

# CAMPUS EMERGENCY RESPONSE PLAN (ERP)



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*UM-Flint Public Safety 911 from any campus telephone or (810) 762-3335  
UM-Flint Environment, Health and Safety at (810) 766-6763.*



Providing a safe environment for employees to work and students to learn is a primary concern of the University of Michigan-Flint (UM-Flint) administration and campus community. All of us, regardless of our job description or title, want a safe and healthy environment. Critical to this goal is being knowledgeable about what to do in the event of an emergency. Planning and being prepared is our shared responsibility.

## **PURPOSE**

This Emergency Response Plan (ERP) is designed to establish a framework for the UM-Flint to respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and, most importantly, ensuring that individuals are informed, safely evacuated or sheltered and accounted for with reasonable assurance.

This plan incorporates the many regulatory requirements concerning the development and implementation of a campus emergency plan into one meaningful and usable document. This plan shall act as the UM-Flint's contingency plan, required by the U.S. Environmental Protection Agency, and an evacuation plan, required by the U.S. Occupational Safety and Health Administration (OSHA) and the Michigan Occupational Safety and Health Administration (MIOSHA), as well as a general safety plan, required by the U.S. Department of Transportation (DOT). This plan incorporates the necessary planning elements into a single document.

## **SCOPE**

This action plan applies to all occupants of facilities and grounds owned, operated and/or leased by the UM-Flint.

## **SITE DESCRIPTION**

The University of Michigan-Flint is located at 303 East Kearsley Street Flint, Michigan. This institution is involved in higher education. It is in operation seven days a week. On a typical day 4,000 - 5,000 people may be on the campus to work, attend class or other events. The main campus is situated adjacent to both the Flint River and I-475, a major north-south expressway. UM-Flint has recently acquired additional property on the north side of the Flint River across from the main campus and is the site for the new William S. White (WSW) Building. The property is bordered by East Fifth Ave., James P. Cole Blvd., East Second Ave. North Harrison Street, and North Saginaw Street (see the attached campus map). Additionally, UM-Flint has recently also acquired the Northbank Center located at 532 North Saginaw Street. I-69 is a major east-west expressway about 1/2 mile south of Flint campus.

WFUM-TV 28 is located in the WSW building as well as in the Mott Memorial Building, east of Horrigan Drive on Court Street on the Mott Community College campus and will be moving into the WSW building in the Summer of 2002. The Lapeer Street Annex is an unoccupied building located at the southwest corner of Fifth Street and Lapeer.

The campus is susceptible to floods, hazardous material incidents, transportation incidents, medical emergencies, fires, bomb threats, tornadoes and severe weather emergencies. If a disaster were to occur on site, the primary concern would be to prevent injury to persons. Additional concerns include preventing damage to facilities, equipment, the environment, the surrounding community, supplies and critical systems.

The attached site map identifies the specific location of the UM-Flint buildings and their relative locations. It also identifies the locations of natural features, river, structures, roads, parking areas and major population concentrations.

### **TYPES OF EMERGENCIES**

The ERP covers the following types of emergencies:

1. Building or campus evacuation
2. Fire or Explosion
3. Medical crisis and first aid
4. Power outage or other utility related emergency
5. Tornado or other severe weather (sheltering in place)
6. Hazardous material or waste spill emergency
7. Bomb related emergencies
8. Earthquakes
9. Violent or criminal behavior
10. Biological (not shown in this document)

### **EMERGENCIES NOT COVERED IN THIS DOCUMENT**

If you become aware of an emergency that is NOT specifically covered in this document, contact Public Safety for assistance at 762-3335 or 911 from any campus telephone.

## REPORTING AN EMERGENCY

All emergencies must be reported immediately to UM-Flint Public Safety and your supervisor, if available.

1. Call Public Safety at 762-3335 or 911 from any campus phone. The exception is if you are calling from a pay phone on campus, 911 will connect you with the City of Flint Police, Fire and emergency response departments. Ask them to notify the UM-Flint Public Safety.
2. Provide the following information to the Public Safety dispatcher:
  - Your name and telephone number
  - Exact location of the incident (building and room number, if applicable)
  - Description of what is happening
  - Any other relevant information
3. Do not hang up the telephone until the Public Safety dispatcher has indicated that you have provided all of the necessary information.

## EMERGENCY NOTIFICATION AND WARNING SYSTEMS

The following systems are used to notify persons of an emergency situation:

- Public Address Systems (PA Systems) in the following buildings:
  - French Hall (FH)
  - Murchie Science Building (MSB)
  - University Pavilion (UPAV)
  - Harding Mott University Center (UCEN)
  - Recreation Center (REC CENTER)
  - Frances Willson Thompson Library
  - William S. White Building (WSW)
  - Northbank Center (NBC)
  - Hubbard
  - Central Energy Plant (CEP)
- Fire alarms in all buildings
- Electronic mail, telephones and radios

When possible, Public Safety will use more than one method of notification to alert or warn building occupants... this could include Public Safety staff walking through the building(s) and warning occupants in person.

The emergency notification and warning systems are checked periodically by Public Safety to ensure that they are operational. Problems with the systems will be reported to the Facilities Management Department for service and repair.

## INCIDENT COMMAND SYSTEM

The key to effectively and safely respond to emergency situations is establishing a strong, workable organizational structure as well as delegating responsibility and authority when necessary. This allows UM-Flint to know what will be happening in the event of an emergency and plan accordingly. Most importantly, it minimizes much of the confusion that might otherwise occur at the scene.

Most emergency situations require a multidisciplinary approach. Any given emergency may require a coordinated effort on the part of several departments. For example, Public Safety may be required to control a crowd, isolate an area, coordinate evacuations and ensure that individuals requiring physical assistance receive it. At the same time, the Facilities Management Department may be required to shut off utilities, interpret building drawings for the fire department, repair mechanical systems, or provide technical assistance to response teams. Lab Managers and/or faculty may be required to provide specific technical information concerning the contents of a particular laboratory and the associated physical and health hazards. The Environment, Health and Safety (EHS) Department may be required to advise the Incident Commander (IC) as to the health and safety of responders and potential short or long term effects of the proposed response activities. Department representatives may be asked to respond with DPS, EHS and Facilities Management.

In order to effectively respond and maintain control over the emergency, **UM-Flint will employ an Incident Command System (ICS) that establishes a single individual with broad authority for the purpose of implementing emergency procedures and directing the overall response at the site.** This individual shall be designated the IC. On the UM-Flint campus, the IC will be the Director of Public Safety or designee.

Some emergencies will require assistance from the Flint Fire Department (FFD). Once the FFD responds to an emergency at UM-Flint, the senior FFD officer on site may choose to assume the responsibilities of IC, as permitted under State law. UM-Flint will continue to assist in the response effort under the direction of the FFD Incident Command System.

**ICS MEMBER'S ROLES AND RESPONSIBILITIES**

Individuals performing or directing emergency response activities should have the skills and knowledge applicable to the tasks as outlined below.

**Incident Commander (IC)**

The Director of Public Safety, or designee, shall act as the IC until the FFD arrives on the scene. The IC is responsible for performing the function of emergency coordination. The IC must have the following qualifications:

1. A thorough knowledge and understanding of the site layout and operation.
2. The authority to make decisions to implement protective measures and commit resources.
3. Leadership qualities and training for operating under stressful conditions.
4. Knowledge of local governmental operations and emergency management.

**The primary responsibilities of the IC are:**

1. Activating the ERP and establishing the incident command post. Coordinating on site response forces and implementing protective actions.
2. Implementing decisions and directives on behalf of UM-Flint in order to safely respond to an emergency
3. Ordering the evacuation of building(s) and implementing recall procedures
4. Coordinating activities and resources between the emergency response agencies and UM-Flint.
5. Appointing, training and activating personnel to perform emergency tasks. (Emergency response training is also coordinated through the Environment, Health and Safety Department)
6. Organizing and maintaining an incident command post with adequate communications capability.
7. Suspending the response activities of UM-Flint employees if conditions pose an unreasonable degree of risk.
8. Notifying appropriate government authorities of an emergency and ensuring that the applicable reporting requirements are followed.

9. Coordinating the activities of volunteers during or after the incident.
10. In extreme situations, coordinate with other local emergency response agencies to assist in identifying emergency housing and feeding of personnel isolated at the site due to an emergency.
11. In conjunction with EHS, testing the ERP on a regular basis through planned drills.
12. Maintaining and updating a current copy of the ERP in conjunction with EHS.

### **Area Emergency Coordinators (AECs)**

Area Emergency Coordinator (AEC) positions are assigned by a department head to persons from each department or work area. They are responsible for notifying persons in their immediate area to evacuate the building or move to the closest protective shelter and otherwise helping implement emergency response activities.

The AEC shall possess knowledge and understanding of layout and operation of their specific department, classroom/laboratory or work area.

Primary responsibilities are:

1. Notifying persons within their area of the need to evacuate or seek protective shelter.
2. Directing persons to evacuation assembly areas or protective shelters.
3. Coordinating shut-down and start-up procedures with the appropriate personnel.
4. Accounting for persons to the greatest extent possible at the evacuation assembly areas or in protective shelters and identifying individuals that have not been accounted for to the IC.
5. Issuing further instructions and updates to individuals as necessary.
6. Assisting with disaster assessment and follow-up activities.
7. Reporting work areas and classrooms where the posted Emergency Guidelines Poster and evacuation maps are missing, or damaged to the Facilities Management and EHS departments.

**The Communications Officer.**

The Communications Officer (CO) is responsible for emergency warnings and overall communication activities during an incident. The Public Safety Dispatcher shall perform this function at the direction of the IC. The primary responsibilities of the CO include:

1. Activating the on site warning and instructional systems as directed by the IC.
2. Establishing communication links between the incident command post and the News and Information Coordinator (the Office of University Relations), as directed by the IC.
3. Establishing a message control system for logging messages received by and dispatched from the IC and/or the incident command post.
4. Maintaining primary and backup communications systems between the IC, the incident command post, various responding personnel, departments on site and the local emergency management agencies, as directed by the IC.
5. Receiving and disseminating information to appropriate individuals.

**Safety and Health Officer**

The EHS Department manager, or designee, will act as Safety and Health Officer in emergency situations and assist the IC in emergency response activities. The Safety and Health Officer shall have the authority to "shut down" or stop response activities, if it is beyond the scope of UM-Flint's ability to respond safely. The primary responsibilities of the Safety and Health Officer are:

1. Remove personnel or stop operations if an imminent danger exists and cannot be controlled.
2. Develop measures for minimizing danger to personnel while involved in responding to emergencies.
3. Determine personal protective equipment and clothing needs for emergency responders.
4. Provide technical advice to the IC, about the incident or response activities as they relate to the environment or the health and safety of employees, students, visitors, or volunteers.
5. When appropriate, provide necessary spill reports to regulatory agencies.
6. Schedule debriefing meetings following incidents.

7. Participate in the annual ERP review with DPS.
8. Coordinate and assist departments in their emergency preparedness activities, training and exercises.

### **News and Information Coordinator**

The Director of University Relations is to be the News and Information coordinator. The primary responsibilities are:

1. Obtaining verified disaster-related information from the IC. When appropriate, coordinate the distribution of this information concerning an incident, campus closings, class scheduling changes, drills, etc to the campus community via e-mail, M-Formation line, or other method(s).
2. Preparing and issuing news releases.
3. Establishing a media center (as necessary) during on site emergency situations to coordinate emergency information and brief the media.
4. Conducting media tours of the emergency scene, when safe to do so, under the direction of the IC and approval of the Safety and Health Officer (EHS).
5. Initiating notification of volunteers, at the direction of the IC, that help is needed.

### **Operations Administrator**

The Operations Administrator, or designee, shall assist in providing or arranging for additional support services, facilities and materials for response to an emergency. It may be necessary for the Operations Administrator to authorize additional funding for hiring contractors, purchasing equipment and/or materials for response to an emergency. On the UM-Flint Campus the Assistant for Vice Chancellor for Administration or designee, shall act as the Operations Administrator.

## **ICS CHAIN OF COMMAND**

It is important to clearly outline the chain of command so that all individuals involved in the emergency response efforts understand who is in charge and who needs to be kept informed.

Normally, overall responsibility for university operations rest with the Chancellor. In his or her absence, the chain of command is as follows concerning university business:

1. Provost or designee
2. Vice Chancellor for Administration or designee
3. Vice Chancellor for Student Services and Enrollment Management or designee
4. Vice Chancellor for Development or designee

However, during emergency situations when specific response activities (e.g. evacuation due to a credible bomb threat) are required, the UM-Flint Incident Commander shall be in charge and direct all University's response activities related to the threat or incident.

The Incident Commander (IC) for UM-Flint is the Director of Public Safety. The IC will have broad authority to direct all emergency response activities and efforts. The Director of Public Safety can delegate this responsibility to other qualified individuals.

Some emergencies will require assistance from other public emergency response agencies such as the Flint Fire Department (FFD). A transition of IC may occur from UM-Flint Public Safety Department to the responding public agency. For example, once the FFD responds to an emergency at UM-Flint, the senior FFD officer on site may choose to assume the responsibilities of IC, as permitted under state law. UM-Flint will continue to assist in the response effort under the direction of the FFD Incident Command System. Control over the emergency scene will return to Public Safety at the discretion of the agency.

**ESTABLISHING AN INCIDENT COMMAND POST**

When an emergency occurs or is imminent, it shall be the responsibility of Public Safety to set up and staff an emergency command post at the Public Safety base or some other location.

1. At least one Public Safety supervisor, or designee shall be at the command post at all times until the emergency ends. The command post equipment may include:
  - a. Barricades, barrier tape and signs for the scene
  - b. Two portable radios
  - c. Portable public address system
  - d. First aid kit
  - e. Campus ERP
  - f. Spill response kit and DOT Emergency Response Guide Book
  - g. Facilities Management Department & OBME Emergency Call List
2. The IC shall establish a specific area for coordinating outside agencies' response activities. A conference room with facilities for emergency teams or medical crews designed to accommodate multiple telephone and/or electrical appliances is desirable.
3. The **Incident Command Post should be located up-wind, up-hill, up-stream**, in other words a safe distance from the incident. This is true especially while coordinating the response activities for a hazardous material spill emergency release. When appropriate, the command post should be located outside the "hot zone" isolation distance published in the North American Emergency Response Guidebook.

**MEDIA RELATIONS**

The University of Michigan-Flint has a few guidelines addressing the activity of communicating information to the general public or media during an emergency incident. They include the following:

- Only an authorized spokesperson is to meet with the media and communicate information concerning an emergency incident on the campus. This is routinely, the Director of University Relations.
- Only factual information shall be released; no speculation is to be offered.
- The Director of University Relations will be responsible for establishing and coordinating the activities of a "media center" responsible for briefing the media on an emergency situation.
- The Director of University Relations will be contacted by IC and kept informed of the current status of emergency incidents.
- Before providing information concerning an emergency situation to the media, the Director of University Relations will review the information with the IC, and others if appropriate, to ensure that confidential or sensitive information is not inappropriately released.

**DEPARTMENT RESPONSIBILITIES****Key UM-Flint Departments****Public Safety Department**

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- The Director, or designee, will act as IC during emergencies.
- Ensure that an adequate number of individuals are trained to Incident Commander level.
- Coordinate communication and provide site security during an emergency.
- Initiate spill response efforts to contain hazardous spills.
- Provide emergency access to secured areas.
- Initiate and monitor building evacuations and in-place sheltering.
- Coordinate and monitor annual evacuation and protective shelter drills .
- Initiate request for volunteers for assistance in nonhazardous activities such as flood clean up.
- Routinely test the public address systems and fire extinguishers.

**Environment, Health and Safety Department**

- Act as Safety and Health officer.
- Investigate reported health and safety related incidents.
- Conduct inspections of high hazard areas and provide safety recommendations.
- Ensure that evacuation routes and emergency procedures are posted.
- Coordinate, in conjunction with Public Safety, the response efforts for hazardous material related emergencies which may include initial containment and clean up activities.
- Provide assistance in the areas of environmental health and safety to all departments and assist in researching, understanding and complying with state, federal and local environment, health and safety regulations.

- Assist departments in the coordination and/or development of employee safety training.
- Work with Public Safety to annually review and revise the ERP
- Approve all purchases of personal protective equipment for UM-Flint personnel.
- When appropriate, notify regulatory and response agencies of spills.

#### Facilities Management Department

- Develop and post campus wide evacuation maps in cooperation with EHS and Public Safety.
- Designate an individual or team responsible for developing written procedures, for specific Emergency Response Plans for all critical operations and activities, and implementing the procedures.
- Assign individuals, prior to an emergency, to act as automatic sprinkler control operator, fire pump operator, and utilities operator
- Assist Public Safety in barricading emergency scenes.
- Test, service and repair emergency equipment consistent with established guidelines.
- Establish a "Salvage Team" and facilitate their activities.

#### University Relations

- The Director of University Relations shall act as the News and Information Coordinator during an emergency.
- Receive incident/emergency information from the IC and coordinate communication with the media.
- Coordinate notification of volunteers from the volunteer call list for assistance in response or salvage efforts, at the direction of the IC.

**All UM-Flint Departments****Directors and Department Heads**

- Designate individuals or teams responsible for developing "department-specific" emergency instructions beyond the emergency procedures identified in this document.
- Designate an appropriate number of individuals as AECs for response to emergencies (see Area Emergency Coordinators responsibilities outlined in previous section).
- Ensure that adequate emergency procedures, training, personal protective equipment (PPE) and safety equipment are in place for response to foreseeable emergencies.
- Ensure that laboratories are in compliance with UM-Flint Laboratory Safety Programs and that a Chemical Hygiene Plan is developed, implemented and up-to-date.
- Ensure that non-laboratory units that handle hazardous materials are in compliance with the UM-Flint Hazard Communication Program and other applicable programs.
- Ensure that the required hazardous chemical inventory is accurately maintained, updated at least annually, posted in a conspicuous location and a copy provided to EHS.
- Ensure that employees who deal with hazardous materials have the equipment and required training to safely respond to spills. Appropriate employee training should include hazard communication, respiratory training, Hazardous Waste and Emergency Response Operations (HAZWOPER) training depending upon the employee's job responsibilities.

**Non UM-Flint Departments****Risk Management in Ann Arbor, MI**

- Process all UM-Flint Employee Report of Accident & Illness 101A forms.
- Compile the OSHA Occupational Injury and Illness Log.
- Administer the University of Michigan's Worker Compensation program.
- Provide general risk management support to UM-Flint.

**Occupational Safety & Environmental Health (OSEH) in Ann Arbor, MI**

- Provide technical assistance in OSEH issues.
- Provide technical assistance in emergency planning.

**Flint Fire Department (FFD)**

- Familiarize first responders with UM-Flint's campus, including general building layout, chemical storage areas, accessways, established ICS and any information necessary for safe and effective response to a variety of potential emergencies.
- Respond to emergencies when called upon by the UM-Flint.
- Implement their own emergency plan until UM-Flint Public Safety arrives.
- Act as IC.

**Flint Police Department (FPD), Genesee County Sheriff's Department, FBI, BATF, MSP**

UM-Flint DPS will provide notification to local, county and state law enforcement agencies, when appropriate. Law enforcement agencies will respond and assist in the investigation and/or response of emergency incidents and threats. UM-Flint DPS will continue to act as IC during an emergency, unless the State or Federal law enforcement agency with overriding jurisdiction takes control.

**Environmental Emergency Response Contractor**

UM-Flint maintains open purchase order(s) with at least one or more environmental contractors capable of responding to emergencies involving hazardous materials. The contractors employees have the appropriate training and equipment to respond promptly and safely to HazMat situations beyond the immediate capabilities of UM-Flint employees. Additionally, UM-Flint has the ability to utilize an environmental response contractor under contract with the Ann Arbor Campus. The UM-Flint EHS Department must be contacted to coordinate any environmental remediation or response activities.

## EVACUATION PROCEDURES

### Definitions

*Buddy System*- A system of organizing individuals into groups in such a manner that each individual of the group is designated to observe at least one other individual in the group. The purpose of the buddy system is to provide rapid and more effective assistance to employees in the event of an emergency. Emergency responders as well as individuals evacuating an area or building use the buddy system.

### Evacuation Procedures

In the event that an emergency should occur requiring a portion of campus to be evacuated, the following procedures shall be followed by UM-Flint employees unless directed differently by Public Safety.

#### **A. Building Evacuation**

1. All occupants of a building shall evacuate when an alarm sounds or upon notification by Public Safety.
2. When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.

**Faculty and supervisors are required to begin evacuation of the building whenever the fire alarm is sounded. Failure to do so may result in harm to individuals.**

Area Emergency Coordinators will advise the people to:

- Remain calm. Do not run, panic, or cause others to panic.
  - Quickly gather in small groups of 3-4 people and use the "buddy system" when seeking protective shelter or evacuating the building.
  - Identify the assembly area for occupants to meet
  - Quickly and orderly go to the nearest exit. Do Not Use Elevators!
  - Stay together and exit the building to the assembly area.
3. Faculty and supervisors shall take additional care to ensure that individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest exit using the "buddy system". Faculty and supervisors should be encouraged to be the last to leave their area.

Public Safety should be called immediately from the nearest telephone away from emergency incident if the "buddies" need assistance to evacuate or seek shelter. This includes assisting individuals with disabilities that can not otherwise be easily assisted in safely evacuating or seeking protective shelter.

**Everyone shares in the responsibility to assist each other; especially assisting those with known disabilities that may make it difficult to promptly evacuate or take shelter. Be alert, use common sense and take direction from those individuals with disabilities that you may be assisting. Some individuals can only be handled in a particular way in order to avoid serious injury.**

4. Shut off equipment, close windows and doors, **only if it can be done without risk or eminent physical harm**. Examples include shutting down lab experiments, lock/secure cash or other valuables, secure hazardous areas i.e. chemical storage rooms.
5. Once you have safely evacuated the building, promptly proceed to your building's assigned assembly area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The Area Emergency Coordinators will, to the best of their ability, account for occupants. This can be done by requesting that groups of "buddies" that evacuated the building together account for each other and report to the Area Emergency Coordinator. The Area Emergency Coordinators will notify Public Safety of persons that are not accounted for.

**It is important that individuals do not walk away from the assembly areas until they are accounted for by the Area Emergency Coordinators. First responders may place themselves in unnecessary danger in an attempt to search for and rescue persons that are not accounted for.**

6. Do not return to the evacuated building unless directed to do so by the IC. Follow the directions of the IC when leaving the assembly area.

**B. Campus Area Evacuation (also see Campus Closing Section of this plan)**

1. Evacuation of all or part of the campus will be announced by the IC or designee. Persons are to immediately vacate the area in question and relocate to another part of the campus, as directed by the IC.
2. Follow the Building Evacuation procedures outlined above when vacating buildings.

3. The Incident Commander or designee will notify people when it is safe to return to the campus.

#### Follow-up

1. The IC will designate someone to review the area or building to ensure that it is safe to return. IC will broadcast an "ALL CLEAR", when the building is safe to enter.
2. The IC will notify the Vice Chancellor for Administration or designee and the Chancellor that the "ALL CLEAR" has been broadcast and the building is safe.
3. As building and UM-Flint operations return to normal and building occupants return to their respective work areas and classrooms, all individuals need to be aware of the following hazards that may exist:
  - broken glass and other sharp objects
  - electrical wires
  - tripping hazards
  - partial power to equipment
  - chemical hazards
4. Hazards should be reported to your supervisor and to the Facilities Management Department at 762-3223. Do not attempt to make any repairs or enter an area in which these hazards are present.
5. If necessary, a salvage team will be assembled by Facilities Management to assess damage and coordinate salvage activities.

**FIRE EMERGENCY**

Prior to a fire related emergency know the location of fire extinguishers, fire exits, evacuation routes, alarm systems and how to use them. Ensure that you have the appropriate extinguisher(s) for the potential types of fires that could occur.

In the event that a fire should occur, UM-Flint employees shall follow the following procedures, unless directed otherwise by Public Safety.

1. Promptly evacuate the area and activate the building alarm.  
  
Shut off equipment and terminate fuel sources, only if it can be done without risk.
2. Report all fires IMMEDIATELY to Public Safety, at 762-3335 or 911 from any campus phone, from a safe location. Provide the following information:
  - Your name, department name, current location and telephone number.
  - Location of the fire (building and room number).
  - Description of the fire (size, materials involved, how long it has been burning, and what actions have been taken).
  - The extent of injuries, if appropriate.
  - If someone is trapped.
3. If a fire emergency involves a minor and controllable fire (incipient), attempt to put out the fire ONLY if you have been trained to put out such a fire and only if it can be done without risk to your safety and health and others. **For those who have been trained in safely operating a fire extinguisher**, remember to read the label on the fire extinguisher prior to discharge to ensure that the extinguishing material is appropriate for that particular type of fire. Direct the charge of the nearest fire extinguisher toward the base of the flame. Do not attempt to fight the fire alone or without giving you an escape route!
4. When the building fire alarm is sounded, all building occupants are required to proceed quickly to the nearest marked exit and alert others to do the same. Close all doors and windows to confine the fire and reduce the supply of oxygen, only if it can be done safely. Do not lock any doors or windows. Follow the building evacuation procedures previously outlined in the section entitled "Evacuation Procedures".

**Remember that smoke is the greatest danger in a fire, so in the event that you are evacuating from an area filled with smoke, keep your head no more than 8-12 inches off of the floor, where the air is less toxic. Avoid liquids on the floor that could be harmful chemicals**

**Before opening a door, feel it for heat that would indicate that a fire might be present on the other side of door.**

5. Once Public Safety becomes aware of a fire emergency, the Public Safety dispatcher will immediately notify the following personnel of the location of the fire:
  - a. The Flint Fire Department. The Public Safety dispatcher will confirm with the FFD that they are in route to the fire and assign a Public Safety Department member to guide the FFD to the scene of the fire.
  - b. Public Safety shift supervisor, who will report immediately to the fire's location and take charge of the scene. After evaluation the specific conditions, the Director of Public Safety and Environment, Health and Safety manager or designee will be contacted.
  - c. Director of Facilities Management, or designee (see Facilities Management's emergency call list).

**All radio communications shall be restricted to emergency related communications only.**

6. The Incident Commander will assign Public Safety personnel to:
  - a. Initiate and monitor the evacuation of all building occupants. **Special attention shall be given to ensure that persons with mobility, vision, or hearing disabilities are safely evacuated to a safe distance from the immediate emergency scene to await the FFD's assistance in evacuating them from the building, if needed, as indicated in the evacuation procedures section of this document.**
  - b. Locate and advise medical rescue personnel of the location of all injured persons through the Public Safety dispatcher.
  - c. Keep emergency routes open so that emergency vehicles can get to the fire scene.
  - d. Keep non-emergency personnel a safe distance from the fire, emergency vehicles and equipment.
  - e. Make a complete report of the fire.
  - f. Secure the scene during and after the incident.

- g. Provide access to critical equipment areas for Facilities Management Department personnel and FFD.
7. ***During normal business hours***, The Director of Facilities Management, or designee, will contact the HVAC group leader to assign individuals to the following duties:
  - Automatic sprinkler control operator to ensure sprinklers are operating properly
  - Fire pump operator to ensure that the fire pumps are operating properly
  - Utilities operator to monitor or disconnect the utilities as required.

***After hours, weekends or on holidays***, The FFD will assume the above roles until such time as the on-call Facilities Management representatives able to perform these duties arrive at the scene.
8. Once outside building occupants must move to a secure area away from the affected building as designated by the IC. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. An Incident Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business there. Do not call the Command Post unless it is an emergency.
10. Do not return to the evacuated building unless directed to do so by the IC, a member of Public Safety. After any evacuation, report to your designated assembly area. Stay there until an accurate headcount is taken. The Area Emergency Coordinators (AECs) will assist in accounting for all occupants. They must immediately notify Public Safety of any unaccounted for persons, if known.
11. The IC will reassign Public Safety personnel after the fire is out.

Trapped in the Building During a Fire

Should you become trapped inside a building during a fire, do the following

- STAY CALM, DO NOT PANIC.
- Keep all doors and windows closed.
- Place an article of clothing inside or outside the window, if a window is available, as a marker for the emergency rescue crew. DO NOT LEAVE THE WINDOW OPEN.
- Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area.
- Wet clothing if possible. Wrap wet clothing around face to minimize smoke inhalation. Fill sinks and tubs with water if possible to maintain a supply of water.
- Keep your head no more than 8-12 inches off the floor where the air is less toxic.
- Shout at regular intervals to alert emergency crews of your location.
- Maintain contact with Public Safety by telephone as long as possible.

Follow-up

1. The IC will designate someone to review the area or building to ensure that it is safe to return. IC will broadcast an "ALL CLEAR", when the building is safe to enter.
2. The IC will notify the Vice Chancellor for Administration or designee and the Chancellor that the "ALL CLEAR" has been broadcast and the building is safe.
3. As building and UM-Flint operations return to normal and building occupants return to their respective work areas and classrooms, all individuals need to be aware of the following hazards that may exist:
  - broken glass and other sharp objects
  - electrical wires
  - tripping hazards
  - partial power to equipment
  - chemical hazards
4. Hazards should be reported to your supervisor and to the Facilities Management Department at 762-3223. Do not attempt to make any repairs or enter an area in which these hazards are present.
5. If necessary, a salvage team will be assembled by Facilities Management to assess damage and coordinate salvage activities.

**FIRE EXTINGUISHER USE BY TRAINED INDIVIDUALS**

The University of Michigan - Flint maintains several types of fire extinguishers throughout the campus. Before attempting to use a fire extinguisher, be sure that you are trained. Know that you are using the proper extinguisher for the fire. **CAREFULLY CHECK THE EXTINGUISHER'S LABEL.** The use of the wrong type of extinguisher or using it improperly can endanger lives by spreading the fire.

There are four recognized classes of fire you should be aware of when selecting the extinguisher. They are:

1. **Class A fire** (usually fueled by combustibles such as paper, cardboard, wood or cloth) use a WATER type extinguisher.
2. **Class B fire** (Flammable liquids, gasses and grease) use a CO2 or DRY CHEMICAL extinguisher.
3. **Class C fire** (energized electrical equipment) use a CO2 or DRY CHEMICAL extinguisher.
4. **Class D fire** (metals and metal hydrides) use a SPECIAL DRY POWDER extinguisher.

UM-Flint maintains several ABC type fire extinguishers. ABC extinguishers can be used on Class A, B, and C fires. Prior to using any extinguisher check the label to ensure that the extinguisher is appropriate for the fire.

Basic steps for using a fire extinguisher:

1. Remove the extinguisher from the hanger or cabinet and hold it upright.
2. Remove the pin.
3. Remove the nozzle from its hook on the side of the extinguisher and aim the nozzle at the base of the fire. **DO NOT AIM THE NOZZLE DIRECTLY AT THE FLAMES.**
4. Stand within 10 feet of the fire. Do not cause the fire to ignite other materials by blowing the fire with the extinguisher as you attempt to put it out. Never fight a fire alone and always leave an escape path. Do not block yourself in when trying to put out a fire.
5. Squeeze the handle together using short bursts.
6. Use a sideways sweeping motion, sweeping across the width of the fire, **NOT UP AND DOWN.** Continue to apply the extinguishing agent to the base of the flames.

7. As the flames retreat, walk forward while extinguishing the flames until the fire is out.

**If at any time a fire can not be promptly extinguished with a single extinguisher, IMMEDIATELY evacuate the area, pull the fire alarm to alert others in the area and notify Public Safety at 762-3335 or 911 from any campus phone, from a safe location.**

Be familiar with location and type of fire extinguishers in your area before using them. Report all fires to Public Safety. Report the use of an extinguisher to Public Safety so that it can be recharged. Do not remove or use extinguishers other than for their intended purpose.

#### Fire Extinguisher Training

Contact Public Safety to coordinate training for you and your employees on the proper selection and use of fire extinguishers.

**MEDICAL AND FIRST AID**Reporting a Medical Emergency

University policy indicates that **all medical emergencies involving faculty, staff, students and visitors must be reported immediately to Public Safety**. If you require, or if you become aware of an individual who requires, emergency medical care, than immediately:

1. Call Public Safety at 762-3335 or 911 from any campus phone. The exception is if you are calling from a pay phone on campus, 911 will connect you with the City of Flint Police, Fire and emergency response departments. Ask them to notify the UM-Flint Public Safety.
2. Provide the following information to the Public Safety dispatcher:
  - Your name and telephone number
  - The name of the individual requiring medical attention, if known
  - Description of individual requiring medical attention.
  - Exact location of the individual (building and room number if applicable)
  - Describe what is happening
  - Any other relevant information
3. Do not hang up the telephone until the Public Safety dispatcher has indicated that you have provided all of the necessary information.

Universal Precautions and Bloodborne Pathogens

Universal Precautions refers to treating all bodily fluids as if they are contaminated and can cause serious illness or death. Only individuals trained in first aid, CPR, or emergency medical procedures should respond directly to medical emergencies. All other individuals should call 911 for medical assistance. Universal Precautions should be followed at all times during a medical emergency when there is a potential exposure to bodily substances. Protect yourself and others from communicable illness or disease.

Waiting for Emergency Medical Assistance

While waiting for help to arrive, your first actions should be as follow:

1. Survey the scene.

- Is it safe for you to approach the injured party? Remember that you cannot help a victim if you become a victim also!
  - Do not attempt to move the person unless they are in immediate, life threatening danger.
  - Introduce yourself to the victim. Reassure them that help is on the way.
  - Keep the victim warm and as calm as possible.
2. Determine what happened.
- If you decide that you can safely approach the victim; determine the following:
- Is the person bleeding?
  - Is the person breathing?
  - Is the person choking?
  - Does the person have a known medical condition, i.e. heart problems, diabetes, epilepsy, etc.? (Look for a medical alert tag)
  - Has the person fallen?
  - Was there a fire, chemical splash or spill, or a vehicle accident?
3. The information obtained should be immediately reported to the first Public Safety officer who responds to your call or to any trained medical first aid professional who arrives on the scene.

#### Arranging transportation for injured persons

Public Safety will arrange transportation for injured persons who are unable to provide their own transportation to and from an emergency medical facility. The means provided shall be at the discretion of the Public Safety shift supervisor.

#### Employee Work-Related Emergency Medical Care

The University of Michigan-Flint's primary emergency medical care provider for work-related medical emergencies is Genesys Occupational Health Network. In the event of a work-related medical emergency, the employee's supervisor should take the following steps.

1. Notify Public Safety immediately when any injury occurs.
2. Inform the injured party of their right to medical treatment/evaluation at University's expense, if the University's provider is used.

**All persons who choose to seek medical treatment outside of the University provided network need to be aware that they may be responsible for any expenses incurred since private health insurance will not, in most cases, cover costs associated with work related injuries/illnesses. To avoid this possibility, employees should ALWAYS check with their private insurer before seeking care.**

3. For minor injuries occurring during regular business hours, (Monday through Friday 8:00 a.m. to 5:00 p.m.) telephone Genesys Health System at 810-742-7700 to make arrangements for treatment.
4. For serious injuries occurring after regular business hours, the injured party may typically be directed to one of the following medical treatment facilities unless the responding emergency medical responder deems a different facility as more appropriate:

**GENESYS Occupational Health Network**

3021 S. Dort Highway Suite A, Flint, MI 48507-5217 (810) 742-7700  
Monday thru Friday 7:00am – 6:00 pm

**GENESYS Health Park**

One GENESYS Parkway, Grand Blanc, MI (810) 606-5000  
24 Hour Service

**GENESYS Emergency Services**

East Flint Campus, 1460 Center Road. Burton, MI (810) 715-4610  
Monday thru Friday, 9:00 am to 12:00 am /Midnight

**GENESYS Emergency Service**

West Flint Campus (F.O.C.), 3921 Beecher Rd. Flint MI (810) 762-4710  
Monday thru Friday 9:00 am to 12:00 am/Midnight

**GENESYS After Hours Clinic - North**

4154 W. Vienna Road Clio, MI (810) 686-7397  
Monday – Friday 6:00 pm to 10:00 pm  
Saturday, Sunday & Holidays, 1:00 pm to 10:00 pm

**GENESYS After Hours Clinic - East**

1096 South Belsey Rd. Suite F, Burton, MI (810) 743-3351  
Monday – Friday, 6:00 pm to 10:00 pm  
Saturday, Sunday & Holidays 1:00 pm to 10:00 pm

5. The employee's supervisor (if available) is responsible for completing and signing the University of Michigan-Flint Request For Emergency Medical Treatment Provisional Guarantee. The responding Public Safety Officer will provide copies of the form.

The University of Michigan-Flint Request For Emergency Medical Treatment Provisional Guarantee form should accompany the injured employee to the medical treatment facility, if possible. In the event that the employee's supervisor is not available, a Public Safety Supervisor or designee or the Environment, Health & Safety Department may sign the Emergency Medical Treatment Provisional Guarantee forms.

As a last resort or in the event of an extreme emergency that requires IMMEDIATE attention, send the injured person for treatment with no paperwork. However, make certain that the hospital or clinic is informed that the patient is being treated for UM-Flint under their contract with Genesys Occupational Health Network.

6. Contact the Environment, Health & Safety Department immediately, giving your name, department, the employee's name, location of treatment and details of accident/injury (leave message on voice mail if no one is available to take your phone call).
7. Within 24 hours of the accident/injury, the employee's immediate supervisor is required to fill out a Supervisors Report of Employee Accident or Illness (Form 101A Rev 9/93). Completed forms need to be sent immediately to the Environment, Health & Safety Department for processing. A copy of this form is available through EHS.

Refer to the University of Michigan's Standard Practice Guide #519.2 for further details concerning the policy and procedures for work-related accidents and injuries.

**POWER FAILURE/UTILITY EMERGENCY**

In the event a power outage should occur, the following procedures shall be followed by UM-Flint employees, unless directed differently by Public Safety.

1. Individuals who become aware of a power failure in their area should call Public Safety at 762-3335 or 911 from any campus phone and provide the following information:
  - Name and telephone number
  - The exact location of the area(s) experiencing a loss of power (building and room number if applicable).
2. Public Safety will forward the above information to the Director of Facilities Management Department , or designee, as well as notify the following:
  - Public Safety shift supervisor.
  - All on-duty Public Safety personnel.
  - The Director of Public Safety (for a large power failure involving an entire building).
  - Vice Chancellor for Administration, or designee (in the event of a large power failure involving an entire building).
3. In the event of a power failure covering a large area such as an entire building, the Incident Commander will:
  - Contact Facilities Management to determine extent of the problem.
  - Assess whether or not full or partial evacuation of the building is necessary.
  - Assign Public Safety personnel to check each office/classroom in each building that is open to determine if anyone needs assistance getting out of any building. Priority should be given to individuals with disabilities.
  - Confirm that laboratories using or storing chemicals and relying upon special ventilation equipment (fume hoods & Gross Anatomy Laboratory) have evacuated occupants.
  - Assign Public Safety personnel to secure the building until the problem is corrected.

4. Facilities Management Department personnel will:
  - Inform the Incident Commander of the extent of the problem.
  - Assign personnel to promptly investigate the situation.
  - Determine the appropriate and timely response.
  - Inform the IC and Safety & Health Officer of any known hazards for occupants remaining in the building and the status of repairs.
  - Coordinate and monitor the repairs.
  - Assemble a salvage team, if necessary, to access the damage and coordinate salvage related activities.

#### Additional Utility Failure Information

The following information provides the initial response to other types of utility related emergencies. In each case, ALWAYS contact Public Safety immediately from a safe location. Follow the evacuation procedures if evacuation of the area or building is required.

##### *Electrical/light Failure*

Natural lighting in the UM-Flint buildings may not provide sufficient illumination in corridors, stairways and inner offices. Having a flashlight and a portable radio available for emergencies is recommended. UM-Flint buildings are equipped with emergency lighting for the purpose of assisting individuals in safely exiting the building.

##### *Elevator Failure*

If you become trapped in an elevator, use the elevator emergency telephone to notify Public Safety. If there is not a telephone available within the elevator, activate the emergency alarm located on the front control panel that will alert others for help. Periodically, yell for help if none of the above options appears to be effective.

If you discover an elevator that is not working or discover someone trapped in an elevator, immediately notify Public Safety. Public Safety will notify Facilities Management.

##### *Plumbing/Flooding*

If you discover a plumbing failure or flood, cease using electrical equipment. Immediately contact Public Safety. Public Safety will notify Facilities Management and secure the area. If necessary, the building may be evacuated and closed until the situation is controlled.

*Gas Leak*

**All gas leaks should be treated as SERIOUS.** Cease operations and IMMEDIATELY contact Public Safety. Do not switch on lights or any other equipment. If lights are on, leave them on. Electrical arcing can cause ignition or explosion. If necessary, evacuate the area and/or the building following the evacuation guidelines in this ERP.

Public Safety will immediately contact Facilities Management to investigate the leak. Facilities Management will immediately report all serious gas leaks to Consumers Energy.

*Ventilation Problems*

Smoke or abnormal or irritating odors coming from the ventilation equipment should be immediately reported to Public Safety and Facilities Management. If necessary, evacuate the area and/or the building following the evacuation guidelines in this plan.

Only trained and qualified individuals should attempt to service or repair equipment that is involved in a utility related problem discussed in this section.

## TORNADO AND SEVERE WEATHER EMERGENCIES

### Definitions

- *Watches* are issued by the National Severe Storm Forecast Center to indicate when and where severe thunderstorms and/or tornadoes are most likely to occur. A severe thunderstorm watch implies that storms may develop to sufficient strengths to produce large hail and/or damaging winds. A tornado watch means that conditions are favorable for the occurrence of both tornadoes and severe thunderstorms.
- *Warnings* are issued by National Weather Service offices when Severe Thunderstorms or tornadoes are indicated by radar or reported by trained spotters or other reliable sources.
- *Severe Thunderstorm* is defined by the National Weather Service as a severe thunderstorm having winds of 58 m.p.h. or more, or hail 3/4 of an inch in diameter or larger.

### Monitoring Severe Weather

Information concerning severe weather that may require immediate action is obtained from the National Weather Service, or nearby city community and/or governmental emergency service agencies. The Public Safety dispatcher shall access this information by continuously monitoring weather broadcasts from the National Weather Service on a special weather band radio located at the Public Safety base. The radio sounds an alarm when a severe weather/tornado watch or warning is announced by the National Weather Service.

### Campus Closings Due to a SNOW or ICE Emergency

Decisions to close the campus due to snow or other severe weather are made by the UM-Flint Chancellor. The decision to close the UM-Flint Campus will be communicated through University Relations to the campus community. See Section titled CAMPUS CLOSINGS on page 37.

In the event that a tornado or severe weather emergency should occur, the following procedures shall be followed by UM-Flint employees, unless directed otherwise by Public Safety.

**Tornado/Severe Weather WATCH Procedures**

1. Should a severe weather WATCH (such as a severe snow, electrical, rain or wind storm) occur, the Public Safety dispatcher will immediately notify the Incident Commander or the on-duty Public Safety shift supervisor.
2. The Public Safety shift supervisor may provide a courtesy communication to persons of the WATCH conditions using electronic mail (using the all UM-Flint users e-mail address) or by some other effective means. Persons interested in being informed or updated of such conditions may choose to monitor their electronic mail for Public Safety's courtesy communication or monitor their own radio for a status of the conditions.
3. The Public Safety supervisor will instruct on duty Public Safety personnel to closely monitor the weather for any funnel clouds or threatening conditions, until the Public Safety dispatcher communicates that the WATCH has been discontinued.
4. Public Safety will continue to monitor the weather conditions. All building occupants shall be notified via electronic mail by Public Safety, if the WATCH condition is revised and/or is no longer in effect. If the WATCH conditions are "upgraded" to a WARNING status then Public Safety shall follow the procedures and notifications outlined in the next section.

**Tornado WARNING Procedures**

1. If there is a Tornado WARNING, the Public Safety base will immediately notify the IC, or the on-duty Public Safety shift supervisor.
2. The IC or Public Safety shift supervisor will notify persons in all UM-Flint buildings by using the building's public address system, or by some other effective means, that a Tornado WARNING is in effect and that all persons shall immediately move to the nearest shelter area. Public Safety may use the following announcement, or some other equally informative statement:

"The National Weather Service has issued a tornado warning for Genesee County. This means that a tornado has been spotted in Genesee County. Everyone go to their assigned tornado shelter area and await instructions." (Repeat at frequent intervals)

3. The on-duty Public Safety shift supervisor will assign Public Safety personnel to:
  - Warn persons in all campus buildings.
  - Report the number of people in each building's basement or in the designated area to the Public Safety dispatcher.
  - Report any persons injured or property damage to the Public Safety dispatcher.
4. When notified by Public Safety of a Tornado Warning, all occupants must stop their work and proceed to the nearest designated shelter area.

Area Emergency Coordinators (AECs) will advise individuals in their area to:

- Remain calm. Do not run, panic, or cause others to panic.
- Quickly gather in small groups of 3-4 people and use the "buddy system" while moving to the nearest shelter.

**Faculty and supervisors shall take additional care to ensure that individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest shelter area using the "buddy system", or assisted by their faculty/supervisor, or Public Safety personnel. Faculty and supervisors shall be the last to leave their area.**

**The Area Emergency Coordinators (AECs) will, to the best of their ability, take assist in the accounting of occupants. This can be done by requesting that groups of "buddies" who evacuated to the shelter area together account for each other. The AECs will notify Public Safety of unaccounted person(s) known to them.**

5. All persons will remain at their shelter area until the "ALL CLEAR" is given by Public Safety.
6. All radio users shall be instructed by Public Safety to keep channels clear for emergency communications.
7. The Public Safety dispatcher will continue to monitor the local weather conditions under direction of the IC or Public Safety shift supervisor, and shall broadcast the "ALL CLEAR" status to all Public Safety personnel over the radio, when the Tornado WARNING is canceled. Updates will be

provided to building occupants, when possible, as to the status of the severe weather warning.

8. The Public Safety supervisor will assign Public Safety personnel to notify all persons in each building that the "ALL CLEAR" has been broadcast.

#### Follow-up

1. The IC will designate someone to review the area or building to ensure that it is safe to return. IC will broadcast an "ALL CLEAR", when the building is safe to enter.
2. The IC will notify the Vice Chancellor for Administration, or designee and the Chancellor that the "ALL CLEAR" has been broadcast and the building is safe.
3. As building and UM-Flint operations return to normal and building occupants return to their respective work areas and classrooms, all individuals need to be aware of the following hazards that may exist:
  - broken glass and other sharp objects
  - electrical wires
  - tripping hazards
  - partial power to equipment
  - chemical hazards
4. Hazards should be reported to your supervisor and to Facilities Management Department at 762-3223. Do not attempt to make any repairs or enter an area in which these hazards are present.
5. If necessary, a salvage team will be assembled by Facilities Management to assess damage and coordinate salvage activities.

**SEVERE WEATHER EMERGENCY SHELTER LOCATIONS**

In the event that building occupants are asked to seek shelter in the nearest building shelter area, building occupants should go to the following shelter areas:

<b><u>Campus Building Name</u></b>	<b><u>Emergency Shelter Location</u></b>
University Pavilion (UPAV)	Basement level
Pavilion Annex	Men and women's restroom and basement level of UPAV
French Hall (FH)	Rooms 111, 161, 163, 164, & Building (French Hall) 144 on the first floor in French Hall
Murchie Science Building (MSB)	First floor in east and west wings of MSB away from glass doors and windows as well as
Theater	Restrooms on second floor as well as rooms 111, 161, 163, 164, & 144 on the first floor in French Hall
Harding Mott University Center	Basement level
Recreation Center	Basement level
Frances Willson Thompson Library	Basement level microforms room
Lapeer Street Annex	Internal corridor away from outside doors and rooms 123 & 127
William S. White Building (WSW)	Move to <b>first and second floor of the Unit 1</b> and shelter in common hallways, internal offices and classrooms, restrooms, stairwell away from any/all glass windows/doors.
WSW Early Childhood Development Center (ECDC)	Rooms 1159 & 1160 on first floor in main section of the building
Northbank Center (NBC)	Basement Level
Central Energy Plant (CEP)	Basement Level

Designated shelter areas should be equipped with emergency lighting and some means of communicating with Public Safety.

Building shelter areas are shown on the Evacuation Maps posted in your area and labeled with shelter identification signage:

## CAMPUS CLOSINGS

Campus Closings due to severe weather, snow, ice, flooding, utility failure, or other emergency conditions, are determined by the UM-Flint Chancellor. The Director of Facilities Management or designee and the Vice Chancellor for Administration, or designee will advise the Chancellor of the specific conditions that exist or the predicted conditions impacting the decision to close the campus. The Chancellor, or appointee, will communicate the decision to close the campus to the Director of University Relations.

Whether the decision to close the UM-Flint campus occurs during regular business hours (8am – 5pm) or not, the decision will be communicated through UM-Flint Office of University Relations to the campus community by the following methods:

1. Radio and television stations from several southeastern and mid-Michigan counties are contacted by 6 a.m. the morning of a closing. They broadcast to their listening audience the notification of UM-Flint's campus closing status.

WUOM	WIOG	WEYI	WEYI	WDIV
WWJ	WDZZ	WSGW	WNEM	
WJR	WCRZ	WKCQ	WXYZ	
WWCK	WFBE	WJRT	WJBK	

2. An up-to-date message will be available on the UM-Flint's Mformation Line indicating the status of the campus closing.

The Mformation telephone number is 810-767-1UMF (810-767-1863)

3. An electronic e-mail message will be used to announce the initial closing. Additionally, an e-mail message will also be used to report the status to the campus
4. School closing information will be posted on [www.umflint.edu](http://www.umflint.edu) on the home page.
5. Other web sites may also report the campus closing. They include:
  - a. [www.abc12.com](http://www.abc12.com)
  - b. [www.wnem.com](http://www.wnem.com)
  - c. [www.wxyz.com](http://www.wxyz.com)
  - d. [www.wdiv.com](http://www.wdiv.com)
  - e. [www.wjbk.com](http://www.wjbk.com)

## HAZARDOUS MATERIAL SPILL EMERGENCY

This section serves as a guidance document to assist employees as well as outside responding agencies in dealing with hazardous material/waste spill emergencies on UM-Flint property. It incorporates and references other contingency plans that deal with radioactive material issues, but does not replace or supersede those plans.

### Definitions

- *Incidental Spill*- A release of hazardous materials that **requires a response effort by employees from the immediate work area** where the released material can be absorbed, neutralized, contained or otherwise controlled at the time of release by employees in the immediate release area, is not considered to be an emergency response within the scope of this policy. Employees responding to incidental releases must receive proper training as part of the Hazard Communication and/or Laboratory Safety Standards (including Chemical Hygiene Plans, as well as training regarding personal protective equipment and spill clean-up procedures).
- *Emergency Release*- An **uncontrolled release** of hazardous materials that **requires an emergency response effort by employees from outside the immediate release area** or by other designated responders to an occurrence (spill, fire, explosion) which results, or is likely to result, in an uncontrolled release of hazardous materials outside the immediate release areas.
- *High Hazard Emergency*- An emergency of unknown nature; a situation which may be **immediately dangerous to life and health**; is a threat to personnel and/or the public; threatens the surrounding area or facility; and/or involves a toxic gas leak, or a toxic, corrosive or reactive hazardous material.
- *Buddy System*- A system of organizing individuals into groups in such a manner that each individual of the group is designated to be observed by at least one other individual in the group. The purpose of the buddy system is to provide rapid and more effective assistance to employees in the event of an emergency. The buddy system is used by emergency responders as well as individuals evacuating an area or building.

## Hazardous Material Spill Clean-up Procedures

Any person who discovers an imminent or actual spill or release of hazardous material/waste or suspected hazardous material/waste shall take appropriate action to protect the safety and health of individuals in the area and immediately:

A. Secure the area

When discovering a release of hazardous or suspected hazardous material, promptly notify your supervisor as well as everyone in the immediate area of the situation. Secure the area so that only individuals who have the proper training are admitted. "Caution - Do Not Enter" tape, rope and warning signs may be used to secure spill area.

B. Determine if spill is incidental or an emergency release.

Promptly evaluate the situation and determine whether or not it is an incidental release or an emergency release. If you are unsure whether or not it is an "incidental" or "emergency" release, contact your supervisor. If your supervisor is unavailable, call Public Safety, at 762-3335 or 911 from any campus phone or EHS at 766-6763 for assistance. Once the determination is made, take one of the following actions:

1. *Incidental Spill - Employees Clean Up*

If the spill is of a known material and is determined to be an incidental spill, within the response capabilities of the immediate employees working in the area, then perform the clean up according to your department's spill clean up procedures. Spill control/clean-up equipment is located in several areas across campus, including at each of the shipping and receiving areas. Spill equipment may also be stored in the individual departments. The spill control/clean-up equipment contains basic personnel protective equipment and absorbent materials. Coordinate the packaging, preparation for transportation, transportation and disposal of the hazardous material spill clean up debris with EHS. Keep in mind the following when responding to any spill:

- a. **Protect Yourself.** Before attempting to do any sort of spill clean up activity you are required to wear personal protective equipment and clothing appropriate for the material(s) spilled. Entry into a hazardous situation is contingent upon having the proper training.
- b. Familiarize yourself with the health and safety information contained on the product label and the material safety data sheet (MSDS). Keep the MSDS available during clean up, when possible.

- c. Avoid breathing vapors and having any direct physical contact with the spilled material.
- d. Keep all ignition sources away (i.e., sparking tools and equipment). Have necessary safety and/or fire fighting equipment on hand.
- e. Stop and contain the release of material, if feasible. Do this by shutting down equipment, closing valves, or picking up a fallen container if this can be done safely. Do not operate or shut down equipment for which you are not qualified. Absorbent pads and booms can be utilized to contain and stop the further migration of hazardous material from the immediate spill area.
- f. Using your department's established procedures, clean up spilled material and place in a sealed container with appropriate label(s). Contact the EHS Department to ensure that the appropriate information is contained on the label and for further instructions.
- g. **DO NOT DISPOSE OF SPILL DEBRIS or CONTAMINATED Personal Protective Equipment (PPE) into the general trash, compactor, down a drain or onto the ground. Contact EHS for disposal instructions.**
- h. **DO NOT** call an outside agency to assist in response, unless directed to do so by Public Safety, the IC, or EHS.
- i. Decontaminate and/or properly dispose of any equipment used in the clean up process. Scrub spill area. Clean all spill equipment thoroughly before reuse. Replenish materials used from any spill kit.
- j. Evaluate incident to determine cause of incident, how to prevent future incidents as well as identify what, if any, equipment or procedural changes may be necessary.
- k. Determine whether or not the "reportable quantity" has been released. Notify EHS for assistance and for coordinating any required reports to the appropriate regulatory agencies.

## 2. Emergency Release- Immediately Notify Public Safety

**If the spill is uncontrollable, involves an unknown material, or in a quantity and nature that is beyond the response capabilities** of the employees working in the area, immediately contact your supervisor. Your supervisor or you if your supervisor is unavailable, will notify Public Safety at 762-3335 or 911 from any campus phone and express the need for HAZWOPER trained personnel to assist in the spill response activities.

- a. Call Public Safety from a telephone outside the immediate spill area, out of danger, and provide in a clear and concise manner the following information:
  - Your name, title and department.
  - Telephone number where you are located.
  - Your exact location and the location of the incident.
  - Describe the container(s) or equipment that are involved (size, shape, color).
  - Labeling and any other relevant information you can identify from a safe distance.
  - Type of material (solid, liquid, gas, mist).
  - The specific name, if known, of hazardous material(s) and the associated hazard, (benzene, flammable/carcinogen)
  - The estimated quantity of material(s).
  - The estimated rate or flow of released material, i.e., dripping, pouring, "gushing".
  - Injuries or exposures.  
Are sewer or storm drains located nearby?
  - The actions taken to contain and secure the situation.
- b. Public Safety will notify the IC or designee, the Safety and Health officer (Environment, Health Safety Manager or designee) and the News and Information Coordinator (Director of University Relations). Additionally, the Director of Facilities Management, or designee, may be notified and asked to coordinate the isolation or control of critical operations such as building ventilation.
- c. The IC or the Safety and Health officer shall determine if the incident is within the scope and capabilities of UM-Flint trained employees present. The IC will establish an Incident Command Post located a safe distance from the spill area.
- d. Untrained person(s) at the scene of the spill who are not involved in the response effort must vacate the affected area at once. The area must be sealed off to prevent further contamination until the arrival of Public Safety, EHS or the Flint Fire Department.

- e. If it is determined by either the IC or Safety and Health officer that it is beyond UM-Flint's capabilities to safely respond to the incident, the Flint Fire Department and or an environmental contractor familiar with campus shall be notified. EHS will maintain a current list of approved environmental contractors.
- f. **At anytime during the response activities, the IC or the Safety and Health officer may declare the situation a High Hazard Emergency and STOP UM-Flint employees from continuing the response efforts if it is believed that they are unable to safely perform the response activities.**
- g. Public Safety shall be responsible for securing the area, as well as initiating and monitoring the safe evacuation of the immediate area, building(s), or the campus, depending on the nature and extent of the spill incident. EHS and Public Safety shall coordinate the notification of outside agencies such as the Local Emergency Planning Committee.
- h. If occupants are evacuated to the outdoors, individuals should be directed to move to a clear area away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. A campus Incident Command Post may be set up near the emergency site. **The assembly area(s) and the Incident Command Post should be located up-wind, up-hill and up-stream from the spill emergency.** Keep clear of the Command Post, unless you have official business.
- i. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remove contaminated clothing, remain in the vicinity but a safe distance from spill incident and provide their names to Public Safety. A safety shower or eyewash should be used as necessary to decontaminate the individual. Contaminated clothing should be held. Contact EHS for instructions on decontamination/disposal.
- j. Trained personnel shall perform required first aid and hazardous material clean up activities.
- k. If other hazards exist (fire, explosion, chemical exposure, personal injury), move to the nearest area of safety and follow the appropriate emergency procedures for the conditions, e.g., building evacuation.

- I. Individuals should not attempt to rescue someone unless they know what hazards exist and know how to properly protect them from the hazard. Do not move an injured person, unless the person is in immediate danger. Provide first aid only if you are properly trained and are willing. **DO NOT BECOME A VICTIM!**
- m. If at all possible, have the material safety data sheets (MSDSs) readily available for emergency response personnel.

C. Radioactive material spills- refer to the Radiation Safety Manual

For radioactive material spills, isolate and contain the spill. Do not spread radioactive contamination beyond the immediate area. **Immediately** contact Todd Toulouse, UM-Flint Radiation Safety Service (RSS) Officer at 762-3144 during normal business hours. After business hours call Public Safety at 911 from any campus telephone or 762-3335.

UM-Flint Radiation Safety Service shall perform the initial clean up and decontamination. If incident is beyond the scope of the UM-Flint Radiation Safety Service, UM Occupational Safety and Environmental Health (OSEH) in [Ann Arbor](#) shall be contacted (734-764-6200 or 4420) for further assistance. Refer to the Radiation Safety Manual provided to all UM-Flint Authorized Users.

UM-Flint Radiation Safety Service and Public Safety will immediately notify the Safety and Health Officer (EHS Department) of the radioactive material spill

Remember the effects of exposure to radioactive materials may be reduced by minimizing the **time exposed**, the **distance** between you and the radioactive materials, and providing **shielding** from the source of radiation.

D. Decontamination procedures.

Personnel cleaning incidental chemical spills shall decontaminate or properly dispose of any equipment used in the clean up process. Spill kits shall be restocked after use by the individual(s) that used the kit(s). All contaminated materials generated from a spill clean up shall be properly packaged and given to EHS for disposal.

All personal protective equipment and equipment used in the response shall be decontaminated prior to storage for reuse. If cleaning is not possible, the item shall be properly packaged and given to the EHS Department for disposal. All supplies used in the clean up procedure must be replenished as soon as possible by the individual(s) that used the kit(s).

The EHS Department will deem the site safe for reentry. Upon termination of the incident, Public Safety personnel shall remove all barricade tape and posted signs.

#### E. Departmental Emergency Response Plans

If working in a department or area with an additional Emergency Response Plan, refer to that plan for special actions to be taken, location of emergency equipment, etc. Be familiar with that plan prior to an emergency.

#### Follow-up

1. The IC will designate someone to review the area or building to ensure that it is safe to return. IC will broadcast an "ALL CLEAR", when the building is safe to enter.
2. The IC will notify the Vice Chancellor for Administration, or designee and the Chancellor that the "ALL CLEAR" has been broadcast and the building is safe.
3. As building and UM-Flint operations return to normal and building occupants return to their respective work areas and classrooms, all individuals need to be aware of the following hazards that may exist:
  - broken glass and other sharp objects
  - electrical wires
  - tripping hazards
  - partial power to equipment
  - chemical hazards
4. Hazards should be reported to your supervisor and to Facilities Management Department at 762-3223. Do not attempt to make any repairs or enter an area in which these hazards are present.
5. If necessary, a salvage team will be assembled by Facilities Management to assess damage and coordinate salvage activities.

**BOMB RELATED EMERGENCIES**

If you observe a suspicious object, potential bomb, or have been told of a bomb that is on campus, **DO NOT APPROACH OR HANDLE THE OBJECT**. Clear the area and immediately call Public Safety at 762-3335 or 911 from any campus phone.

**Bomb Threat Procedures**

A. Any person receiving a phoned in bomb threat should ask the following:

**(See *Bomb Threat Report Form*)**

1. When is the bomb going to explode?
  2. Where is the bomb located?
  3. What kind of bomb is it?
  4. What does it look like?
  5. Why did you place the bomb?
  6. What is your name?
- B. Keep talking to the caller as long as possible and record the following:
1. Time of call
  2. Age and sex of caller
  3. Speech pattern, accent, possible nationality
  4. Emotional state of caller
  5. Background noise
  6. Any other relevant information
  7. Telephone number called from, if known
- C. Report the incident immediately to Public Safety. The Public Safety dispatcher will notify the IC who will notify the following individuals **depending upon their assessment of the threat**:
- Director of Public Safety
  - Director of Facilities Management Department, or designee

- Environment, Health and Safety Manager or designee
- Vice Chancellor for Administration or designee
- Chancellor
- Provost or designee
- Director of University Relations

If the situation warrants, Public Safety will notify the following agencies:

- Flint Fire Department
- Flint Police Department
- Michigan State Police Bomb Squad
- Other law enforcement agencies as deemed necessary, e.g. County Sheriff's Department, FBI, BATF, etc.

- D. The IC, will assess the circumstances and determine whether an immediate and full evacuation of the building(s) is required. If the conditions warrant, the IC will implement the evacuation procedures.
- E. DPS will search assembly areas prior to initiating the building evacuation.
- F. Public Safety will alert the building occupants to begin evacuation. Alarms WILL NOT be used to alert occupants due to the possibility of setting off the bomb.
- E. Do not open drawers, cabinets or turn lights or equipment on or off.
- F. Once outside, individuals are required to move to a clear area away from the affected building. Streets, fire lanes, hydrants and walkways must be kept clear for emergency vehicles and crews.
- G. The IC, or Public Safety shift supervisor under the direction of the IC, will:
1. Identify the location of the command post.
  2. Call available Public Safety personnel to the base. Additional personnel from Facilities Management, EHS, OBME, etc., may be asked to assist DPS in assisting in the response effort and called to base or the incident command post.

3. Tell all Public Safety personnel and other personnel involved in the response effort:
    - a. Turn off all radios and pagers before entering the building.
    - b. Do not touch any suspicious object found in the building. Go outside of the building to report the exact location.
    - c. Limit all radio transmissions to OUTSIDE of the building.
  4. Assign Public Safety personnel to assist in evacuating the building and immediate area(s) adjacent to the effected building(s) as well as securing the building to prevent unauthorized persons from entering the building. Other personnel may be assigned according to their level of training and familiarity with the building and emergency procedures.
  5. Assign Public Safety personnel to search for any suspicious objects in and around the exterior of the building(s). If UM-Flint personnel are assisting in searching for suspicious objects, they should be accompanied, if possible, by a person knowledgeable in recognizing bombs and experienced in bomb emergencies.
- H. Facilities Management Department personnel may be asked by the IC to provide assistance and/or advice concerning mechanical rooms, boiler rooms, penthouse areas, utility tunnels and other areas where access is restricted to Facilities Management Department employees. Facilities Management employees should be advised of the following:
- Turn off all radios and pagers before entering the building.
  - Do not touch any suspicious object found in the building. Go outside of the building to report the exact location.
  - Limit all radio transmissions to OUTSIDE of the building.

#### Discovery of a Potential Bomb

If a potential bomb is discovered, **DO NOT APPROACH OR HANDLE THE OBJECT.** Clear the area and immediately call Public Safety.

1. The person finding the suspicious object is to immediately evacuate the area and notify Public Safety as to its exact location, description and approximate size.
2. Public Safety dispatcher will immediately inform the IC, and under the IC's direction, call one or more of the following individuals and agencies:

- Director of Public Safety
  - Director of Facilities Management Department or designee
  - Environment, Health and Safety Manager or designee
  - Vice Chancellor for Administration or designee
  - Chancellor
  - Director of University Relations
  - Flint Fire Department
  - Flint Police Department
  - Michigan State Police Bomb Squad
3. The IC, will assess the circumstances and determine whether an immediate and full evacuation of the building(s) is required. If the conditions warrant, the IC will implement the evacuation procedures. Public Safety will alert the building occupants to begin evacuation. Alarms WILL NOT be used to alert occupants due to the possibility of setting off the bomb.

### Bomb Explosion

If a bomb explodes, Public Safety will do the following:

1. Public Safety Dispatcher will immediately notify the IC
2. The IC will secure the building, prohibit individuals from entering or coming near the building(s) in case a second bomb is present.
3. The IC will coordinate/delegate notification of the explosion to the following:
  - Director of Public Safety
  - Director of Facilities Management Department or designee
  - Environment, Health and Safety Manager or designee
  - Vice Chancellor for Administration or designee
  - Chancellor
  - Director of University Relations
  - Flint Fire Department
  - Flint Police Department

- Bureau of Alcohol, Tobacco and Firearms (ATF)
  - Federal Bureau of Investigation (FBI)
  - Michigan State Police Bomb Squad
4. The IC will implement evacuation procedures for the area or building(s) affected. Alarm WILL NOT be used to alert occupants of the evacuation.
  5. Assist medical rescue team(s) to locate and evacuate the injured.

Other emergency procedures will be followed according to incident and conditions (e.g., spill emergency, fire and medical emergency procedures).

#### Follow-up

1. The IC will designate someone to review the area or building to ensure that it is safe to return. IC will broadcast an "ALL CLEAR", when the building is safe to enter.
2. The IC will notify the Vice Chancellor for Administration or designee and the Chancellor that the "ALL CLEAR" has been broadcast and the building is safe.
3. As building and UM-Flint operations return to normal and building occupants return to their respective work areas and classrooms, all individuals need to be aware of the following hazards that may exist:
  - broken glass and other sharp objects
  - electrical wires
  - tripping hazards
  - partial power to equipment
  - chemical hazards
4. Hazards should be reported to your supervisor and to Facilities Management at 762-3223. Do not attempt to make any repairs or enter an area in which these hazards are present.
5. If necessary, a salvage team will be assembled by Facilities Management to assess damage and coordinate salvage activities.

**UM-FLINT BOMB THREAT REPORT FORM**

Report Threatening Call to Public Safety IMMEDIATELY at 762 - 3335

**THREATENING PHONE CALL**

Time and date call Received \_\_\_\_\_  
Exact words of person placing call: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK:**

When is the bomb going to explode? \_\_\_\_\_  
Where is the bomb right now? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
Why did you place the bomb? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
Where do you live? \_\_\_\_\_  
Call received on Telephone Number \_\_\_\_\_

**DESCRIPTION OF CALLER'S VOICE**

Male  Female   
Tone of voice: \_\_\_\_\_  
Accent (if any): \_\_\_\_\_  
Was the voice familiar? \_\_\_\_\_

**BACKGROUND NOISES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person receiving/monitoring call:**

\_\_\_\_\_

## **EARTHQUAKE**

During an earthquake, remain calm and follow the steps below:

1. IF INDOOR, seek refuge in a doorway, under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be energized.
3. IF IN AN AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers if no other shelter is available.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety at 911 from any campus phone or 762-3335.

### **PROTECT YOURSELF AT ALL TIMES & BE PREPARED FOR AFTERSHOCKS**

5. If hazards resulting from the earthquake should occur such as fires, hazardous material spills, and/or power outages contact Public Safety and follow the appropriate emergency guidelines established in this plan e.g., evacuation procedures.

### **Follow-up**

1. The IC will broadcast an "ALL CLEAR", when the building is safe to enter.
2. The IC will notify the Vice Chancellor for Administration or designee and the Chancellor that the "ALL CLEAR" has been broadcast and the building is safe.
3. As building and UM-Flint operations return to normal and building occupants return to their respective work areas and classrooms, all individuals need to be aware of the following hazards that may exist:
  - broken glass and other sharp objects
  - electrical wires
  - tripping hazards
  - partial power to equipment
  - chemical hazards

4. Hazards should be reported to your supervisor and to Facilities Management at 762-3223. Do not attempt to make any repairs or enter an area in which these hazards are present.
5. If necessary, a salvage team will be assembled by Facilities Management to assess damage and coordinate salvage activities.

**VIOLENT OR CRIMINAL BEHAVIOR**

UM-Flint has zero tolerance for the violence of one person toward another. Everyone shares in the responsibility of helping make our community a safe place to live and work. We are all asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or observe a criminal act or a suspicious person on campus, immediately report the incident to Public Safety at 762-3335 or 911 from any campus phone and provide the following:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.

Assist Public Safety when they arrive by supplying them with all available information and ask others to cooperate.

Should there be gunfire or explosives discharged, you should take cover immediately. After the disturbance, seek emergency first aid if necessary.

**What to do if you are taken hostage**

Public Safety provides the following tips to help you in surviving a situation where you are taken hostage. Contact Public Safety at 762-3335 if you have any further concerns or questions specific to your area.

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't make mistakes which could endanger your well being.
3. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage.

5. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.
6. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## PRE - EMERGENCY PLANNING

### Departmental Emergency Response Plans

Individual departments must evaluate their operations and responsibilities to determine if additional emergency planning is necessary. Departments must ensure that adequate emergency procedures, training, drills, exercises, personal protective equipment (PPE) and safety equipment are in place to respond safely and effectively to foreseeable emergencies.

Directors and department heads will designate individuals or teams responsible for developing "department-specific" emergency instructions, above and beyond the emergency procedures identified in this document, that are unique to that department or work area.

### Material Safety Data Sheets (MSDS)

Having the appropriate material safety data sheets available to read is essential to being prepared and able to safely and effectively respond at the time of a hazardous material spill. Material safety data sheets must be readily available at or within close proximity to stored hazardous materials. Departments that use hazardous materials are responsible for ensuring that a current MSDS is on file within the department for each hazardous material and on file with EHS. This means that as new products are purchased and the chemical inventory is updated, a MSDS must be on site and available to the employees working with the materials as well as on file with EHS. See UM-Flint Hazard Communication Program for the material safety data sheets (MSDS) and chemical inventory requirements.

EHS, in cooperation with other departments, have made arrangements with some chemical suppliers to forward copies of the MSDSs directly to EHS. In these circumstances, EHS shall keep a copy of the MSDS and, if the department is known, forward a copy to the department that uses the chemical.

### Hazardous Material Chemical Inventory

Departments storing or working with hazardous materials are required to maintain, update (at least annually), and post in a conspicuous location an accurate hazardous material chemical inventory as well as provide a copy to EHS by February of each year. The inventory must include, as a minimum, the following information in a format approved by EHS:

- a. Chemical(s) name
- b. Size of container(s)
- c. Maximum quantity of material on site at any given time

- d. Average quantity of material on site at any given time
- e. Exact storage location(s)
- f. Estimated amount used during the year
- g. Name of manufacturer/supplier
- h. Indicate if you have a current MSDS on file

Prior arrangements may be made between the EHS Department and other departments providing the chemical inventory to submit the requested information in a different format and/or at a different time e.g., annually by July.

### Laboratory Chemical Inventory

The UM-Flint academic laboratories are unique from other chemical users on campus in that they use and store a large variety of chemicals in small quantities and in numerous sized containers. Additionally, it is not practical to know exactly where, how much and the size of storage containers for all chemicals stored in any particular laboratory. Therefore, the format for reporting of laboratory chemicals will be:

- a. Chemical(s) name
- b. Storage locations (primary storage area and teaching laboratories)
- c. Maximum quantity stored in each location
- d. Average quantity stored in each location
- e. Name of manufacturer/supplier (this is not required for pure reagent grade chemicals, however, it is for all mixtures).
- f. Indicate if you have a current MSDS on file

This information will be provided to the local fire department for their emergency planning purposes. It will also be filed with EHS and available in the event that an emergency should occur in which the emergency responders require chemical information.

### Evacuation Map

An evacuation map must be maintained and posted in a conspicuous location for all employees and visitors to readily view in the event of an emergency. Generally, evacuation procedures and maps should be located near time clocks, employee bulletin boards or near the entry/exit of classrooms and work areas. Design and installation of evacuation maps will be coordinated through the Facilities Management Department, Public Safety and EHS.

## TRAINING, DRILLS AND EXERCISES

### Department of Public Safety Training

Public Safety personnel will be trained in how to recognize a hazardous material spill and emergency containment techniques. They will also be trained once a year in CPR and how to properly use fire extinguishers. Designated persons will be trained in their evacuation roles and responsibilities. Written guidelines and assignments will be given to them at that time.

The IC and designee(s) will receive formal IC training.

EHS staff will be trained in hazardous materials spills and clean up to a level that they can train Public Safety personnel in recognizing a hazardous material spill, distinguishing between an "incidental spill" and an "emergency release", and containing the spill/spill area until EHS employee(s) or off-site hazardous material first responders arrive and take charge of the spill incident.

### New Employee Orientation/Training

All UM-Flint employees will be familiar with the action plan. Supervisors are responsible for ensuring that their employees understand what to do in the event of an emergency. Supervisors are responsible for reviewing the following items with each of their employees:

- The contents of the plan
- Primary and secondary evacuation routes
- Location of assembly areas and shelter areas
- Location of fire alarms, extinguishers, safety showers and eye wash units and any other safety equipment
- Procedures for reporting and responding to emergencies
- Familiarizing the employees with the hazards likely to be associated with the work area and protective measures that must be followed

In order to ensure the success of the emergency response plan, supervisors should provide training to their employees at the following times:

- New employee orientation
- Annual plan review
- As the plan or operations change

### Contractors

Contractors must become familiar with the Emergency Response Plan to the extent that they may be affected. Specifically, contractors are required to familiarize their employees and sub-contractors with the evacuation routes and shelter areas prior to working in a particular area. Departments hiring the contractors and the Project Managers overseeing the project are responsible for communicating to contractors these expectations, as well as others - see the EHS Contractor Safety Guidelines.

For additional information and guidance, a contractor will be directed to the UM-Flint Contractor Handbook developed and distributed by EHS.

### Evacuation and Taking Shelter Drills

A pre-announced evacuation drill and a pre-announced protective shelter drill for each UM-Flint building must be held at least once each year. Evacuations and drills will be coordinated by Public Safety. It is suggested that the evacuation drill is conducted during the month of October and the protective shelter drills conducted during March or April

Each department is required to participate in the drill. Public Safety personnel will monitor and assist in the coordination of the drill activities. An emphasis shall be placed on evacuating individuals with disabilities. Following the drill, departments are encouraged to perform a self-assessment of their ability to quickly evacuate. Public Safety and EHS will be available upon request to assist in departments' self-assessments.

Drills provide UM-Flint an excellent opportunity to evaluate the effectiveness of the plan. Exercises and drills could include a variety of scenarios involving fire, hazardous materials, medical emergencies, bomb threats, and tornado warnings. However, never take unnecessary risks during a drill or exercise such as carrying an individual with a mobility disability down the stairs.

### Periodic Testing of Alarms, Emergency telephones, Lighting and Public Address Systems

Public Safety personnel will test the public address systems in each building, where it exists, once each month to ensure that they are operational. The Facilities Management Department must be notified immediately of equipment that requires service.

Public Safety will inspect all campus fire extinguishers monthly and replace those requiring service. Additionally, Public Safety shall assist in the selection and placement of new extinguishers.

Public Safety will test all emergency telephones monthly.

Facilities Management will test safety showers at least every six months.

Each department will be responsible for inspecting and testing their emergency eye wash equipment on a regular basis (at least once every three months). The testing must be documented on the tag provided by Facilities Management Department. The Facilities Management Department must be notified immediately of equipment that requires service.

The Facilities Management Department in conjunction with Public Safety should test at least annually the emergency lighting and emergency power system(s) in each of the UM-Flint buildings to ensure that they are operational.

#### Fire Prevention (October) and Severe Weather (March-April) Education

EHS in conjunction with Public Safety will distribute fire safety and severe weather planning information to the campus community. When possible, demonstrations shall be scheduled for individuals interested in learning more about safety and health issues.

Public Safety will coordinate and/or provide fire extinguisher training to interested UM-Flint employees.

#### First Aid and CPR Training

Individuals interested in receiving first aid or CPR training should contact Public Safety

#### Monthly Hazard Communication Training

EHS offers HazCom training each month for employees who work with hazardous materials. Hazardous materials are broadly defined as any substance that can cause harm to human beings or the environment. Examples of commonly used hazardous materials on the campus are cleaning chemicals, paints, fuel, oils, solvents, adhesives, corrosives, etc. Employees who work with these types of materials should be trained on or before the date that they begin work, annually thereafter and when new hazards are introduced in the workplace.

The purpose of this training is to provide employees with the basics of identifying, safely handling, storing and arranging for disposal of hazardous materials. A brief discussion of "Universal Precautions" and basic recognition and understanding of bloodborne pathogens as well as a discussion of emergency preparedness.

Additional specific departmental training is usually required and is provided by the employee's supervisor or designated trainer.

**PLAN REVIEW AND AMENDMENTS**

The Campus Emergency Response Plan will be periodically reviewed by Public Safety and EHS and amended as needed. The frequency of the plan review will be determined as follows:

- An annual review will occur to determine if changes to the facilities, personnel, operations, or materials used and stored have changed to such a degree that change and amendment of the action plan are necessary.
- A review will be completed when changes, of the facilities design, construction, operation, maintenance, which increase the potential for fire, explosion, releases of hazardous material or the response necessary in an emergency occur.
- An amendment will be made if the emergency coordinators or their responsibilities change.
- The effectiveness of the plan will be reviewed following an emergency that requires implementing the action plan. The IC and EHS shall coordinate the review of the plan implementation following such an emergency.

**PLAN DISTRIBUTION LIST**

The following is a list of individuals and departments that will receive copies of the plan and any updates or relevant correspondence that may follow. Additionally, a copy of the ERP document will be available in electronic format on the UM-Flint EHS homepage for the entire campus to download/print.

Chancellor  
Provost  
Vice Chancellors  
Director of Facilities Management Department  
Director of Public Safety  
Director of University Relations  
Environment, Health and Safety Department  
City of Flint Fire Department  
City of Flint Police Department  
Genesee County Local Emergency Planning Committee  
Office of General Counsel, UM-Ann Arbor  
OESH, UM-Ann Arbor  
Risk Management, UM-Ann Arbor  
UM-Flint Nurse

**ACRONYMS**

AEC	Area Emergency Coordinator
BBP	Bloodborne Pathogens
CPR	Cardiopulmonary Resuscitation
EHS	Environment, Health and Safety Department
ERP	Emergency Action Plan
DOT	U.S Department of Transportation
EPA	United States Environmental Protection Agency
ERP	UM-Flint Emergency Response Plan
FFD	Flint Fire Department
FWT	Frances Willson Thompson Library
CEP	Central Energy Plant
CO2	Carbon dioxide
FH	French Hall
HVAC	Heating, Cooling and Air conditioning
IC	Incident Commander
ICS	Incident Commander System
ICP	Incident Command Post
IDLH	Immediately Dangerous to life and health
LSA	Lapeer Street Annex
MIOSHA	Michigan Occupational Safety and Health Administration
MSB	Murchie Science Building
MSDS	Material Safety Data Sheet
OSEH	UM-Ann Arbor, Occupational Safety and Environmental Health
OSHA	Occupational Safety and Health Administration
PA system	Public Address System
PPE	Personal Protective Equipment
REC Center	Recreation Center
SPG	Standard Practice Guide
UMF	The University of Michigan -Flint
UPAV	University Pavilion
UCEN	Harding Mott University Center