

MADONNA UNIVERSITY
EMERGENCY
PROCEDURES
MANUAL

PREFACE

These response procedures are designed to prepare University faculty and staff for campus emergencies. While the manual does not cover every conceivable situation, it does supply basic administrative guidelines to cope with Campus emergencies.

Any exceptions to these procedures will be conducted by or with the approval of those University administrators directing and/or coordinating the emergency operations.

EMERGENCY PROCEDURES MANUAL CONTENTS

Preface

Contents

General Information

Purpose; *Types of Emergencies; Sources of Assistance During Emergencies;*

Reporting Emergencies

List of Disaster Resources

Building Evacuation Procedures

Fires

The Use of Fire Extinguishers

Criminal Behavior

Shooting Protocol

Procedures for Civil Disturbance and Demonstrations, Bomb Threat

Utility Failure

Weather Emergency Procedures

Earthquake

Medical Emergency

Media Relations

Chemical Spill on Campus

GENERAL INFORMATION

1. PURPOSE

The basic emergency procedures outlined in this manual are to enhance the protection of lives and property through effective use of University and Campus community resources.

Whenever an emergency affecting the Campus reaches proportions that cannot be managed in a routine measure, the President or the designated administrator in charge may declare a state of emergency, and these contingency guidelines may be implemented.

2. TYPES OF EMERGENCIES

- Bomb threats
- Chemical spill on campus
- Civil disturbances and demonstrations
- Criminal behavior
- Earthquakes
- Fires
- Media relations
- Medical
- Utility failures
- Weather emergency procedures

In addition there are sections on: how to report all emergencies, building evacuations, and instructions on how to use a fire extinguisher.

SOURCES OF ASSISTANCE DURING EMERGENCIES

1. To contact Public Safety:
 - Public Phone (734) 432-5442
 - Campus Phone 5442
 - Emergency Phones - Press red button
 - Director of Public Safety (734) 432-5441 or 5441
 - Campus Public Safety Officers are on duty 24 hours a day, 7 days a week.

**Police - Fire - Ambulance
EMERGENCY Dial 9-911 from a campus phone**

REPORTING EMERGENCIES

- 1. In an Emergency while on campus, Dial 5442 or use an emergency phone and press the red button.**
- 2. When calling, stay calm and carefully explain the problem and location to the Public Safety Officer.**
- 3. Use the following guidelines when reporting an emergency.**

Specific Emergency: _____

Location: _____

Telephone: _____

Extension from where you are calling from) _____

Your location: _____

Your name: (Name of person reporting) _____

LIST OF DISASTER RESOURCES

Livonia Police Department (Non Emergency).....734-466-2470

Livonia Fire Department (Non Emergency).....734-466-2444

Michigan State Police.....248-380-1020

MSP Hazardous Materials Division.....517-336-6580

St. Mary Mercy Hospital.....734-655-4800

Detroit Edison.....734-397-7907

Consumers Energy.....800-477-5050

Chem Trek..... 800-424-9300

Poison Control Center.....800-222-1222

Wayne County Health Department.....734-727-7000

American Red Cross.....866-438-4636

Salvation Army.....248-443-5500

Federal Emergency Management Association (FEMA)
.....800-621-3362

BUILDING EVACUATION PROCEDURES

1. BUILDING EVACUATION:

- a. All building evacuations will occur when an alarm sounds and/or upon notification by the Campus Public Safety Department.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and advise others to do the same.
- c. Assist the handicapped in exiting the building.
- d. Never use elevators in cases of fire and/or earthquakes.
- e. After exiting the building, proceed to a clear area that is at least 500 feet away from the affected building. Keep fire lanes, hydrant areas and walkways clear for emergency personnel and their vehicles.
- f. Do not return to an evacuated building until an all clear alarm has sounded or advised to do so by a member of the Campus Public Safety Department and/or a University Emergency Response Representative.

Madonna University has designated rooms 2103 and 2444 as “Protect in Place” sites. If you are unable to use the stairs, remain in the room until the first responders arrive to offer assistance.

UNIVERSITY EMERGENCY CRISIS RESPONSE TEAM - THE
ADMINISTRATION AND PHYSICAL PLANT PERSONNEL.

2. CAMPUS EVACUATION:

- a. Evacuation of all or part of the Campus grounds will be announced by the Campus Public Safety Department, after receiving approval from the President or the designated administrator in charge.
- b. All persons are to evacuate the site in question and proceed to another part of the Campus grounds or an off-site area as directed.

FIRES

**In all cases of fire, the Campus Public Safety Department must be notified IMMEDIATELY:
campus phone 5442
public phone 432-5442**

1. Know the location of fire extinguishers, exits, and fire alarm pull boxes in your area, and know how to use them. Information is available by contacting the Director of Public Safety at extension 5441.
2. If a fire appears to be controllable with the use of an extinguisher, **IMMEDIATELY CONTACT THE CAMPUS PUBLIC SAFETY DEPARTMENT**. Then quickly direct the charge of the fire extinguisher toward the base of the flame. Directions on how to use a fire extinguisher are located in the next section titled The Use Of Fire Extinguishers.
3. If the fire appears to be out of control activate the fire alarm pull box. From a safe location call the Livonia Fire Department, 9-911 from a campus phone and the Campus Public Safety Department at extension 5442.
4. Evacuate the building by use of the nearest stairway and exit.
5. Stay clear of building entrances. Exit at least 500 feet away from the affected building. Keep fire lanes, hydrant areas and

walkways clear for emergency personnel and their vehicles.

6. Do not re-enter the building until an all clear is given from the Campus Public Safety Department and or a University Emergency Crisis Response Representative.
7. A Campus Emergency Command Post may be set up near the emergency site. Stay clear of the Command Post unless you have official business.

Note: DO NOT USE ELEVATORS UNDER ANY CIRCUMSTANCES. ASSIST EACH HANDICAPPED INDIVIDUAL IN VACATING THE BUILDING.

THE USE OF FIRE EXTINGUISHERS

Madonna University has numerous fire extinguishers for use on various fires. When extinguishing a fire **USE THE PROPER EXTINGUISHER**. The use of the wrong extinguisher will be ineffective thus causing the fire to spread.

- A. **CLASS A FIRES** (involve ordinary combustibles such as wood, paper, cloth, plastic and rubber). **USE A WATER TYPE EXTINGUISHER.**
PROCEDURE FOR USING A PRESSURIZED WATER FIRE EXTINGUISHER.
 1. **PULL LOCKING PIN.**
 2. **SQUEEZE HANDLE.**
 3. **MOVE THE NOZZLE SIDE TO SIDE STARTING AT THE BASE OF THE FIRE.**
(Extinguishers take 60 seconds to empty.
Range is 30 to 40 feet).
- B. **CLASS B FIRES** (flammable liquids such as gasoline, paint, grease). **USE A CO2 OR A DRY CHEMICAL EXTINGUISHER.**
PROCEDURE FOR USING A CO2 OR A DRY CHEMICAL EXTINGUISHER:
 1. **KEEP EXTINGUISHER UPRIGHT.**
 2. **REMOVE LOCKING RING PIN.**

3. **SQUEEZE HANDLE.**
4. **DIRECT AT BASE OF FIRE.**
(CO2 extinguishers discharge in 10 to 30 seconds; range is 3 to 6 feet. Dry chemical extinguishers discharge in 10 to 25 seconds. Range is 5 to 20 feet depending on the size.

C. CLASS C FIRES (energized electrical equipment). **USE A CO2 OR A DRY CHEMICAL EXTINGUISHER.**
PROCEDURE FOR USING A CO2 OR A DRY CHEMICAL EXTINGUISHER:

1. **KEEP EXTINGUISHER UPRIGHT.**
2. **REMOVE LOCKING RING PIN.**
3. **SQUEEZE HANDLE.**
4. **DIRECT AT BASE OF FIRE.**
(CO2 extinguishers discharge in 10 to 30 seconds; range is 3 to 6 feet. Dry chemical extinguishers discharge in 10 to 25 seconds. Range is 5 to 20 feet depending on the size.

D. CLASS D FIRES (metals such as magnesium and sodium). **USE A SPECIAL DRY POWDER EXTINGUISHER.**
PROCEDURE FOR USING A DRY POWDER EXTINGUISHER:

1. **KEEP EXTINGUISHER UPRIGHT.**
2. **REMOVE LOCKING RING PIN.**
3. **SQUEEZE HANDLE.**
4. **ALLOW POWDER TO FALL LIGHTLY OVER METAL.**
(Dry powder extinguishers discharge in 15 to 30 seconds; range is 10 to 20 feet.

NOTE: THE MAJORITY OF THE UNIVERSITY'S FIRE EXTINGUISHERS ARE ABC EXTINGUISHERS. ABC EXTINGUISHERS CAN BE USED ON CLASS A, B AND C FIRES. TO USE, KEEP EXTINGUISHER UPRIGHT. PULL PIN AND SQUEEZE HANDLE.

**Reminder: Report all fires to the Campus Public Safety Department. EXT. 5442.
Report the use of any extinguisher to the Campus**

**Public Safety Department.
Report any tampering or misuse of extinguishers.**

CRIMINAL BEHAVIOR

In an Emergency, Dial 5442 or 432-5442.

The Campus Public Safety Department provides around the clock protection and services to the campus community 24 hours a day, 7 days a week, 365 days a year.

1. The cooperation and involvement of the campus community is essential in a campus safety program. Everyone is asked to be alert of any suspicious situations and promptly reporting them.
2. When reporting an incident to the Campus Public Safety Department, include the following:
 - A. Nature of the incident;
 - B. Location of the incident;
 - C. Description of person(s) involved;
 - D. Description of property involved.
3. If you see a criminal act or a suspicious person on Campus, immediately notify the Campus Public Safety Department.

Note: Although it is difficult to define precisely what constitutes a suspicious situation or person, such situations or persons should be reported to the Campus Public Safety Department as quickly as possible.

Shooting Protocol

If you witness any armed individual on campus at any time, immediately contact public safety at 734-432-5442. If the individual is acting in a hostile or belligerent manner call 9-911 from a university phone.

If the shooter is outside the building:

Turn off the lights and if possible close and lock all windows and doors. If necessary barricade the doors.

If you can do so safely, get all students on the floor and out of the line of fire.

If the shooter is inside the building:

If it is possible flee the area safely and avoid danger, do so.

Contact 9-911 and public safety at 734-432-5442 with your location if possible.

If flight is impossible, lock all doors and secure yourself in your space.

If necessary barricade the doors.

Get down on the floor or under a desk and remain silent.

Get students on the floor and out of the line of fire.

Wait for an "all clear" instruction from emergency personnel.

If the shooter comes into your class or office:

There is no one procedure the authorities can recommend in this situation. Attempt to get word out to other staff if possible, and call 9-911 (campus phone) if that seems practical.

Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.

Attempting to overcome the individual with force is a last resort that should be used in the most extreme circumstances.

Remember there may be more than one shooter.

Wait for the "all clear" instruction from emergency personnel.

Be careful not to make any changes to the incident scene.

In case you must flee, do not gather around the building. Get as far away from the shooting scene as possible and call 911.

EMERGENCY CLOSING PROCEDURES MAY BE UTILIZED

PROCEDURES FOR CIVIL DISTURBANCE AND DEMONSTRATIONS

Civil Disturbance and Demonstrations

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless any one of the following conditions exists as a result of the demonstration:

1. **Interference** with the normal operations of the University;
2. **Prevention** of access to offices, buildings or other University facilities;
3. **Threat** of physical harm to persons or damage to University facilities or property.

If any of the above conditions exist, the Campus Public Safety Department should be notified. The President or the Administrator in charge will be apprised of the situation immediately. The Public Relations Department will be responsible for public information and communications. The Director of Public Safety may call a photographer to report to an advantageous location for photographing the demonstrators. The Campus Public Safety Department will be responsible for contacting the appropriate agencies (e.g., Livonia Police Department) if necessary.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on Campus. **DO NOT HANDLE THE OBJECT!** Clear the area and call the Campus Public Safety Department immediately at extension 5442 or press the red button on the emergency telephone.
2. Any person receiving a phone in bomb threat should do the following:
 - A. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
 - B. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information.
 - C. Pay particular attention for any strange or peculiar background noises such as: motors running, background music and any other noises which might give even a remote clue as to the place from which the call is being made.
 - D. Listen closely to the voice (male/female), voice quality, accents and speech impediments. Immediately after the caller hangs up, the person receiving the call should report this information to the Campus Public Safety Department.
3. Campus Public Safety Officers with assistance of Physical Plant personnel will conduct a bomb search. Livonia Police will assist if a suspicious object is found. **DO NOT open drawers, cabinets or turn lights on or off. Keep radios off.**
4. If told to leave by a Campus Public Safety Officer or a University Emergency Response Representative, walk quickly to the nearest exit, and tell others to do the same.
5. **Assist the handicapped in exiting the building! Never use elevators in cases of fire. Do not panic.**
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep drives and walkways clear for emergency personnel and their vehicles.

7. Do not return to an evacuated building unless told to do so by a member of the Campus Public Safety Department or

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00a.m. through 4:00p.m., Monday through Friday), notify the Physical Plant Department at extensions 5729, 5744 or 5725 and the Campus Public Safety Department at ext. 5442.
2. During after hour periods, holidays and weekends, for utility failures call ext. 5442; the Public Safety Officer will contact Physical Plant personnel.

ADDITIONAL UTILITY INFORMATION AND PROCEDURES

ELECTRICAL/LIGHT FAILURE:

The natural lighting in Campus buildings may not provide sufficient illumination in hallways and stairs for safe exiting. It is therefore, advisable to have a flashlight available for emergencies. Emergency lighting does provide limited illumination.

ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone within the elevator. If there is no phone within the elevator, turn on the emergency alarm (located on the front panel) which will signal for help. Periodically yell for help if none of the above seems effective.

PLUMBING FAILURE/FLOODING:

Stop using all electrical equipment. Notify the Physical Plant Department at extensions 5729, 5744 or 5725 and the Campus Public Safety Department at ext. 5442.

SERIOUS GAS LEAK:

Stop all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL

EQUIPMENT. If lights are already on, leave them on. Notify the Campus Public Safety Department at ext. 5442 and the Physical Plant Department at extensions 5729, 5744 or 5725 during normal business hours.

EMERGENCY CLOSING PROCEDURES

Tornado Warning means that a tornado has been sighted or is strongly indicated by radar. If you see or hear the tornado coming, do not wait for the warning signal from the Campus Public Safety Department; **seek shelter immediately in Kresge Hall (room 1316), Science Lecture Hall (room 1301), or hallways (away from windows) or restrooms on the lowest floor. Avoid areas with glass and wide free-span roofs.**

The President or the designated administrator in charge will decide School Closing Decisions. The Campus Public Safety Department will monitor weather reports and road conditions and keep the President or the designated administrator abreast of the conditions. If a closing of the University is necessary the announcement will be carried on the following television and radio stations.

Television

WJBK-TV 2
WDIV-Channel 4
WXYZ-Channel 7

Radio

WJR-760am
WWJ-950am
WNIC-100.3fm

The Closing announcement will also be posted on the University website and the EdAlert system.

EARTHQUAKE

During an earthquake remain calm and follow the procedure outlined below:

1. **If indoors** seek refuge in a doorway or under a desk or table. Stay clear of windows, shelves, and heavy equipment. Protect your head and neck.
2. **If outdoors**, move quickly away from buildings, utility poles and other structures. **Note: Avoid power or utility lines as they may be energized.**
3. **If in an automobile**, stop in the safest place available, away from power lines and trees. Remain in the vehicle for the shelter it offers.
4. Damaged facilities should be reported to the Campus Public Safety Department and the Physical Plant Department. **Note: Gas leaks and power failures create particular hazards. Refer to the section on Utility Failures.**
5. After an earthquake, stay away from windows, skylights and items that could fall. **Do not use elevators.**
6. When the building evacuation alarm is sounded or when advised to leave by the Campus Public Safety Department and/or a University Emergency Response Representative, walk quickly to the nearest exit, and tell others to do the same. **Assist the handicapped.**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep drives and walkways clear for emergency vehicles and personnel.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. **Do not return to an evacuated building** unless told to do so

by the Campus Public Safety Department or a University Emergency Response representative.

UNIVERSITY EMERGENCY CRISIS RESPONSE TEAM - THE ADMINISTRATION AND PHYSICAL PLANT PERSONNEL

MEDICAL EMERGENCY

1. **Serious injury or illness dial 9-911 (Livonia E.M.S.) from a campus phone and then call the Campus Public Safety Department at ext. 5442.**
2. **In cases of a minor injury or illness, call the Campus Public Safety Department at ext. 5442.**

CHEMICAL SPILL ON CAMPUS

MATERIAL SAFETY DATA SHEETS ARE AVAILABLE IN ROOM 1704 (Public Safety Office), ROOM 2200 (Human Resources), PHYSICAL PLANT SHOP AND HOUSEKEEPING STAFF ROOM.

1. Any escape leakage or exposure of a hazardous chemical is to be reported to the Campus Public Safety Department at ext. 5442, the Physical Plant Department at ext. 5726. If necessary the Physical and Applied Science Department will be contacted at extension 5523, and the Livonia Fire Department, dial 9-911 from a campus phone.
2. When reporting, be specific about the nature of the involved material and exact location. The above departments will contact the necessary specialized authorities and medical personnel.

3. The key person (responsible person in charge) on site should vacate the affected area and isolate it from other areas until the arrival of the Campus Public Safety Department.
4. If necessary, or when directed to do so activate the building fire alarm by pulling a pull box station.
5. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly to the nearest exit, and tell others to do the same.
6. **Assist the handicapped in exiting the building. Never use elevators in cases of fire. Do not panic.**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep drives and walkways clear for emergency vehicles and crews.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. Do not return to an evacuated building unless told to do so by a Campus Public Safety Representative and/or a University Emergency Response Representative.

UNIVERSITY EMERGENCY RESPONSE REPRESENTATIVES -
THE ADMINISTRATION AND PHYSICAL PLANT PERSONNEL.

MEDIA RELATIONS

Call the University Public Relations Office at 734-432-5843 if you need assistance during normal business hours (8:00a.m.-4:30p.m.).

The following guidelines should be followed in crisis situations:

1. Only authorized spokesperson(s) of the University will meet or talk with the media.
2. Only factual information is released; no speculation is to be offered.
3. All University personnel are notified to report media questions to the University Public Relations Office at ext. 5741. University personnel are not to speak to outsiders, especially the media, on behalf of the University.