others from entering.
   3. The situation should be immediately reported to supervisors and DPS should be called at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone.
   4. All air handling systems (HVAC) may be shut down.
   5. Heavily contaminated clothing should be removed as soon as possible and placed in a plastic bag or other container that can be sealed. This bag should be provided to the emergency responders for proper disposition.
   6. Persons should shower with soap and water as soon as possible, bleach or other disinfectant should not be used.
   7. A list of all persons in the room or area, especially those who had contact with the powder should be provided to DPS.
   8. Individuals should follow instructions of DPS or health care personnel.

Also see: https://about.usps.com/posters/pos84.pdf
I. BOMB THREAT PROCEDURES

All internal storage locations, including custodial closets and lockers that could serve as bomb hiding places, should be secured at all times. Hallways and classroom clutter should be kept at a minimum. All suspicious objects, a potential bomb, or any threat of a bomb on campus should be brought to the attention of DPS at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone.

Persons should NOT APPROACH OR HANDLE THE OBJECT and the area should be immediately evacuated.

1. Bomb Threat

   a. Any person receiving a phoned in bomb threat should ask the following: (See Bomb Threat Report Form)
      - When is the bomb going to explode?
      - Where is the bomb located?
      - What kind of bomb is it?
      - What does it look like?
      - Why did you place the bomb?
      - What is your name?

   b. Do not hang up the telephone even if the person who called hangs up.

   c. The person should try to keep talking to the caller as long as possible and record the following:
      - Telephone number called from, if known
      - Time of call
      - Age and sex of caller
      - Speech pattern, accent, possible nationality
      - Emotional state of caller
      - Background noise
      - Any other relevant information

   d. The incident should be immediately reported to DPS. The DPS Dispatcher will notify the IC. The IC will notify the following individuals depending upon the assessment of the threat (See Emergency Communications Flow Chart):
      - Director of DPS or designee
 Bomb Threat

Hazard Specific Guidelines

- Director of F&O or designee
- Director of EHS or designee
- AVCBF or designee
- Chancellor
- Provost or designee
- Director of UREL or designee

e. If the situation warrants, DPS will notify the following agencies:
   - Flint Fire Department
   - Flint Police Department
   - Michigan State Police Bomb Squad
   - Other law enforcement agencies as deemed necessary, e.g. County Sheriff’s Department, FBI, ATF, etc.

f. The IC will assess the circumstances and determine whether an immediate and full evacuation or any evacuation of the building(s) is required. If the conditions warrant, the IC will implement the appropriate emergency notification and evacuation procedures.
### Hazard Specific Guidelines

**BOMB THREAT REPORT FORM**

Report threatening calls to DPS immediately at 9-1-1 from a university phone or 810-762-3333 from any non-university phone.

**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**

**EXACT WORDING OF BOMB THREAT:**

<table>
<thead>
<tr>
<th>Caller’s Voice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calm</td>
</tr>
<tr>
<td>Loud</td>
</tr>
<tr>
<td>Nasal</td>
</tr>
<tr>
<td>Angry</td>
</tr>
<tr>
<td>Laughter</td>
</tr>
<tr>
<td>Stutter</td>
</tr>
<tr>
<td>Excited</td>
</tr>
<tr>
<td>Crying</td>
</tr>
<tr>
<td>Lisp</td>
</tr>
<tr>
<td>Slow</td>
</tr>
<tr>
<td>Normal</td>
</tr>
<tr>
<td>Raspy</td>
</tr>
<tr>
<td>Rapid</td>
</tr>
<tr>
<td>Distinct</td>
</tr>
<tr>
<td>Deep</td>
</tr>
<tr>
<td>Soft</td>
</tr>
<tr>
<td>Slurred</td>
</tr>
<tr>
<td>Ragged</td>
</tr>
<tr>
<td>Accent</td>
</tr>
<tr>
<td>Clearing Throat</td>
</tr>
</tbody>
</table>

Was the voice familiar, whom did it sound like?

**Sex of caller: Male or Female**

**Age:**

**Background Noises**

- 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
- Incoherent
- Message Read
- Taped
- Foul
- Irrational

**Remarks:**

Remember, if received on:
- Telephone - Do not hang up phone
- Computer - Do not delete email
- Paper - Do not handle paper
2. **Discovery of a Potential Bomb**

   If a potential bomb is discovered, DO NOT APPROACH OR HANDLE THE OBJECT. Immediately clear the area and call DPS at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone.

   a. The person finding the suspicious should notify DPS as to its exact location, description and approximate size.

   b. The DPS Dispatcher will immediately inform the IC, who will notify one or more of the following individuals or agencies (See Emergency Communications Flow Chart):

      - Director of DPS or designee
      - Director of F&O or designee
      - Director of EHS or designee
      - AVCBF or designee
      - Chancellor
      - Director of UREL or designee
      - Flint Fire Department
      - Flint Police Department
      - Michigan State Police Bomb Squad

   c. The IC will assess the circumstances and determine whether an immediate and full evacuation of the building(s) is required. If the conditions warrant, the IC will implement the emergency notification and evacuation procedures. DPS will alert the building occupants to begin evacuation.

3. **If the situation warrants**

   a. DPS will search assembly areas prior to initiating the building evacuation.

   b. DPS will alert the building occupants to begin evacuation. Alarms WILL NOT be used to alert occupants due to the possibility of setting off the bomb.

   c. Drawers or cabinets should not be opened or lights or equipment should not be turned on or off.
d. Once outside, individuals are required to move to the assembly area location for the affected building. Streets, fire lanes, hydrants and walkways must be kept clear for emergency vehicles and crews.

e. The IC, or DPS shift supervisor under the direction of the IC, will identify the location of the command post.

f. Additional personnel from F&O, EHS, etc., may be called to assist DPS in the response effort.

g. The IC will instruct all DPS personnel and other personnel involved in the response effort to:
   - Turn off all radios and pagers before entering the building.
   - Do not touch any suspicious object found in the building, leave building and report exact location of suspicious object.
   - Limit all radio transmissions to OUTSIDE of the building.

h. The IC will assign DPS personnel to assist in evacuating the building and immediate area(s) adjacent to the effected building(s) as well as securing the building to prevent unauthorized persons from entering the building. Other personnel may be assigned according to their level of training and familiarity with the building and emergency procedures.

i. The IC will assign DPS personnel to search for any suspicious objects in and around the exterior of the building(s). If UM-Flint personnel are assisting in searching for suspicious objects, they should be accompanied, if possible, by a person knowledgeable in recognizing bombs and experienced in bomb emergencies.
m. F&O personnel may be asked by the IC to provide assistance and/or advice concerning mechanical rooms, boiler rooms, penthouse areas, utility tunnels and other areas where access is restricted to F&O employees. F&O employees should be advised of the following:

- Turn off all radios and pagers before entering the building.
- Suspicious object found in the building should not be touched. Persons should leave the building and report the exact location of the suspicious object.
- All radio transmissions should be limited to OUTSIDE of the building.

4. Bomb Explosion

a. DPS Dispatcher will immediately notify the IC.

b. DPS will secure the building; prohibiting individuals from entering or coming near the building(s).

c. The IC will coordinate/delegate notification of the explosion to the following:

- Director of DPS or designee
- Director of F&O or designee
- Director of EHS or designee
- AVCBF or designee
- Chancellor
- Director of UREL or designee
- Flint Fire Department
- Flint Police Department
- Bureau of Alcohol, Tobacco and Firearms (ATF)
- Federal Bureau of Investigation (FBI)
- Michigan State Police Bomb Squad

d. The IC will implement evacuation procedures for the area or building(s) affected.
e. Assist medical rescue team(s) to locate and evacuate the injured.

f. Other emergency procedures will be followed according to incident and conditions (e.g., spill emergency, fire and medical emergency procedures).
J. ACTIVE SHOOTER (OR SIMILAR POLICE/SECURITY INCIDENT)

An active shooter is a person or persons who appears to be actively engaged in killing or attempting to kill people in populated areas on campus – typically employing the use of firearms. In some cases active shooters use other weapons and/or improvised explosive devices (IED) to cause additional victimization and to act as an impediment to law enforcement and emergency services responders. There may be no pattern or method to their selection of victims.

In general, how individuals respond to an active shooter will be dictated by the specific circumstances of the encounter. Individuals becoming involved in an active shooter situation should remain calm and call DPS at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone as soon as possible. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

Hostage or barricaded subject situations often take place over a longer period of time and usually there is no ongoing injury or loss of life. These situations are often managed through the deployment of specialized units, as time allows. Both hostage and barricaded subject situations can rapidly shift to active shooter situations and vice versa.

If involved in an active shooter situation, individuals should try to remain calm and call 9-1-1 as soon as possible. If able, give a description of the individual, the location and number of victims, and provide the location and a description of any suspicious devices (weapons, improvised explosive devices) if possible.

For an active shooter outside or inside of a building:

1. Get Out/Run
   - Run and escape or evacuate the building if a safe path is available.
   - Encourage others to leave but don’t slow down to escape.
   - Prevent others from walking into the danger zone and call DPS at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone 9-1-1.

2. Hide Out
   - Find a place to hide if unable to get out.
   - Turn off lights.
Hazard Specific Guidelines

Active Shooter

- Lock door, barricade the door.
- Silence ringer and vibration mode on cell phones.

3. Take Out/Fight
- Work together or alone, act with aggression and use improvised weapons (e.g. laptop, garbage cans, books, etc.) to disarm the shooter. Commit to take the shooter down.

Responding police officers are trained to proceed immediately to the area in which shots were last heard. The purpose is to stop the shooting as quickly as possible. Police officers may be dressed in regular patrol uniforms or may be wearing external bulletproof vest, Kevlar helmets, and other tactical equipment. Officer may be armed with rifles, shotguns or handguns and might be using pepper spray or tear gas to control the situation.

Individuals should remain calm, follow the officer’s instructions, put down any packages, bags, cell phones and keep hands visible at all times. Advise the police officers where the shooter is, if known.

The first police officers that arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first police officers into the secured areas to treat and remove injured persons. Individuals involved should remain at whatever assembly point that authorities designate.

The scene will be treated as a crime scene and police usually will not allow anyone to leave until the situation is fully under control and all witnesses have been identified and questioned.

If an active shooter situation develops, the university will set up unified command with other law enforcement to manage the event. The university will provide the most accurate and timely information available to students, faculty, staff and the community through all available communications channels.

Department specific “Secure in Place” plans - Some departments may need to further evaluate their operations and determine if a department specific lockdown/lockout procedure is needed. DPS and EHS will assist departments in their evaluation of risks and development of their department specific procedures.
K. VIOLENT OR CRIMINAL BEHAVIOR

UM-Flint has zero tolerance for the violence of one person toward another. Everyone shares in the responsibility of helping make our community a safe place to live, learn and work. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If a person is a victim or observes a criminal act or a suspicious person on campus call DPS at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone immediately and the following should be provided:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.
5. Description of any weapon involved.

Persons should take cover immediately if there is gunfire or explosives discharged. Refer Secure in Place/Lockdown section.

What to do if taken hostage:
DPS provides the following tips to help in survival of a hostage situation.

1. Remain patient and avoid drastic action.

2. Follow instructions as the initial 45 minutes are the most dangerous. Stay alert and stay alive. The captor is emotionally unbalanced. Try to ascertain why you have been abducted. There are a variety of motivations for abduction, from sexual assault to ransom demands to political leverage. How a person interacts with the captors, and whether an escape is risked, should depend at least partly on the captors’ motivation. If being held for ransom or to negotiate their release or escape from law enforcement, you are most likely worth more alive than dead. If captured by a serial killer or sexual predator or in retaliation for some political or military action, the abductor likely intends to kill you. Your decision of whether and when to attempt an escape should be made based on this information.
3. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor with respect and attempt to “connect” with the captor. Attempt to establish rapport. Talk about caring for a family member or children. The key is to have the captor view you as a person and not an object.

4. Try to rest. Avoid speculating. Comply with instructions. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear can be advantageous.

5. Be observant. When released, or upon escape, the personal safety of others may depend on what is remembered about the situation.

6. Be prepared to answer the police on the phone. Be patient. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.
Hazard Specific Guidelines

Death of Student, Faculty or Staff

L. DEATH OF STUDENT, FACULTY OR STAFF

The death of a student, faculty or staff member involves several areas that need attention and immediate action. The areas, though not necessarily in order of action steps, are as follows:

- Determining the identity of the affected individual.
- Means by which the incident occurred (accident, suicide, etc.).
- Location of the incident (on campus/off campus, which also includes international venues).
- Notification of the family.

1. Division of Student Affairs should:
   a. Determine how the information on the incident will be obtained and how it will be delivered, as needed.
   b. Provide guidance as necessary to students, faculty and staff.
   c. Contact counseling outreach resources (FASAP, CAPS, etc.), as necessary.
   d. Follow proper university protocol for family notification.

2. If the event occurred in a campus building:
   a. DPS should be called at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone for immediate assistance.
   b. DPS will secure the area to prevent onlookers from accessing it.
   c. Someone should be designated to meet the emergency responders and escort them to the affected area.
   d. Remain calm and take direction from campus authorities on needed action.
   e. Be prepared to evacuate to the assembly area.
   f. If the incident involved property damage, F&O should be contacted for immediate response.
   g. DPS may need to secure the scene from use if a criminal matter is involved.
3. If the event occurred off campus:
   
a. Follow proper university protocol for family notification.

b. Be sensitive to the needs of co-workers, friends, acquaintances, and family members of the deceased as they try to integrate back into the day-to-day operation of the university.

c. Staff training on topics such as stress management, managing grief, and post-traumatic stress disorder should be considered.

d. The following resources are available:

   Counseling and Psychological Services (CAPS): http://caps.umich.edu/
   Faculty & Staff Assistance Program (FASAP): http://www.hr.umich.edu/mhealthy/programs/mental_emotional/counseling-consultation/fasap/
M. INFORMATION TECHNOLOGY CYBER SECURITY

1. Information Technology Services (ITS) collaborates with individual units to develop a security strategy and to implement best practice security processes. ITS activities include:
   a. Facilitating campus-wide incident response activities.
   b. Providing services such as security assessments and consultation, network scans, education, and training.
   c. Managing IT security issues.

2. The types of incidents reported to ITS include:
   - Unauthorized exposure of private personal information (which may lead to identity theft or misrepresentation).
   - Computer break-ins and other unauthorized use of systems or data.
   - Unauthorized changes to computers or software.
   - Equipment theft or loss.
   - Interference with the intended use of information technology resources.

3. A serious incident is defined as meeting one or more of the following criteria:
   - Involves potential unauthorized disclosure of sensitive information.
   - Involves serious legal issues.
   - May cause severe disruption to critical services.
   - Involves active threats.
   - Is widespread.
   - Is likely to raise public interest.

4. Sensitive information includes (but is not limited to) personally identifiable information such as:
   - Social Security number.
   - Credit card number.
   - Driver's license number.
   - Student records.
   - Protected health information (PHI).
   - Human subject research.
5. Passwords and other security related information are treated as sensitive.
   
a. Everyone should become familiar with university security incident reporting and management guidelines.
   b. A strong password or pass phrase is recommended. It should be at least nine characters and include a mixture of letters, numbers and symbols.
   c. The response template should be used to establish standard security incident response procedures.

6. Unit incident response procedure template (version is available by contacting the UM Flint ITS Data Security staff 762-3123). This document is a template for units to customize as necessary to create their own local incident response procedures. Once various roles are identified, this document will fulfill the requirement for units to have local procedures.

7. Students, faculty and staff must be aware of information that could cause harm if in the wrong hands. They should assume responsibility for security of computer accounts, passwords and workstations. Only appropriate persons should have access to sensitive data. Securely delete or shred information that is no longer needed. Check with ITS for details.

   Visit http://safecomputing.umich.edu/privacymatters/ for more information.

8. All suspected incidents should be reported to the ITS Department and your supervision immediately. If the incident poses an immediate danger, call DPS at 9-1-1 from any campus phone or 810-762-3333 from any non-university phone.

9. ITS will perform additional vulnerability analysis, determine cause and effects of the incident and identify potential further actions.
N. INFECTIOUS DISEASE OUTBREAK

An infectious communicable disease outbreak may involve an outbreak of meningitis, tuberculosis, mumps, SARS, avian flu, anthrax, botulism, smallpox, or some other public health problem that could cause significant impact or disruption to a portion or all of the campus community.

1. A suspected exposure to an infectious communicable disease that could result in further exposure or outbreak, should be reported to DPS at 911 from any campus phone or 810-762-3333 from any non-university. DPS will immediately contact the appropriate individual(s)/department(s) appropriate to further investigate the issue.

2. The CHO, or designee, located at the UHWC will provide the needed medical and health perspective and expertise for the university’s medical response to any infectious disease outbreak. The CHO will coordinate their investigation and response with the EHS Director or designee.

3. Upon report of a possible infectious disease outbreak, the CHO in conjunction with EHS will obtain as much information as possible about the type of disease, where the outbreak occurred, and how many people are affected.

4. The CHO in conjunction with EHS will validate infectious hazard and risk related information with the Genesee County Public Health Department, as needed.

5. The CHO will assess the situation, work with EHS to determine the risk to the campus community, and, if needed, begin preventive measures to limit the spread of the disease.

6. The CHO in conjunction with EHS will assess the need and if appropriate notify the following individuals of the situation:

   - Chancellor
   - Vice Chancellor for Student Affairs
   - Provost
Hazard Specific Guidelines

Infectious Disease Outbreak

- AVCBF who in turn will notify the Vice Chancellor of Business & Finance
- Director of Housing & Residential Life
- Director of URel

7. To reduce further exposure or risk of outbreak, it may become necessary for individuals to be required to stay away from campus until healthy or threat of further spreading the infectious hazard no longer exists. This may include students, staff and faculty staying home. Residential students may need to be temporarily relocated so that they are safely isolated from others and monitored until healthy.

8. The CHO and EHS will coordinate with outside agencies, as deemed necessary. This might include, but not limited to the Genesee County Health Department, The State Department of Community Health Services, and the UM-Ann Arbor Chief Health Officer.

9. The CHO or designee will notify the families of affected students if appropriate. The Vice Chancellor for the Division of Student Affairs or designee will provide information to the student body, if necessary. Director of Housing and Residential Life will provide information to students living in university residential housing, if necessary. EHS or the AVCBF or designee will provide information to employees.

10. The Director of URel will coordinate any campus wide communications, media releases and interviews, as necessary. Information related to any widespread infectious disease outbreak will be available on the UM-Flint’s website www.umflint.edu.

11. Further information and resources on Pandemic Flu Preparedness Planning, visit the EHS website http://www.umflint.edu/ehs/Pan%20Flu%20Planning.htm.
O. FOODBORNE ILLNESS

Foodborne illnesses are usually referred to as food poisoning, which are caused by pathogenic bacteria, viruses, or parasites that contaminate food. According to the Center for Disease Control and Prevention (CDC) website, [www.cdc.gov/foodsafety/](http://www.cdc.gov/foodsafety/), the most common foodborne infections are caused by the bacteria Campylobacter, Salmonella, E. coli O157:H7, and by a group of viruses called calicivirus, also known as the Norovirus and Norovirus-like viruses. An outbreak is the illness of a group of people who became sick by eating the same contaminated food. Most cases are mild and cause symptoms for only a day or two; however serious cases cause as many as 5,000 Americans deaths annually.

There is a delay from the time contaminated food is eaten before illness onset, which ranges from hours to days. Symptoms depend on the type of infection, but typically include diarrhea, abdominal cramps, and nausea. Laboratory tests identify the type of infection if the ill seek medical attention, however many do not and even when they see a doctor, many times lab tests are not ordered. The CDC suggests that the actual incidence of infection is nearly 40 times higher than diagnosed and reported.

Foodborne illness outbreak is an incident involving two or more unrelated individuals, living separately, and reporting similar symptoms or excreting the same pathogen, with a time or place association between them. However, a single case of a rare disease such as botulism or mushroom poisoning is considered an outbreak.

The CHO and EHS should be contacted to report suspected, apparent, confirmed, or exposed cases of foodborne illness or food contamination. Any food service employee that may be infected with a gastro-intestinal or respiratory disease in a communicable form, who resists restriction, or who has an infected wound on a hand or arm but refuses to wear appropriate plastic gloves should be reported. The CHO will coordinate the investigation and response with the EHS Director, or designee and EBS representative, if appropriate.
1. A suspected potential exposure to a foodborne illness that could result in further exposure to others, should be reported to DPS at 9-1-1 from a university phone or 810-762-3333 from any non-university phone; they will in turn immediately contact the appropriate individual(s)/department to further investigate the issue, as needed.

2. The CHO or designee located at the UM-Flint Urban Health and Wellness Center (UHWC) will provide the needed medical and health perspective and expertise for the university’s medical response to any foodborne illness. The CHO will coordinate their investigation and response with the EHS Director or designee.

3. Upon report of a possible foodborne illness, the CHO in conjunction with EHS will obtain as much information as to where it originated and how many people are affected.

4. The CHO and EHS may draw on the assistance of the UM-Ann Arbor Chief Health Officer and will validate information with the Genesee County Public Health Department to determine the risk to the campus community.

5. The CHO in conjunction with EHS will assess the need, and if appropriate, notify the following individuals of the situation:
   - Chancellor
   - Vice Chancellor for Student Affairs
   - Provost
   - Assistant Vice Chancellor of Business & Finance (AVCBF) who in turn will notify the Vice Chancellor of Business & Finance
   - Director of Housing & Residential Life
   - Director of University Relations

6. The CHO and EHS will coordinate with outside agencies, as deemed necessary. This might include, but not limited to the Genesee County Health Department, The State Department of Community Health Services, and the UM-Ann Arbor Chief Health Officer.

7. The CHO, or designee, will notify the families of affected students, if appropriate. The Vice Chancellor for the Division of Student Affairs or designee will provide information to the student body, if necessary. Director of Housing and Residential Life will provide information to
students living in university residential housing, if necessary. EHS or the AVCBF, or designee, will provide information to employees.

8. The Director of URel will coordinate any campus wide communications, media releases and interviews, as necessary. Information related to the foodborne illness will be available on the UM-Flint's website www.umflint.edu.
An earthquake is a sudden slipping or movement of a portion of the earth’s crust, accompanied and followed by a series of vibrations. An aftershock is an earthquake of similar or lesser intensity that follows the main earthquake. Earthquakes strike suddenly and without warning at any time of the day or night.

During an earthquake, individuals should:

1. Remain calm.
2. IF INDOORS, seek refuge in a doorway, under a desk or table, stay away from glass windows, shelves, and heavy equipment.
3. IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Power or utility lines should be avoided as they may be energized.
4. IF IN AN AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers if no other shelter is available.
5. After the initial shock, evaluate the situation and if emergency help is necessary
6. BE PREPARED FOR AFTERSHOCKS.
7. If hazards resulting from the earthquake should occur such as fires, hazardous material spills, and/or power outages, DPS should be contacted and appropriate emergency guidelines should be followed.
Q. INTERNATIONAL TRAVEL

The International Travel Advisory Committee (ITAC) sets policy and serves as the advisory committee for assessing and monitoring the safety and security of students, faculty and staff traveling out of the country. The Provost for Academic Affairs, or designee, is the final authority in evaluating and approving recommendations of ITAC and other constituencies in consultation with the International Center Director. See the International Travel Faculty/Staff Leader Handbook, the International Travel Crisis Management Handbook, and the International Travel Student Handbook for more information. These documents outline program requirements, planning, health and safety, and procedures to manage emergencies abroad. Information for faculty and staff interested in designing a group program can be found at Short-term Program Development. Also see the University of Michigan Standard Practice Guide for the International Travel Policy.
R. SPECIAL EVENTS

Special events can include such activities as graduation, VIP visits, concerts, performances, conferences, and other events that may draw large crowds or cause security concerns, etc. The primary goal is to maintain a comfortable, safe campus atmosphere and protect university property from damage or loss of use. The following areas need to be considered and determined in the planning and response to an event.

1. Identify the primary responsible person in the department that will be conducting the event.
2. Conduct a pre-planning meeting that may include representatives of EBS, Student Affairs, URel, DPS, EHS, and/or other departments or organizations.

The primary responsible person will develop an Event Action Plan (see following Event Action Plan Summary Sheet).

3. Determine how event staff will address communications, managing lost and found persons, lost and found property, reporting/providing first aid and calling for emergency services.
4. In the event of an emergency during the event, staff will be notified by the IC or his designee using radios and or PA system of specific instructions to evacuate, shelter, or secure in place.
5. Staff should notify the event organizer and the IC of anyone requiring assistance during an emergency beyond staff’s capabilities. Staff should not place themselves at risk during emergency situations.
6. Event staff are responsible for assisting event participants with evacuation, shelter, or secure in place. They should advise DPS on any individuals not accounted for.
7. All streets, fire lanes, hydrant areas and walkways are to be kept clear for emergency vehicles and personnel.
8. When notified by DPS, staff should communicate to all participants that an All Clear has been issued.
**Event Action Plan Summary Sheet**

**SECTION ONE – General Event Information**

<table>
<thead>
<tr>
<th>Name of event</th>
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<tbody>
<tr>
<td>Proposed event date/time</td>
</tr>
<tr>
<td>Dept. or Org. sponsoring event</td>
</tr>
<tr>
<td>Primary Contact Person/Event Coordinator</td>
</tr>
<tr>
<td>Detailed Description of Event</td>
</tr>
<tr>
<td>Venue/Location</td>
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<tr>
<td>Parking</td>
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<tr>
<td>Expected number of Attendees</td>
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<td>Max. Occupancy</td>
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### SECTION TWO – Resources and Staffing

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<thead>
<tr>
<th>Resources and or equipment needed</th>
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<tr>
<td>Staffing needs &amp; complete table in Section Four</td>
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<td>Volunteer needs – explain roles and responsibilities</td>
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### SECTION THREE – Communications & Hazard Assessment

<table>
<thead>
<tr>
<th>Method of Communications</th>
<th>Emergency</th>
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<tbody>
<tr>
<td></td>
<td>Medical</td>
<td>Fire</td>
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<td>Severe weather</td>
<td>Utility failure</td>
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<td></td>
<td>Bomb threat</td>
<td>Campus closing</td>
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<td></td>
<td>VIP Guests</td>
<td>Special needs</td>
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<thead>
<tr>
<th>Emergency planning &amp; hazard assessment</th>
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<tbody>
<tr>
<td></td>
<td>City of Flint Police</td>
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<tr>
<td></td>
<td>County Sheriff</td>
</tr>
<tr>
<td></td>
<td>City of Flint Fire</td>
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<table>
<thead>
<tr>
<th>Other large events scheduled that day?</th>
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### SECTION FOUR - Key Staff, Assignments and Contact Information

List specific staff scheduled for event and their contact information (see table below)

<table>
<thead>
<tr>
<th>Department</th>
<th>Staff Name</th>
<th>Responsibilities</th>
<th>Office #</th>
<th>Cell #</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPS</td>
<td></td>
<td></td>
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### SECTION FIVE – Relevant Supporting Documentation

Attach relevant floor plan(s), identify operational zones, sketch of event layout, evacuation routes, shelter area(s), staging of equipment/resources, volunteer room, additional emergency contact numbers, Emergency Response Guideline Flip Chart, any additional documentation.
IX. APPENDICES

The following Appendices are intended to be used as reference documents and tools for prevention, preparedness, response, recovery and mitigation efforts.

A. Follow Up/Recovery/After Action Report Template
B. Glossary of Terms
C. Emergency Management/Homeland Security Acronyms
D. Record of Revisions and Plan Distribution
E. Directive Letter on NIMS Compliance
Appendix A:

Follow Up/Recovery/After Action Report Template

Building/Dept/ Unit: __________________________ Date of Incident _______________________

1. IC, or designee, will review area to determine if safe to return.
2. IC will notify the AVCBF that “All Clear” is broadcast in building.
3. Occupants should be aware and report broken glass, electrical wires, tripping hazards, power outage, general infrastructure damage to F&O 810-762-3223 and DPS 810-762-3333.
4. F&O may assemble a salvage team to assess and determine extent of damage.
5. EHS may evaluate the area to determine any potential public health & safety related issues.

Incident:

____ Fire or Explosion ______ Medical ______ Flood
____ Severe Weather / Tornado ______ Hazardous Material Spill/Release ______ Power Outage
____ Bomb Threat / Suspicious Package ______ Intruder/Active Shooter/Workplace Violence ______ Other (Specify)

Incident Start Time: _______________ Incident End Time: _______________

Agencies (emergency and non-emergency) Responded:

____________________________________________________________________________________

____________________________________________________________________________________

What Occurred During Incident (briefly summarize):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

After Action Review Record: Date Conducted: _______ Time Conducted: ________________

Individuals Included:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What Needs To Be Improved:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Recommendations:

____________________________________________________________________________________

____________________________________________________________________________________

Preparers Signature: __________________________ Date: __________________________
Appendix B:

Glossary of Terms

Provided below is a list of terms that are often used in emergency management, some are used in this document while others may be encountered when reviewing planning resources or involved in a response.

**Agency** is a division of government with a specific function offering a particular kind of assistance. In an Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative** is a person assigned by a primary, assisting, or cooperating agency that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management.

**Alert** is an incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely.

**Appendix** – A plan element attached to a functional annex to provide information on special approaches or requirements generated by unique characteristics of specified hazards identified as being of particular concern to the jurisdiction.

**Applicant** – A State agency, local government, or private non-profit facility submitting a request for direct Federal Assistance under the Act or on whose behalf the Governor’s Authorized Representative takes such action.

**Area Command (Unified Area Command)** is an organization established to: (1) to oversee the management of multiple incidents that area each being handled by an ICS organization, or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams (IMT) have been assigned.

**CAPS** refers to the UM-AA Counseling and Psychological Services see [http://www.umich.edu/~caps/](http://www.umich.edu/~caps/).

**Chain of Command** is a series of command, control, executive, or management positions in hierarchical order of authority.

**Command Staff** in an incident management organization consisting of the Incident Commander and the special staff positions of Public Information/Media Liaison, Safety Officer, and other positions as required, that report directly to the Incident Commander.

**Congregate Care Facilities** – Public or private buildings in the reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as "fallout shelter".
**Contamination** is the deposit of chemical, biological or radioactive material on the surfaces of structures, objects, or persons following a radioactive incident/explosion, a hazardous material incident, or biological incident.

**Continuity of Operations Plan (COOP) (or Business Continuity Plan)** is a logistical plan for how an organization will recover and restore interrupted critical function(s) within a predetermined time after a disaster or extended disruption. This includes Business Continuity Plans (BCP) also known as University Continuity Plans (UCP) that primarily focus on identifying critical operations and continuing operations with limited resources.

**Crisis Relocation Plan (CRP)** – The contingency planning designed to move populations from high hazard areas to those of lower risk and to provide for their wellbeing (e.g., congregate care housing, feeding, fallout protection, etc.). It is also frequently referred to as evacuation planning.

**Critical Worker** also referred to as Critical Staff or employee is an individual whose skills or services are required to continue operation of vital facilities at the UM-Flint.

**Disaster Recovery** p.14

**Decontamination** is the reduction or removal of contaminating material from a structure, area, object, or person.

**Decontamination Center** – A location with shower facilities used to monitor evacuees for contamination and to decontaminate evacuees and their belongings, if necessary. Several of these centers may be established on the periphery of the hazard area. They may also double as reception centers.

**Department of Public Safety (DPS)** is a full-service law enforcement entity providing the UM-Flint with police services, 9-1-1, crime prevention and parking enforcement.

**Disaster** is an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including but not limited to fire, flood, snowstorm, ice storm, tornado, wind storm, oil spill, utility failure, explosion, civil disorders, as defined in Act 390, P.A. 1976, as amended.

**Disaster Application Center (DAC)** – A facility established within or adjacent to an affected area for the purpose of providing disaster victims with "one-stop" service in meeting their disaster or emergency needs. It is usually staffed by representatives of Federal, State and local government agencies, volunteer organizations and certain representatives of the private sector.

**Emergency**, absent a Presidential declared emergency, is any incident(s), human-caused or natural, that requires response action to protect life or property.

**Emergency Alert System (EAS)** – A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other
natural emergency as provided by the Emergency Alert System Plan.  
http://www.fema.gov/emergency/ipaws/eas_info.shtm

Emergency Management Coordinator is the person appointed pursuant to Act 390, P.A. 1976, as amended, to coordinate emergency management activities for an emergency management program.

Emergency Management Division (EMD) is the division within the Department of State Police, which coordinates the comprehensive emergency management activities of the state and local government and maintains the Michigan Emergency Management Plan (MEMP).

Emergency Management Program (EMP) is the basic emergency planning and operational entity at the local government level in Michigan.

Emergency Operations Center (EOC) is the physical location at which the coordination of information and resources to support incident management activities normally takes place.

Emergency Operations Plan (EOP) or Emergency Response Plan (ERP) is a “steady-state” plan maintained for responding to a wide variety of potential hazards. The EOP takes a systematic approach and framework to managing the emergency management responsibilities for five interrelated, critical activities: mitigation, preparedness, response, recovery, and planning.

Emergency Preparedness is the judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of any kind, whether from enemy attack, man-made or natural sources.

Emergency Public Information – Information which is disseminated before, during and/or after an emergency designed to instruct and transmit direct orders to the public via the news media.

Emergency Response Provider includes Federal, State or local emergency DPS, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies and authorities.

Environment, Health and Safety (EHS) works to maintain a safe and healthy environment at the university; surveys matters of environmental and occupational safety and accident prevention. In addition, EHS facilitates emergency preparedness and continuity planning for the campus and acts as a liaison between the UM-Flint and Ann Arbor campus in the areas of health, safety and emergency preparedness planning.

Evacuation is an organized, phased, and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuation Control Procedures – The plans made by the various services to outline their duties and to ensure the orderly movement of people during the evacuation period.
Event is a planned, non-emergency activity. ICS can be used as the management system for a wide range of events (e.g. parade, sporting event, or concert).

Executive Policy Group is the governing body of the UM-Flint.

Expedient Shelter – Any shelter constructed in an emergency or crisis period.

FASAP refers to UM-AA Faculty and Staff Assistance Program that provides counseling services to employees on all three campuses at the request of an individual or department. [http://www.umich.edu/~fasap/](http://www.umich.edu/~fasap/) UM-Flint employees can work directly with FASAP or through the UMF Human Resource Department.

Fallout (radioactive) – The process of the fallback to the earth’s surface of radioactive particles. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles, which reach the earth within 24 hours after a nuclear explosion. The delayed (or worldwide) fallout consists of the smaller particles, which ascend into the upper troposphere and into the stratosphere and are carried by winds to all parts of the earth. The delayed fallout is brought to earth mainly by rain or snow, over extended periods ranging from months to years.

Fallout Shelter – A habitable structure, facility, or space, public or private, used to protect its occupants from radioactive fallout. Space is allocated at 10 square feet per person.

Federal Coordinating Officer (FCO) – Responsible for the coordination of all federal disaster assistance efforts in the affected area. The FCO works closely with the State Coordinating Office (SCO) to assure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

Federal Emergency Management Agency – is an agency of the United States Department of Homeland Security with the primary purpose to coordinate the response to a disaster.

Federal Response Plan (FRP) – The plan developed and maintained by 26 federal departments and agencies, and the American Red Cross, which guides the provision of Federal assistance to a state and its affected local governments impacted by a catastrophic or significant disaster or emergency which results in a requirement for Federal response assistance.

Federal-State Agreement (FEMA-State Agreement) – The document executed by the Governor, acting for the State and the Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provision of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

FEMA is the Federal Emergency Management Agency.

Floodplain – The area adjoining a river, stream, watercourse, ocean, lake or other body of standing water that has been or may be covered by flood water.
**Floodway** – The channel of a river or stream and those parts of the flood plains adjoining the channel which are required to carry and discharge the floodwater or flood flow of any river or stream.

**Governor** – The Chief Executive or Acting Chief Executive of the State of Michigan.  
**Governor’s Authorized Representative (GAR)** – The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applicants for public assistance.

**Hazard** is an area designated by the Federal government, or locally through a hazard vulnerability analysis, which are more likely to experience the direct effect of natural or man-made disasters.  
**Hazard Mitigation** is all methods and measures employed to eliminate or make less severe the effects of a major disaster or emergency and of future disasters in the affected area.  
**Homeland Security** is a concerted national effort to prevent terrorist attacks within the United States, reduce America’s vulnerability to terrorism, and minimize the damage and recover from attacks.  
**Homeland Security Advisory System** is designed to disseminate information regarding the risk of terrorist acts to federal, state and local authorities and to the American people.  There are two levels: Elevated – warns of a credible terrorist threat against the United States; Imminent – warns of a credible specific and impending terrorist threat against the United States. This system was recently replaced by the National Terrorist Advisory System [http://www.dhs.gov/files/programs/ntas.shtm](http://www.dhs.gov/files/programs/ntas.shtm)

**Incident** is an occurrence or event, natural or human-caused that requires an emergency response to protect life or property.  Incidents can, for example, include major disasters, emergencies, terrorist attacks, fires, floods, hazardous materials spill, public health and medical emergencies, and other occurrences requiring an emergency response.  
**Incident Action Plan (IAP)** is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident.  It may include the identification of operational resources and assignments.  
**Incident Command Post** is the field location at which the primary tactical-level, on-scene incident command functions is performed.  
**Incident Command System** (ICS) is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.  ICS is the combination of facilities, equipment, personnel, procedures, and communications operation within a
common organizational structure designed to aid in the management of resources during incidents.

**Incident Commander (IC)** is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Increased Readiness Reporting (IRR)** – The reporting system used to report from selected local governments to the State and to the Federal level to determine the level of readiness for a given emergency.

**In-Place Sheltering** is a population protection strategy that provides for the sheltering indoors of people to prevent contact with a hazard.

**Integrated Emergency Management System (IEMS)** – A concept that applies mitigation, preparedness, response and recovery activities to all hazards in a Local/State/Federal partnership.

**Intelligence/Information Team** is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as, the complex task of ensuring that sensitive information of all types is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC)** is a facility established to coordinate all incident-related public information activities.

**Joint Information System** integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations.

**Line of Succession** prescribed order for transfer of responsibility and duty upon resignation, death, or incapacitation.

**Local Government (Political Subdivision)** – Any city, village, town, district, county or other legal political subdivision within the State of Michigan.

**Local State of Emergency** is a declaration by a county or municipality when circumstances indicate that there is an occurrence or a threat of widespread or severe damage, injury, or loss of life or property from natural or human causes.

**Logistics Section** is the section responsible for providing facilities, services, and material support for the incident.

**Michigan Emergency Management Plan (MEMP)** is the plan developed and continuously maintained by the Director of the Department of State Police, or his/her authorized representative, pursuant to Act 390, P.A. 1976, as amended, for the purpose
of coordinating the emergency management activities of mitigation, preparedness, prevention, response and recovery within the state.

**Mitigation** is the activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

**Multi-Jurisdictional Incident** is an incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command (UC).

**Mutual Aid Agreement** is a written agreement between agencies and / or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and / or expertise.

**National Incident Management System (NIMS)** is a system that provides a consistent nationwide approach for Federal, State, local and tribal governments to work effectively and efficiently together to prepare, respond to and recover from domestic incidents, regardless of cause, size or complexity.

**Plan** – Establishes general policies, responsibilities, and procedures for implementing comprehensive emergency preparedness.

**Planning Section** is responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness** is the range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.

**Prevention** is the actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect live and property.

**Protective Actions** are those emergency measures taken to protect the populations from the effects of a hazard. These may include in-place sheltering or evacuation.

**Public Information Officer (PIO)** is a member of the Emergency Operations Command staff, responsible for interfacing with the public and media or with other agencies with incident-related information.

**Radiological Protection** is a program, including plans, procedures and systems to monitor, report and evaluate the radiological hazards. On the Flint campus, these programs are overseen by the Radiation Safety Officer and UM-AA OSEH

**Reception Area** – A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack, and designated for the reception, care and logistical support of the hazard area evacuees.

**Reception Center** – A center established to register evacuees and for assessing their needs.
Recovery is the activities designed for resumption and restoration of UM-Flint operations and emergency preparedness to pre-EOC activation levels.

Resources – Manpower, raw or basic materials, finished goods and products, services and facilities

Safety Officer (can also be referred to the Health and Safety Officer) is a member of the Emergency Operations and/or Incident Command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Shelter – A facility in an area safe from the effects of a hazard that may be used to house and care for victims.

Shelter Manager – A pre-trained individual who provides for internal organization, administration, and operation of a shelter facility.

Site Area Emergency is an emergency that either has already had some effect on near-site population or is anticipated to do so. This classification should be used in situations where a limited number of people have been affected or a much larger number could possibly be affected.

Staging Area is a preselected location having large parking areas and cover for equipment, vehicle operators, and other personnel (e.g. a major shopping area, schools, etc.). The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception areas/centers, a rally point for mutual aid, and a debarking area for returning evacuees.

Standard Operating Procedures (SOP) – Detailed procedures that are unique to a specific emergency or disaster situation or those that are written by a specific department or agency to detail the tasks assigned in an emergency operations plan.

State Coordinating Officer (SCO) is the state official designated by the Governor to act as his / her principal assistant in the coordination and supervision of the State Disaster Assistance Program.

State Director of Emergency Management – The Director of the Department of State Police or his/her authorized representative.

State Emergency Operations Center (SEOC) is the facility designated as the area of mobilization of all resources of the state during times of emergencies.

State of Disaster or State of Emergency is a declaration by executive order or proclamation by the governor under provisions of Act 39.0, P.A. 1976. As amended, which activates the response and recovery aspects of state and local emergency operations plans.

Terrorism under Homeland Security Act of 2002, is defined as “activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or subdivision of the United States in which it occurs and is intended to intimidate or
coerce the civilian population or influence a government of affect the conduct of government by mass destruction, assassination, or kidnapping.

**Threat** is an indication of possible violence, harm, or danger.

**Traffic Control Points** – Places along evacuation routes that are manned by law enforcement officials to direct and control movement to and from the area being evacuated.

**Unified Command (UC)** is an application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions.

**Unity of Command** is the concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Unusual Event** – An incident that is out of the ordinary but does not present a current threat to persons or property even in the immediate vicinity. The incident may have the potential to escalate to a more serious emergency but is not expected to do so. No protective action will be implemented and no emergency preparedness assistance should be needed.

**Vulnerability (or Risk)** is the degree to which people, property, the environment, or social and economic activity – in short, all elements at risk – are susceptible to injury, damage, disruption, or loss of life.

**Warm Zone** is the contamination control area outside the “hot” zone around a hazardous material incident.

**Weapons of Mass Destruction (WMD)** are any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
Appendix C:

Emergency Management / Homeland Security Acronyms

AAR – After Action Report
ACC – Acute Care Center
AED - Automatic External Defibrillator
APR - Air Purifying Respirator
ARC - American Red Cross
ARES - Amateur Radio Emergency Service
ATF - Alcohol, Tobacco and Firearms
BNICE - Biological, Nuclear, Incendiary, Chemical, Explosive
CBRNE –Chemical, Biological, Radiological, Nuclear, Explosive
CDC – Center for Disease Control
CERT – Community Emergency Response Team
CIA - Central Intelligence Agency
CISD - Critical Incident Stress Debriefing
COOP - Continuity of Operations Planning
DoD - Department of Defense
DHS - Department of Homeland Security
DoE - Department of Education
DoJ - Department of Justice
EAS - Emergency Alert System
ENS - Emergency Notification System
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
EPA – Environmental Protection Agency
ERP – Emergency Response Plan
FBI - Federal Bureau of Investigation
FEMA – Federal Emergency Management Agency
IAP – Incident Action Plan
IC - Incident Commander
ICP – Incident Command Post
ICS – Incident Command System
IED - Improvised Explosive Device
IRT – Incident Response Team
JIC – Joint Information Center
JIS - Joint Information System
LEIN – Law Enforcement Information Network
MEMP- Michigan Emergency Management Plan
NIMS – National Incident Management System
PIO – Public Information Officer
SEOC – State Emergency Operations Center
Appendix D:

Record of Revisions

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Appendix E:

Directive Letter on NIMS Compliance

As a result of Homeland Security Presidential Directive #5, the Department of Homeland Security developed the National Incident Management System or “NIMS” to unify federal, state, and local lines of government, and establish standardized incident management procedures that all responders will use to coordinate response to significant emergencies.

The National Incident Management System will promote the use of standardized procedures, provide for a common focus, and place full emphasis on overall incident management when a homeland security incident occurs, whether caused by terrorism or a natural disaster.

The overall national preparedness and response readiness will be enhanced by the National Incident Management System since all of the nation’s emergency teams and authorities will begin to use a common language and set of procedures.

The University of Michigan formally recognizes and hereby adopts the concepts and principles of the National Incident Management System.

Mary Sue Coleman
President

September 30, 2006