



CLASSROOM EMERGENCY PREPAREDNESS

Instructional & Supervisory Staff *Campus Culture of Preparedness* Training

August 2020

Revision: 01

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Students look to faculty as “Leaders in the Classroom”, and therefore it is important that all instructional staff as well as supervisors are familiar with the campus emergency response procedures. This training document provides basic emergency preparedness information and required resources for faculty and supervisors to review, understand, and carry out their important role as leaders during an emergency... specifically, *what to do, where to go and who to call, when.*

As a continuation to our institution’s commitment in ***Creating and Sustaining a Campus Culture of Preparedness*** as well as in an effort to meet the requirements of the Michigan Fire Prevention Code requiring that all post-secondary instructional and dormitory staff be trained in fire drill procedures before the beginning of each academic year, UM-Flint leadership is asking that ***all faculty and supervisory staff*** review and become thoroughly familiar with our campus emergency procedures and ensure that your students in your class and laboratories as well as employees working under your supervision understand what to do in the event of an emergency.

Most **emergency situations can be broken into a few categories** requiring these general types of responses:

- 1- EVACUATION - Quickly, calmly evacuate the immediate area, leave the building and proceed to the designated assembly area.
- 2- SEEK SHELTER - Quickly, calmly proceed to the nearest designated shelter area, normally the lowest levels of the building, away from windows, glass, or large spanning ceiling/open spaces.
- 3- RUN, HIDE (SECURE IN PLACE), FIGHT – If an escape path is accessible, run. If not, quickly, quietly, calmly secure yourself in an area that can be locked or barricaded from the inside against an intruder. Silence your cell phone. Prepare to defend yourself, if needed.
- 4- ACCIDENTS & INJURIES - Call Department of Public Safety (DPS) if you or someone has been injured or require medical attention.

Individuals with Disabilities

UM-Flint encourages the use of the “Buddy System”. Emergency responders as well as individuals evacuating an area or building use the buddy system in all emergency incidents.

Below are detailed instructions for Faculty & Supervisors related to specific emergency situations.

FIRE – Evacuate Building

- Activate nearest fire alarm.
- Proceed to nearest exit, immediately exit the building, closing doors behind you.



- Continue to evacuate even if/when the alarm shuts off.
- Use stairs. Do not use elevators.
- Gather in groups of 3-4 using the ‘buddy system’ and assist persons with disabilities/special needs, if able to do so.
- Do not linger in front of building entrances. Proceed to assembly area away from building.
- Attempt to 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 DPS issues the “All Clear.”
- 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.

TORNADO & SEVERE WEATHER - *Shelter in designated areas in the lowest levels of building*

- Seek shelter immediately. Promptly walk to the designated shelter area located in the basement or lower levels of building such as interior spaces (hallway, basement, restroom) away from windows and glass.
- If you are in First Street Residence Hall, move promptly to the Murchie Science Building for shelter
- Assist persons with disabilities/special needs, if able to do so.
- 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 buildings.
- Crouch near floor or under heavy, well supported objects and cover back of your head.
- Track weather and receive updates using your favorite weather app. Monitor and wait for “All Clear”.

MEDICAL EMERGENCY – *Immediately notify DPS, Administer First Aid & CPR*

- Immediately call DPS at 911 from any campus phone or call 810-762-3333 from any non-university phone.
- Administer CPR / first aid, if trained.
- Go outside or direct someone to go and assist with guiding first responders to patient location.



ACTIVE AGGRESSOR/SHOOTER or INTRUDER – *Run, Hide (Secure in Place), Fight*

Run

- If there is an accessible escape path, attempt to evacuate the premises.
- Leave your belongings.
- Encourage others to leave but don't slow down to escape.
- Prevent others from walking into the danger zone.
- As soon as possible, call 911 from any campus phone or 810-762-3333 from any non-university phone when it is safe to do so.

Hide

- Find a place where the aggressor/shooter is less likely to find you.
- Lock the door, if so equipped.
- Barricade/Secure the door with belts, chairs, desks or any other available materials.
- Stay behind solid objects away from door.
- Minimize noise that may draw attention to your location. Turn off lights, computers and radios. Silence cell phones.
- Develop a plan in case the aggressor/shooter gets in.
- After the incident, obey law enforcement direction.

Fight

- You are not required by the University to take action.
- Fight only as a last resort.
- Do not leave a safe location to confront the aggressor/shooter.
- Gather items that can be used as weapons such as books, laptop, trash can, bags, purses, keys, etc.
- Remember there is strength in numbers.
- Goal – Distract, Disorient, Disarm.
- Commit to take the aggressor/shooter down - Fight to survive.
- Never pick up the weapon.
- After the incident, obey law enforcement direction.

BOMB THREAT – *Do Not Touch and Immediately notify DPS*

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

- Do not touch or handle, tamper with or move the suspicious object.
- Immediately call DPS at 911 from any campus telephone or call 810-762-3333 from any non-university telephone and clear the area.



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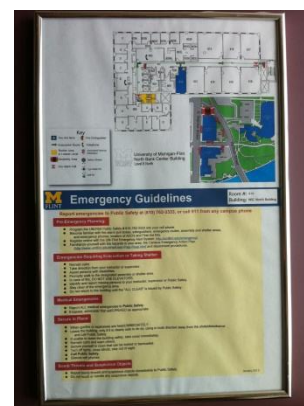
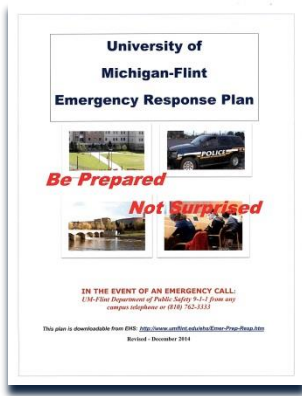
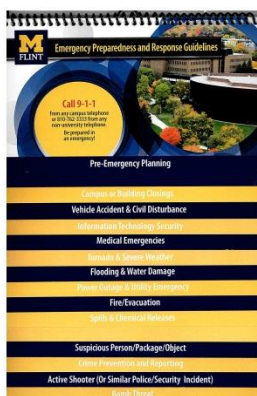
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HAZMAT SPILL - *Secure & leave area, protect drains, alert others, notify DPS*

- 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 Environment, Health & Safety (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 contact EHS to arrange proper disposal of chemical waste according to university requirements.

BE PREPARED -Review Campus Resources before an Emergency occurs!

The University has developed several detailed and informative emergency preparedness resources that are posted and readily available across the campus as well as viewable, downloadable from the EHS website: <http://www.umflint.edu/ehs/emergency-preparedness-and-response> As part of faculty and supervisors' leadership role and responsibility in *Creating and Sustaining a Campus Culture of Preparedness* in their classroom and work areas, it is essential that you take time to review these important resources.



SIGN UP – UM-FLINT Emergency Alert System.

UM-Flint has an Emergency Alert System designed to notify the campus community of a major emergency or campus closing. This Emergency Alert is part of many communication methods that the DPS and University Communications & Marketing use during campus



emergencies. Other methods include the public address system, building emergency alarms, campus email, social media, and local news media. In order to receive these urgent notification alert messages you are encouraged to register for up to three devices, such as text message devices, cell phones or other phones. Registration is available by logging on and entering your information into [Wolverine Access](#) for faculty and staff or [Student Information System](#) for Students. If you have already signed up, it is a good idea to check that your contact information is still accurate.

Important additions to UM Flint emergency preparedness efforts this year include preparations and response activities related to COVID-19. Specifically, comprehensive campus planning has been informed and directed by the Centers for Disease Control and Prevention, the State of Michigan as well as current public health guidance from University health experts and our experts at the Genesee County Health Department. The UM Flint Re-opening Team as well as so many faculty and staff member have been working together this summer on development/implementation of department and academic reopening plans for the summer and fall. **Campus COVID-19 information, updates and health and safety resources are linked at the UM-Flint Blueprint** website: <https://www.umflint.edu/blueprint>

You can reduce the spread of the virus as well as protect yourself, your family, your friends and our community by following these few important health and safety mitigation measures:

- Maintain a physical distance of at least 6 feet between yourself and others.
- Wear a face mask that covers the nose, mouth and chin when anywhere on campus including indoors, outdoors, and on university transportation.
- Wash your hands frequently with soap and warm water for at least 20 seconds. If unable to wash hands, use hand sanitizer.
- Complete the daily [UM health screen questionnaire](#) prior to arrival on campus.
- Stay home if you are sick or have been exposed to a person who tested positive for COVID-19. Seek medical attention if you develop a fever, other symptoms and/or test positive for COVID-19.

IMPORTANT - Employees report COVID-19 illness by completing the [Employee Reporting Illness form](#), calling UM Occupational Health Services (OHS) at 734-764-8021 (select prompt 1) and notify UM- Flint HR and EHS by email UMF-COVID-Employee-Reporting@umich.edu Do not come to campus until you receive further instructions.

Annual Emergency Drills and Exercises. EHS and DPS conduct multiple evacuation and sheltering drills in University buildings during the academic year. Both EHS and DPS are available to meet with individual units to discuss emergency planning, assist in designing department specific drills, or discuss any other related environment, health safety and training issues.



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Due to the current COVID-19 situation, choosing shelter locations or sheltering in place may present unforeseen challenges while preparing and responding to an emergency. To mitigate the risk of COVID-19 to the campus community, building access has been changed from previous years and therefore, individuals should review and test their safety plans, especially since response may be different than in past years.

Below is an Excerpt from the UM-Flint Emergency Response Plan (ERP)

“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 Facilities & Operations (F&O), DPS and EHS.

1. *Be familiar with the specific building evacuation procedures, assembly areas and shelters.*
2. *Review the [Emergency Preparedness in the Classroom](#) points with students and staff.*
3. *Notify persons within their area or classroom of the need to shelter, evacuate, secure in place/lockdown, etc.*
4. *Encourage the use of the buddy system.*
5. *Be aware of persons with functional needs.*
6. *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, locking/securing cash or other valuables, securing hazardous areas, e.g. chemical storage rooms.*
7. *Account for persons to the greatest extent possible at the shelter or evacuation assembly areas and identify individuals who have not been accounted for to the Incident Commander (IC) or first responder.*
8. *Assist with response and/or recovery if called upon to do so by the IC or Crisis Management Team (CMT).*
9. *Issue further instructions and updates to individuals in their respective areas as necessary and relay information back to the Emergency Coordinator(s) and DPS.”*

Additional Emergency Preparedness Planning and Campus Security Information and Resources can be found by visiting the [DPS website](#) and the [EHS website](#). Specific questions related to drills and procedures can be directed to Michael Lane, Director of Environment, Health and Safety at 810-766-6763 or mjlane@umich.edu