

# EMERGENCY RESPONSE PLAN

Emergency Response Planning Committee  
4001 W. McNichols Road  
Detroit, Michigan 48221  
(313) 993-1235  
[www.udmercy.edu](http://www.udmercy.edu)

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available



## Introduction

The Emergency Response Plan defines for the University of Detroit Mercy community the framework necessary to respond to emergencies.

One measure of an organization's strength is its ability to respond well in an emergency. Since every scenario cannot be predicted, an emergency plan must be able to adapt quickly to events as they unfold.

The University response needs to be quick, professional, supportive, person-centered, and meet the emerging demands of any emergency or crisis situation. This plan is designed to be flexible because an emergency may be sudden and without warning.

University Employees are responsible to know the information within this manual.

## Declaration of an Emergency Condition

The President or designee (most senior Executive Officer when President is unavailable) shall declare a state of emergency when, upon recommendation of the Director of Public Safety, it is deemed necessary to activate emergency procedures and/or close all or part of the University.

The President or designee can convene the President's Council as the situation dictates.

The President or designee shall declare an end to the state of emergency when hazards no longer exist.

Following is the list of University designees who have decision-making responsibilities in case of an emergency or crisis at the University of Detroit Mercy.

- President
- Provost, VPAA
- Vice President of Business and Finance
- Associate Vice President of Facilities Management

In case of an emergency situation, the Detroit Mercy Emergency Operations Center (DMEOC) may be established. The normal gathering point for the DMEOC is the President's Dining Room on the 2<sup>nd</sup> floor of the Student Union Building. Should this be inaccessible, the DMEOC will be established in the College of Health Professions Building Room 124.

## Media Information Center

The Media Information Center is the location where media gather in one room to be briefed on an emergency. This will facilitate the rapid dissemination of timely, accurate information and help alleviate confusion and uncertainty. There has been a specific area designated for this purpose, should the need arise. Campus Media Information Centers are listed on page 3-5 of the full Emergency Response Plan.

Our goal and commitment to the University community is to keep you and your family current with the state of our emergency and provide as much pertinent information to keep you updated.

The Detroit Mercy standard is to activate the RAVE

## Logistics & Support

## After Action Report

During an emergency, there may be many University departments as well as outside emergency personnel involved in neutralizing the problem. Specific individuals throughout the emergency process will document pertinent information. The collected information should be documented on the Detroit Mercy After Action Report once the emergency ends.

To access a blank copy of the Detroit Mercy After Action Report, go to the Department of Public Safety website home page at [www.udmercy.edu/publicsafety](http://www.udmercy.edu/publicsafety)







## Building Evacuation Procedures

The first person to discover a fire or evacuation situation is responsible for immediately activating the nearest fire pull station and **calling** the **Department of Public Safety** from a safe location.

Be calm and carefully give all information requested.

**Department of Public Safety**  
**24 - Hour Emergency Line**

**Building Evacuation Procedures Continued**

*f* Designated Building Coordinators shall ensure, to the extent practical, that the site-specific Evacuation Plan of their building is followed, and that the evacuation of the facility proceeds until emergency personnel arrives.

*f* Exit the building using the nearest marked exit and posted evacuation route.

*f* Proceed to the designated outside gathering point shown on the evacuation map posted in the building.

*f* Obey the directions of emergency response personnel or the Building Coordinator(s).

*f* Be alert to the presence of persons requiring evacuation assistance and assist as much as possible to get them out or to a stairwell landing.

*f* Notify emergency personnel immediately upon arrival of the exact location of any person(s) who may have difficulty evacuating.

*f* ~~cc ffs~~

*f*



## Evacuation Locations

<b>McNichols Campus</b>		
<b>Evacuated Building</b>	<b>Gathering Points</b> 500 Feet from Building	<b>Safe Assembly Stations</b> (Will be used if people need to be moved from the Gathering Point)
<b>Architecture</b>	Titan Athletic Field	Calihan Hall
<b>Briggs</b>	Titan Athletic Field	Calihan Hall
<b>Calihan Hall</b>	Kassab Mall	Student Union

## Building Containment Procedures

There may be instances when remaining indoors will be the safest course of action to take. In those instances, the Building Containment Procedure will be used. The first person to discover that a hazardous situation exists outside of the building should **immediately notify** the **University official** in the building or call the Department of **Public Safety**.

Be calm and carefully give all information requested.





## **The Role of the Building Coordinator**

Building Coordinators are responsible for assisting the Department of Public Safety in developing

## **Crisis Protocols**

An emergency is an unplanned event that can cause death or significant injury to employees, students, or visitors. An emergency can shut down business operations and cause physical or environmental damage; threatening life and property. To assist you in safely responding to an emergency situation, some common crisis protocols are listed here.



**Active Shooter Continued****x WHEN LAW ENFORCEMENT ARRIVES**

1. Remain calm and follow instructions.
2. Put down any objects in your hands (i.e., bags, jackets)
3. Raise your hands and spread your fingers.
4. Keep your hands visible at all times.
5. Avoid quick movements towards the officers such as holding on to them for safety.
6. Avoid pointing, screaming, or yelling.
7. Do not stop to ask officers for help while evacuating.
8. Know that help for the injured is on the way.

**x WHEN YOU ARE SAFELY OUTSIDE**

1. Once outside, proceed to the gathering point identified for your building. If the gathering point is deemed unsafe, police







## Earthquake Emergency

### DEFINITIONS:





### Earthquake Emergency Continued

9. Call the Department of Public Safety from your current location.
10. **Prepare for the aftershock** (second tremor).

#### AFTER AN EARTHQUAKE

- f*Check yourself for injuries.
- f*Protect yourself from further danger by putting on available long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- f*After you have taken care of yourself, help injured or trapped persons.
- f*Look for and extinguish small fires if trained to do so. Eliminate fire hazards.
- f*Leave the gas on at the main valve, unless you smell gas or think it is leaking.
- f*Open closet and cabinet doors cautiously.
- f*Inspect your area for damage. Assist in getting everyone out if the building is unsafe.
- f*Help others who may require special assistance.
- f*Listen to a portable, battery-operated radio (or television) for updated emergency information and instructions.
- f*Expect aftershocks.
- f*Watch out for fallen power lines or broken gas lines and stay out of damaged areas.
- f*Stay out of damaged buildings.
- f*Use battery-powered lanterns or flashlights to inspect your area.
- f*Avoid smoking inside buildings.
- f*When entering buildings, use extreme caution.
- f*Check for damage to utility services (gas leaks, electrical system, sewage and water line).

Portions of this information is taken from NEHRP (National Earthquakes Hazard Reduction Program), Los Angeles City Fire Department Earthquake preparedness handbook, and American Red Cross.

## Electrical Failure

**DEFINITION:** The loss of electrical currents to a portion or all of the University's property.

### Procedure

1. Between the hours of 7:00 a.m. – 4:00 p.m. Monday – Friday immediately notify **Facility Operations** at **(313) 993-1240**.
2. nle2-0.6 (r)-7ek.4 (.)0.e.4 (i)-3.7 (u)-4s0 Tc02 Tc30 Tw 5.361 024d(I)2.,0.6 1rrna **e88229 Tef993-**

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## Elevator Malfunction

**DEFINITION:** The malfunction of an elevator, which makes it inoperable for usage. This malfunction may or may not trap passengers inside.

### Procedure

1. If you are trapped in an elevator, pick up the emergency telephone if one is present.
2. This telephone will automatically call the Department of Public Safety.
3. **If the elevator does not have an emergency telephone**, push the emergency alarm located on the front panel to signal for help.
4. If there is no emergency alarm system, periodically make noise to alert rescue workers of



## Gas Leak

**DEFINITION:** The smell of a gaseous odor in areas that are not appropriate and are believed to pose a threat to life or property.

### Procedure

1. **STOP ALL OPERATIONS IMMEDIATELY.**
2. Vacate the area.
3. If unable to leave the area, ventilate the room with fresh air.
4. Call the Department of Public Safety from a safe location.
5. Provide the building, floor, and room number with the problem.
6. Advise of the type of problem and injuries if known.
7. **DO NOT USE ELEVATORS.**
8. Once outside, proceed to the gathering point identified for your building.
9. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
10. **DO NOT** return to the building until the Department of Public Safety announces all clear.
11. The Building Coordinator will take attendance and assist in accounting for all building occupants.
12. If requested, assist emergency crews as much as necessary.
13. A campus emergency command post may be established at the location of the gas leak. The command post will be established at the location of the gas leak. The command post will be established at the location of the gas leak.







## Steam Line Failure

**DEFINITION: The leakage of steam into areas that are not equipped for this exposure. Due to high temperatures, this leakage may pose a threat to life or property.**

### Procedure

1. **DO NOT USE ELEVATORS.**
2. If necessary, vacate the area.
3. Call the Department of Public Safety from a safe location (313)993-1234
4. Provide the building, floor, and room number of the problem.
5. Advise of the type of problem and injuries, if known.
6. Once outside, proceed to the gathering point identified for your building.
7. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
8. **DO NOT** return to the building until the Department of Public Safety announces that the area is all clear.
9. If available, the Building Coordinator will take attendance and assist in accounting for all building occupants.
10. If requested, assist emergency crews as much as necessary.
11. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

## Suspicious Package

**DEFINITION:** Suspicious packages are envelopes and packages believed to be a threat to life and/or property.tce

### Suspicious Package Continued

#### **If you identify a suspicious package, take these additional steps against possible biological and chemical agents**

1. Refrain from eating or drinking in the designated mail-handling areas.
2. If safe, place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
3. If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
4. Leave the room and close the door, or section of the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading any powder to your face.
6. Report the incident to the Department of Public Safety or supervisor, who should immediately notify the Department of Public Safety.
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to the Department of Public Safety for follow-up investigations.
8. **If there is an explosion**, immediately leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.

If you are notified or observe a suspicious package or object, **do not touch the object**. Clear the area around suspicious packages and **immediately call the Department of Public Safety** from a safe location.

If a room or entire building is evacuated, do not stand in front of windows, glass doors or other potentially hazardous areas.

Do not block sidewalks or streets to be used by emergency officials or others still exiting the building.

## Tornado

### DEFINITIONS:

- a. **Tornado Watch** – A tornado watch is issued when conditions are likely for a tornado to strike.
- b. **Tornado Warning** – A tornado warning is issued when a tornado has actually been sighted, or has been indicated by radar and may strike in your area.

### Procedure

Once you hear the containment Alert Signal, you should **immediately seek shelter**.

#### **Building Shelter**

1. Move to the interior hallways in the basement or lowest floor.
2. Avoid areas with glass, shelving or heavy equipment.
3. If possible, seek shelter under a desk.
4. Sit on the floor and cover your head with your arms.
5. Remain at this location until the Department of Public Safety announces all clear.

#### **Vehicle Shelter**

1. Get out of the vehicle.
2. Immediately get into a ditch or ravine.
3. Cover your head with your arms.



## Evacuation

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## Logistics & Support

### Purpose

- f*Provides administrative support for the President's Council and Crisis Management Team
- f*Documents situation status and tracks resource use as assigned.
- f*Coordinates equipment and special installations as assigned

In some circumstances, it may be necessary to ask faculty or staff to assume temporary roles outside the normal scope of duty, taking into consideration their ability to carry out those temporary roles. Departments that do not have specific roles outlined for their personnel may be asked to assist with emergency procedures.

The following University offices are expected to assume various roles, as needed, in an effort to provide a coordinated response to an emergency. The Crisis Management Team will notify the following offices if they are needed.

## Logistics & Support Matrix

Academic Deans & Chairs	Identify and resolve instructional and research issues in their respective buildings. Coordinate necessary faculty resources.
Athletics	Coordinate use of Callihan Hall as a staging area for temporary shelter, and/or temporary morgue.
Controller's Office	Identify cause and scope of loss, coordinate insurance adjustment. Link with State Environmental Authorities when necessary.
Counseling & Psychology Clinics, Personal Counselor	Assist students and employees in coping with trauma.
Facilities Management	Provide site and building information. Provide structural evaluations and repair estimates. Arrange for setup of temporary quarters for displaced units.
Facility Operations	Mitigate facility and grounds damages and restore to functional level. Assist Department of Public Safety with creating a safety perimeter at the site of the emergency. Coordinate radio and pager support.
Faculty Members	Assure that students in class who have mobility difficulty are assisted in evacuation, making sure they get at least to the landing of a stairwell.
Health Center	Provide medical support and back up. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide on-site medical triage.
Human Resources	Provide contact information and serve as a communications hub for necessary contacts with employees as requested.
International Services Office	Coordinate contact with International students. Arrange for documents.
Mail Room	Provide (411) 526-2075 for public and (313) 326-4432 for U-D employees.





## Appendix A

### McNichols Campus Building and Floor Coordinators

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>ARCHITECTURE</b> Building Coordinator	Dan Pitera	313-993-1532	<a href="mailto:piteradw@udmercy.edu">piteradw@udmercy.edu</a>
2 <sup>nd</sup> Floor Coordinator	Cheryl Baxter	313-993-1533	-1 <403152.52 24.320162 (e) (f) >

LOCATION	COORDINATOR	CAMPUS #	EMAIL
CHP			



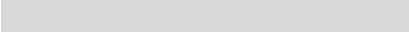
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LOCATION	COORDINATOR	CAMPUS #
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LOCATION		CAMPUS #	EMAIL
LL Alternate	Joshua Duffy	313-993-1073	<a href="mailto:duffyjo@udmercy.edu">duffyjo@udmercy.edu</a>



LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>RESIDENTIAL HOUSING</b>			
Residential Housing Coordinator	Sandra Alef	313-993-1231	<a href="mailto:alefsj@udmercy.edu">alefsj@udmercy.edu</a>
Residential Housing Alternate	Mike Cunningham	313-993-1685	<a href="mailto:cunninmp@udmercy.edu">cunninmp@udmercy.edu</a>
LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>HOLDEN HALL</b> Building Coordinator	Mike Cunningham	313-993-1685	<a href="mailto:cunninmp@udmercy.edu">cunninmp@udmercy.edu</a>
LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>SHIPLE HALL</b> Building Coordinator	Amir Radmanesh	313-993-1788	<a href="mailto:radmanam@udmercy.edu">radmanam@udmercy.edu</a>
LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>QUAD COMPLEX</b> Building Coordinator	Mike Cunningham	313-993-1685	<a href="mailto:cunninmp@udmercy.edu">cunninmp@udmercy.edu</a>
LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>STUDENT FITNESS CENTER</b> Building Coordinator	Deanna Blevins	313-993-1783	<a href="mailto:humphrdc@udmercy.edu">humphrdc@udmercy.edu</a>
Alternate	Mike Wynn	313-993-1783	<a href="mailto:wynnmi@udmercy.edu">wynnmi@udmercy.edu</a>

## Appendix A

### Corktown Campus Building and Floor Coordinators

LOCATION	COORDINATOR
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## Appendix A

**Riverfront Campus Building and Floor Coordinators**

LOCATION	COORDINATOR	CAMPUS #	EMAIL
<b>LAW CLINIC</b> Coordinator	Rebecca Nowak	313-596-9409	<a href="mailto:simking@udmercy.edu">simking@udmercy.edu</a>
Alternate	Tonisha Williams	313-596-9410	<a href="mailto:bowentr1@udmercy.edu">bowentr1@udmercy.edu</a>

**LAW LIBRARY**  
Coordinator

## Appendix B

### Evacuation & Containment Records

**This page was intentionally left blank. Insert the Evacuation & Containment Records for all University buildings after this page.**

Appendix C

**DETROIT MERCY- Detroit Campuses**

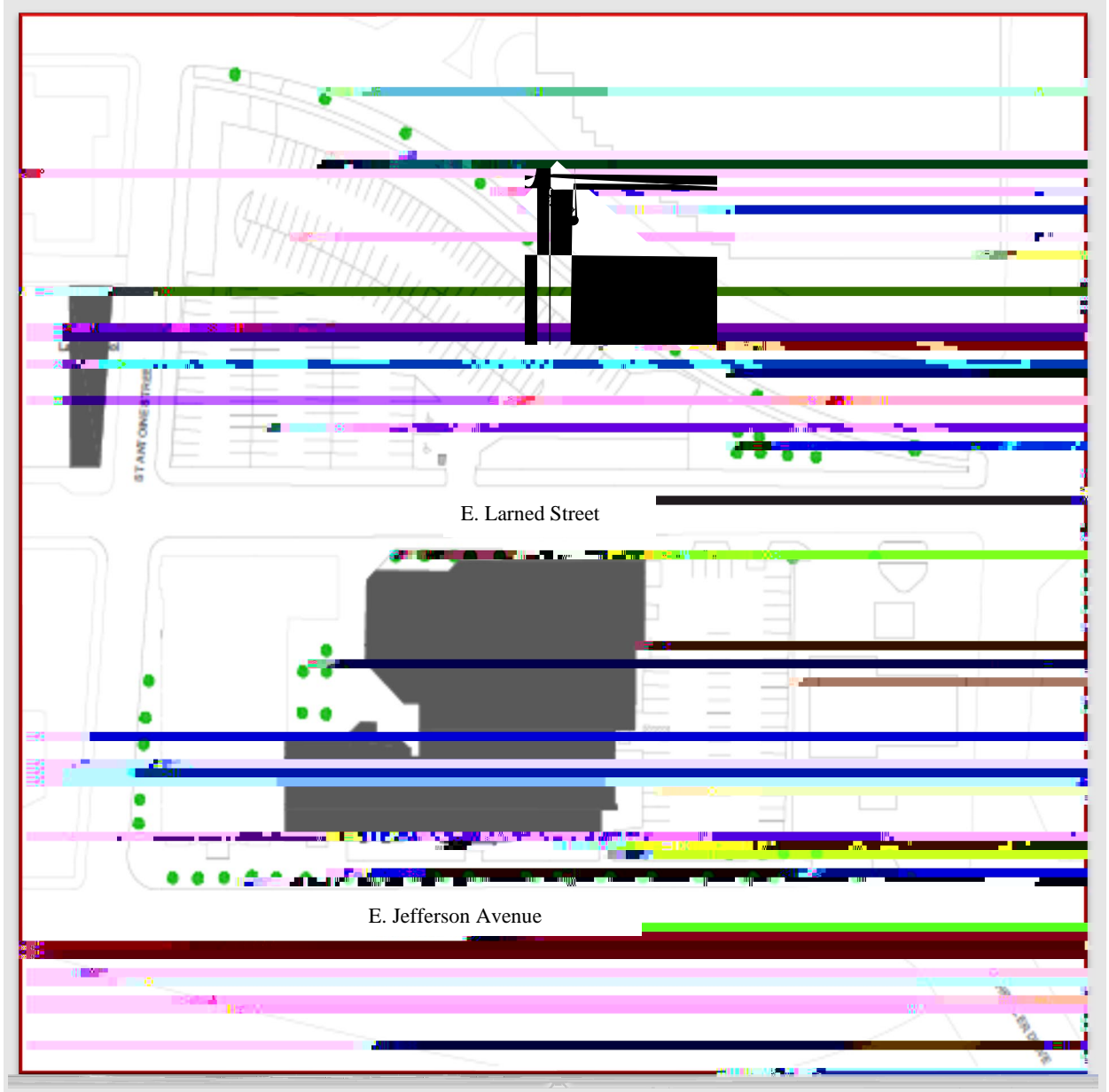




## Section Five

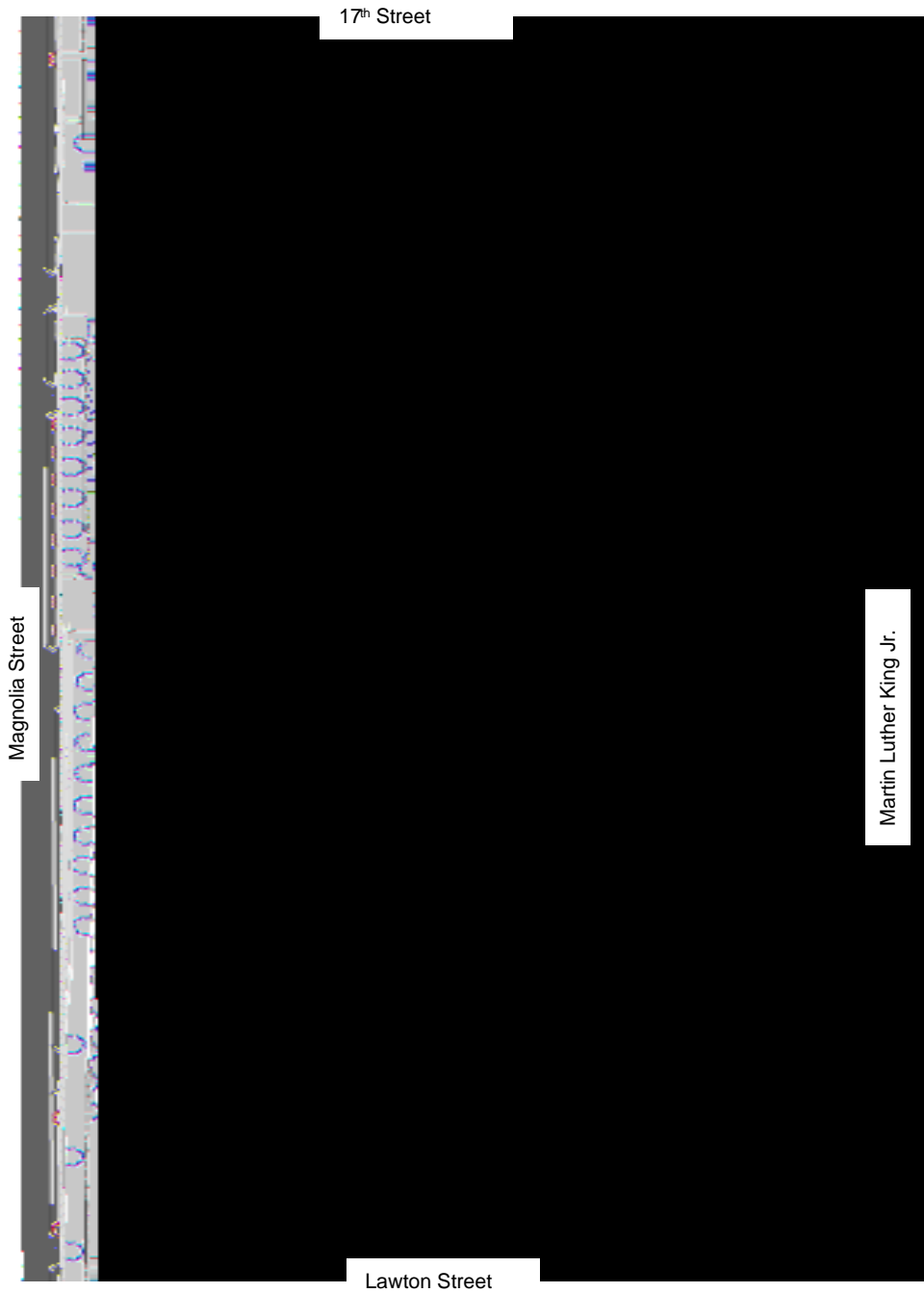
Appendix C

Riverfront Campus- School of Law



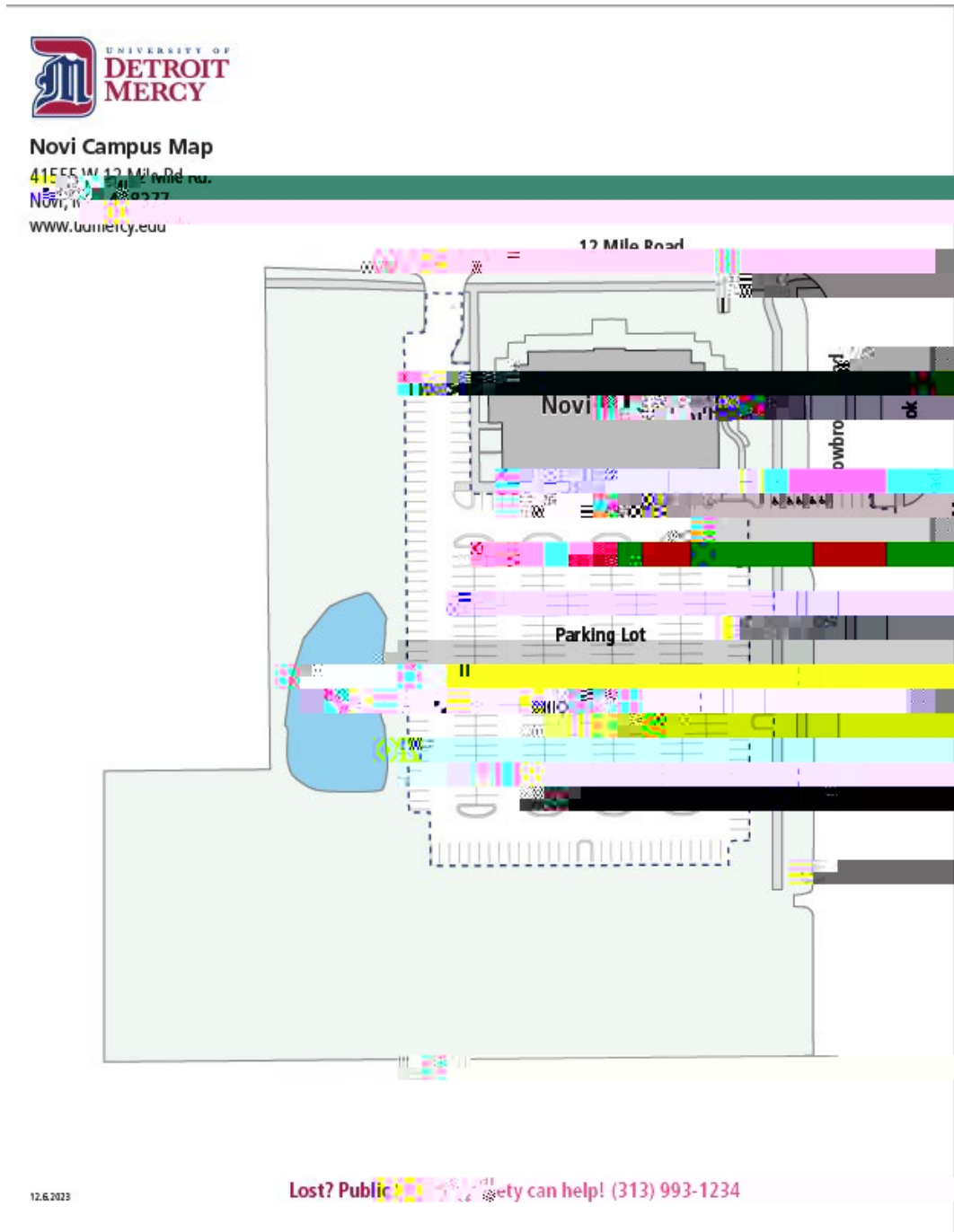
Appendix C

Corktown Campus- School of Dentistry



Appendix C

Novi Campus





## Section Five

## Appendix D

### **Fire Department Stations & EMS Information**

Non-

## Appendix D

### Local Medical Facilities

#### **Detroit Receiving Hospital**

4201 Saint Antoine St.  
Detroit, MI 48201 -----(313) 745-3000

#### **Harper Hospital**

3990 John R  
Detroit, MI 48201 ----- (313) 745-8040

#### **Henry Ford Hospital**

2799 W Grand Blvd  
Detroit MI 48202 ----- (313) 916-2600

#### **Hutzel Hospital**

3980 John R.  
Detroit MI 48201 ----- (313) 745-7555

#### **Sinai-Grace**

6071 W Outer Drive  
Detroit MI 48235 ----- (313) 966-3300

#### **Veterans Hospital**

4646 John R  
Detroit MI 48201 ----- (313) 576-1000

#### **Metropolitan Area Medical Centers**

##### **Beaumont Hospital**

3601 W 13 Mile Rd  
Royal Oak MI 48703 ----- (248) 898-5000

##### **St. John Providence Hospital**

16001 W Nine Mile Rd



## Appendix D

### Local Resource Information Numbers

#### City of Detroit's 311-Call Center

The 311 Call Center provides easy access to city government by dialing one number to obtain information and make requests for over thirty-five city departments. There are over four hundred requests that can be made through the 311 Call Center, as well as information about city events. You can reach the City of Detroit's 311

## Appendix D

## Information web sites

- f* DETROIT MERCY Department of Public Safety [www.udmercy.edu/publicsafety](http://www.udmercy.edu/publicsafety)
- f* DETROIT MERCY Marketing & Communications  
[www.udmercy.edu/news\\_events/](http://www.udmercy.edu/news_events/)
- f* American Red Cross [www.redcross.org](http://www.redcross.org)
- f* City of Detroit Information [www.detroitmi.gov](http://www.detroitmi.gov)
- f* Federal Emergency Management Agency [www.fema.gov](http://www.fema.gov)
- f* CDC Emergency Preparedness and Response <http://emergency.cdc.gov/>
- f* Occupational Safety & Health Administration (OSHA) <http://www.osha.gov/>
- f* Safety Publications <http://www.osha.gov/Publications/osha3154.pdf>
- f* State of Michigan Information [www.michigan.gov](http://www.michigan.gov)
- f* Weather Information [www.weather.com](http://www.weather.com)
- f* Department of Homeland Security <http://www.dhs.gov/index.shtm>

These sites are not maintained by the University of Detroit Mercy and are listed for informational purposes only.

Appendix E

**Blank Forms**

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