



Adrian College

EMERGENCY ACTION PLAN

12/2020

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Campus Safety
City of Adrian
Lenawee County

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INTRODUCTION

A. PURPOSE

The purpose of the Adrian College Emergency Action Plan is to establish policies, procedures and an organizational structure for response to a major emergency or disaster. The plan describes the roles and operations of Campus Safety, Plant Services, departments and personnel of Adrian College during a disaster.

The plan describes emergency procedures intended to minimize the risk to occupants of Adrian College facilities in the event of an emergency situation. Emergencies involve many variables that are often unpredictable. Success in handling an emergency situation requires cooperative efforts by a variety of people with various skills and backgrounds. This plan provides coordination between Campus Safety, students, faculty, staff and physical plant employees to ensure an effective response.

B. SCOPE

This Emergency Action Plan is a campus-level plan that guides the emergency response of personnel and resources during a major disaster. It is the official Emergency Action Plan and supersedes previous plans and precludes actions not in concert with the intent of this plan, or the emergency organization created by it. Department Heads, Residence Hall Coordinators and Administrators shall see that all students, faculty and staff under their direction are familiar with the plan, especially as it applies to their department or the main space they occupy. An orientation should be held at the start of each semester with all new students, faculty and employees so they are familiar with all the buildings and their emergency plans. The plan and organization is subordinate under Michigan Act 390 to the County Emergency Management Plan.

C. AUTHORITY

This plan is promulgated under the authority of the President and Board of Trustees of Adrian College.

D. MISSION

The mission of Adrian College is to respond to an emergency situation in a safe, effective and timely manner. College personnel will be utilized to accomplish the following priorities:

- Priority I: Protection of life safety;
- Priority II: Maintenance of life safety, property and environment; and
- Priority III: Restoration of general campus operations.

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the College will move from the Response Team back to the regular College organizational structure.

E. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) uses an organizational structure capable of responding to various levels of emergency. The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management and assign employees necessary to control, direct and coordinate all operations and agencies responding to an emergency;
- Assign and activate employees with expertise and training to critical functions without loss of time;
- Promote proper control and unity of command.

The organizational structure of ICS will not resemble the day-to-day organization of the college as employees may report to other employees to whom they do not normally report. Furthermore, the emergency structure of the ICS may change as the severity of the emergency increases.

F. ICS ORGANIZATION

The President of Adrian College has the ultimate responsibility for activation, oversight, termination and return to business as usual of an emergency situation. He/she will appoint an **Emergency Group** (EG) with a chain of command to advise, direct and oversee all emergency situations. The **Emergency Operations Center** (EOC) at Adrian College shall be the Campus Safety Office in Caine Student Center. The Director of Campus Safety will command the communications aspect of the EOC.

The Emergency Group (EG) represents the campus emergency units—the actual on-scene emergency responders. They are responsible for the assessment and implementation of the response.

Members of the EG are:

Manager:

Wade Beitelschies - Safety Director..517-265-5161ext x4002 Cell Number: 517-499-4076

Members:

Physical Plant

Chris Stiver.....517-265-5161ext x3131..... Cell Phone 517-416-0785

Matt Armentrout.....517-265-5161ext x4456..... Cell Phone 517-637-5943

Administration and Faculty

Jeffrey Docking.....517-265-5161ext x4301President

Frank Hribar517-937-7087 VP of Enrollment

Jerry Wright248-320-3528.....VP of Business Affairs

Andrea Milner.....517-605-5876..... VP and Dean of Academic Affairs

Melinda Schwyn517-206-8633Dean of Student Life

Sarah Symington.....517-265-5161ext.3175 Public Relations

Katie Rasmussen.....517-265-5161ext 4442 Asst. Dean of Academic Affairs

Kellie Berger517-265-5161ext.4051Counseling Services
Emily Kist517-673-5079 Health Services

G. NOTIFICATION

Campus Safety's main desk is staffed 24 hours a day, 7 days a week. Any emergency situation should be reported to Campus Safety at Ext. 4333. Depending upon the severity of the situation, Campus Safety will turn into the EOC and notify the EG and their chain of command. Information that needs to be disseminated to other areas of campus will be done by the EOC calling administrative areas and departments that need to be informed of emergency situations. Dispensing of public information will be by the Public Relations staff.

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

A. EMERGENCY LEVEL CLASSIFICATIONS

Three levels of operation have been identified, relative to the magnitude of the emergency:

- Level I: The emergency can be managed using normal response operations;
- Level II: The emergency requires a response in which the EOC may be partially activated. The EG Manager is usually the Director of Campus Safety and should be notified at the discretion of the EOC;
- Level III: The emergency cannot be managed using normal campus resources. The Manager of the EG ensures that the EOC is fully activated with response of all EG members and request assistance from public agencies. A campus state of disaster may be declared during a Level III emergency.

B. ACTIVATION OF THE Emergency Operations Center (EOC)

The EOC, located in the Caine Student Center, will be continuously maintained in a state of readiness for conversion and activation. The facility is used for training and is designated as the dedicated EOC facility. EG members will gather, check in, and assume their role in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC.

The recommendation to activate the EOC will be made by the President or, in his absence, the Executive Vice President or by the Manager of the EG. Upon declaration of a Level II or Level III emergency, the EG Manager shall determine which positions to activate and direct their activities. Each team leader of the EG will oversee the mobilization of their response units, and be responsible for the activation of their teams.

C. COMMUNICATION BETWEEN THE EOC AND EG OPERATIONS

Certain campus departments have centers to coordinate the activities of their staff and to facilitate communication to and from the EOC.

The Campus Departments listed as follows:

- Physical Plant
- Residence Life
- Dining Services
- College Health Services
- Information Services

The EOC will provide coordination and establish priorities for each department and will assist departments to restore their critical business functions and will take action on pre-determined high priority response activities.

D. COMMUNICATION BETWEEN EOC, EG AND CAMPUS COMMUNITY

The EOC has several methods of communication with the campus community and general public after a disaster. Depending on the scope of the disaster and the type of information to be disseminated, the EOC, through the Public Relations staff, can use one or a combination of the following methods to provide information:

- Campus Mass Emergency Notification System(AC Alert)
- Electronic mail
- Web sites
- Voice mail
- Phone trees
- Announcements on Radio stations WABJ 1490 AM and WLEN 103.9 FM
- Public announcements on campus mass media systems
- A member of public relations staff should coordinate external communication. Individuals contacted by media should direct questions to a public relations staff member.
- In the event of a major incident, public relations staff should coordinate information releases with local, state and/or federal officials in a designated Joint Information Center.

E. DEMOBILIZATION AND TERMINATION OF THE EOC

The President, advised by the EG, will determine when to deactivate the EOC and return to normal operations.

CAMPUS EMERGENCY OPERATIONS: CONCEPT, STRUCTURE AND ACTION

A. FUNCTIONAL ORGANIZATION

Every member of the Adrian College community can potentially play a role in the Emergency Plan. Communication is the most important aspect of the plan and having accurate at the scene information is essential to providing an adequate response. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of the evolving incidents. The command post, EOC, staffed by Campus Safety personnel, will provide essential and standardized emergency response to those at the site. The command post will also provide a contact point for personnel and arriving resources, radio communication with the EG, a process for requesting resources, and a method for assisting people on-site to emergency services (medical, care and shelter).

B. ROLE OF STUDENTS

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly. They should evacuate to designated assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. Campus Safety and Residence Life provide information and training to help students know what to do in emergencies and how they can prepare ahead of time.

C. ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should read and understand their building and department emergency plans and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly and determine a course of action. They should follow procedures to report a fire or other emergencies to Campus Safety, and evacuate the buildings to pre-designated areas in an orderly manner. Faculty members are viewed as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

D. ROLE OF CAMPUS SAFETY

Campus Safety is responsible for implementation of the Emergency Plan, participation in the EG, and coordination of campus training sessions each year for students, faculty and staff. In the event of an emergency, Campus Safety is responsible for notifying the EG, notifying campus departments, residence halls, and using all communication networks and systems for announcing emergencies. They are responsible for providing status reports to the President and other campus leaders so accurate and factual information is disseminated at all times.

E. ROLE OF RESIDENT ASSISTANTS

Resident Assistants are responsible for coordinating safety and evacuation training and ensuring that floor monitors are designated and familiar with procedures for evacuation, safe areas in the

building and can take role call at designated assembly areas. Furthermore, resident assistants act as the liaison between the building and the Campus Safety emergency command center.

F. BUILDING EMERGENCY PLANS

Developed under the guidance of the EG, the building by building emergency plan is a building-specific operational guide outlining emergency operations and responsibilities. Evacuation routes, safe areas, specific and unique aspects and plans are worked out for each building on campus. Refer to Page 18 for specific assembly areas.

G. DEPARTMENT/UNIT EMERGENCY PLANS

Department emergency plans guide the response of campus departments/units to an emergency. These plans, prepared by each department/unit, identify appropriate Emergency Assembly Points, evacuation plans and maps, materials for inclusion in a department/unit emergency kit, securing of building contents, and the collection and dissemination of emergency information to the EOC.

H. RELAYING DEPARTMENT/UNIT INFORMATION TO THE EG

The Department/Unit and Residence Assistants are responsible for providing accurate up-to-date information about emergency incidents to the EOC. Information concerning injuries, damage, evacuation and resources should be conveyed to the EOC by phone, radio or runner. This information provides the basis for initiating the emergency response and mutual aid support.

I. RELAYING STATUS INFORMATION BACK TO DEPARTMENTS/UNITS FROM THE EG

Campus Safety will disseminate information received over their radio or via runners from the EG to those assembling at their location. The Public Relations Office will prepare public announcement regarding the status of the campus. These announcements will be broadcast on the campus radio station and made available to the City of Adrian and the news media via the Public Relations staff.

J. OFF-CAMPUS ASSISTANCE AND MUTUAL AID

Adrian College may not have the resources to effectively handle all potential emergencies. In certain situations, the campus may request outside assistance from a variety of sources. The EG Manager may request local, county and state mutual aid resources. Under Michigan Act 390 state and federal resources are routed through the County Emergency Management Department. These specifically include police and fire resources, although other resources may be requested through specific procedures. State-level resources may be requested through protocol established by the State of Michigan. In addition, the City of Adrian, Lenawee County and the State of Michigan may call on Adrian College for support such as housing, supplies and man power resources for emergencies away from the Adrian College campus.

Memorandums of Understanding will be utilized by the College to facilitate operational support and resource acquisition. In addition to Police and Fire agreements, Adrian has a mutual aid understanding with the American Red Cross to establish a shelter on campus.

CAMPUS EMERGENCY GUIDELINES

The following guidelines should be used to govern action in emergency situations on the Adrian College campus.

SEVERE WEATHER

SEVERE THUNDERSTORM WARNING

1. Upon receiving a **Thunderstorm Warning**, the Department of Campus Safety staff member on duty should alert all personnel in the Caine Student Center.
2. The Campus Safety staff member shall notify Physical Plant and all other departments and advise them to ensure that all doors are secured.
3. The local weather radio stations WABJ 1490 AM and WLEN 103.9 FM should be monitored.
4. Should a storm develop, personnel should stay away from windows and move to a stable, secure area.

TORNADO WATCH

1. A **Tornado Watch** is issued whenever weather conditions exist for a tornado to develop.
2. Upon receiving notification of a **Tornado Watch** through the weather radio or Sheriff's Office, the Campus Safety staff member should alert all personnel in the Caine Student Center and all other departments on campus including Physical Plant.
3. The local weather radio stations WABJ 1490 AM and WLEN 103.9 FM should be monitored.
4. Continue normal activities but be aware conditions are right for a tornado to develop.
5. Once the tornado watch has expired, Campus Safety shall notify Physical Plant Services and all other departments.

TORNADO WARNING (Refer to Appendix I for designated building assembly areas)

1. A **Tornado Warning** is issued whenever a tornado has been sighted or when the National Weather Service Doppler Radar indicates a thunderstorm capable of producing a tornado is in the area.
2. A **Tornado Warning** will be received through the NOAA Weather Radio and/or the Lenawee County Sheriff's Office via police scanner and will be broadcast campus-wide by a three-minute announcement from the Campus Mass Emergency Notification System initiated by the Adrian College Campus Safety Department.
3. Each Department Head, faculty or staff member on duty should make sure the students and general public in the buildings are made aware of the tornado warning and the tornado shelter locations.
4. Each Department Head or Chief Staff Member shall then proceed, with their building personnel to the designated tornado shelter areas. Everyone on the second floor of a building should go to the basement. Physical Plant personnel should be prepared to cut off utilities in all facilities if needed.
5. Stairways should be used when moving to the shelter areas. Elevators will be available for individuals with physical disabilities only.

Note: Members of the EG can refer to the Adrian College Campus Safety Department Severe Weather and Tornado Procedures, Appendix I, for additional information.

BOMB THREATS

IMMEDIATELY REPORT ANY BOMB THREAT BY CALLING 911

TELEPHONE THREAT

1. Remain calm. Do not transfer the call. Keep the caller on the line as long as possible.
2. Be familiar with and attempt to write down everything that is being said and heard. Fill out the Bomb Threat Call Sheet.
3. Try to have another person listen to the conversation on another phone. Do not hang up or disconnect the call, even if the caller hangs up. Leave the line open and call 911 on another line if possible.
4. The phone number of the line the call came in on should be given to the 911 dispatcher.
5. Maintain possession of the written material until it is physically given to a supervisor or law enforcement personnel.
6. Notify the Department of Campus Safety at 4333.

WRITTEN THREAT

1. Maintain possession of all materials (envelopes, etc.) until it is physically given to a supervisor or law enforcement personnel.
2. **DO NOT** touch or disturb the object anymore than absolutely necessary. Do not handle the object with bare hands or allow others to do so. Your goal is to protect the object from further contamination and preserve fingerprints.

PERSONAL OR VERBAL THREAT

1. If you can do so without endangering yourself, call 911 immediately.
2. Document as much information as possible, including a description of the person who delivered the threat.

COMMAND POST

1. If a bomb threat is received, a Command Post will be set up in the Campus Safety Office assuming the location is safe.
2. The alternate location is the Physical Plant Building, located in the southwest corner of campus.

SEARCH PROCEDURE

1. Faculty and Staff should make a visual check of their office or area, looking for anything out of place.
2. If a suspicious object is located, report it immediately. **DO NOT TOUCH OR DISTURB THE OBJECT**
3. Upon completion of the search, the area or office should be marked with a marker pencil on the door to indicate the area or office has been visually searched and nothing was found out of place.

ACTUAL OR POSSIBLE BOMB DISCOVERED

1. Evacuate the building immediately.
2. **DO NOT** handle or move the bomb.
3. **DO NOT** use cellular phones, radios, or pagers near the object.
4. Report it to the Command Post or Public Safety personnel.

DEPARTMENT HEAD, STUDENTS AND STAFF MEMBER RESPONSIBILITY

1. Evaluate the threat and make a decision on evacuation of the residence hall, office building or department.
2. Report the decision to Campus Safety.
3. If an evacuation is ordered, make sure all employees are sent to their designated personnel assembly area.
4. Make sure the general public is evacuated from the building and off the property.

PHYSICAL PLANT PERSONNEL RESPONSIBILITY

1. Report to the Command Post immediately to assist in searching buildings and provide the needed keys to gain access.
2. Assist in searching common areas such as public restrooms, hallways, and stairways.
3. Elevators should be secured on the ground floor.

DISTURBANCES OR DEMONSTRATIONS

Note: Adrian College is a private entity and may ask demonstrators to leave campus (external sidewalks are considered public right away). Demonstrators unwilling to leave private property can be removed by local police.

MAJOR INCIDENTS

1. The involved Department Head, student, staff or his/her designee should assess the situation to determine its seriousness and its effect on the safety of students, employees and citizens before taking any action.
2. Law enforcement will be in complete charge of the situation when it is determined that enforcement action will have to be taken.
3. Employees should be kept informed of the situation through normal channels of communications.
4. Normal operations should be maintained as much as possible and all employees should be encouraged to stay in their areas.
5. If the disturbances/demonstrations are outside the building, employees should be kept away from windows.

DEPARTMENT HEADS OR CHIEF STAFF MEMBER RESPONSIBILITY

1. Record events that occur in their vicinity, with names, times and places of events, and actions taken.
2. Security of personnel and records are essential and must be considered by all personnel.

PHYSICAL PLANT PERSONNEL RESPONSIBILITY

1. Maintenance personnel will be responsible for securing physical plant and utilities.
2. All security doors must be closed and secured.

FIRE

SMOKE DETECTED OR ACTUAL FIRE

1. Sound the fire alarm by pulling the handle on the nearest alarm box.
2. Evacuate the building following the evacuation maps. See attachment for evacuation assembly areas.
3. Confine the fire by closing all doors. **DO NOT** lock office doors.
4. Maintenance and personnel trained in the use of a fire extinguisher may fight small fires. **DO NOT ENDANGER LIFE.**
5. Department Heads, Residence Hall Coordinators and Chief Staff members should account for all their personnel as soon as possible after evacuation. See attachments for personnel assembly areas. Instructors or staff working with individuals that have mobility issues or other disabilities that may hinder their ability to evacuate the building shall assist them to the best of their ability.

UTILITY EMERGENCIES

GENERAL INFORMATION

1. Loss of utilities can be caused by any number of natural or man-made incidents.
2. To minimize the effects of a utility failure or malfunction, preventive measures should be taken. (Emergency lighting, flashlights, etc.)
3. Elevators should not be used.
4. Elevator phones should be tested periodically.
5. Physical Plant personnel have keys to all elevators.
6. Physical Plant personnel should be contacted immediately for any utility malfunction.

ELEVATOR EMERGENCIES

1. Report elevator emergencies to Campus Safety by calling x4333.
2. Campus Safety should dispatch Physical plant personnel immediately.
3. Campus Safety should dispatch the Adrian Fire Department if it is a known emergency and not an elevator malfunction, or if unable to contact the Physical Plant supervisor on duty.

LOSS OF POWER

1. Physical Plant should be notified immediately.
2. Utilize emergency lighting if available.

NATURAL GAS OR CARBON MONOXIDE LEAKS

1. Natural gas or carbon monoxide leaks should be treated as an emergency.
2. Campus Safety should be notified by calling x4333.
3. **DO NOT** turn on any electrical appliance or switch. This could cause an explosion.
4. Activate the fire alarms.
5. Evacuate the building according to the evacuation plan. Physical Plant personnel should shut off gas lines if possible.
6. If necessary, contact Citizens Gas at 517-265-2144.

Note: Members of the EG can refer to the Adrian College Physical Plant Infrastructure Failure, Appendix II, for additional information.

HOSTAGE SITUATION

HOSTAGE SITUATION

1. Although hostage taking is rare, it is a potential criminal act and must be considered as a concern on campus.
2. Being prepared for a hostage event will prevent over-reaction that might endanger the lives of the hostage/s as well as police officers.
3. In the event of a hostage taking incident, students should lock their doors; employees should secure their office doors and move to the most secure part of the office.
4. Put as many doors as you can between you and the hostage takers if possible.
5. Plan a location that will allow for evacuation if necessary and access to a phone. Do not open any secured door unless you know what is on the other side.

SUSPICIOUS PACKAGE/MAIL PROCEDURE

CHARACTERISTICS

Characteristics of a possible suspicious package/letter may include:

1. Powdery substance on outside, visible inside, or leaking from seams.
2. No return address or one that is unverifiable.
3. Unusual weight for its size, lopsided, or oddly shaped.
4. Has a strange odor, stains, or wires protruding.
5. Marked with restrictive endorsements such as "Personal" or "Confidential".
6. Unusual amount of tape.
7. Excessive postage or postmark does not match return address.
8. Addressed to someone no longer in your agency, use of wrong title, or misspelled words.

ACTIONS

1. Remember that the vast majority of suspicious parcels turn out to be harmless. You often can simply contact the return addressee to verify its contents. If in doubt, contact law enforcement for assistance.
2. If you open a package/letter and find any kind of warning or other indication it contains a dangerous biological or other substance, **DO NOT TOUCH OR DISTURB THE PACKAGE ANY FURTHER.**
3. Vacate the room where the package/letter was opened and restrict access to the room.
4. Do not let anyone handle or further examine the package/letter.
5. Those who have handled the package/letter or were in the room when it was opened, are to be considered contaminated and should remain with others who may have been exposed to avoid further contamination.
6. Those who have handled the parcel should wash their hands thoroughly with soap and water.
7. If a substance has gotten onto someone's clothing, that clothing should be removed, placed in a plastic bag, and the person should shower as soon as practical. If you suspect an airborne substance has been released, or could be released, call maintenance immediately and request the building ventilation system be shut down.
8. Notify Campus Safety.

9. Wait for further instructions from law enforcement, fire and rescue, or health officials.

OFF-CAMPUS HAZARDOUS MATERIAL INCIDENT

NOTIFICATION/GENERAL INFORMATION

1. Notification of an off-campus hazardous material incident that could affect the campus will come from local police/fire, or Campus Safety.
2. In the vast majority of incidents, students, faculty, employees and visitors will be asked to stay in the buildings (protective sheltering).
3. If local police or fire personnel recommend evacuation of the building, occupants of the building will be notified via Campus Safety or the Campus Mass Emergency Notification System.

PROTECTIVE SHELTERING

Protective sheltering actions include:

1. All students, employees and visitors should be advised to stay in the building.
2. All doors and windows shall remain closed.
3. The building ventilation system should be shut down immediately by calling Physical Plant personnel. Physical Plant personnel may also request utility service(s) to be terminated.
4. Keep phone lines open for possible emergency information. Radios may be tuned to local radio stations WABJ 1490 AM and WLEN 103.9 FM for updates.
5. Do not use elevators in case electrical power is shut down.
6. Follow above procedures until you are notified the area is safe.

EVACUATION OF BUILDING

If evacuation is recommended by local police or fire personnel:

1. Students, Faculty and Staff Employees will be notified via Campus Safety or Campus Mass Emergency Notification System.
2. Evacuation will be done according to the evacuation plan found in this document.
3. All employees shall assist in notifying visitors of the need to evacuate.
4. All students, faculty and staff employees will proceed to the designated assembly area.
5. Department Heads, Faculty Members, Hall Coordinators and other designated Staff Members will conduct a sweep of their area/building to ensure all occupants have vacated the property. Once the building is empty, move to the assembly area and account for appropriate personnel.
6. Employees should monitor local radio stations WABJ 1490 AM and WLEN 103.9 FM for information as to when the building area will be safe to enter.
7. Upon return to their work areas, employees should immediately report any damage to Campus Safety or Staff Member.

VIOLENT INCIDENT PROCEDURE

GENERAL INFORMATION

The unpredictable and variable nature of this type of incident may require immediate flexibility to the developed polices based on the situation, however certain fundamental concepts do apply. Combining these concepts with procedures developed for other emergency events will provide a

basis upon which response efforts can be maximized. It must be recognized, however, that the nature of the violent incident and the manner it unfolds will determine the response. Life safety concerns must drive initial response actions.

Note: Members of the EG can refer to the Adrian College Rape and Sexual Assault Protocol, Appendix III, for additional information.

NOTIFICATION AND WARNING

1. Any individuals who are safe should call 911.
2. Provide the 911 dispatcher as much information as possible such as the number and location of persons involved, types of weapons involved, number of hostages, number of injuries or fatalities, etc.
3. Contact the Campus Safety Department at Ext. 4333 and provide the same information that was reported to the 911 dispatcher.
4. Notify Department Heads, Residence Hall Coordinators and Chief Staff Member if possible.

PROTECTIVE ACTIONS

1. In a situation where the Adrian College Emergency Group has determined the campus is temporarily in a Level III emergency status due to a dangerous person or a violent incident, it is **REQUIRED** that all students, faculty, and staff not in the building where the dangerous incident is taking place remain in their location. It is not safe to evacuate the building until further notice.
2. The first responding Campus Safety representative shall go to a safe location to meet the first responding law enforcement officer(s). Take extreme caution to minimize exposure to the location where the dangerous person(s) is believed to be located.
3. Once law enforcement arrives the Campus Safety representative shall update them of all known details, provide them with a campus map, supply keys to appropriate buildings and provide any other pertinent information.
4. Students, faculty and staff located in the building where the dangerous incident is taking place should remain in their location unless a clear and safe evacuation route is certain.
5. Students, faculty and staff should immediately secure themselves and others in a room by locking and barricading the door with sturdy furniture or other available objects.
6. Also lock the windows, turn off the lights, move away from windows, doors and other open areas and remain as quiet as possible.
7. Additional responding Campus Safety Officers and designated personnel shall assist in locking down the remainder of the campus starting with the building (s) closest to the dangerous person(s) location. **DO NOT LOCK DOWN THE BUILDING WHERE THE DANGEROUS PERSON IS LOCATED.**
8. Campus Safety and designated personnel shall assist in establishing an outer perimeter to prohibit non-emergency personnel from entering into a dangerous area. While maintaining the outer perimeter Campus Safety Officers and other designated personnel must keep a safe distance from the emergency and find cover from the sight lines of a shooter(s).
9. Students, faculty and staff should remember to remain calm and refrain from using cell phones in the building where the incident is taking place.

10. All students, faculty and staff should remain in their location until they have been notified by law enforcement or a college administrator that the threat is no longer imminent and it is safe to exit the building.

DEPARTMENT HEADS OR STAFF MEMBER RESPONSIBILITY

1. Implement protective actions immediately upon becoming aware of the incident.
2. Assist others as necessary.
3. Account for as many personnel as possible.
4. Notify responders of personnel that are accounted for and their location. (Safe area, off site assembly area, etc.)
5. Assist responders as necessary.

PHYSICAL PLANT PERSONNEL RESPONSIBILITY

1. Access and secure pre-designated site information. (Floor plans, blue prints, utility shut off points, etc.)
2. Lock down all elevators. Report to the Incident Commander for further instructions.

MENTAL HEALTH

Note: Members of the EG can refer to the Adrian College Mental Health EMS Protocol, Appendix IV, for additional information.

ADMINISTRATOR ON DUTY PROTOCOL

Note: Members of the EG can refer to the Adrian College Administrator on Call Protocol, Appendix V, for additional information.

EVACUATION PLAN

GENERAL INFORMATION

1. The elevators are not to be used during a fire, as they will automatically be shut down at the first floor. In the event of a bomb threat, only mobility-impaired people should use the elevators.
2. Anyone going to the basement should be aware that if a fire occurs in the basement and fire blocks the stairway, they could be trapped in the basement.
3. Evacuation drills will be held at least twice yearly.

DEPARTMENT HEADS, RESIDENCE HALL DIRECTORS OR STAFF MEMBER RESPONSIBILITY

1. Staff should advise all employees in their area of evacuation routes, including alternate routes in case a primary route is blocked
2. All employees should be advised of the evacuation routes for their area at the beginning of their employment.

EVACUATION ROUTES

1. **Basement**-Anyone in a basement should go up the stairs and leave the building through the nearest door.
2. **1st Floor**-All occupants should leave the building through the nearest exit door.

3. **2nd Floor**-All occupants should leave through the nearest door to the public hallway and exit through the public entrance-doors.

Note: Members of the EG can refer to the Adrian College Residence Hall/Greek Complex Evacuation Plan, Appendix VI, for additional information.

**ALL EMPLOYEES SHOULD REPORT TO THEIR DESIGNATED PERSONNEL
ASSEMBLY AREAS FOR EMPLOYEE COUNT**

**ON-CAMPUS PERSONNEL AND STUDENT ASSEMBLY AREAS FOR
FIRE AND OTHER EMERGENCIES**

(By Department or Building)

- ❖ **Always exit the nearest unblocked exit and move to the designated assembly area. Once the building is evacuated, no one may reenter until told to do so by designated personnel.**

Adrian Tobias Room

- Meet in the northwest corner of Cornelius parking lot.

Arrington Ice Arena

- Meet in the southwest corner of the Merillat parking lot.

Caine Student Center

- Meet outside the north end of the building on the lawn.

Medical Center

- Meet outside the north end of the building on the lawn.

Cargo Hall

- Meet in the southeast corner of the Cargo/Deans parking lot.

College View South Apartments

- Meet in the center of the parking lot near the light posts.

College View North Apartments

- Meet in the southwest corner of the Jarvis/Estes parking lot.

Cornelius House

- Meet on the sidewalk in front of the building near Madison Street.

Davis Hall

- Meet on the sidewalk near the Adrian College sign on Madison Street.

Dawson Auditorium

- Meet in the northeast corner of the Dawson/Spencer parking lot.

Deans Hall

- Meet in the southwest corner of the Jarvis/Estes parking lot.

Downs Hall

- Meet on the sidewalk in front of the building near Madison Street.

Estes Hall

- Southwest corner of the Estes/Jarvis parking lot.

Feeman Hall

- Meet on the lawn on the north side of the building.

Goldsmith Hall

- Meet on the sidewalk in front of the building.

Herrick Chapel

- Meet in the northwest corner of Dawson/Spencer lot.

Herrick Hall

- Meet in front of the building on the sidewalk near Williams Street.

Intern Housing

- Meet on the sidewalk near Michigan Avenue.

Jarvis Hall

- Meet in the northeast corner of Estes/Jarvis parking lot.

Jones Hall

- Meet on the west side of the building on the sidewalk near Charles Street.

Lowry Hall

- Meet in the lawn outside of the main entrance on the west side of building.

Mahan Hall

- Meet in the southeast corner of the Mahan parking lot.

Merillat Sports and Fitness Center

- Meet in the parking lot in front of the entrance to the stadium.

Peelle Hall

- Meet in the south lawn near the entrance to Shipman Library.

Pellowe Hall

- Meet in the southeast corner of the Merillat parking lot.

Plant Services Building

- Meet in the parking lot in the southwest corner of the lot.

Powell Hall

- Meet in the lawn on the east side of the building.

Ritchie Marketplace

- Meet in the northeast corner of the Dawson lot.

Rush Hall

- Meet on the sidewalk in front of the building.

Shipman Library

- Meet in the lawn outside the south entrance.

Spencer Hall

- Meet in the southwest corner of the Dawson/Spencer parking lot.

Stanton Administration Building

- Meet in the lawn outside the south entrance of the building.

Stevens Hall

- Meet in the lawn on the north side of the building.

Valade Hall

- Meet on the east side of the building on the sidewalk near Madison Street.

Ward Admissions House

- Meet on the front lawn near the sidewalk on Madison Street.

OFF-CAMPUS PERSONNEL ASSEMBLY AREA

LOCATION

In the event of an emergency or natural disaster that results in the campus being vacated the off-campus assembly area is the Siena Heights University Fieldhouse per the arranged agreement between Adrian College and Siena Heights University. The EG will utilize various resources to ensure all faculty, staff and students have transportation to the off-campus assembly area.

Additional assistance may be provided by the American Red Cross of Lenawee County and/or the Lenawee County Emergency Management Department.

CAMPUS INFORMATION

CAMPUS SAFETY

Switchboard: 517-265-5161

Safety x4333

NOTE: Safety main desk is always occupied

Plant Department x4456

Safety x4333

Residence Life x3143

Greek Life x3886

Merillat..... x3875

Ritchie x4127

Academic Services..... x4466

Jones/Peele..... x4219

Mahan x4204

Valade x3191

Administration Buildingx3867 or x3877

Library..... x3828

Conferences..... x3156

Admissions..... x4326

Health Center x4314

Caine Student Center x4333

Rush Hall x3919

Arrington Ice Arena..... x5011

**EMERGENCY CONTACT NUMBERS:
CAMPUS, CITY OF ADRIAN AND LENAWEЕ COUNTY**

Listed below are the emergency contact numbers for Campus Safety, City of Adrian and Lenawee County personnel. The numbers are listed in the order they should be called.

Campus Safety	517-265-5161 – x0
City of Adrian – Police Department	517-264-4808 or 911
City of Adrian – Fire Department.....	517-263-2161 or 911
Sheriff’s Department.....	517-263-0524
Michigan State Police	517-263-0033
Citizens Gas	517-265-2144
Consumers Energy	1-800-477-5050
Frontier.....	1-800-483-1000
Red Cross.....	517-263-1904
Lenawee County Emergency Management	517-264-4759

APPENDIX I

Adrian College Campus Safety Department Severe Weather and Tornado Procedures

Weather warning will be received over the NOAA Weather Radio and/or the Lenawee County Sheriff's Office.

- ❖ Tornado Watch means the weather conditions are right for a tornado to form.
- ❖ Tornado Warning means a tornado has been sighted (take cover immediately) or when a thunderstorm capable of producing a tornado is in the area.

 BE AWARE OF THE DEFINITIONS SO THAT YOU CAN EXPLAIN THE MEANING OF THE WATCH

Daytime Procedures Monday - Friday (8 am - 5 pm):

SEVERE WEATHER:

Contact the following and advise them that there is a severe weather warning:

- ◇ Field officer.....Contact via 2-way radio
 - ◇ Plant Department x4456
 - ◇ Residence Lifex3143
 - ◇ Greek Lifex3886
 - ◇ Merillatx3997 or x3875
 - ◇ Ritchie x4127
 - ◇ Academic Servicesx4466
 - ◇ Libraryx3828 or x4241
 - ◇ Conferencesx3156
 - ◇ Admissionsx4326
 - ◇ Ice Arenax.5011, x5017, and x5020
- ** Continue to monitor the weather for changes in warnings**

TORNADO WATCH:

Contact the following and advise them that there is a tornado watch:

- ◇ Field officer.....Contact via 2-way radio
- ◇ Plant Departmentx4456
- ◇ Residence Lifex3143
- ◇ Greek Lifex3886
- ◇ Merillatx3997 or x3875
- ◇ Ritchiex4127
- ◇ Academic Servicesx4466
- ◇ Libraryx3828 or x4241
- ◇ Conferencesx3156
- ◇ Admissionsx4326
- ◇ Ice Arenax.5011, x5017, and x5020

**** Continue to monitor the weather for changes in warnings**

TORNADO WARNING:

The announcement of a tornado warning will be made by utilizing the Campus Mass Emergency Notification System. The Campus Safety Office shall also contact the following and advise them that there is a tornado warning and advise them where to take cover:

- ✧ The field officer
 - Unlock Powell and Davis Basement doors if needed

- ✧ Plant Department x4456
 - Move to the most interior room or office with no windows and sturdy walls. Sit down on the floor and cover head with hands.
 - Go to basement of Pellowe only if it has been determined time permits.

- ✧ Ice Arena
 - Front Desk..... x5020
 - Move to locker room area. Sit down on the floor and cover head with hands.

- ✧ Residence Life..... x3143
 - All residence halls go to respective basements

- ✧ Greek Lifex3886
 - Go to respective basements

- ✧ Merillatx3997 or x3875
 - Move to locker room areas on the ground floor of building.

- ✧ Athletic Practice Fields
 - Move under the football grandstand area or return to locker room area.

- ✧ Ritchiex4127
 - Move to most interior room or office with no windows and sturdy walls. Sit down on the floor and cover head with hands.
 - Go to Powell Hall basement on if it has been determined time permits.

- ✧ Academic Servicesx4466
 - Go to Jones Hall basement

- ✧ Jones/Peellex4219
 - Go to respective basements

- ✧ Valadex4204
 - Move to an interior room or office with no windows and sturdy walls. Sit down on the floor and cover head with hands.

- ✧ Dawson/Spencer (Field officer will need to determine if building is occupied)
 - Move to an interior room or office with no windows and sturdy walls. Sit down on the floor and cover head with hands.

- ✧ Downs--Field officer will need to determine if building is occupied
 - Go to Mahan basement
- ✧ Administration Building x3867 and x3877
 - Move to an interior room or office with no windows and sturdy walls. Sit down on the floor and cover head with hands.
- ✧ Libraryx3828
 - Go to Library basement
- ✧ Conferencesx3156
 - Move to an interior room or office with no windows and sturdy walls. Sit down on the floor and cover head with hands.
- ✧ Admissions x4326
 - Go to Admissions House basement
- ✧ Health Centerx4314
 - Remain in location
- ✧ Rush Hallx3919
 - Move to an interior room or office with no windows and sturdy walls. Sit down on the floor and cover head with hands.
- ✧ Caine.....x4002 Wade Beitelschies Director of Campus Safety
x 3142 Troy Schmidli, Dean of Student Life
 - Utilize available space in health center and basement stairwells.

** Continue to monitor the weather for changes in warnings

Night and Weekend Procedures:

SEVERE WEATHER:

- ✧ If necessary contact Hall Coordinators, House Managers, and other buildings being used to inform them of the weather situation.

TORNADO WATCH:

Contact the following and advise them that there is a tornado watch:

- ✧ The field officer by radio
- ✧ Plant Department x4456 or by radio (if there are still people on duty)
- ✧ If necessary contact Hall Coordinators, House Managers, and other buildings being used to inform them of the weather situation.

TORNADO WARNING:

The announcement of a tornado warning will be made by utilizing the Campus Mass Emergency Notification System. The Campus Safety Office shall also contact the following and advise them that there is a tornado warning:

- ✧ The dispatch officer - Unlock Powell and Davis basement doors if needed.

- ✧ Greek Housing: Cindy Schmucker –x 3886
If you are unable to contact anyone from a building send the field officer to the building to make people aware of the situation.

- ✧ Administrator on Duty 517-260-7089

Once the warning has expired, the Campus Mass Emergency Notification System will be sounded to let everyone know it is safe to return to their original location.

Things to remember:

- ✧ Stay calm and act as quickly as possible
- ✧ Write down the information you are given via radio or telephone
- ✧ Keep yourself safe as well as everyone else

APPENDIX II

ADRIAN COLLEGE PHYSICAL PLANT INFRASTRUCTURE FAILURE

It is understood that from time to time the Adrian College campus may experience infrastructure problems. These problems could render the College campus unsafe or uninhabitable such as electricity, heat, water and communication.

If a critical incident is experienced relating to infrastructure failure, call Campus Safety at 517-265-5161 ext. 4333 initiating a Campus Response Report.

Examples of serious physical plant failure that would impact the College include, “Utility” and electrical failure. Other serious building malfunctions requiring building evacuation, building damages or property damages and loss of College communication system.

INITIATING THE CRISIS RESPONSE

- Initiating Department immediately notifies Campus Safety relating all pertinent information of existing conditions, at 265-5161 ext. 4333.
- Campus Safety notifies the Director of Plant Operations or Operations “Delegate”
(P) Chris Stiver517-416-0785 (Cell Phone)
(A) Matt Armentrout.....517-637-5943 (Cell Phone)

DIRECTOR OR ALTERNATE OF PLANT OPERATIONS

- Notifies the Coordinator of the Situation Response Team
- AOD (Administrator on Duty) of the Situation Response Team
- Notifies the Team Members

IMMEDIATE ACTION

- AOD reports to the site to gather all pertinent information of situation.
- AOD REPORTS TO THE SITE TO DETERMINE AN ON-SITE RESPONSE if questionable.

DIRECTOR OF PLANT OPERATIONS

- AOD coordinates with appropriate authorities, utility companies, support agencies, public/private resources or specialized contractors.

NOTE: Electrical failure of major proportion will prompt other serious malfunctions. Flooding, loss of heat, lighting, communications and water are infrastructure concerns which follow prolonged electrical outage.

- A. Building heat/ventilation require electrical power to operate heat Pumps/sump pumps and ventilation fans.

DIRECTOR OF PLANT OPERATIONS

- Coordinates with appropriate community authorities (i.e., police, fire, ambulance public health and/or utility companies) as requested authorized.
- Gathers whatever information is available about physical plant failure.
- Prepares/activates Plant physical response team members as needed.
- Prepares the Plant Operations office for team meeting,
- Determines if other emergency response protocols should be modified or followed depending upon the type of plant failure.
- Notifies the Director of areas and departments effected by situation/failure connecting with departments if necessary. In the event circumstances requiring intensive personnel information or Housing and Dining Services in the event of housing or food service needs, due to displacement of individuals from the failure.

IMMEDIATE ACTION DECISION

- The Administrator on Duty, Emergency Group Manager, or other designated personnel will determine whether a critical incident exists. If so, necessary details of the situation will be reported to the appropriate department heads and in the event that a critical incident exists, the Director of Campus Safety will notify the President who will convene the EMERGENCY GROUP.

APPENDIX III

ADRIAN COLLEGE “AC ALERT” EMERGENCY MASS NOTIFICATION SYSTEM

Adrian College utilizes multiple methods to notify the campus community of emergency situations. These notification methods are provided under the title of AC Alert. The notifications may use some or all of the notification methods available based upon the situation. AC Alert notifications are based upon situations where a continuing threat to campus safety is present. Some examples of situations where an alert would be issued are a building fire, a hazardous material spill/leak, severe weather related threat, or an active shooter.

Students are automatically enrolled in AC Alert. Staff and faculty can register for AC Alert at: <http://adrian.edu/acalert>

AC Alert Notification Methods:

1. SMS text messages
2. E-mail notifications
4. Emergency Siren/ Public Address system
5. Social media- Facebook & Twitter
6. Local media- television and radio

The Goal of AC Alert

Is that the campus community can take precautions in the case of a dangerous situation. Not every individual will be reached. The campus community is asked to spread AC Alerts to others. The decision to issue an alert is based upon several factors. Information provided by witnesses, first responders, and others directly familiar with the circumstances may all be considered before an alert is issued. Verification of a threat to health and safety of the campus community will be based on the best information available so as not to result in an undue notification delay.

Dissemination and Responsibility for Issuing

Alerts will reach subscribers regardless of their actual location when the notification system is activated. In addition to alerting AC Alert subscribers, email can be used to notify every member of the campus community with an adrian.edu address. Messages for the most likely campus emergencies are scripted and ready to be immediately sent. Operators with message release authority also have the ability to draft an instant message in the event none of the pre-scripted messages are sufficient or more specific details are appropriate. Text messages are generally short and very direct due to character limitations. The initial AC Alert is primarily designed to notify quickly of a dangerous situation. The campus community is encouraged to seek additional information after becoming aware of an emergency. The campus notification system uses various communication methods that vary in delivery speed and more details can be provided in e-mail and on the web.

When an emergency is reported and the incident verified, the Adrian College Campus Safety Department Shift Supervisor is the primary person with the authority to send messages. Alerts may also be activated by the Campus Safety Command Staff and the Public Relations Department. There is no delay or layered approval process that must occur before an alert may be sent. Providing for a safe campus and taking necessary steps to mitigate the emergency will always be the top priority.

Determining the Contents of the Emergency Notification

1. The first message is intended to alert the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbor's safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated building rally point." "There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."
2. The second message is intended to inform the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. Consumers Energy is responding along with Facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to the College homepage for additional information or dial."
3. Finally, the third message is the Reassure notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure the community that the College is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available. In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will send develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

AC Alert Testing

The AC Alert system checked during the spring and fall semesters through a published announcement and full activation. All Adrian College Faculty, Staff and Students are automatically signed up for AC Alert, those choosing to not participate must opt out of the program.

APPENDIX IV

A. *Residence Hall/ Greek Complex Emergency Evacuation Plan*

1. Hall Coordinators, Resident Assistants, and Campus Safety will assist in the evacuation.
2. Wear a coat and shoes, and take a towel to place over your face in case of smoke. Before opening any door, feel the door knob with the back of your hand. Do not open the door if it is hot. Brace yourself behind the door, crouch low, and open the door slightly if it is warm. Stay low if the area is smoky. If heat or heavy smoke is present, close the door and stay in your room.
3. Proceed to the assigned assembly area. Remain outside until the appropriate signal is given to re-enter.
4. If all exits are blocked:
 - Go back to your room, close the door and call the Campus Safety to report your location.
 - Seal the cracks around the door with tape and wet towels to prevent smoke from entering.
 - Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department of your location. If you have a flashlight use it to signal with at night.
 - If smoke gets in your room, keep low and dampen a cloth with water, place it over your nose and breathe lightly through it.
 - Stay calm. Do not jump from windows above the second floor. Rescue personnel have the proper equipment to get to you quickly.

Responsibilities of Hall Coordinators/Resident Assistants

1. Confirm that 911 and Campus Safety have been called.
2. Assist in evacuating residents from the building using the nearest safe exit.
3. Assist in evacuating handicapped students to stairwells and notify emergency personnel of the location of handicapped individuals.
4. Ensure that you have knocked at each door to awaken sleeping students.
5. Direct the Fire Department to the fire if Campus Safety is not on the scene.
6. When the evacuation has been completed maintain order, prevent anyone from reentering, and keep all people a safe distance from the building and direct them to your meeting area where they will receive further instructions.

7. Submit a report of the fire to the Director of Campus Safety within 24 hours
8. In case of a major fire when the building cannot be occupied, the Office of Student Life will help students make arrangements for relocation.

Evacuation Procedure

The evacuation guidelines below should be followed during an emergency.

If the emergency is a fire or other immediate emergency, pull the fire alarm and help occupants evacuate the building.

If the situation is not immediate, contact the Hall Coordinator or Resident Assistants/Greek House Managers for assistance in evacuation. The best option may not be using a fire alarm but by door to door interaction with residents.

Urge residents to evacuate in a quick and orderly fashion. To evacuate residents, sound the alarm and start knocking on all doors to encourage people to leave the building. Do not key into rooms unless authorized by a professional staff member.

All Residence Life Staff Members, Safety Officers and other campus officials present in a building will assist in this process and will ensure that residents get outside and stay there. Please remind them to go the designated assembly area as they leave the building. (If the meeting area is unsafe, assemble the residents at an alternate location.)

If the Hall Coordinator, Campus Safety and the Administrator on duty have not been called, please contact them and inform them of the situation.

- ◆ People in public areas must be directed out the closest doors.
- ◆ Remember to assist the disabled in wheelchairs, those with crutches, or others in need of assistance.
- ◆ Close all windows and doors on your way out--if safe to do so.
- ◆ Under no circumstances should anyone be permitted to reenter the building until directed to do so by emergency personnel.
- ◆ After the Fire Department or a College Administrator approves re-entry, the residents will be allowed to re-enter.
- ◆ A written incident report **MUST** be submitted to the Director of Campus Safety and the Judicial Coordinator as soon after the event as possible.

I. ASSEMBLY AREAS

Residence Halls

Exit the nearest unblocked exit – Students should move to their designated assembly area and await further information. Once a building is evacuated, students must not reenter until told to do so by emergency personnel or a professional staff member from Adrian College. If there is a further danger, students may be asked to move to the mall area of campus near the bell tower.

Fraternity Houses

Exit the nearest unblocked exit – Students should move to the sidewalk in front of their house and await further instruction. Once a house is evacuated, students must not reenter until told to do so by emergency personnel or a professional staff member from Adrian College. If there is a further danger, students may be asked to move a safer location.

Temporary Housing/ Permanent Relocation

Should part or all of a residential living unit be unsafe or unusable, temporary housing will be made available. The decision on where to place students will be made at the time. Depending on several factors different housing may be preferable. The choices are as follows:

1. Other housing in residence halls/Greek areas
2. Temporary housing in additional campus buildings
3. Off campus options

Depending on availability for students to have their own belongings, assistance may be requested from the American Red Cross of Lenawee County.

Emergency Closing:

The President or their designee shall initiate the process of emergency closure consideration. The President shall be responsible for making all internal and external contacts with departments and agencies which could have an impact on the decision-making process, i.e., Physical Plant personnel and Campus Safety.

When one or more campus buildings are involved in an emergency closure for any reason, the administrators will advise the following plans of action:

- ◆ Re-enter the building, or
- ◆ Occupy another building temporarily, or
- ◆ Leave Campus

II. Major Campus Emergency

In the event of an emergency in a building, Campus Safety and residence life student staff may be called in to help with the evacuation, crowd control, and other assigned tasks.

III. Total Campus Evacuation

In the event of a campus wide evacuation due to a threat, all residence hall staff available will be assembled in a timely manner. We will conduct a meeting at the Caine Student Center to discuss plans to evacuate the campus.

RECOVERY AND RE-ENTRY

1. The evacuated area will not be re-occupied until assessment of the danger indicates that it is safe to reenter the building/s. The assessment will be made by the Fire Chief, College Administrator, Plant, Safety Office, and other qualified individuals.
2. Plant will be responsible for determining the extent of damage and ensure that buildings are safe before allowing reentry.
3. The decision to re-enter the evacuated area will be made by the College Administrator in cooperation with other administrators.
4. After the incident the Emergency Action Plan will be updated as needed. Proper incident and emergency reports should also be written.