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

Be prepared in
an emergency!
PRE-EMERGENCY PLANNING

• Preprogram your cell phone with UM-Flint Department of Public Safety (DPS) emergency telephone number 810-762-3333 for direct contact with them in an emergency. 911 from any university phone will also connect you with DPS.
• BE AWARE that dialing 911 from a cell or non-university telephone will connect you with Genesee County Central Dispatch or the Flint Police Department and may cause additional response times.
• Post this Flipchart near a telephone or in a visible location in your office/lab to use in the event of an emergency. Do not file this document.
• Faculty and supervisors are in a leadership role and should share this information with their students and employees. They should ensure that students and employees become familiar with procedures for reporting and responding to emergencies such as evacuation routes, assembly areas and shelter areas.
• Become familiar with the location of the nearest exits, assembly areas, shelter areas, safety showers & eye wash stations, first aid kits, emergency telephones, Safety Data Sheets (SDS), fire extinguishers, pull stations, and AEDs.
• Contact UM-Flint Environment, Health and Safety at 810-766-6763 or DPS at 810-762-3333 to schedule training and learn more about emergency response, preparedness planning or other related health and safety topics.

Additional Resources

UM-Flint Counseling, Accessibility Psychological Services (CAPS) .................. 810-762-3456
After hours crisis counseling* ........................................... 810-762-3333
*Dial DPS and dispatch will contact the counselor on duty
UM Faculty and Staff Assistance Program (FASAP) .......... 734-936-8660
UM SAPAC Sexual assault prevention and awareness center .... 734-936-3333
Women’s Educational Center ................................ 810-237-6648
YWCA ............................................................... 810-238-7233

UM-Ann Arbor Crisis Line ................................................ 734-936-3333
Genesee County Crisis Services Mental Health & Substance Abuse ....................... 810-257-3740
Urban Health & Wellness Center/Campus
Health Clinic, WSW ................................................. 810-424-5269
Genesys Hospital Health Park ..................................... 810-606-5710
Hurley Hospital/Emergency, One Hurley Plaza, Flint ........ 810-262-9429
McLaren Hospital/Emergency, 401 S Ballenger Hwy, Flint ... 810-342-2308
Additional Departmental Emergency Preparedness Planning:

- Identify emergencies to which your department may be vulnerable (e.g. fire, medical, hazardous material incidents, radiation release, high hazard areas and activities, chemical storage, dangerous equipment or process areas, confined spaces, etc.) Take time to learn more about emergency preparedness.
- Identify and review roles of faculty, supervisors and students and for communicating your plan to students, faculty and staff.
- Become familiar with UM-Flint Emergency Response Plan which addresses the evacuation and sheltering of persons with disabilities and the buddy system (http://www.umflint.edu/ehs/Emer-Prep-Resp.htm).
- Identify emergency equipment in your department, where it is stored, how it is maintained, when it is tested or inspected, and the necessary training to operate.
- Schedule training, practice drills and exercises annually with EHS and DPS.

Identify your Emergency Coordinators ____________________________________________________________

Location and type of emergency equipment available in the area
_________________________________________________________________________________________
_________________________________________________________________________________________

Location of emergency exits/shelter areas
_________________________________________________________________________________________
_________________________________________________________________________________________
CAMPUS OR BUILDING CLOSINGS

Due to severe weather, snow, ice, flooding, utility failure or other emergency condition, the UM-Flint campus or a building could close, classes could be suspended and/or scheduled campus events could be cancelled. You should discuss with your supervisor to determine if your university job duties are mission critical and essential to infrastructure services during an emergency closure and if you still need to report to work. Some departments continue to operate during a closure such as DPS, Housing & Residential Life, Facilities & Operations, etc.

**Do not call DPS to verify school closures.**

When any closures occur, notification via the Emergency Alert System will be used. In order to receive an alert message for any urgent emergency notification including campus or building closings, you should register at http://www.umflint.edu/emergency/emergency-alert-sign.

Up to three communications devices, such as text message devices, cell phones or other telephones can be registered. You need to register a phone number where you can personally be reached in an emergency, not your department’s main telephone number. If you have already signed up for the service, please take a few minutes to revisit this site to confirm your information.

Other means of emergency notifications could be obtained via social media networks, including but not limited to Facebook, Twitter and the campus web site. Radio and television stations from several southeastern and mid-Michigan counties are contacted and may broadcast to their listening audience the notification of UM-Flint’s campus closing status.

Refer to your departmental continuity plans and the UM SPG Emergency Reduction in Operations for additional guidance.
**VEHICLE ACCIDENT**

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

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

- Call DPS at 911 from any campus telephone or 810-762-3333 from any non-university telephone.
- Tell the dispatcher whether there are and any extent of injuries, number of persons injured, indicate the parking lot you are in, and the make and color of the vehicles involved.
- If you suspect a head or spinal injury, do not move the victim unless there is an immediate life-threatening emergency.
- Request all witnesses to remain at the scene until the police arrive.
- Do not move the vehicles. Investigators may want to see the scene so that the cause of the accident can be determined.

**CIVIL DISTURBANCE**

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

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

A civil disturbance may be described as threatening individuals and/or assemblies that jeopardize and/or become violent to individuals or property.

**In case of a civil disturbance:**

- Call DPS at 911 from any campus telephone or 810-762-3333 from any non-university telephone.
- Report the location and description of those person(s) involved, as well as describing what is occurring.
- Avoid the area of disturbance.
- Avoid provoking, threatening or obstructing demonstrators.
- If necessary, secure your area (lock doors, safes, files, vital records, and expensive equipment).
- Continue with normal routines as much as possible.
INFORMATION TECHNOLOGY SECURITY

In the event of an information technology compromise contact the Information Technology Services at 810-762-3123 during normal business hours (8 a.m. - 5 p.m.) or the Help Desk at 810-766-6804. After hours, please report possible violations to DPS at 911 from any campus phone or 810-762-3333 from any non-university phone.

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

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

Technical problems on campus:

- To check the status of technical problems on campus, visit the ITS website at my.umflint.edu

Protecting Sensitive University Data:

- Everyone should take all required, reasonable, and prudent actions needed to ensure the security and retention of sensitive university data when accessing or maintaining sensitive institutional data from personally owned devices, such as smart phones, tablets, and laptop computers.
- You should only access or maintain sensitive institutional data when necessary for the performance of your university-related duties. For guidance refer to U-M policy: Security of Personally Owned Devices That Access or Maintain Sensitive Institutional Data (SPG 601.33).
- For general questions about securing your device and about sensitive university data, contact the ITS help desk.

Do not share your password or give your M Card to anyone.

When recycling any electronic devices work with ITS to “wipe memory”.

Information Technology Security
MEDICAL EMERGENCIES

Report all medical emergencies to DPS. Protect yourself. Wear impermeable gloves and other personal protective equipment when appropriate or as soon afterward as possible. Should you experience an exposure to blood or other bodily fluids including needlesticks, wash area with soap and running water for 15 minutes and consult a health care provider to assess your exposure risk. In addition to DPS, notify Environment, Health & Safety as soon as possible for follow up medical care. Document the incident by completing an EHS Laboratory Incident and Near-miss Report Form.

If you suspect a head or spinal injury, do not move the victim unless there is an immediate life-threatening emergency. When CPR is required for such a victim, make every attempt to immobilize the spine while you carefully roll and position the victim on their back keeping head, neck and spine in alignment.

Unresponsive victim, not-breathing:
- Shout for help to others in the area.
- If possible send someone outside to direct responders to the injured person.
- Call 911.
- If trained, administer first aid/CPR/automated external defibrillator (AED) as appropriate.

Choking victim:
- Only if the victim is unable to breathe, get behind the victim, wrap your arms around the person’s waist, just above their navel.
- Clasp your hands together in a double fist, press in and up in quick thrusts.
- Do not exert pressure against the victim’s rib cage.
- Repeat procedure until choking stops.
- If victim loses consciousness, lower to floor and initiate CPR.

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

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

Electrical burns:
- Ensure the power is off and the scene is safe before making contact with the victim.
- If victim is unconscious, do not move them unless there is an immediate danger.
- Assess the need for CPR.
- Loosely cover the burn with a dry, clean or sterile dressing.

AED/CPR training: All university personnel are encouraged to learn first aid and CPR. Contact your supervisor, EHS or UHWC to schedule AED/CPR training on campus OR call the Genesee County American Red Cross located in Flint at 810-232-1401 for more information.

Don’t second guess report all medical emergencies to DPS at 911 or 810-762-3333 from any non-university phone
TORNADO & SEVERE WEATHER
Always be aware of the severe weather potential that could affect you during the day. Listen to the radio, weather radio, or follow the National Weather Service online.

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

Watches — indicate when and where severe weather is possible.

Severe Thunderstorm Warning — winds of 70 mph or more and hail over ¾ of an inch. You may be instructed to take shelter due to the high winds and/or the possibility of tornadoes.

Tornado Warning — a tornado has been sighted in the area or detected by radar.

When you have been alerted to take shelter due to severe weather:
- Seek shelter immediately. Promptly walk to the designated shelter area located in the basement or lower level of your building. If you are in First Street Residence Hall, move promptly to the Murchie Science Building for shelter.
- Take directions from your instructor, supervisor and/or Department of Public Safety.
- Emergency Coordinators may be available to assist you to your designated shelter area.
- Gather in groups of 3–4 people using the buddy system. Assist persons with disabilities.
- If time permits, take a flashlight and phone.
- If no basement is available, seek shelter under a sturdy workbench or heavy furniture (i.e. table or desk) or in the nearest restroom.
- When outdoors, move away from the tornado path at a right angle.
- If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine), away from campus buildings.

Avoid the following:
- Top floors of buildings.
- Areas with glass windows or doors.
- Auditoriums, gymnasiums, cafeterias or other areas with a large, unsupported, free span roof.
- Automobiles.

Listen for:
- Genesee County Emergency Outdoor Sirens (Outdoor Siren Warning System will be activated for a tornado and/or winds over 70 mph.)
- UM-Flint Emergency Alerts & public address system.
- Your local radio or television station.
- The “All Clear” to be given by DPS. Only then should you return to classrooms, offices, and work areas.

The American Red Cross or the Weather Channel have apps for your mobile device to receive severe weather alerts.

When thunder roars, go indoors!

Track weather and receive updates using your favorite app.

Sign up for Emergency Alerts

Tornado & Severe Weather
**FLOODING & WATER DAMAGE**

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

**In case of imminent or actual flooding:**
- Call DPS at 911 from any campus telephone or 810-762-3333 from any non-university telephone.
- Shut off all electrical equipment.
- Secure vital equipment, records, and hazardous materials (chemical, biological, and/or radioactive).
- Move to higher, safer ground. Stay clear of river's edge.
- Wait for instructions from DPS for immediate action.
- Do not return to your building until you have been instructed to do so by DPS or EHS.
- If assisting in cleanup, immediately report to EHS any oil, chemical, or radioactive materials suspected of mixing with the floodwaters.
- Additionally, notify DPS of any other observed hazards. They will in turn contact EHS and Facilities & Operations.
- Stay clear of the river when the water has risen over its bank.
- Never drive or walk through flooded streets or walkways as moving water can easily carry away a vehicle or person.

**In case of a water leak or intrusion:**
- Contact Facilities & Operations at 810-762-3223.
- All electrical equipment should be shut off and all laboratory experiments should be secured in the event buildings are damaged.
- 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.
- If water may have contacted any of the following, contact EHS 810-766-6763 to evaluate the situation:
  - Chemicals
  - Radioactive materials
  - Biological materials
  - Food preparation/service areas

**Sewage backup:**
- Contact Facilities & Operations at 810-762-3223.
- Sewage floods are particularly dangerous due to the solid content and volume.
- Precautions should be taken to prevent contact with the sewage and isolate the area to prevent contaminants from being tracked to other parts of the building.
- Occupants not involved in the cleanup must be evacuated from any areas where sewage is present.
POWER OUTAGE & UTILITY EMERGENCY

To report a minor, localized power outage in a building, call Facilities & Operations at 810-762-3223 during business hours and DPS at 810-762-3333 after business hours.

Keep in mind that a few things can be expected:
- Elevators are unpredictable and should be avoided.
- Campus phones and computers may be temporarily out of service.
- Some phones will resume service following emergency power activation.
- Decreased lighting and ventilation may exist.
- Status updates will be provided via the UM-Flint Emergency Alert System.

In case of a power outage:
- Remain calm and follow directions from DPS.
- Campus leadership will provide information on campus events, classes, building/campus closures, etc.
- If building evacuation is required, use the buddy system and assist others with special needs.
- Laboratory personnel should secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating. All chemicals should be stored in their original locations. Fully open fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
- Do not light candles or other types of flames for lighting.
- Unplug all electrical equipment (including computers, printers, etc.) and turn off the light switches.

If people are trapped in an elevator:
- Tell passengers to stay calm and that you are getting help.
- Call DPS at 911 from any campus telephone or 810-762-3333 from any non-university phone and report the incident.
- Stay near the elevator entrance, assisting the passengers until DPS and/or other assistance arrives.

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

If you discover fire on your floor:
• Manually activate the fire alarm system.
• Immediately exit the building, closing doors behind you (do not use elevators).
• From a safe location, contact DPS at 911 from a campus phone or 810-762-3333 from any non-university phone.

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

If trapped in a room:
• Maintain contact with DPS as long as possible on your cell phone.
• Close as many doors as possible between you and the fire.
• Wet and place cloth material around and under the door to prevent smoke from entering the room.
• Be prepared to signal someone outside, but do not break glass until absolutely necessary (outside smoke may be drawn into the room).

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

If forced to advance through flames (which should be a last resort):
• Cover your head and hair with a blanket or large coat.
• Hold your breath.
• Move quickly.
• Keep your head down and your eyes closed as much as possible.

Using a fire extinguisher:
• If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher. Don’t fight a fire alone.
• Always have your back to the exit to have a way out.

Fire extinguisher instructions (the PASS method):
• PULL safety pin from handle.
• AIM the nozzle at the base of fire.
• SQUEEZE the handles together.
• SWEEP from side to side at the base of the fire using short bursts, not up and down (It may spread the flames).

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

Report any fire extinguisher that has been discharged, lost pressure or is out of date to DPS.

EVACUATION

• Remain calm, walk, and do not run to the nearest exit.
• Take directions from your supervisor or instructor.
• Emergency coordinators will assist occupants to evacuate building to the nearest assembly area.
• Gather in groups of 3–4 people using the buddy system. Assist person(s) with disabilities.
• Promptly walk to the designated assembly or shelter area. Do not linger in front of doors.
• In case of fire, do not use elevators.
• Identify and report missing persons to your instructor or supervisor who will notify DPS.
• Stay clear of the emergency scene. Do not return to the building until the “All Clear” is issued by DPS.
• If you are unable to evacuate the building during an emergency due to fire or building damage, call 911 from a campus phone or 810-762-3333 from any non-university phone and inform the DPS Dispatcher of your location and status.
SPILLS & CHEMICAL RELEASES

The cleanup of any spill should only be done by knowledgeable and experienced personnel who have received appropriate training.

CHEMICAL

Spill kits with instructions, absorbents, reactants, and personal protective equipment are located at loading docks, labs and other strategic sites for spill cleanup. Refer to the Safety Data Sheets (SDSS) for additional chemical information. Follow your department’s procedures.

Incidental spill (small, controllable): Only clean up a spill if you know what it is and are familiar with the hazards. Otherwise contact your lab supervisor/instructor, DPS, or EHS.

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

Major emergency release (large, uncontrollable): requires active assistance from DPS, EHS or emergency personnel.

• Protect yourself, alert others in the area, secure the area if safe to do so and contact DPS outside the immediate spill area as soon as possible.
• Attend to injured or contaminated persons and remove them from further exposure, if safe to do so.
• Alert people in the laboratory and surrounding areas to evacuate.
• Open closest fume hood in the lab before leaving.
• If spilled material is flammable, turn off ignition and heat sources.
• Close doors to affected area.
• Trained personnel from your department may be needed to assist in the spill response.

Disposal instructions:

• Contact EHS at 810-766-6763 to arrange proper disposal.
BIOLOGICAL SPILL
Before leaving, ensure decontamination of yourself, clothing and equipment is thorough and complete. Follow department’s Spill Procedures in Chemical Hygiene Plan (CHP). Lab supervisor and EHS will evaluate and inform others when the area is clean and safe to reenter for BL2 and BL3.
Spill involving a microorganism requiring BL1 (biohazard level one) containment (less hazardous than flu):
• Notify your lab supervisor/instructor.
• Wear disposable gloves.
• Soak paper towels in disinfectant and place over spill area allowing at least 20 minutes contact or until air dried. Follow disinfectant label instructions. Avoid splashing.
Disinfectant options:
1 part bleach to 10 parts water or quaternary ammonia disinfectant or other product identified for your specific lab
CAUTION: DO NOT MIX THESE DISINFECTANTS
• Place towels in biohazard container/bag for disposal.
• Clean spill area with fresh towels soaked in disinfectant.
• Contact department lab supervisors and EHS for disposal instructions.
Spill involving a microorganism requiring BL2 (biohazard level two) containment (flu, laboratory specimens):
• Alert people in immediate area of spill.
• Put on appropriate protective equipment.
• Cover spill with paper towels or other absorbent materials.
• Soak paper towels in disinfectant and place over spill area allowing at least 20 minutes contact or until air dried. Follow disinfectant label instructions. Avoid splashing.
Disinfectant options:
1 part bleach to 10 parts water or quaternary ammonia disinfectant or other product identified for your specific lab
CAUTION: DO NOT MIX THESE DISINFECTANTS
• Allow at least 20-minute contact period.
• Use paper towels to wipe up spill, working from edges to center.
• Clean spill area with fresh towels soaked in disinfectant.
• Place towels in a plastic bag and decontaminate in an autoclave.
• Contact lab supervisor/instructor and EHS for disposal instructions.
Spill involving a microorganism requiring BL3 (biohazard level three) containment (HIV, AIDS):
• Call DPS at 911 from any campus phone or 810-762-3333 from any non-university phone.
• Contact lab supervisor/instructor and EHS.
• Attend to injured or contaminated persons and remove them from exposure.
• Keep exposed individuals in a designated controlled area until fully decontaminated.
• Close doors to affected area.

RADIOACTIVE SPILL
• Do not spread contamination beyond the immediate area. Leave contaminated shoes in the affected area.
• Contact UM-Flint Radiation Safety Service (RSS) Officer at 810-762-3144 during normal business hours or after hours contact DPS at 911 from any campus phone or 810-762-3333 from any non-university phone.
• Provide: building name, brief description, contact person’s name, room number, radionuclide involved, phone number at spill site.
• Attend to personnel injuries or emergencies first. Injuries take precedent over radioactive contamination.
• Isolate and contain the spill to a localized area of the laboratory. Post or tape off the affected area and establish an entry “control point” into the area.
• Do not allow others into the contaminated area.

Wait at the site for arrival of trained personnel for decontamination.
Only trained persons should:
• Wear appropriate protective clothing: long-sleeve lab coat, disposable gloves, shoe covers or booties, and safety goggles.
• Initiate decontamination of any contaminated skin, wash with soap & warm water.
• Cover wet spills with paper towels or pads. Discard contaminated absorbent materials into a solid radioactive waste drum or plastic bag.
• Cover dry spills with slightly dampened paper towels or absorbent pads.
• Stay in a controlled area until the Radiation Safety Officer has monitored personnel and they have been shown to be free of contamination.

Coordinate with your supervisor and EHS to dispose of spill debris.
SUSPICIOUS PERSON/PACKAGE/OBJECT

Suspicious Person
A person whose presence or behavior is:
• Out of the ordinary
• Does not belong in a particular place
• When a person does not appear to have a legitimate purpose for being on the grounds or in the building

If you encounter a DANGEROUS or SUSPICIOUS PERSON
• Call 9-1-1 as soon as you can do so safely

Provide to Police
• Location
• Description of suspicious person (height, weight, hair color, eye color, build, clothing description, tattoos)
• Direction of travel
• Any weapon
• What is the suspicious behavior
• Vehicle license plate number

Notify your friends, co-workers, supervisor so everyone is more aware and additional precautions can be taken

Do Not
• Confront, follow or track down the person
• Threaten, intimidate, or physically confront the person
• Let anyone into a locked building or room
• Block the person’s access to an exit

If the person asks to speak to a specific university official, ask them to be seated and move outside the person’s hearing range to call DPS

Suspicious Package/Object
If you receive or discover a suspicious package or foreign object:
• Do not touch it, tamper with it or move it.
• Immediately call DPS at 911 from any campus telephone or call 810-762-3333 from any non-university telephone and clear the area.

If you are suspicious of a mailed package and are unable to verify the contents with the addressee or sender:
• If you have any reason to believe a letter or parcel is suspicious, report it. Do not take a chance or worry about possible embarrassment if the item turns out to be innocent.
• Do not pick it up, open the article, or handle it unnecessarily.
• Isolate the package and evacuate the immediate area.

Be cautious of:
• Restrictive markings such as confidential or personal
• Excessive postage
• Handwritten or poorly typed address
• Incorrect titles or addressed to title only
• Misspellings of common words
• Oily stains or discolorations
• Excessive weight
• Rigid, lopsided, and/or uneven envelopes
• Protruding wires or tinfoil
• Excessive tape or string
• No return address
• Strange odor
• Package make a buzzing or ticking noise
CRIME PREVENTION AND REPORTING

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

Crime prevention and awareness guidelines:

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

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

• Escort Assistance – Available 24-hours a day, 7-days a week to all members and visitors of the UM-Flint community.
• Car Problems – Dead car batteries, lost cars, frozen door locks, keys locked in the car, and flat tires.
• Lost and Found – If an item is lost or found on campus contact DPS at 810-762-3333.
• Personal safety and security training

Crime Reporting Procedure:

• If you are a victim of a criminal act, contact DPS to make a report of the incident.
• If you witness a crime, suspicious person, or suspicious incident contact DPS immediately at 911 from any campus telephone or 810-762-3333 from any non-university telephone. Your awareness and input are essential to campus crime prevention.
• If an incident occurs off campus, DPS will assist you in contacting the appropriate agency.
• DPS prepares written reports for all criminal activities, as well as written reports for vehicle and personal accidents. All reports are strictly confidential. Copies of incident reports, for insurance purposes, may be obtained from the administrative office of Public Safety.

To report safety, financial or regulatory compliance issues, you can call a dedicated toll free telephone number at (866) 990-0111 or visit the University of Michigan compliance hotline website at: http://www.compliancehotline.umich.edu/

Follow your instincts, if something appears to be unsafe, it probably is.

Pay attention to your surroundings and do not be distracted with usage of electronic devices.

Sign up for Emergency Alerts

Crime Prevention and Reporting
ACTIVE SHOOTER (OR SIMILAR POLICE/SECURITY INCIDENT)

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus — 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 telephone or 810-762-3333 from any non-university telephone 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.

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 9-1-1.

2. Hide Out
   - Find a place to hide if unable to get out.
   - Turn off lights.
   - Lock door, barricade the door.
   - Silence ringer and vibration mode on cell phones.

3. Take Out/Fight
   - Work together or alone, act with aggression, 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. Officers 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 hand visible at all times. Advise the police officers where the shooter is, if known.

The scene will be treated as a crime scene and no one will be allowed to leave until the situation is fully under control and all witnesses have been identified and questioned.

If an active shooter situation develops, DPS will combine efforts 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.

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.

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.

Get out - Run Hide out or Take out - Fight

Survey your surroundings for evacuation routes or secure shelter areas.

Active Shooter (Or Similar Police/Security Incident)
**Bomb Threat**

If a bomb threat is received, call DPS at 911 from any campus telephone or 810-762-3333 from any non-university telephone.

Take the caller seriously but remain calm. Use the checklist below as a guide to ask questions. Do not hang up the 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: __________________________________
Phone number: __________________________________
Caller’s voice:  
- Calm  
- Loud  
- Nasal  
- Angry  
- Laughter  
- Stutter  
-Excited  
-Crying  
-Lisp  
-Slow  
-Normal  
-Raspy  
-Rapid  
-Distinct  
-Deep  
-Soft  
-Slurred  
-Ragged  
-Accent  
-Clearing Throat
Was the voice familiar, whom did it sound like? ____________________________________

Sex of caller:  Male __ Female __ Unknown __
Approximate age: ________________________________

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

**Threat Language:**
- Well Spoken  
-Incoherent  
- Message Read  
-Taped  
-Irrational  
-Foul

**Remarks:**  ____________________________________
___________________________________________
___________________________________________
___________________________________________
___________________________________________

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

Make copies and keep under your desk telephone

**All bomb threats should be taken seriously**