

SAFETY AND EMERGENCY INFORMATION
For
The Gerald R. Ford School of Public Policy

For your personal well-being and the safety of everyone who works at the Ford School, specific procedures should be followed during emergencies.

**Call 9-1-1 Immediately in the Event of
EMERGENCIES:**

**Bomb Threat
Explosion
Fire
Medical Emergencies**

**Call 3-1131
Dept. of Public Safety
To Report:
Theft
Security Problems**

**Call 4-3490
Dean's Office
To Report:
Building Problems**

Please familiarize yourself with these instructions so you will be aware of the role you should play in an emergency situation. Keep this information where it will be available if you need it.

BUILDING NAME: Joan and Sanford Weill Hall 735 S. State Street

PURPOSE:

To establish an action plan and procedures for the orderly and coordinated evacuation or "shelter in place" for Weill Hall in response to major emergencies. The action plan addresses all major aspects of keeping building occupants safe during emergencies:

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SECTION I ROLES, RESPONSIBILITIES & PLANNING

The facility manager will act as the building coordinator and ensure that there are an adequate number of Floor Marshal Volunteers.

The responsibilities of the Building Coordinator are:

- implement the Emergency Action Plan (EAP)
- coordinate with other key building personnel on appointing an adequate number of Floor Marshals
- familiarize Floor Marshals and all building occupants with this plan
- provide information to the Department of Public Safety (DPS) and other emergency responders
- when notified by DPS, communicate to Floor Marshals & occupants that it is safe to re-enter

The responsibilities of the Floor Marshal Volunteers are:

- be familiar with the specific building plan and procedures
- assist in evacuation by communicating evacuation routes/safe places of shelter to occupants during emergency evacuation or severe weather
- when feasible ensure occupants have evacuated the area and shut all doors
- report the status of the evacuation to the Building Coordinator
- assist the Building Coordinator in monitoring radios and other emergency communications
- in the absence of the Building Coordinator during an emergency event, a Floor Marshal will assume responsibility initiating the plan and communicating with DPS and other responders
- when notified by DPS or the Building Coordinator, communicate to occupants that it is safe to re-enter

The responsibilities of all Faculty, Staff and Students are:

- be familiar with emergency exit routes
- follow directions given by emergency personnel
- do not enter an evacuated building until DPS indicates it is safe to do so

Designated persons information:

<i>Building Coordinators</i>						<i>Assigned Building</i>
Name	Address	E-mail	Office #	Home#	Cell#	
Bill Kelly	3220 Weill Hall	wdkelly	936-2395		417-2654	Weill Hall and 3 rd floor
Sharon Disney	4300 Weill Hall	sdisney	615-6973			Weill Hall and 4 th floor

<i>Floor Marshal Volunteers</i>				<i>Assigned Area</i>
Name	Address	E-mail	Office #	
Cliff Martin	2115 WH	cliftonm	615-3893	Weill Hall 2nd Floor
Therese Empie	2200 WH	empie	615-9557	Weill Hall 2nd Floor
Mim Jones	2252 WH	mimjones	764-0453	Weill Hall 2nd Floor
Tom Cook	3131 WH	tomlcook	615-4922	Weill Hall 3rd Floor
Thaya Rowe	3310 WH	thayarow	647-3429	Weill Hall 3rd Floor
Julie Haynes	4266 WH	jhaynes	764-6852	Weill Hall 4th Floor
Hillary Pryor	4300 WH	hpryor	764-3490	Weill Hall 4th Floor
Michael Crawford	5312 WH	Mqc	615-6997	Weill Hall 5th Floor
Julie Monteiro deCastro	5122 WH	Lmdc	615-6978	Weill Hall 5 th Floor

* 734 is the proper area code for the above phone numbers unless otherwise noted

Planning & Preparation:

Pre-planning for emergencies is a crucial element of this plan. The following steps have been taken in planning for emergency evacuation of this building:

1. All exits have been labeled and operable.
2. Evacuation route diagrams have been approved by DPS and Occupational Safety and Environmental Health (OSEH) and are posted on all floors and at all elevator lobbies, classrooms and major building junctions. Designated assembly areas outside the building have been identified for evacuation and severe weather shelter areas inside the building have been identified and posted.
3. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire

extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.

4. All Floor Marshals have been familiarized with their specific duties, and all building occupants have been instructed on what to do in case of an emergency evacuation.¹ Instructions to the Floor Marshals include specific building information on:
 - a. the methods used to notify the Building Coordinator
 - b. the methods used to notify building occupants of emergencies
 - c. evacuation routes and designated meeting areas
 - d. designated safe areas in the event of severe weather
 - e. their responsibilities in assisting in evacuation or shelter in place as described in Section II and III of this plan
5. Evacuation procedures have been provided to faculty and staff. Egress instructions will be announced to all new classes and at new employee orientation. At the beginning of each new class, the instructor will be responsible for familiarizing students with emergency exit routes and procedures.
6. The department egress plan has anticipated persons with special needs, e.g., mobility, hearing or seeing, and includes provisions for their safety in an emergency.
7. Departments need to identify critical processes that would be severely jeopardized or create a serious hazard if left unattended during an emergency evacuation (e.g., animal experiment, continuing reactive processes).
8. Fire evacuation drills are held at least annually in this building and are critiqued and documented. Prior to holding a fire evacuation drill where the alarm is to be triggered, the Electric Shop and the University's Fire Marshal are notified. All fire drills are to be taken seriously by all occupants and evacuation initiated promptly.

¹ The Building Coordinator is responsible for instructing Floor Marshals, staff and faculty.

SECTION II
EVACUATION PROCEDURES
FOR FIRE, EXPLOSION, SMOKE and OTHER EMERGENCIES

The following procedures will be initiated when there is a fire, explosion, major hazardous material incident, or other incident when notified by DPS to evacuate a building or area.

1. **Fire, explosion or smoke:** Anyone who receives information or observes a fire, explosion, smoke or other fire emergency situation should activate the building alarm system. This will notify the occupants and DPS who will coordinate with the Ann Arbor Fire Department. As soon as it is safe to do so, call **911** give your name and location of the fire, including room number and floor and any special circumstances that could be hazardous, such as chemicals or faulty equipment. Then notify the Building Coordinator. ***Please note: When using a cell phone to contact DPS, remember that dialing 911 will connect you to an external emergency system. Specify that you are at the University of Michigan and you will be transferred immediately to DPS.***
2. **All other emergencies:** In all other incidents (for example loss of electricity) in which the building must be vacated, occupants will be notified by fire alarm **and/or** word of mouth.
3. Occupants will:
 - a. know at least two exits from the building.
 - b. be familiar with the evacuation routes posted on the diagram on your floor.
 - c. when notified to evacuate, do so in a calm and orderly fashion:
 - walk, don't run
 - keep conversation level down
 - take your valuables (purse/wallet/cell phone) and outer garments
 - close all doors behind you
 - ***use the stairs, not the elevators***
 - help others in need of assistance
 - d. go to the designated assembly area for your building (west side sidewalk adjacent Weill Hall and State Street).
4. When notified to evacuate:
 - faculty should excuse class immediately.
 - faculty should notify students that they should leave the building via the nearest exit and assemble in a designated area outside of

the building (far side of north parking lot).

— students should be told not to re-enter the building until emergency personnel give an all clear sign.

5. Floor Marshals will assure that every person on his/her floor has been notified and that evacuation routes are clear. Upon leaving the floor, the Floor Marshal will report the status of the floor evacuation to the Building Coordinator or DPS and notify them of any person that may have stayed behind. **It is not the Floor Marshal's responsibility to make people evacuate or seek shelter.** Their duty is notify occupants of an emergency and to seek help for those that need assistance.
6. Evacuation of persons with special needs (mobility, hearing and/or sight) should be coordinated by the supervisor or supervisor's designee. *The men's restroom on floors 3-5 floor are considered an area of refuge. Fire personnel will look in to these rooms first for people who cannot traverse the stairs.*
7. **Do not re-enter the building** until advised to do so by DPS. After the Ann Arbor Fire Department has left the scene, DPS, in consultation with other response departments has final authority to release the building for re-occupancy.
8. If members of the press or anyone else approach you with questions, please refer them to DPS.

**SECTION III
SHELTER IN PLACE PROCEDURES
FOR SEVERE WEATHER**

1. In the event of severe weather requiring occupants to take shelter, the Building Coordinators, working with their Floor Marshals, will notify all building occupants of the need to seek shelter. Building Coordinators and Floor Marshals should notify occupants through word of mouth, phoning personnel, and walking through their designated areas.

2. Faculty who are in class need to inform students:
 - there is severe weather or a tornado warning.
 - class is adjourned until the emergency is over.
 - to seek shelter in the lowest level or a room without windows.
 - if the class room is an interior room they will instruct students to stay where they are.

3. Safe places during a tornado are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, atriums, or other areas with large, free-span roofs. The table below indicates the designated, posted shelter areas in this building.

Building	Safe Places of Shelter	Closest Means of Communication
Weill Hall	Room 1110 Ford Classroom Room 1120 Annenberg Auditorium Rom 1230 O’Neill Classroom	DPS

4. Building Coordinators and Floor Marshals will use the closest means of communication to obtain updates from the Ford School Dean’s Office.

SECTION IV
BUILDING CLOSURE NOTIFICATIONS

1. **University Closure.** In the event that the University is closed, Senior Staff and research center administrators will be notified and they in turn will contact their staff. Updates can also be found on the following radio stations: WUOM 91.7 FM, WWJ 950 AM or WJR 760 AM. Information regarding closures will also be posted on the Ford School website: www.fordschool.umich.edu

2. **Building/School Specific Closure:** In the event that the building is closed (loss of power for example) Senior Staff and research center administrators will contact their personnel and give them direction on who to call to periodically check to see if the building has reopened. Faculty, Staff and Students can call the Dean's Office at 764-3490 for updates or check the school website: www.fordschool.umich.edu . Signage on Ford School letterhead will be posted on doors to let students know if/and where their class has been relocated to. To eliminate confusion, Ford School notices will be signed by either a building coordinator or the Dean's office staff.

SECTION V AUTOMATED EXTERNAL DEFIBRILLATOR

What is an AED (Automated External Defibrillator)?

The automated external defibrillator (AED) is a computerized medical device. Weill Hall has two AED's. One is located outside room 1220 and the other is located between the restroom's on the 4th floor.

An AED can check a person's heart rhythm that requires shock. The AED uses voice prompts to tell the rescuer the steps to take.

Example

- Cardiac Arrest

Contact

- 911

Procedure

- Follow the AED prompts

SECTION VI ACCIDENT AND MEDICAL EMERGENCY REPORTING

There are many different types of emergencies that could occur. The following section of the Emergency Action Plan instructs you what to do and who to contact in the event of an emergency.

If you encounter a medical emergency *the first thing that should be done is to try to ascertain the type of problem the injured person is having*. Try to determine if the subject is conscious, breathing, or is having chest pains. These are the primary factors that will aid the emergency responders in determining the nature of the emergency.

Once you have determined the status of the injured, **dial 911 immediately or if the person doesn't need ambulatory care, but still seeks medical attention, call the DPS non-emergency number (3-1131) to request transport**. Be prepared to answer all the questions the dispatcher may ask you. If you have additional people with you, send a runner to meet with the police and ambulance. Any action that can be taken to shorten the time it takes for the responders to get to the victim is critical in increasing the chances the victim will have a positive outcome.

After you have made the call to 911 or DPS (3-1131) render what aid you can to the injured person:

- a. For major injuries:
 - Call **911** and request medical assistance or emergency response by paramedics
 - Do not move the injured person, unless the person is in further danger
 - Begin providing first aid or CPR, if appropriate, **only** if you are trained
 - Report the incident to the injured persons immediate supervisor or (if student) to the Student Services Director. All incidents shall be reported the Dean's Office (human resources and facilities manager).

- b. For minor injuries:
 - Call DPS (3-1131) and request transportation
 - Provide first aid if trained
 - All injuries, even those considered minor, should be checked by a physician
 - Report the incident to the injured persons immediate supervisor or (if student) to the Student Services Director. All incidents shall be reported to the Dean's Office (human resources and facilities manager).

SECTION VII BOMB THREATS AND SUSPICIOUS PACKAGES

Bomb Threats and Suspicious Packages:

If you receive a bomb threat, carefully note all information the caller gives you and call **911** immediately. Notify the Building Coordinator. **Do not** activate the building notification system. The decision to evacuate is determined by the Department of Public Safety (DPS) in conjunction with departmental management.

If an evacuation occurs as the result of a bomb threat, follow the evacuation procedures outlined in this plan. The Floor Marshals or occupants will report to DPS any observation of a suspicious person or package seen in the work areas or along the evacuation route. Occupants will not attempt to inspect or move suspicious packages.

If you receive a suspicious package, evacuate the immediate area (room where the package is located) and call **911** immediately. Carefully describe the package and provide any information you have on how it was delivered and by whom.

Notify the Building Coordinator. **Do not** activate the building fire alarm system. The decision to expand the evacuation will be determined by DPS in conjunction with departmental management.

If an evacuation is initiated, follow the evacuation procedures outlined in this plan. Floor Marshals or occupants will report to DPS any observation of a suspicious person seen in the work areas or along the evacuation route. Occupants shall not attempt to inspect or move suspicious packages.

SECTION VIII

Active Shooter

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. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and **CALL 911** as soon as possible.

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
- Turn off lights. Close blinds. Block windows.
- Turn off radios or other devices that emit sound. Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Have one person **CALL 911** and provide:
 - Your name and location and state that “we have an active shooter on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description of the person(s)
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, or a University official known to you, provides an “all clear”.
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or University official.
- Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area.

- Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

If an active shooter enters your office or classroom, you should:

- Try to remain calm. Try not to do anything that will provoke the active shooter.
- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
- **CALL 911**, if possible, and provide the information listed above.
- Barricade the room or proceed to a safer location if the active shooter(s) leaves the area.

If you are outside and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- **CALL 911** and provide the information listed in the first guideline.

Keeping Updated

If an active shooter situation develops, the University will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. The University will provide the most accurate and timely information available to students, faculty, staff and the community through e-mails, text messages, the U-M website (www.umich.edu), PA announcements and the mass media.