



CENTRAL
MICHIGAN UNIVERSITY

EMERGENCY PROCEDURE MANUAL

HEALTH PROFESSIONS – CMED – CHIS

Table of Contents

- I. Introduction
 - A. Purpose
 - B. Legal Compliance
 - C. Plan distribution
 - D. Emergency phone numbers
 - E. 911 Calling procedure
 - F. Training
 - G. Applicable Information

- II. Injuries/Accidents in the Building
 - A. Procedures to assist victim(s)
 - B. Emergency Medical Situations
 - C. Work Related Injuries

- III. Bomb Threats
 - A. Procedures when receiving a threat by telephone
 - B. Bomb threat checklist
 - C. Typical characteristics of a mail or package bomb
 - D. Procedures when a suspicious article is received by mail
 - E. Finding an actual explosive device

- IV. Shelter-in-Place
 - A. Shelter-in-Place
 - B. Tornado / Severe weather information / Instructions
 - C. Shelter procedures

- V. Fire
 - A. Fire prevention
 - B. Procedures when a fire is found

- VI. Evacuation Procedures
 - A. Procedure for evacuation of the facility
 - B. Evacuation of disabled persons

- VII. Power Outages
 - A. Procedure when a power failure occurs

- VIII. Elevator Entrapment
 - A. Procedure when trapped in an elevator
 - B. Procedure when a non-employee is trapped in an elevator

- IX. Disturbances - Violent/Dangerous Behavior
 - A. Procedures for dealing with violent/dangerous behavior
 - B. Active Shooter Response

- X. Chemical Release

- XI. Gas Leak

- XII. Communications
 - A. University Communications
 - B. Dealing with the Media

- XIII. Locations of Emergency Equipment
 - A. Floor plans, Including: Telephones, Fire alarms, Fire extinguishers, Tornado shelter areas
- XIV. Terminating the Emergency
- XV. Floor Plans

I. INTRODUCTION

A. PURPOSE

The following Emergency Action Plan applies to all buildings and grounds on the Central Michigan University campus. The purpose of this Plan is to create mechanisms to minimize the hazards to personal health or the environment from fire, severe weather, chemical release or any unplanned event that could cause injury to students, faculty, staff, or the general public.

It is the intent of this Plan to serve as a guideline for **employee, student and visitor** actions in the event of an emergency. Emergencies can happen without warning, at any time, or any place. It is because of this reason that employees, students and visitors must familiarize themselves with the following procedures contained within this manual. By becoming familiar with these procedures, one can help to minimize the dangers associated with an emergency situation.

B. LEGAL COMPLIANCE

This plan shall comply with the following (but not limited to) federal and state regulations:

Michigan Occupational Safety & Health Administration (MIOSHA)

- Part 6 – Fire Exits
- Part 8 – Portable Fire Extinguishers

Occupational Safety and Health Administration (OSHA)

- 29 CFR 1910.36 Means of Egress
- 29 CFR 1910.38(a) Employee Emergency Plans
- 29 CFR 1910.39 Fire Prevention Plans
- 29 CFR 1910.151 Medical Services and First Aid
- 29 CFR 1910.165 Employee Alarm Systems

C. PLAN DISTRIBUTION

This emergency action plan shall be distributed to key individuals listed in this plan, with a master copy being maintained by Dany Sineway (Environmental Health & Safety/Emergency Management), located at Motor Pool 1303A West Campus Drive. The plan will be maintained on the Environmental Management website located at www.cmich.edu/cmuehs for review by all employees, students and visitors.

D. EMERGENCY PHONE NUMBERS

CMU Police (from any campus phone) 911
FM Service Center 774-6547

E. 911 PROCEDURE

Use the following statement to provide the necessary information to the 911 dispatcher:

This is _____ calling from the Health Professions Building/CMED.
(Caller's name)

There has been an incident which requires emergency service. The Phone number here is _____ The situation is _____ (briefly explain the situation, i.e., fire, injured person, etc.) Do not hang up until 911 dispatcher says you may.

F. TRAINING

Training will be conducted across campus periodically dealing with a variety of topics (active shooter, severe weather, fire, etc.) and a variety of formats (on-line, face to face). Building occupants shall receive training concerning the emergency action plan to the level of their expected involvement.

G. APPLICABLE INFORMATION

Building Information

The Health Professions Building was established in 2004 with CMED addition in 2011 & CIHS addition in 2020. It is constructed of concrete, steel, block and glass, with a brick exterior. It encompasses a total of 285,000 ft². The building is home to 5 departments (The Department of Physical Education and Sport, the School of Health Sciences, the School of Rehabilitation and Medical Sciences, the Department of Communication Disorders and the College of Medicine). In addition, there are several programs with offices and classes in the building. These include; Clinical Psychology and Neuroscience.

Description of the Surrounding Area

To the North: Parking Lot and open fields

To the West: Grassy field

To the South: Grassy field and Foust Hall

To the East: Parking Lot

The most logical place for individuals to meet following an emergency of large scale (fire, bomb threat, etc.) is to the up-wind side of the building, a minimum of 250 feet from the building. The grassy field to the west of the building may be applicable in this situation.

II. INJURIES / ACCIDENTS IN THE FACILITY

A. Injuries to University Employees

In the event of an injury to a University employee, no matter how insignificant, an investigation must be conducted, and an accident report filed. The accident report should be distributed utilizing normal means to the Workers Compensation Office (Rowe Hall 108 or by calling 774-7177). Normally, it is the responsibility of the immediate supervisor of the injured party to conduct the investigation; however, a staff member of the department in which the injury occurred can assist in this investigation. In the case of a severe injury such as, but not limited to, severe bleeding, hospitalization, ambulatory care or blunt force trauma, contact Environmental Health & Safety.

When a work-related accident occurs that results in a severe injury to one or more employees, do not move the injured employee(s) unless it is absolutely necessary to protect them from further injury. Shut down any machine or equipment in the area that could present a hazard to the injured employee(s) or potential rescue personnel. Where possible and reasonable under the circumstances, persons possessing the necessary training and personal protective equipment may, but are not required to, administer first aid to the injured person pending the arrival of emergency personnel at the scene.

Notify **911** from an on-campus telephone of the accident and provide the specific location of the accident and the nature of the injury. Do not hang up until CMU Police dispatch hangs up.

If a work-related accident involves any type of equipment, machinery, mechanical device or tool, the item must be removed from service and stored in a secure location under the direction and control of the Director for Facilities Management. The item must not be adjusted, altered, repaired or modified in any way prior to an inspection by an authorized representative of the University. Regular reporting procedures for work related injuries should be followed in accordance with the University's Workers Compensation procedures.

If a work-related accident results in a fatal injury, loss of an eye or the hospitalization of one or more employees for the same incident, the Michigan Occupational Safety and Health Administration (MIOSHA) must be notified within eight hours of the incident. This notification is the responsibility of Environmental Health & Safety. University Counsel will also be notified.

B. Injuries to University Students and Visitors

In the event of an injury or medical emergency involving a Central Michigan University student and/or visitor, the CMU Police Department shall be notified immediately by calling 911 from a campus phone. The caller should provide a brief description of the injury or medical emergency, and the location of the student involved. Do not hang up until CMU Police dispatch hangs up. Where possible and reasonable under the circumstances, persons possessing the necessary training and personal protective equipment may, but are not required to, administer first aid to the injured student or visitor pending the arrival of emergency personnel at the scene. Complete an Accidental Personal Injury Report for all injuries to students and visitors. The Accidental Personal Injury Report forms can be found on the Risk Management website at www.cmich.edu/RM.

III. BOMB THREATS

A. Procedures when receiving a threat by telephone

Bomb threats are generally a hoax which are made in an effort to disrupt normal business operations. However, **NO** bomb threat should be treated as a hoax. The following procedure is to be used if you are the recipient of a bomb threat over the telephone.

- DO NOT HANG UP!
- Remain as calm as possible
- Be kind and courteous to the caller and note all information you are given as best as possible. Attempt to keep the caller on the line as long as possible.
- If possible, gain the attention of a co-worker and have them notify the CMU Police (911) of the incoming bomb threat. This can be done through the use of writing or gestures. Do not allow the caller to know that CMU Police are being informed while you speak.
- The CMU Police will decide if evacuation procedures are necessary and will initiate such procedures. Refer to section VI. A. Evacuation Procedures.

B. Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

- 1. When is bomb going to explode? _____
- 2. Where is the bomb? _____
- 3. What does it look like? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. Where are you calling from? _____
- 9. What is your address? _____
- 10. What is your name? _____

CALLER'S VOICE (circle all that apply)

- | | | | | |
|-----------------|------------------|----------------|----------------|----------------|
| Calm | Disguised | Nasal | Angry | Broken |
| Stutter | Slow | Sincere | Lisp | Rapid |
| Giggling | Deep | Crying | Squeaky | Excited |
| Stressed | Accent | Loud | Slurred | Normal |
| Male | Female | | | |

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Person receiving call: _____

Telephone number call received at: _____ Date: _____ Time; _____

C. Typical characteristics of a mail or package bomb

The likelihood of receiving a bomb in the mail is extremely remote. Unfortunately, however, there have been a number of explosive devices mailed over the years which makes it a threat to be considered. Keep in mind that a bomb can be enclosed in a package or envelope, and its appearance is limited only by the imagination of the sender. However, mail bombs have some unique characteristics which may help you in identifying a suspect mailing. It is important to know the type of mail typically received by your facility when applying the following characteristics.

- Feel and Balance - Letters that feel rigid, appear uneven or lopsided, or are bulkier than normal. Is there any springiness or undue pressure that can be felt through the package? Contents of a parcel make a sloshing sound. **WARNING - EXAMINE MAIL GENTLY!**
- Foreign Packages - If the item is from another country, ask yourself if it's expected.
- Excessive Postage
- Oily stains or discoloration.
- Place of Origin - Is it a familiar one? Note the delivery postmark; does it show a city or state in the postmark that does not match the return address?
- Unrequested deliveries - Is correspondence from the sender expected? Do the characteristics of the envelope or package resemble the expected contents? The addressee normally doesn't receive personal mail at the office.
- Unusual addressing or delivery instructions - There are unusually restrictive endorsements such as "Personal" or "Private". Unprofessionally wrapped parcel is endorsed "Fragile Handle with Care" or Rush – "Do not Delay". Name and title of addressee are not accurate. The sender is unknown. There is no return address.
- Smell - Mailing emits a peculiar odor. There is a smell of marzipan (the smell of almonds) or any other strange smell coming from the package or letter.
- Sender's writing - Any mail should be treated with caution if it features a foreign style of writing, not normally received, on the address. This goes along with the place of origin.
- Protruding wires - are there any protruding wires, tinfoil, or strings present.
- Sound - If there's any unusual sound or noise coming from the package such as a buzzing or ticking noise, the package should be treated with caution.
- If the package or letter exhibits any of these warning signs or characteristics, follow the procedures found in the following section III. D.

D. Procedures when a suspicious article is received by mail

If a suspicious package or letter arrives through the mail or by any other means the following procedures should be followed.

If the letter or package has not been touched

- Do not handle the package or letter or attempt to take it outside. Do not allow anyone else to touch it.
- Evacuate the room and surrounding rooms immediately. Leave windows and doors open. Keep others out of the area.
- Call CMU Police (911) and explain that there is a possible bomb that has just been received. Give the location of the package or letter, and when and how it arrived as well as any other information that they request. Do not place the call in the same room as the package or letter.
- Do not place the package or letter in water.
- Follow any instructions that are given by the CMU Police.

If a package or letter is suspected during handling

- Place the suspicious package or letter in a corner of the room, handling it very gently and making sure not to turn it over or unbalance it.
- Make sure the device is placed away from windows and that the windows are open.
- Evacuate the room and surrounding rooms, leave windows and doors open. Keep others out of the area.
- Call CMU Police (911) and explain that there is a possible bomb that has just been received. Give the location of the package or letter and when and how it arrived as well as any other information that they request. Do not place the call in the same room as the package or letter.
- Do not attempt to take the package or letter outside.
- Follow any instructions that are given by CMU Police.

E. Finding an actual explosive device

As with a package or letter bomb, a bomb which has been placed in or around the facility may not have the outward appearance of a bomb. A bomb placed by an individual is normally placed in an inconspicuous location and is generally followed by a telephone threat, though not in all cases. A bomb that has been placed can have any or all of the characteristics of a package or letter bomb. If you notice a suspicious object in an area where it does not belong or has never been before, use the following procedure:

- **DO NOT TOUCH THE OBJECT!**
- Do not use radio transmission to inform others.
- Do not pull the fire alarm.
- Do not use the public address system.
- Exit the area cautiously and quickly.

- Call CMU Police (911) and inform them that there is a possible bomb in the facility. Provide any information about the object that you have. Follow any instructions given by the CMU Police.

IV. SHELTER-IN-PLACE

A. Shelter-in-place

What Shelter-in-Place Means:

One of the instructions students, visitors and employees may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. If you are told to shelter-in-place, follow the instructions provided.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by University authorities or by a number of communication avenues, such as phone, internet, e-mail, text messaging and the like. The important thing is for you to follow instructions of University authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

- Stop classes or work, or close business operations.
- If there are students, or visitors in the building, provide for their safety by asking them to stay inside the building and not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask students, staff, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk in your community.

B. SEVERE WEATHER (TORNADOES) Tornado/Severe

Weather Information/Instructions

Tornado WATCH: Conditions are favorable for a tornado to develop.

Do This: Tune your radio to the local radio stations for up-to-date weather information.

Tornado Warning: Tornado has been seen in the area.

Signal: Weather Warnings issued VIA Isabella County Emergency Management, sirens from off campus will sound.

Tornado Danger Signs

Bad Thunderstorms thunder, lightning, hard rain, strong winds

Hail bullets of ice from a dark, cloudy sky

Roaring noise like ten jet planes or a hundred railroad trains

Funnel a dark spinning rope or column from the sky to the ground

NOAA weather radios have been provided to the Building Coordinator. Any watches issued by the National Weather Service will be obtained through the NOAA weather radios. These watches are the same as those issued by CMU Police. If the Building Coordinator gets the watch by either source, the Building Coordinator's office will then contact the various departments in the Health Professions Building/CMED and inform them of the **Watch**.

LOCATION OF TORNADO SHELTER AREAS

The tornado shelters for the Health Professions Building/CMED can be found in Section XV - Floor Plans.

TORNADO WARNING INSTRUCTIONS

Offices

1. Secure the office and proceed to shelter areas immediately.
2. Take with you the National Oceanographic and Atmospheric Administration (NOAA) weather radio with you if applicable. The NOAA radio will be the best source for severe weather information including the “all clear” information.

B. Shelter Procedures

In the event that a Tornado Warning is issued, the following list describes where each area is to seek shelter. Generally, there are 3 minutes after a warning is issued before Tornado hits, so it is very important to be able to guide occupants to their specific shelter area as quickly and efficiently as possible.

- All occupants of the Health Professions Building/CMED should proceed to the areas designated on the floor plan located in Section XV and on the web at www.cmich.edu/cmuehs.
- It may not be possible to move all occupants into this area so it is necessary to be aware of specific things to **AVOID** if the shelter area cannot be reached. These include:
 - Wide expanse ceilings
 - Areas containing windows, display cases, or other glass
 - Large open areas
 - Areas with a large amount of debris

NOTE: If an area of proper protection cannot be reached, find the lowest point in the area and take cover under the most secure object you can find.

V. FIRE

A. Fire Prevention

The following will outline specific procedures that shall be addressed by the facility to minimize the occurrence and impact from a fire emergency. Special emphasis on housekeeping and storage procedures are practiced in the maintenance and custodial areas due to the fact that flammable and combustible materials are used and stored in these areas.

- The University is committed to preventing the occurrence of fires and situations that may promote a fire at the University.

- Fire prevention is the responsibility of all personnel. Employees and students should follow safe practices to minimize the hazard of fire; supervisors must ensure that safe practices are followed on a daily basis. Under no circumstances shall fire doors be propped open using wooden wedges, bricks, dustpans or any other means.

B. Procedures when a fire is found

In the event that a fire is spotted in the facility, it is extremely important to know the evacuation procedure (Section VI. A. Evacuation Procedures); it is also imperative that the following procedure be initiated immediately:

- Immediately trigger the fire alarm by using one of the wall pull stations. The locations of these stations are shown in Section XV Floor Plans.
- Call 911 and provide the location of the fire.
- **ONLY IF YOU HAVE BEEN TRAINED** - Attempt to extinguish the fire using an extinguisher, but only if it is a small fire using the P.A.S.S. technique - Pull - Aim - Squeeze - Sweep.
- Confine fire by closing doors as you leave the area.
- Evacuate the facility using the evacuation procedure found in Section VI. A. Evacuation Procedure. It is the responsibility of faculty and staff to make certain all occupants are out of their immediate area. Advise the Mt. Pleasant Fire Department upon arrival if everyone is accounted for. Move as far away from the building as possible to the designated gathering location.

NOTE: The locations of Fire Extinguishers, Pull Stations, and Exits can be found in Section XV Floor Plans.

ROUTES BLOCKED BY FIRE

If routes are blocked by fire, move to an office with an outside building wall. Close the door and stuff all cracks around the entrance doors, windows, and ventilation grills. Use the phone to notify CMU Police (Ext. 3081 or 911) of your location. Signal for outside assistance. Open the window enough to place the signal out. Do not break the window out. Stay close to the ground next to the window, remain calm and wait for help to arrive.

DO NOT RE-ENTER IF THE FIRE ALARM STOPS - THIS IS NOT AN ALL CLEAR SIGN

Wait until a police officer, a firefighter, or a door monitor has given the all clear to re- enter the building.

ALL RELEASE OF INFORMATION CONCERNING THE FIRE EVACUATION WILL BE HANDLED THROUGH UNIVERSITY COMMUNICATIONS.

VI. EVACUATION PROCEDURES

A. Procedures for evacuation of the facility

If evacuation is necessary, use the following procedure unless instructed otherwise by the CMU Police. Employees are responsible for maintaining calm and order as much as is possible for fast and efficient evacuation. Exit the building using the nearest stairs if applicable and the nearest door. Proceed to the meeting area in grassy field to the West of the building unless otherwise instructed. **DO NOT REENTER THE BUILDING UNTIL TOLD TO DO SO.**

NOTE: The floor plans found in Section XV shows all the exits. Always move to a location that is upwind of the building. The wind in this area is predominantly from the west to southwest; therefore, the primary meeting area should be on the west side of Health Professions Building/CMED in the grassy field. If the wind is from another direction, go upwind away from the building to a location which will not obstruct Emergency Personnel.

B. Evacuation of Disabled Persons

Central Michigan University requires that all persons in a building evacuate that building any time the fire alarm is activated. Persons with a disability may not be able to evacuate unassisted due to special needs. It is very important to know how to address these needs should a situation arise. The following procedures show how to address these needs for different disabilities.

Plan in Advance

Individuals who need assistance during an evacuation, even temporarily (due to broken leg, illness, medications, etc.) should plan in advance. It is important to be aware of your own capabilities and limitations.

- Notify a director or department head if you use a particular building on a regular basis.
- Notify a Resident Director or Resident Assistant in residence halls.
- Identify someone who might provide assistance in leaving the building and/or who will inform emergency management personnel of your presence and where you are located.

Building Evacuation (Fire or Hazardous Materials Emergency, Bomb Threat, etc.)

- Exit the building immediately using the most direct route
- If unable to evacuate on your own, ask for assistance to the nearest enclosed exit stair.
- Ask someone leaving the building to notify emergency responders of your location.
- If a phone is available, call 911 and tell them where you are.

“BUDDY SYSTEM” OPTION

Make use of a “Buddy System.” During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.) When the fire alarm sounds, the “Buddy” (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

EVACUATION OPTIONS DURING A FIRE ALARM

Use of the “Buddy System,” along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

- **Horizontal Evacuation:**
Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).
- **Vertical (Stairway) Evacuation:**
Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
- **Stay-in-Place**
Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call the campus operator (“0”, or call 911) and give your name, location and reason you are calling. The operator will relay the information to CMU Police, who will assist by notifying on-scene emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- **Area of Refuge**
If the person with disability cannot get far enough away from the danger by using Horizontal Evacuation, then that person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling). Specific areas of refuge for each building will be designated by signage at the handicap entrances. Note: Area of Refuge can be found on the floor plans in Section XV.

DISABILITY GUIDELINES

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair)**
Persons using wheelchairs should Stay-in-Place or move to an Area-of-Refuge with their “buddy” when the alarm sounds. The “buddy” should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with disability. If the person with disability is alone, he/she should phone the campus operator (dial “0” or dial 911). He/she should give their present location and need of assistance or the Area-of-Refuge to which they are headed.
- **Mobility Impaired (Non-Wheelchair)**
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.
- **Hearing Impaired**
Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visually Impaired**
Most buildings on campus are equipped with fire alarm horn/strobes that sound the 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 assistant should offer assistance to the individual with visual impairment and guide him or her through the evacuation route.

VII. POWER OUTAGES

A. Procedure when a power failure occurs

Power failures occur occasionally and normally do not prove to be hazardous situations. It is, however, important to be prepared should one occur. Darkness is often the result of a power failure and this can be a danger in a public facility. The following procedures are to be used during a power failure.

- If a power failure occurs during the day, vision should be satisfactory due to windows and doors providing outdoor light.
- Should a power failure occur during the night or evening, emergency lighting will activate in the building. Building occupants should leave immediately.
- If it is necessary to seek shelter during a power failure due to severe weather, employees are to go to the designated safe area or a protected area. Refer to Section IV. B. Severe Weather.
- When the power returns, inspect your area and report any damage which may have occurred. (vandalism, electronics damage due to a surge, etc.)

NOTE: Be aware that with a power outage, you have no fire alarm system.

VIII. ELEVATOR ENTRAPMENT

A. Procedure when trapped in an elevator

Elevator entrapment is a very uncommon occurrence, but due to the fact that it is a mechanical device, failure is possible. Therefore, being prepared to deal with this type of emergency is necessary. The following procedure is to be used if you become trapped in an elevator.

- REMAIN CALM!
- Use the emergency elevator phone, alarm button or cellular phone to call for help.
- Do not attempt to pry open doors.
- Do not attempt to use the overhead hatch.
- An Elevator Mechanic will be called to take care of the problem.

B. Procedure when people are trapped in an elevator

If a person becomes trapped in the elevator, use the following procedure.

- Determine if the alarm is genuine.
- Immediately call the elevator repair service.
- Make an effort to locate the elevator car by going floor to floor and listening at the door for sounds such as banging, crying or yelling.
- Talk to the person inside by yelling through the door. Inform them to remain calm and not to try and escape. Remain in contact with the trapped individual and inform them of the steps being taken to get them out of the elevator.
- If safe to do so, remain with the person(s) until help arrives.

IX. DISTURBANCES - VIOLENT / DANGEROUS BEHAVIOR

A. Procedures for dealing with violent / dangerous behavior

Due to the nature of the activities that take place in on campus, disturbances may occur when aggression overtakes rational judgment. An aggressive dispute can often be resolved with a few words from a person of authority. The following procedure is for disturbances which have escalated to be potentially dangerous to property or people.

- Use your best judgment when assessing the situation; determine whether it is something that can be resolved with intervention. **NEVER** put yourself into a situation that can become harmful to you.
- If the situation is dangerous, immediately call the CMU Police (911) and inform them of the location and actions of the individual(s) creating the disturbance.
- If a person(s) has or appears to have a weapon, immediately call the CMU Police (911).
- If a person(s) behavior appears to be drug or alcohol induced, immediately call CMU Police (911).
- If a person(s) has done or is doing malicious damage to property, immediately call CMU Police (911).
- If a person(s) is physically assaulting another, immediately call CMU Police (911).
- If you intervene and they refuse to cooperate, immediately call CMU Police (911).

B. Active Shooter Response

CMU POLICE DEPARTMENT

Response to Active Violence Incident

- **Notify the Police:** The authorities need to be aware of the incident. Provide as much information as possible by calling 911. Alternative phone numbers are (989)774-3081 (CMU Police non-emergency line) or 989-773-1000 (Isabella County Central Dispatch).
- **What to Report:**
 - Your specific location-building name and office/room number
 - Number of people at your specific location
 - Injuries-number injured, types of injuries

Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or handgun), backpack, shooters identity if known, etc.
- **Decide your course of action:**
 - **Best Choice:** Run
 - Be aware of possible exit points from the building
 - If you can get out, do so as quickly as possible
 - Help others escape if possible
 - **Next Best Choice:** Hide
 - Lock and barricade all doors
 - Remain quiet in the room
 - Spread out if possible

- **If You Have No Other Choice: Fight**

- If no other option exists, you may be forced to confront the threat
- Use any means necessary to come out alive!
- Consider acting as a team to confront the threat

- **Un-Securing an area:**

- Consider risks before un-securing rooms
- Remember, the shooter may not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

- **Police Response**

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

- **Securing YOUR Classroom**

- Operating Upgraded Traditional Locks
 - Doors with traditional locks have been upgraded to have thumb turns. These are operated by turning 180 degrees as indicated on the door.
- Operating Doors with Upgraded Electronic Access Control
 - Doors with electronic access control have been upgraded with emergency lock down buttons. Pushing this button will secure the door and disable the access control. Only push in case of an emergency.

X. **CHEMICAL RELEASES**

Chemical releases can be classified into two distinct categories:

Incidental Releases

Incidental releases are small isolated releases of chemicals such as cleaning solvents that do not present or have the potential to cause injuries or require evacuation other than the immediate release area. Incidental releases can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment, or by calling Environmental Health & Safety at 7398. This type of incident would not require the response of the Local Fire Department, or outside agency. However, Environmental Health & Safety should be notified of all releases. This may aid in the proper disposal of the released chemical.

Response to an incidental release

1. Obtain the Safety Data Sheet (SDS) and assess the scope of the hazard.
2. Notify employees and others in the immediate area of the spill and evacuate if necessary.
3. Verify identity of material.
4. Secure appropriate equipment and supplies to contain spill.

5. Use protective equipment and clean up spill.
6. Transfer spilled material to a proper disposal container and label for waste disposal.
7. Decontaminate spill area.
8. Store and dispose of spilled material as waste. Contact Environmental Health & Safety at 774-7398 or www.cmich.edu/cmuehs for disposal.
9. Review incident for prevention in the future.

Emergency Releases

Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the Emergency Response Team and/or local fire department would be considered an emergency release.

An emergency release may be defined by any one of the following:

- Spill affects several areas.
- Material has moderate to high toxicity or is flammable.
- Material has a potential for causing exposures exceeding short term exposure limit.
- Threat of discharge to drain/sewer.
- Potential threat to community.

For the purpose of this Emergency Action Plan only Emergency Releases will be addressed.

Employee Procedures for Chemical Releases

1. Clear the area of all personnel and visitors - Instruct personnel to evacuate the Health Professions Building/CMED.
2. Dial 911 for CMU Police.
 - a) Advise nature of problem
 - b) Advise exact location of the chemical release.
CMU Police will then contact Environmental Health & Safety.
3. If the situation appears to be a serious release, activate the fire alarm pull station and begin evacuation of the building.
4. Inform CMU Police, Environmental Health & Safety and/or Mount Pleasant Fire Department of the incident area.
5. Advise the first responding agency on their arrival if all personnel are accounted for.
 - a) If an employee or visitor is missing, advise the responding agency as to the last known location of the individual.
6. Provide assistance as requested.

XI. GAS LEAK

The following general guidelines are recommended for the purpose of responding to a suspected or known gas leak:

1. Telephone CMU Police (911) & the Facilities Management Service Center (774-6547) and report the location and any unusual conditions. If Facilities Management Service Center is closed, the CMU Police Department will contact the appropriate personnel within Facilities Management.
2. If the gas leak is outdoors, stay upwind; keep out of low areas.
3. If the gas leak is indoors, leave the area, do not turn on a light switch, other gas-burning appliances, or activate any other source that can produce a spark or open flame. Do not use a telephone in the immediate area. Where possible, ventilate the area by opening doors and windows.
4. The decision to evacuate an area or building will rest with the highest level of authority available at that time.
5. If the gas leak affects the whole building or there is no easy way to shut it off in the area of the leak, shut off the main gas shut-off valve for the building. Each building has a main shut-off valve outside the building where the gas services enters.

GENERAL INFORMATION FOR A GAS LEAK

To provide a better understanding of the above recommended gas leak emergency action procedures, a brief description of the physical properties of Natural Gas and LP Gas- Propane is provided. The University has equipment that uses both types of fuel. With one exception, the physical characteristics of both gases are very similar.

Natural Gas is an odorless fossil fuel that is lighter than air, while LP Gas-Propane is a by-product of crude petroleum and is heavier than air. Both fuels will burn and can explode under certain concentrations and proper air mixtures, and if a source of ignition is introduced. Both fuels are odorized by the chemical Mercaptan. The odor smells like garlic, rotten eggs or a skunk.

Without attempting to describe the concentrations, which have many variables, the most important factor is the source of ignition. Sources of ignition can be in numerous forms, such as a light switch, gas-burning appliance, telephone, electric motor, cigarette lighter, automobile engine, or summarized as anything that can produce a spark or flame.

It should be noted that all gas-burning appliances are required by ANSI Standard 21-30 to have an appliance gas shutoff valve to enable the fuel source to be interrupted at the appliance.

XII. COMMUNICATIONS

A. University Communications

During an emergency it may be necessary to evacuate, or partially evacuate, the University campus. Also, normal services such as electricity, water and telephones may be nonexistent. Under these conditions, it is desirable to have an alternate location that can serve as a focal point for communication among emergency responders and through which incoming and outgoing calls can be routed.

If the nature of an emergency so dictates, the Core Crisis Group shall activate the Command Center from which they will manage the University response to the incident. Communications with the emergency responders will be by trained staff. No information concerning the nature of the emergency will be provided to anyone other than University officials or responding outside emergency agencies. Any media contact will be made by the Associate Vice President of University Communication, or her designee.

B. Where to refer media inquiries

It is the policy of CMU that all inquiries made by the media regarding anything to do with the operation or actions of the University or its staff and faculty be directed to the University Communications Office (774-3197).

Media Relations Policy

Responding to the press: The University Communications office will be responsible for coordinating the University's responses to the press; the Associate Vice President will serve as the University's official spokesperson, although other university officials (i.e., president, vice presidents, individuals with specific areas of expertise) may also be needed to respond publicly depending upon the nature of the crisis.

XIII. LOCATIONS OF EMERGENCY EQUIPMENT

A. Floor Plans

Section XV contains floor plans which indicate the locations of various emergency equipment. The equipment that has locations indicated on the floor plans are:

- Fire alarm pull stations
- Fire extinguishers (types of extinguishers)
- Tornado shelter areas
- Exits

XIV. TERMINATING THE EMERGENCY

This section of the Emergency Action Plan will deal with those activities necessary to support employees, visitors and students during and following an emergency situation, and those activities necessary to restore operations at Central Michigan University.

Recovery of Operations

The recovery of building operations and services will be based on the extent of damage suffered to the building. The Core Crisis Group will need to prioritize activities that can be accomplished with available staff and resources. Immediately following the emergency phase of the incident, the Core Crisis Group will begin the implementation of the university business recovery plan.

Documentation

Documentation of emergency activities is of critical importance following the emergency situation. All records and forms used during the incident to document activities must be retained for future reference.

Responsibility for Incident Documentation

- (a) Following an emergency situation, the Core Crisis Group or their designee will have the responsibility of collecting all records and forms used during the incident. These will be used for several purposes such as incident investigation, insurance claims, and potential legal actions.
- (b) The Core Crisis Group may prepare a report documenting activities that took place during the emergency situation.
- (c) The report of the Core Crisis Group and all related documentation will be submitted to the President for review and necessary follow-up actions.

Responsibility for Damage Assessment

The Core Crisis Group will have the main responsibility for conducting the damage assessment following an incident. Assistance will be obtained as needed from facility personnel and outside organizations, such as structural engineers and local government officials.

Post-Emergency Activities

Post-emergency activities are those that tend to the welfare of facility personnel and provide for a review of facility actions during the incident.

Injuries should be reported as follows:

Please report employee (including student employee) injuries or illnesses to the Workers Compensation office at 774-7177 as soon as possible. All injuries to students, non-employees or visitors should be reported to the Risk Management, Environmental Health & Safety office at 774-3741.

Incident Debriefing

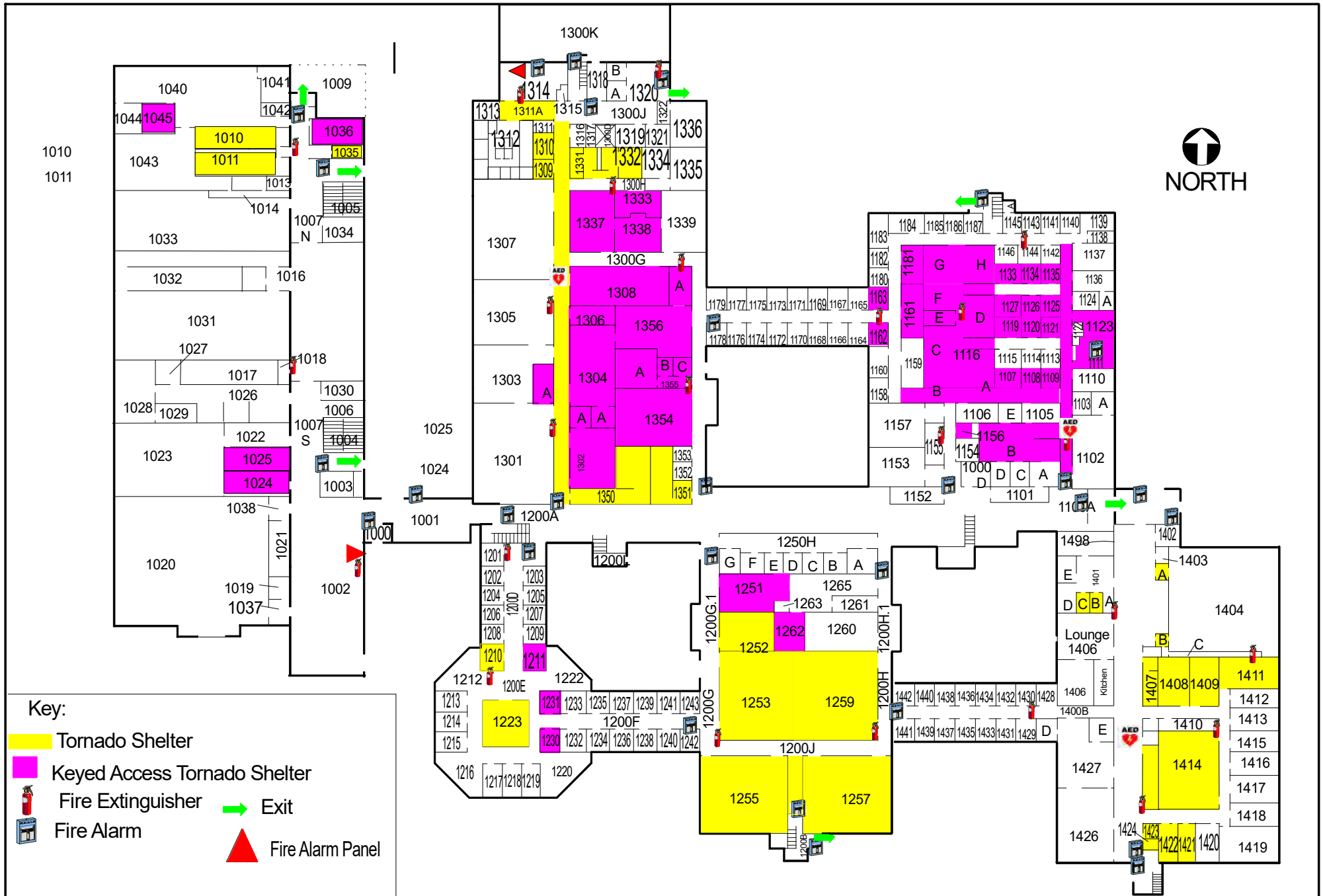
The incident debriefing is utilized to inform personnel about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may exist.

Some employees and/or students may be profoundly impacted from the events surrounding the incident, especially those involving injuries or loss of life. It may be necessary to provide critical incident stress debriefing sessions following such incidents. The Core Crisis Group or their designee shall make arrangements for counseling services as needed following an emergency situation.

Critique

The critique of the incident is basically a review of what actions took place during the incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the emergency action plan and the facility policies and procedures.

XV. FLOOR PLANS



Risk Management Environmental Health & Safety

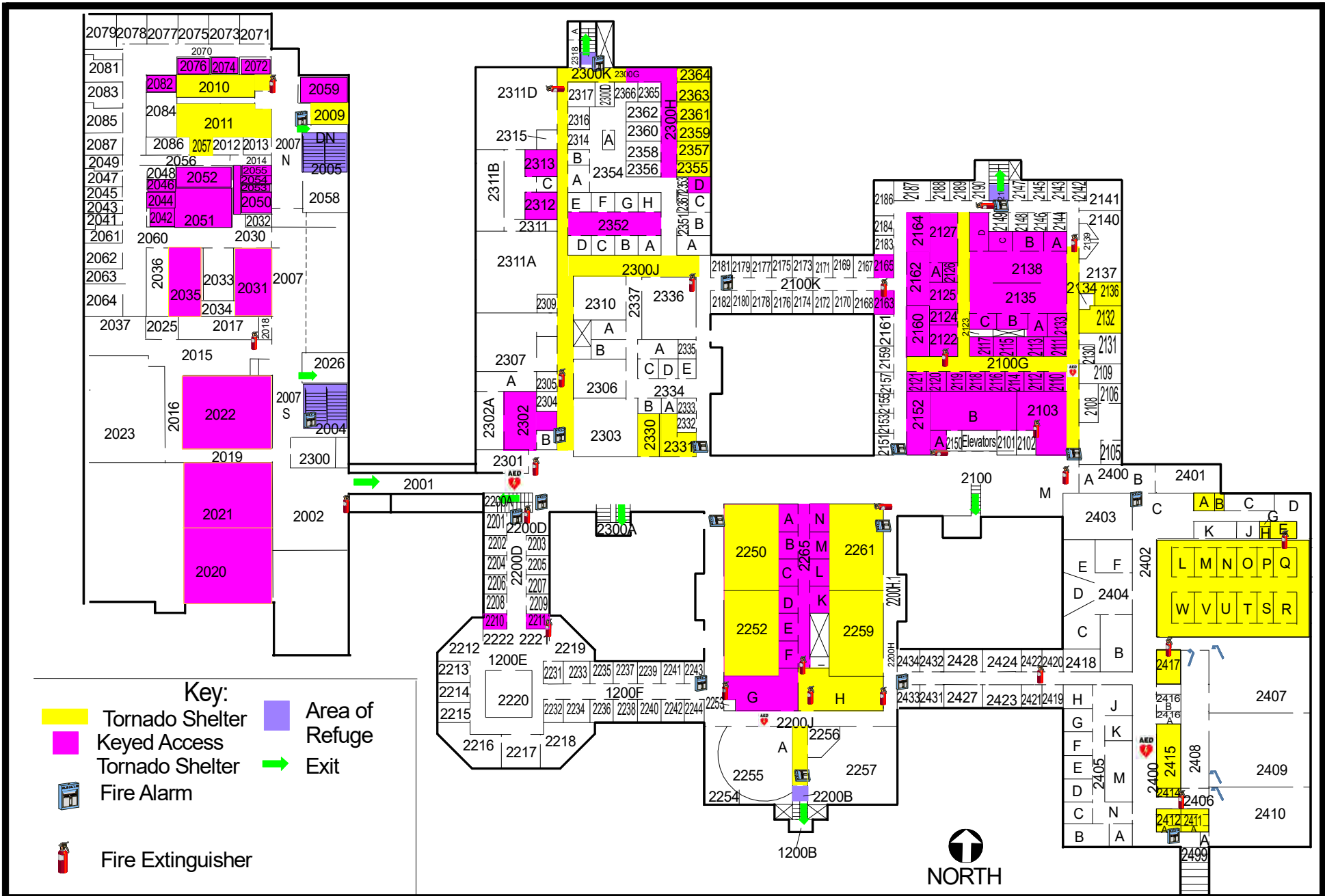
Health Professions/CMED Building/CIHS - 1st Floor

Tornado Shelter & Emergency Equipment Locations

Scale: 1" = 50'

Date: 08/2020

Sheet: 1 of 1



Risk Management Environmental
Health & Safety

Health Professions Building - CMED - CIHS - 2nd Floor

Tornado Shelter & Emergency Equipment Locations

Scale: 1" = 50'

Date: 08/2020

Sheet: 1 of 1