Emergency Response and Preparedness Plan

Department of Public Safety (810) 762-0222
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MOTT COMMUNITY COLLEGE

Emergency Response and Preparedness Plan

I. Purpose

The purpose of the emergency procedures outlined in this plan is to provide protection to lives, property and operations through the effective use of the college, community and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations. The plan also provides for the coordination between the college and other governmental and emergency agencies. This plan does not cover every conceivable situation; it does, however, supply the basic administrative guidelines necessary to cope with most campus emergencies.

It is understood that Mott Community College is a caring community college and will make every effort to respond to individuals who are affected by a crisis or emergency with compassion and concern.

II. Authority

This plan is written in keeping with the current laws and statutes as they pertain to the regulation of emergencies in the State of Michigan.

III. Application

This plan applies to all faculty, staff, employees, students and visitors. It encompasses all buildings and grounds owned and/or operated by the college.

IV. Responsibility for Compliance

The development and administration of this Emergency Response and Preparedness Plan is the responsibility of the Chief/Executive Director of Public Safety.

V. Emergencies

Types of Emergencies Covered In This Manual

A. Active Shooter/Lockdown/Intruder Response
B. Airborne Releases
C. Bomb Threats
D. Chemical Spills
E. Civil Disturbances/Demonstrations
F. Earthquakes
G. Elevator Malfunctions
H. Explosions/Aircraft Down
I. Fires
J. Infectious Disease Outbreaks
K. Life Threatening Emergencies or Death
L. Medical Emergencies/First Aid
M. Natural Gas Leaks
N. Power Outage  
O. Psychological Crisis  
P. Radiation Emergencies  
Q. Sexual Assaults  
R. Severe Weather/Tornado  
S. Unsafe Water Supply  
T. Violent or Criminal Behavior  

Definitions of Emergencies  

The following definitions of emergencies are provided as guidelines to assist campus emergency staff in determining the appropriate response:

1. **Minor Emergency** - Any incident that does not seriously affect the overall functional capacity of the college, such as minor plumbing problems or an inoperative elevator.

2. **Major Emergency** - Any incident which affects an entire building or buildings and which will disrupt the overall operations of the college. Examples are building fires or chemical spills which will most likely require outside emergency services, as well as major efforts from campus support services.

3. **Life-Threatening Emergency** – Any unforeseen event in which there is a clear potential for serious injury or death to a person if immediate action is not taken. If in doubt, consider the emergency life-threatening.

4. **Disaster** - Any event or occurrence that has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In the event of a disaster, an **Incident Command Post** will be activated, and the appropriate support and operational plans will be executed. *The Incident Command Post will be located in the Emergency Operations Center (CM 1143) and will be activated by the Chief/Executive Director of Public Safety. The Chief/Executive Director of Public Safety can alter the location of the Incident Command Post as required by the nature of the emergency.*

VI. Emergency Response  

A. **Campus Emergencies**  

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. For all emergencies, contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222 or activate the nearest emergency call box. The Department of Public Safety will be responsible for contacting the appropriate responders and administrative officials. Specific guidelines within this plan will be followed.

B. **Off-Campus Emergencies**  

Although it is not the intent of this document to address off-campus
emergencies, emergency notifications should be made when traveling on college business. When encountering a major or life-threatening off-campus emergency, dial 911 from any phone or cell phone. Follow up with a call to The Department of Public Safety at (810) 762-0222.

For travel safety tips and other safety information, contact the Department of Public Safety.

VII. Declaration of Campus State of Emergency

The authority to declare a Campus State of Emergency rests with the President or his/her designee, based on the recommendation of the Vice President of Student & Administrative Services with input from the Chief/Executive Director of Public Safety. When this declaration is made, access to the campus may be limited at the discretion of the Chief/Executive Director of Public Safety. Those who cannot present proper identification and documentation of legitimate campus business may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with Michigan State Statutes and City of Flint Ordinances.

A. All Employees

In case of emergency, all employees must follow the specific emergency procedures found in section XII of this plan. All emergencies must be reported immediately to the Department of Public Safety. Your personal safety is of the utmost concern. All employees are responsible for taking precautions to insure their safety by familiarizing themselves with this plan. Instructors must initiate emergency procedures during class.

B. Administrators, Deans, Supervisors

Every administrator, dean and supervisor has the following general responsibilities prior to and during any emergency:

1. Emergency Preparedness

Understand emergency procedures and information as outlined in this plan. Disseminate information to building employees and occupants with the assistance of the building emergency response team leader and emergency response team members.

2. Emergency Situations

   a. Inform the Department of Public Safety of the emergency.

   b. In coordination with the Chief/Executive Director of Public Safety, the Executive Director of Physical Plant and the Vice President of Student and Administrative Services or designee(s), assess the emergency and take appropriate action. This may include ceasing operations and initiating emergency response.
VIII. Campus Emergency Staff

A. Chief/Executive Director of Public Safety

The Chief/Executive Director of Public Safety is designated to:

1. Direct and oversee any response to a campus emergency.


3. Activate the campus Incident Command Post and act as the overall incident commander.

4. Direct operations of the campus emergency staff.

5. Assure that cooperative efforts are established with the college administration, campus emergency staff, local, county and state governmental agencies, and other resources as necessary.

   **Note:** Mott Community College will rely on the guidance of the Genesee County Health Department ([www.gchd.us](http://www.gchd.us)) to make determinations regarding community health related emergencies including any type of communicable disease or pandemic outbreak.

6. Perform other related duties as may be directed by the President and/or Vice President of Student & Administrative Services.

7. In conjunction with the Emergency Response Coordinator, prepare and submit a report to the Vice President of Student & Administrative Services appraising the final outcome of any emergency.

8. In the absence of the Chief/Executive Director of Public Safety, the ranking public safety officer shall assume the role of the Chief/Executive Director of Public Safety.

B. Emergency Response Coordinator

The Emergency Response Coordinator shall:


2. Maintain records of emergency events and correspondence related to campus emergencies.

3. Maintain an up-to-date roster of all campus emergency staff and emergency personnel including outside agencies.

4. Coordinate and schedule training programs for campus personnel:
   
   a. Fire emergency training
b. Environmental emergency training

c. AED/CPR and first aid training

d. Others as assigned

5. Arrange for meetings of the Emergency Response Team members to review plans, arrange for training, and circulate information.

6. Review building inspection reports and initiate corrective action by notifying the Office of Physical Plant at (810) 762-8684.

7. Assist the Chief/Executive Director of Public Safety in preparation of final reports to the Vice President of Student & Administrative Services.

8. Act for the Chief/Executive Director of Public Safety as delegated during a campus emergency.

9. In the absence of the Emergency Response Coordinator, another supervisor within the Department of Public Safety will assume the role of the Emergency Response Coordinator.

C. Public Safety Supervisors

1. Supervise public safety officers and campus operations at the direction of the Chief/Executive Director of Public Safety.

2. Investigate campus emergencies and hazards to initiate appropriate action.

3. Assess the nature and scope of medical emergencies and provide appropriate care.

4. Conduct monthly safety inspections for buildings and grounds using discrepancy reports to initiate corrective action. Submit reports to the Chief/Executive Director of Public Safety.

5. Provide technical and safety assistance prior to and during campus emergencies or disasters.

6. Assist the Chief/Executive Director of Public Safety with post-emergency reports.


D. Public Safety Officers

1. Manage emergency scenes in collaboration with other Department of Public Safety staff.
2. Assess the nature and scope of medical emergencies and provide appropriate care.

3. Maintain security and order.

4. Assist with other emergency activities as needed.

E. Building Emergency Response Team Members

1. Participate in emergency response activities in assigned buildings and serve as liaisons to campus emergency staff.

2. Assist with emergency activities as requested by the Chief/Executive Director of Public Safety and/or the Emergency Response Coordinator.

F. Office of Physical Plant

The Office of Physical Plant will organize and coordinate building and utility services, transportation and supplies, and manpower and equipment during a campus emergency.

1. Building and Utility Services
   a. Protect and maintain the college heating/cooling system.
   b. Assess damaged utility services and assure that they are secured or shut off.
   c. Maintain the campus fire alarm systems and emergency generators.
   d. Conduct damage assessment and perform emergency repairs as needed.

2. Transportation and Supplies

   Provide vehicles, supplies, and delivery support for the campus emergency personnel.

3. Manpower and Equipment
   a. Provide equipment and operators to remove trees and other obstacles.
   b. Provide staff support in the securing of damaged buildings at the direction of the Vice President of Student & Administrative Services.

4. Assist with other emergency activities as needed.

5. Provide technical and safety assistance to reduce hazards prior to and during an emergency or disaster.
6. Evaluate campus for environmental health and safety hazards.

7. Conduct safety inspections for buildings and grounds and initiate corrective action as necessary.

8. Establish a Campus Hazard Identification/Prevention Program.

G. Executive Director of Marketing and Public Relations

1. Coordinate and disseminate all information to the media.

2. Act as the information link between the college and the public.

3. Insure that any reported information is factual and timely.

H. Dean of Enrollment Management and Retention

The Dean of Counseling and Student Development will be notified when a campus state of emergency exists.

The Dean will organize a Critical Incident Stress Team consisting of staff from the Division of Counseling and Student Development.

The Critical Incident Stress Team will:

1. Assess the situation and determine the appropriate mental health intervention for students.

2. Provide and/or coordinate mental health intervention for students affected by critical incident stress.

3. Conduct stress debriefings and defusing as required.

4. The Dean may call in additional staff or community resources for assistance when necessary.

I. Human Resources Department

The Mott Community College Human Resources Department will arrange Employee Assistance Program (EAP) resources for employees affected with onsite critical incident stress. EAP will provide interventions and individual referral follow-up.

J. Chief Technology Officer

1. Coordinates the establishment of emergency telephone communications for emergency personnel.

2. Obtains assistance from outside communications firms as needed.

3. Provides information as to status of campus telecommunications to Chief/Executive Director of Public Safety or his/her designee.
IX. Incident Command Post

A. The Chief/Executive Director of Public Safety will designate an Incident Command Post as well as an alternate site during a major emergency or disaster. If the emergency involves only one building or a small part of the campus, a Field Incident Command Post shall be initiated until an official command center is established. At least one uniformed public safety supervisor is to staff the command post until the emergency ends or until notified by the Chief/Executive Director of Public Safety or his/her designee.

B. A staging area will be established for the operations of a combined on-site emergency resource team. A conference room will be provided for emergency teams and/or media crews. This room will accommodate multiple telephone lines and will provide electrical access.

C. The incident commander shall be the Chief/Executive Director of Public Safety. In the event of multi-jurisdictional involvement, a unified incident command system will be initiated.

D. In the event of an emergency that includes the loss of power to the command post, communication will be via portable radios and/or 800 MHz Emergency Communication System on the Department of Public Safety frequency.

E. The Department of Public Safety will maintain an up-to-date listing of staff with college cell phones. When the telephone system is inoperable, these staff members may be asked to provide their phones for emergency telecommunications.

X. Communications Plan

A. The Chief/Executive Director of Public Safety will direct the dispatcher to contact the Executive Director of Marketing and Public Relations and request that he/she establish a Communications Center within the Incident Command Post.

B. The Executive Director of Marketing and Public Relations will request that all calls concerning the crisis be forwarded to the Communications Center.

C. The Executive Director of Marketing and Public Relations, through discussions with the President, Vice President of Student & Administrative Services, and the Chief/Executive Director of Public Safety, will develop a strategy for releasing information to the media.

D. If the crisis occurs after hours, the Executive Director of Marketing and Public Relations will contact appropriate staff members at home to secure special assistance. The number of persons contacted will depend upon the nature and severity of the crisis.

E. The Executive Director of Marketing and Public Relations will assign responsibilities to staff members. His/her staff will assist the Department of Public Safety in keeping the media a safe distance from the event site.
F. The Executive Director of Marketing and Public Relations will determine whether a major press conference area needs to be made available. If major media are expected, parking will need to be arranged for uplink vehicles. He/she will coordinate this with the Chief/Executive Director of Public Safety or his/her designee. *No information is to be provided to outside organizations by staff, faculty and/or students.
XI. Emergency Procedures

A. Active Shooter/Lockdown/Intruder Response

Students, Faculty & Staff:

The following guidelines cannot cover every possible situation that might occur. Nevertheless they serve as an awareness and training tool likely to reduce the number of injuries or fatalities if followed as soon as a situation develops.

How you respond to an intruder/active shooter is dictated by the specific circumstances of the situation. If you should find yourself in an active shooter situation, try to remain calm -- your actions will influence others, trust your instincts.

You have to decide if you can get out of the building. If you should hide out in the building and if the intruder gets into the room where you are hiding you will have to end the threat.

1. If you hear gunshots or you are directed to “Lockdown” (see page 12 for lockdown announcement) and you are inside of a building, do the following:

   Secure the immediate area/lockdown. Whether a classroom or office:

   • Make certain the door is locked and barricade the door. If you are not in a room with a lock then barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.

   • If you hear gunshots and it is safe to do so, call Public Safety: (810) 762-5666 or (810) 762-0222, from a Mott Phone dial 25666 or 20222, activate the nearest emergency call box and provide the following:

     o Your name and location (including building and room number).

     o If you were able to see the offender(s) then give a description & location of the person(s).

     o If there are victims give their location & number injured.

     o If you observed any suspicious devices, provide the location & description.

     o If you heard any explosions, provide a description & location.
• If possible, turn off the lights and cover the windows so the intruder cannot see inside. Make it seem like no one is in the room.

• After securing the door, stay behind solid objects away from the door as much as possible.

• Silence your cell phone however have one person contact public safety and leave an open line so that the dispatcher can hear what is happening. Turn off all devices that make sound.

• Everyone in the room should spread out and quietly discuss a plan to attack the intruder if he/she should gain entry into the room.

• Arm yourself with anything in the room that can be used as a weapon or be thrown at the intruder to distract them.

• Remember intruders may knock on the door and ask to be let in pretending to be victims or use someone that you know to get you to open the secure door so that they will have access to more victims.

• If you hear gun fire and a fire alarm, be aware that sometimes the intruder will pull the fire alarm to get victims out of hiding.

• STAY in hiding until you receive further instructions from Public Safety, such as “remaining in the classroom until an OFFICER arrives at the door” or you are given an “ALL CLEAR” notification via the public address system.

2. If you hear gunshots or there is a report of someone shooting and you are outside of a building, do the following:

• Find cover & hide. If there is nowhere to hide then run to the nearest place of cover. Do not run in a straight line.

• Call Public Safety, (810) 762-5666 or (810) 762-0222 or activate the nearest emergency call box and report what is happening.

• Keep objects between you and the intruder/shooter.

• Warn others in the area.

• Stay in hiding until Public Safety gives the “ALL CLEAR” notification.
*Lockdown Public Address Announcement:

Attention! Attention!

This is the Department of Public Safety.

An immediate lockdown of this building has been ordered.

An incident has occurred and all persons in this building are required to immediately take cover inside a room and lock the door.

Take cover away from doors and windows.

Do not leave your rooms until notified to do so by the Department of Public Safety.
B. Airborne Releases

The Genesee County Department of Emergency Management has developed a plan in accordance with Federal and State laws to respond to the airborne release of hazardous substances. The Department of Public Safety will be notified in the event of an airborne release. Public Safety will contact the Office of Physical Plant to request that all ventilation system components be shut down. The Department of Public Safety will then notify college administration, directors, and other campus personnel.

1. During an airborne release, follow these steps:
   a. If directed, evacuate the building site and move to a designated safe location.
   b. If not directed to evacuate, close all windows and doors to the outside.
   c. If the gases start to bother you, hold a wet cloth or paper towel over your nose and mouth.
   d. Do not use elevators. Elevators "pump" outdoor air in and out of a building as they travel up and down.
   e. Frequent updates and guidance will be provided via MCC Public Address System, Public Safety Officers and Emergency Response Team Members.
   f. Monitor the emergency broadcast station on your local radio or television station for updates and information.

2. The lead-time of an airborne release incident could be from zero to thirty minutes. As a result, this short time may not allow for a safe evacuation. An evacuation under these conditions may expose the population to dangerous toxic chemicals; therefore, the recommendation is to shelter inside.

3. Preferred areas for protective sheltering would be interior hallways, rooms without windows or exterior doors, enclosed stairways, and rooms on the side of the building away from the approaching hazard.

4. Attempt to seal around doors and windows with tape and/or clothing or any other materials available.
C. **Bomb Threats**

It is very important that the person who receives a bomb threat remain calm and **professional** at all times. Listen carefully to the caller and get as much information as possible.

1. Any person receiving a bomb threat over the telephone should ask the caller:

   a. When is the bomb going to explode?
   
   b. Where is it right now?
   
   c. What does it look like?
   
   d. What kind of bomb is it?
   
   e. What will cause it to explode?
   
   f. Did you place the bomb?
   
   g. Why?
   
   h. Where are you calling from?
   
   i. What is your name/address?

When talking to the caller record the following information:

   a. The exact wording of the threat.
   
   b. Sex, race, age and nationality of the caller.
   
   c. Telephone number where call was received.
   
   d. Date, time and length of the call.
   
   e. Details regarding the caller’s voice.
   
   f. Background sounds.
   
   g. Threat language (i.e. educated, irrational, hostile.)
   
   h. Any additional pertinent information.

2. During the call, attempt to alert a coworker that you are receiving a bomb threat. That person should contact the Department of Public Safety. If you are alone, when the call ends, immediately contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222 with information about the bomb threat. After you have contacted the Department of Public Safety, report to your direct supervisor.
3. A Bomb Threat Checklist (Appendix VI) must be completed by the recipient of the call and presented to the responding public safety officer.

4. Following notification of a bomb threat, the Department of Public Safety dispatcher will notify the following, or their designee:
   a. The on duty Department of Public Safety supervisor.
   b. Chief/Executive Director of Public Safety
   c. Executive Director/Architect of Physical Plant.
   d. Vice President of Student and Administrative Services.
   e. Executive Director of Public Information.

5. The Chief/Executive Director of Public Safety or designee will assess the circumstances and determine whether a full evacuation of the building is required. If an evacuation is initiated, the Department of Public Safety will alert the building occupants and begin an evacuation. The Emergency Response Team will assist with the evacuation.
   a. All building evacuations will occur upon notification by the Department of Public Safety, Building Emergency Response Team members and emergency alert systems.
   b. When an evacuation is initiated, leave by the nearest safe exit and alert others to do the same.
   c. Do not use elevators.
   d. Once outside, proceed to a clear, sheltered area as directed by emergency personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
   e. Do not return to an evacuated building unless authorized by a uniformed public safety, police or fire officer.

If the situation warrants, Public Safety will also notify the Genesee County Sheriff Department or the Michigan State Police Bomb Squad.
D. Chemical Spills

1. Immediately report any hazardous chemical spills to the Department of Safety at (810) 762-5666 or (810) 762-0222, or activate the nearest emergency call box.

2. The Department of Public Safety dispatcher will contact:
   a. The on duty Department of Public Safety Supervisor.
   b. The Office of Physical Plant and the Genesee County Department of Emergency Management, if required.
   c. Flint Fire Department.
   d. The Office of Physical Plant, Risk Management will be responsible for contacting Young’s Environmental.

3. When reporting the existence of a chemical spill to the Department of Public Safety, provide the following information:
   a. Your name and location.
   b. Name and/or description of material spilled, if known.
   c. Estimated amount.
   d. Exact location of spill.
   e. Possible injuries or exposures.
   f. Actions you have taken.

4. Vacate the affected area at once. Seal off the affected area to prevent further contamination and to minimize the tracking of any spilled contaminants.

5. Anyone who may be contaminated by the spill is to avoid contact with others and remain in the area of the incident.

6. Immediately remove contaminated clothing and place in a red hazardous materials bag for clean up or disposal. Do not remove contaminated clothing from the spill site. Appropriate measures will be determined by the Office of Physical Plant.

7. If the contaminate does not react or activate with water then wash down contaminated portions of the body for a minimum of 15 minutes at an emergency shower or eyewash station.

8. The Chief/Executive Director of Public Safety or designee will assess the circumstances and determine whether a full evacuation of the building is required. If an evacuation is initiated, the Department of Public Safety will begin an evacuation.
9. Do not return to an evacuated building unless authorized by a uniformed public safety, police or fire officer.
E. Civil Disturbances/Demonstrations

1. Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

   a. Interference with normal operations of the college.

   b. Prevention of access to offices, buildings or other college facilities.

   c. Threat of physical harm to all persons, including demonstrators, or damage to college property.

2. If any of these conditions exist, the Chief/Executive Director of Public Safety and the Vice President of Student & Administrative Services, shall be notified and will be responsible for contacting the President or his/her designee. Depending on the nature of the demonstration, the procedures listed below should be followed:

   a. Peaceful, Non-Disruptive Demonstrations

      i. Generally, demonstrations of this kind should not be interrupted.

      ii. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct college business as normally as possible.

      iii. If demonstrators are asked to leave by regular facility closing time, but refuse to do so, the Chief/Executive Director of Public Safety or his/her designee and the Vice President of Student & Administrative Services will make a decision to either continue monitoring the situation or to treat the violation as a disruptive demonstration.

   b. Non-Violent, Disruptive Demonstrations

      i. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college, demonstrators will be asked to terminate the disruptive activity by the Chief/Executive Director of Public Safety and the Vice President of Student & Administrative Services or their designees.

      ii. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion, or possible intervention by public safety officers. Except in extreme emergencies, the President will be consulted before such actions are taken.
iii. The Chief/Executive Director of Public Safety and/or the Vice President of Student & Administrative Services will, if deemed appropriate, have the proceedings videotaped.

iv. The Executive Director of Public Information, under the direction of the Chief/Executive Director of Public Safety or the Vice President of Student and Administrative Services, may enlist the assistance of student leaders to persuade the demonstrators to cease and desist.

v. Efforts should be made to secure positive identification (including photographs if deemed advisable) of demonstrators in violation to facilitate later testimony.

vi. In coordination with the President and the Chief/Executive Director of Public Safety, the Vice President of Student & Administrative Services will determine the need for a court injunction to cease and desist.

vii. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

viii. Further non-compliance will result in arrest by the Department of Public Safety.

c. **Violent, Disruptive Demonstrations**

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President, Chief/Executive Director of Public Safety and the Vice President of Student & Administrative Services will be notified as follows:

i. During regular office hours:

1. The Vice President of Student & Administrative Services and the Chief/Executive Director of Public Safety or their designees will be summoned to the scene.

2. The Vice President of Student & Administrative Services will alert the President and call for photography or video services to be available in order to photograph the demonstrators.

3. The President, in consultation with the Vice President of Student & Administrative Services and Chief/Executive Director of Public Safety will determine if and when arrests are to be made.

4. Public Safety will provide sufficient officers to contain the demonstration. Should an insufficient number of officers be available, the Chief/Executive Director of Public Safety
will request back up according to the mutual aid agreement.

ii. After regular office hours:

1. Public Safety will be notified immediately of the disturbance.

2. Public Safety will investigate the disruption and report findings to the Chief/Executive Director of Public Safety and the Vice President of Student & Administrative Services.

3. The Vice President of Student & Administrative Services will:
   
a. Report the circumstances to the President.

b. Notify key administrators, and if appropriate, the administrator responsible for the area of the demonstration.

c. Notify the Executive Director of Public Information.

d. Arrange for a photographer.

e. If necessary, the President or Vice President of Student & Administrative Services will discuss with the Executive Director of Public Safety, if there is any need to make arrests.

iii. Any individual observing violent disruptive behavior on campus should observe the following procedures:

1. Do not confront individuals involved in the demonstration.

2. Contact the Department of Public Safety. The dispatcher will notify the Chief/Executive Director of Public Safety and the on duty supervisor.

3. Be prepared to give the following information:
   
a. Location of the disturbance.

b. Approximate size of group.

c. Objective of group, if known.

d. Behavior (rational, organized, violent, etc.)

e. Any additional information.
**Note**: The Chief/Executive Director of Public Safety reserves the right to order officer intervention without counsel from others if it is deemed to be of paramount importance to the safety and security of persons and property.
F. **Earthquakes**

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

1. If indoors, seek refuge **beside** a large desk, table or other object. Stay away from glass, windows, shelves and heavy equipment.

2. If outdoors, move quickly away from buildings, utility poles and other structures. **Caution:** NEVER TOUCH A DOWNED POWER OR UTILITY LINE. You will not be able to tell which ones are live wires.

3. If emergency assistance is necessary, contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box. Advise the dispatcher if there are any known injuries.

4. Any property damage, damage to facilities or unusual odors should be reported to the Department of Public Safety as soon as possible.

5. Building evacuation will be initiated by the Department of Public Safety, emergency response team members and emergency alert systems. Building occupants will be directed to leave by the nearest safe exit.

6. **Do not** use elevators.

7. Once outside, proceed to an area that is away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

8. Do not return to an evacuated building unless authorized by a uniformed public safety police or fire officer.
G. Elevator Malfunctions

1. If you are trapped in an elevator, press the emergency phone button which will ring into the Department of Public Safety dispatch or press the emergency alarm, which will signal for help. **Do not attempt to exit a stalled elevator unless told to do so by emergency rescue staff.**

2. If you receive notice that an elevator has malfunctioned, notify the Department of Public Safety at (810) 762-5666 or (810) 762-0222, or activate the nearest emergency call box. Provide the following information:
   a. Your name and location
   b. Location of the malfunctioning elevator
   c. Present situation

3. A person stranded in an elevator needs to be reassured that help is coming. Keep in contact with the stranded person until help arrives. Do not attempt to force open the elevator doors.

4. If you find an inoperative elevator without occupants, notify the Department of Public Safety and/or the Office of Physical Plant. The Office of Physical Plant will contact the elevator contractor.
H. Explosions/Aircraft Down

In the event of an explosion or downed aircraft on campus, take the following actions:

1. Immediately take cover under tables, desks, or other objects, which will give protection against falling glass and debris.

2. Contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222, or activate the nearest emergency call box. Give your name and describe the location and nature of the emergency.

3. In the event of a fire/explosion, activate the building fire alarm and evacuate the affected building by the nearest safe exit.

4. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area and notify emergency personnel of their location. Evacuation chairs are available for use in each building on campus. (See Appendix VII).

5. **Do not** use elevators.

6. Once outside, move to a clear sheltered area that is away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.

8. Do not return to the evacuated building unless authorized by a uniformed public safety, police or fire officer.
I. **Fires**

1. Know the location of all fire extinguishers, fire exits, and alarm systems, and how to use them.

2. If a fire emergency exists, immediately activate the building fire alarm.

3. **Do not risk your life or safety!** If a minor fire appears controllable, immediately activate building fire alarm, then if you feel your safety is not at risk retrieve a fire extinguisher and discharge it toward the base of the flame and sweep back and forth from front to rear.

4. Take appropriate precautions to assure your personal safety.

5. When you are in a safe area, away from the fire, contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any MCC office phone. Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator.

6. Evacuate the affected building by the nearest safe exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest safe stairwell and alert emergency personnel of their location.

7. Evacuation chairs are available for use in each building on campus. Know their locations. Public Safety or Emergency Response Team personnel may be available to assist in evacuation chair operation (See Appendix VII).

8. Always evacuate a building when the fire alarm is ringing.

9. **Do not** use elevators.

10. Once outside, move to a clear sheltered area that is away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

11. After an evacuation, report to a designated assembly point. Stay there until an accurate headcount is taken.

12. Do not return to or enter an evacuated building unless authorized by a uniformed public safety officer.

13. Should you become trapped inside a building during a fire, and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay low to the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location. If possible seal around doors to prevent smoke entry. Remain Calm.
J. **Infectious Disease Outbreaks**

Genesee County infectious disease outbreaks of any type would fall under the control and direction of the Genesee County Health Department until relieved by a health agency at the State or Federal level. The Office of Student and Administrative Services, working with the Chief/Executive Director of Public Safety or his/her designee, is responsible for coordination with the Genesee County Health Department and outside agencies in the event of any major infectious disease outbreak.

In the event of an infectious disease outbreak, the following steps outline the college’s response:

1. The Genesee County Health Department (810) 257-3603 and the Genesee County Department of Emergency Management (810) 257-3064) will notify the Department of Public Safety and will relay as much information as possible (i.e. type of problem, symptoms, how many people may be affected).

2. The Department of Public Safety will notify the Office of the Vice-President of Student and Administrative Services and the Risk Management Compliance and Procedures Coordinator. They will be advised of the directions given by the Genesee County Health Department and the actions taken by the Department of Public Safety. They will be provided a list of individuals exposed to the infected person and of service agencies that can assist members of the college and community with any questions that they may have.

3. The Office of the Vice President of Student & Administrative Services will notify all Executive Cabinet members, the Executive Director of Marketing and the Executive Dean of Student Services.

4. During regular business hours, if a decision is made to immediately close the college because of an infectious disease outbreak and the school is not to be quarantined, notification of the closure will be made as follows:
   a. The Executive Director of Marketing or designee will communicate to all students, faculty and staff via voice mail, email, college designated telephone closing line and the college web page.
   b. The Department of Public Safety will communicate to students, faculty and staff via the Public Announcement System and the Emergency Alert System (text and voice.)
   c. Updated information will be linked to the Department of Public Safety web site.

5. The Department of Public Safety will confirm that students, faculty and staff have evacuated the buildings and all buildings will be secured.
6. If quarantine is deemed necessary by the Genesee County Health Department or other responding health agency, the Department of Public Safety will immediately secure the campus, allowing only authorized persons to enter and exit.

7. Outside of regular business hours, when a decision is made to close the college, the information will be placed on the school closing line by the Executive Director of Marketing and disseminated to video, audio and print media.

8. Decisions regarding closure or subsequent reopening of the college related to an infectious disease outbreak will be made by the President of the college in consultation with the:
   - Vice President of Student & Administrative Services.
   - Vice President of Academic Affairs.
   - Executive Director of Marketing and Public Relations.
   - Executive Dean of Student Services.
   - Chief/Executive Director of Public Safety.
   - The Genesee County Health Department or the designated health agency responding to the incident.

9. The Executive Director of Marketing will coordinate with administration and the various agencies involved regarding any media releases.

10. Student & Administrative Services and Academic Affairs will assure on-line access for faculty members to communicate from any location. Accessing Blackboard, students will have access to their grades, assignments and other information.
K. Life-Threatening Emergencies or Death

In the event of a life-threatening emergency or death at Mott Community College, the following actions will be taken:

1. Immediately notify the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any MCC office phone.

2. The dispatcher will immediately dispatch the on duty police supervisor to the scene and additional public safety personnel.

3. The dispatcher will contact 911 to activate the appropriate emergency response. Emergency care will be provided as needed pending E.M.S. arrival.

4. The scene will be secured by the Department of Public Safety and an investigation will be initiated.

5. The on duty Public Safety supervisor will notify the Chief/Executive Director of Public Safety. If a death is found to be suspicious, the Department of Public Safety will activate mutual aid if needed.

6. In the event of a death, the Chief/Executive Director of Public Safety or designee will contact the:

   - President of Mott Community College.
   - Vice President of Student and Administrative Services.
   - Vice President of Academic Affairs.
   - Executive Director of Marketing and Public Relations.
   - Executive Dean of Student Services.

7. The Physical Plant Risk Management Coordinator will notify OSHA, if required. If an employee is involved, the Chief Human Resources Officer will be notified.
L. Medical Emergencies/First Aid

1. If a serious injury or illness occurs on campus, immediately contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any MCC office phone. Give your name, a description of the medical emergency, and the location of the victim. Do not hang up until released by the emergency dispatcher.

2. If conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs, including the right to refuse treatment. If the individual refuses treatment, the responding public safety officer will request that they sign a Medical Release form and have their signature witnessed. If the individual refuses to sign the medical release, indicate this on the signature line and have the refusal to sign witnessed.

3. If the person is unconscious or disoriented, contact the Department of Public Safety to activate emergency medical services.

4. Keep the victim still and comfortable until help arrives. Do not move the victim unless unsafe conditions exist.

5. First aid assistance is available through the Department of Public Safety and first aid cabinets are located throughout the campus. (See Appendix VII for first aid cabinet locations).

6. AED/CPR response is available through the Department of Public Safety and trained Emergency Response Team members. (See Appendix VII for AED locations).

7. Faculty, staff, or students with serious or unusual medical problems should notify their supervisors or instructors of the medical problem and the appropriate emergency treatment related to that problem.

8. Notify the Office of Physical Plant for clean-up, if required.
M. Natural Gas Leaks

1. If you smell natural gas and suspect a gas leak, evacuate the building by using the nearest safe exit and advise others to do the same.

2. Do not switch on lights or use electrical equipment, cell phones or elevators.

3. From a safe location, contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any MCC office phone and state the suspected location of the leak.

4. If individuals with disabilities cannot safely evacuate or move to the lower level of the building, assist them to the nearest safe stairwell or exit and notify emergency personnel of their location.

5. Once outside, move away from the building. Keep walkways, fire lanes and hydrants clear for emergency personnel.

6. Public Safety will contact the Office of Physical Plant to conduct an investigation.

7. Do not return to an evacuated building unless authorized by a uniformed Public Safety Officer.
N. **Power Outage**

In the event of a power outage, power may be out in a portion of a building, an entire building or the entire campus or branch center. Procedures for affected areas will be the same in all instances.

1. Immediately report any power outages to the Department of Public Safety (810) 762-0222 or (810) 762-5666, or activate the nearest emergency call box.

2. Public Safety will notify the Physical Plant Operations Center and ITS.

3. Public Safety will respond to the affected area to secure the scene and assist in evacuation.

4. Physical Plant Operations will respond affected area to evaluate the situation.

5. Physical Plant Operations will contact Consumers Energy, if needed.

6. Know the location of all fire exits.

7. Emergency lighting systems should activate so that pathways to fire exits are lit. *Note that such emergency lighting systems only operate for less than an hour.

8. Take appropriate precautions to assure your personal safety.

9. Evacuate the affected building by the nearest fire exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest fire stairwell and alert emergency personnel of their location.

10. Evacuation chairs are available for use in each building on campus. Know their locations. (See Appendix VII).

11. Do not attempt to use elevators to exit the building.

12. Once outside, move to the designated assembly point and remain there until an accurate headcount is taken.

13. Do not return to or enter an evacuated building unless authorized by a uniformed public safety officer.
*Power Outage Public Address Announcement:

Attention! Attention!

This is the Department of Public Safety.

An immediate evacuation of this building has been ordered.

A power failure has occurred and everyone must evacuate the building immediately.

Please use the nearest exit. Thank you!
O. Psychological Crisis

The counseling department has several Licensed Professional Counselors available to aid or service students needing assistance in dealing with any issues involving a traumatic incident at Mott Community College. Their training qualifies them to lend a helping hand to students with issues such as: anxiety, post-traumatic Stress, depression and/or grief. Should a student's issues be more than what can be addressed in a college counseling environment, our counselors can provide students with appropriate outside resources to support them.

A psychological crisis exists when an individual is threatening harm to him or herself or others or is out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. Notify the Department of Public Safety at (810) 752-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any MCC office phone. Provide the following information:
   a. Your name and location.
   b. Precise location of the incident.
   c. Observed symptoms or behavior,
   d. Individual's name, if known.
   e. Advise of any injuries.

2. Avoid aggravating the situation. Do not argue with the individual. Do not attempt to physically detain or restrain him/her.

3. Do not endanger your own safety.

4. Upon arrival of public safety personnel, a determination will be made as to the need for emergency medical services or to contact the Dean of Enrollment and Retention to get a counselor to assist.

5. The Department of Public Safety will disseminate copies of the incident report to the appropriate personnel. (See appendix VIII).
P. Radiation Emergencies

In case of a radiation emergency, contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222 or activate the nearest emergency call box. Public Safety will notify the Chief/Executive Director of Public Safety, the Executive Director of the Office of Physical Plant, the Flint Fire Department, the Genesee County Hazardous Materials Team and the Emergency Response Coordinator. In the event of a radiation emergency follow the procedures below:

1. Secure the affected area. Be sure to close all doors and windows.

2. Do not allow anyone to leave the area. Affected individuals must be properly checked for radiation contamination and cleared before leaving.

3. Do not allow unauthorized entry to the affected area. Entry will be limited to qualified emergency personnel.

4. Do not attempt to clean up the spill.

5. Should your hands become contaminated, do not touch anything. If your clothing is contaminated do not touch clothing. Decontamination will be performed by the appropriate regulatory agency.
Q. Sexual Assaults

A sexual assault is any sexual act directed at another person, forcibly and/or against that person’s will; or where the victim is incapable of giving consent. This includes: Forcible Rape, Forcible Sodomy, and Sexual Assault with an object, and Forcible Fondling.

You cannot consent to any sexual activity while you are: incapacitated by alcohol or drugs, while passed out, sleeping, or if you are unaware of what is going on. **Consent must be mutual and informed.**

Remember, sexual assault is never the victim’s fault. You deserve to feel safe and supported.

After the sexual assault:

- Get to a safe place and contact the police (911). If on campus, contact the Department of Public Safety at (810) 762-0222 or activate any campus emergency phone.
- Do not use the restroom.
- Do not shower.
- Do no change your clothing.
- Do not wipe away any bodily fluids.
- Do not brush your teeth or rinse your mouth.
- Do not wash your hands or trim your fingernails.
- Do not comb your hair.
- Do not discard anything at the crime scene.
- Do not move anything that the offender may have touched.

1. In the event of a sexual assault, the Department of Public Safety will dispatch public safety personnel to the scene and immediately notify the Chief/Executive Director of Public Safety or designee.

2. The Chief/Executive Director of Public Safety will:
   a. Notify the Vice President of Student and Administrative Services and of the incident.
   b. Be responsible for any on campus notifications and all distribution of information to college departments.
3. The Department of Public Safety will conduct a thorough investigation and pursue all appropriate criminal charges.

4. The victim should be encouraged by the Department of Public Safety to contact the Domestic Violence Sexual Assault Services of the YWCA at (810) 238-7621 or the 24-hour Crisis Hotline at (810) 238-SAFE for counseling and assistance.

5. If you are a victim immediately proceed to a safe location and notify the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any MCC office phone. When reporting the incident, provide the following information:
   a. Your Name and location.
   b. Location of the incident.
   c. Description of suspect(s).
   d. Any additional pertinent information.

Call your local Rape Crisis Center or Victim Service Agency to speak to an advocate. In Flint, contact YWCA 24 hour Crisis Hotline at (810) 238-7233.

- An advocate may be present during any medical and criminal justice proceedings.
- Seek medical attention – even if you don’t have any obvious injuries.
- It is important to be examined by a medical professional. Forensic exams are done by specially trained nurses in the emergency room and are free for victims of sexual assault.

**What does a forensic medical exam entail?**

A forensic medical exam may be performed at a hospital or other healthcare facility, by a sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional. This exam is complex and on average, takes 3-4 hours. While this may seem lengthy, medical and forensic exams are comprehensive because the victim deserves and needs special attention to ensure that they are medically safe and protected. In addition, it is important to collect evidence.

1. To start, the medical professional will write down the victim’s detailed history.
This sets a clear picture of existing health status, including medications being taken and preexisting conditions unrelated to the assault.

2. Next there is a head-to-toe, detailed examination and assessment of the entire body (including an internal examination).

   - This may include collection of blood, urine, hair and other body secretion samples, photo documentation of injuries (such as bruises, cuts and scraped skin), collection of clothing (especially undergarments).

3. Finally, the medical professional will speak about treatment for sexually transmitted infections (STIs) that may have been exposed during the assault.

   - Depending on the hospital and state, the victim may receive prophylaxis as well as referrals for follow-up counseling, community resources and medical care.

NOTE: The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.

After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush their teeth, etc. — all while knowing that the evidence has been preserved to aid in a criminal prosecution if so desired

**What is a "rape kit??**

The sexual assault forensic exam kit (commonly referred to as a “rape kit”) is the collection of DNA and other forensic evidence, which is then kept by the SANE or medical provider until picked up by law enforcement or the crime lab. It is then stored until the victim determines whether or not to pursue a case. The kit itself is generally a large envelope or cardboard box, which can safely store evidence collected from your body or clothing. While the contents of a sexual assault forensic exam may vary by state and jurisdiction, it may include items, such as:

- Instructions
- Bags and sheets for evidence collection
- Swabs
- Comb
- Envelopes for hair and fibers
- Blood collection devices
- Documentation forms
Know your rights on Campus:

- To be safe and free from a hostile environment.
- To take legal action when a crime is committed against you.
- To work with Campus Police and the Registrar’s Office on Campus.
- To be notified of counseling and other support services available.

Process:

- Report the sexual assault to Mott Community College, Department of Public Safety (810) 762-0222.
- You have the right to have your complaint investigated.
- If you would like our assistance we are available to help you with a Personal Protection Order.
- The Department of Public Safety will investigate all crimes and forward it to the Prosecutor’s Office for possible prosecution.
- You are entitled to have an advocate present for all police, prosecutor and or court proceedings.
- A Student Code of Conduct Hearing may take place.
- If the accused if found responsible, then appropriate sanctions will be determined. You and the accused are notified of the outcome of any sanctions.

Important Phone Numbers:
Mott Community College, Department of Public Safety – (810) 762-0222
Mott Community College, Dean of Student Services – (810) 762-0243
YWCA of Greater Flint – (810) 238-SAFE (7233)
Mott Community College, 3P Club – (810) 406-4755

The SaVe Act:

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape. This legislation will update the Jeanne Clery Act to create:

Transparency:

SaVE requires that incidents of domestic violence, dating violence, sexual assault, and stalking be disclosed in annual campus crime statistic reports. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement.
• Change academic, living, transportation, or working situations to avoid a hostile environment.
• Obtain or enforce a no contact directive or restraining order.
• Have a clear description of their institution’s disciplinary process and know the range of possible sanctions.
• Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community.

Accountability:

SaVE clarifies minimum standards for institutional disciplinary procedures covering domestic violence, dating violence, sexual assault, and stalking to ensure that:

• Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are conducted by officials receiving annual training on domestic violence, sexual assault, and stalking
• Both parties may have others present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice
• Both parties will receive written outcomes of all disciplinary proceedings at the same time

Education:

SaVE instructs colleges and universities to provide programming for students and employees addressing the issues of domestic violence, dating violence, sexual assault and stalking. Education programs shall include:

• Primary prevention and awareness programs for all incoming students and new employees
• Safe and positive options for bystander intervention
• Information on risk reduction to recognize warning signs of abusive behavior
• Ongoing prevention and awareness programs for students and faculty

Collaboration:

SaVE establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to collect and disseminate best practices for preventing and responding to domestic violence.
R. Severe Weather/Tornado Warning

1. Severe Weather is a weather condition that could create a danger to faculty, staff and students. This includes such conditions as dangerous temperatures, snow, ice, wind and rain.

   a. When inclement weather occurs, the Office of Physical Plant will confer with the Chief/Executive Director of Public Safety and the Vice President of Student & Administrative Services to determine if classes and events will be cancelled for the affected campus location. When possible, a determination will be made prior to 6:00 a.m. for day classes and events, and prior to 3:00 p.m. for evening classes and events.

   b. In the event of closures or cancellations, the Vice President of Student & Administrative Services will notify the following:

      - President of Mott Community College.
      - Chief/Executive Director of Public Safety who will activate the emergency notification system.
      - Executive Director of Marketing who will notify the news media and update the school closing line (810-232-8989).

   c. The closure of Flint Public Schools or other area schools does not affect Mott Community College campuses.

2. Tornado Emergencies

   a. A watch means that a tornado or violent weather is likely to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if necessary.

   b. A warning means that a tornado or violent weather has been spotted in the immediate area.

      1. If you hear the public address, Severe Weather announcement (see page 36 for the severe weather announcement) then move to the designated weather shelter area as quickly as possible.

      The following procedures should be followed:

         - Stay away from windows and areas with a large expanse of glass.
         - Close all doors leading into tornado areas.
• Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.

• Do not use elevators.

c. Protect your head and face. Cover your eyes with your hands. Coats, jackets and books may be used to cover head, arms and legs to protect them from flying missiles of glass and other debris.

d. If persons with disabilities cannot safely move to the lowest level of the building, assist them to an interior room or hallway that is away from windows and areas with a large expanse of glass.

e. Do not leave the shelter until the all clear signal is given.

f. Emergency Response Team Members will assist as needed.

g. The Department of Public Safety will provide regular updates based on information from the local civil defense agency.

h. If a Tornado Warning is in effect at class dismissal time, every effort should be made to retain students in a safe area in the building until weather conditions permit their safe release.

*Severe Weather Shelter Public Address Announcement:

Attention! Attention!

This is the Department of Public Safety.

A severe weather incident has been reported and everyone is instructed to seek cover immediately.

Move to the lowest level of the building and take cover in an interior room, hallway or designated shelter area.

Stay away from exterior doors & windows.

Do not leave your shelter area until notified to do so by the Department of Public Safety.
S. Suspicious Package/Object

If you observe a suspicious object, this could be a potential bomb. **DO NOT HANDLE OR APPROACH THE OBJECT!** Immediately clear the surrounding area and contact the Department of Public Safety at (810) 762-5666, (810) 762-0222, activate the nearest emergency call box, or dial “0” from any MCC office phone. Report the location and description of the object.

1. Identifying a Suspicious Package & Letters:
   - Excessive Postage.
   - Handwritten or poorly typed addresses.
   - Incorrect titles.
   - Title, but no name.
   - Misspellings of common words.
   - Oily stains, discolorations or odor.
   - Powdery substance on the package.
   - Excessive weight.
   - Lopsided or uneven packaging.
   - Protruding wires or aluminum foil.
   - Visual distractions.
   - Ticking sound.
   - Excessive security material such as masking tape, string, etc.
   - Marked with restrictive endorsements such as “Personal,” “Confidential,” or “Do not X-ray.”
   - Strange return address or no return address.
   - Shows a city or state in the postmark that does not match the return address.
   - Is marked with a threatening message.

2. When a Package Has been Identified as Suspicious:
   - Stay calm and do not panic.
   - Do not move, shake, or handle, the suspicious package or letter.
   - Do not sniff, touch, taste or look inside.
   - Do not show it to others.
   - Call Public Safety at (810) 762-0222 or from a Campus Emergency Phone.
   - If there is reason to suspect that a package may contain an explosive device, leave the area immediately.
   - If powder or a suspicious substance spills from a package or letter do the following:
     A. Do not clean up the powder or substance.
     B. Turn off any fans or ventilation units in the area (if readily available).
C. If you know how, shut down the air handling system in the building.
D. Leave the area immediately. Close the door or section off the area to prevent others from entering.
E. Wash your hands with soap & water to prevent spreading the powder or substance to your face.
F. Remove heavily contaminated clothing as soon as possible. Place the contaminated clothing in a plastic bag or a container that can be sealed. Give the clothing bag to Public Safety.
G. If contaminated, shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
H. List all people who were in the area when the suspicious package was recognized and give this information to Public Safety.
T. Unsafe Water Supply

This procedure addresses actions to be taken after notification by the City of Flint Water Department, that harmful contaminants have been identified in the water supply. The City of Flint Water Department is required by state and federal law to inform the campus of a violation of the maximum water contaminant level.

1. Once a report of contamination is received, the Department of Public Safety will notify the Vice President of Student Services, the Executive Director of Marketing and the Office of Physical Plant. The Office of Physical Plant shall intact the following steps:
   a. Do not consume campus water.
   b. All water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes prior to use.
   c. Ice and any beverages prepared with contaminated water should be discarded.
   d. Continue the no use and/or water boil order until the City of Flint Water Department has rescinded the warning or alert.
   e. Cover all tap sources until water is tested and cleared for use.

2. After receiving the “all clear” from the City of Flint Water Department, the Office of Physical Plant shall:
   a. Flush the campus domestic water system.
   b. Decontaminate all campus ice machines by discarding a minimum of three (3) cycles of ice. Decontaminate all water dispensers’ devices prior to use.

3. The Events Office will notify and instruct all campus vending machine companies with water dispensing machines to decontaminate their machines prior to reinstatement of use.
U. Violent or Criminal Behavior

Report any suspicious or dangerous situations &/or individuals to the Department of Public Safety.

1. If you are a victim, or observe a criminal act or suspicious person on campus, immediately notify the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any campus office phone. When reporting the incident, provide the following information:
   a. Your Name and location.
   b. Nature of the incident.
   c. Location, date and time of the incident.
   d. Description of person(s) involved.
   e. Description of property involved.
   f. Any additional pertinent information.

2. Take the following action if you are a victim of theft:
   a. Go to a safe place and notify the Department of Public Safety.
   b. Follow the instructions of the dispatcher.
   c. Do not touch anything that may have been handled by the perpetrator/suspect.
   d. Explain to the responding officer everything you observed, including telling the officer if you touched or moved anything.

3. Take the following action if you are a victim of a violent/personal crime:
   a. Be observant! The more information you can provide, the better chance the criminal will be apprehended. Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
   b. As soon as possible, get to a safe place and notify the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any campus office phone.
c. Advise officers of the nature and location of the incident, your location, advise if medical assistance is needed and provide a description and direction of travel of the suspect.

d. Meet with the officer to file a complaint and initiate an investigation.

4. What to do if taken hostage:

a. Be patient and follow instructions.

b. Do not speak unless spoken to and then only when necessary.

c. The captor may be in an agitated state. Avoid arguments and displays of hostility.

d. Be observant. When you are released, be prepared to answer questions about the incident.

e. If medications, first aid or restroom privileges are needed, ask.
XIII. Emergency Transportation

A. In case of medical emergencies when emergency transport is necessary, a private ambulance service will provide transportation. To activate emergency transport contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222, activate the nearest emergency call box or dial 0 from any campus office phone.

B. It is advised that individual faculty, staff or students not take responsibility for transporting a person with any health emergency.

C. For protective custody or emergency detention or restraint, immediately contact the Department of Public Safety.

XIV. Evacuation Procedures

Every individual must accept personal responsibility for leaving a building during an emergency. Emergency personnel are usually available to assist with evacuation, however, there are times when the need to evacuate is immediate. An evacuation plan will increase the likelihood that individuals will be able to exit a building safely. You should be familiar with the procedures outlined in this plan. Evacuation plans are even more critical to the safety of those individuals with mobility impairments. Staff and faculty should be familiar with procedures for evacuating individuals with disabilities.

A. Procedures for evacuating a building are listed below:

1. When the fire alarm is sounded or when told to evacuate by college officials, walk quickly to the nearest safe exit and exit the building. Evacuation chairs are available for use in each building on campus. (See Appendix)

2. Do not use elevators during a fire emergency.

3. Do not panic or create panic in others.

4. Once outside, move to the nearest safe assembly area. Stay there until directed by emergency personnel.

5. Keep streets and walkways clear for emergency vehicles and crews.

6. Do not return to an evacuated building unless authorized by uniformed public safety, police or fire officer.

XV. Building Floor Plans

A map of the building evacuation plan is located on each floor of the building and provides information on evacuation routes, shelter areas and emergency equipment.
XVI. Emergency Response Checklist

A. Upon notification of a campus state of emergency, the Department of Public Safety dispatcher shall make the necessary notifications and complete the Emergency Response Checklist (Appendix V).

B. Each campus emergency will present unique circumstances. It will be imperative that the Department of Public Safety notify the appropriate personnel in a timely manner. The Quick Reference Guide for Emergencies (Appendix I) provides a listing of emergency contacts that will be critical in the event of a campus emergency.

XVII. Compliance and Assessment

A. Following any significant incident, The Chief/Executive Director of Public Safety and the Office of Physical Plant will work with other campus departments to evaluate the crisis response.

B. It will be the responsibility of the Office of Physical Plant and the Department of Public Safety to assure the appropriate clean-up and decontamination of hazardous material spills or other potentially infectious materials from an incident.

C. Evaluations and recommendations for response improvements will be forwarded to the Vice President of Student & Administrative Services for review.
APPENDIX I

Quick Reference Guide for Emergencies

I. Be Prepared
   
   A. In order to protect yourself and others, you should know what to do in case of an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the college.

   B. In the event of an emergency:

      1. Do not jeopardize your own safety.

      2. Stay Calm.

      3. Immediately report all emergencies to campus personnel by contacting the Department of Public Safety at (810) 762-5666 or (810) 762-0222 or by activating the nearest emergency call box.

      4. Be prepared to provide emergency personnel with the following information:

         a. Give your name and location.

         b. Describe the nature and location of the emergency.

         c. Advise of any injuries or potentially dangerous conditions.

         d. Do not hang up until instructed to do so by the dispatcher.

II. Be Proactive

   A. Identify and eliminate potentially hazardous situations.

   B. Know the location of emergency exit routes, fire alarm pull stations, fire extinguishers, first aid cabinets, AED’s, evacuation chairs and wheelchairs.

   C. Know how to use emergency equipment.

   D. Take classes in CPR/AED and first aid.

III. Emergency Contacts

   A. Chief/Executive Director of Public Safety

   Public Safety Department – (810) 762-5666 or (810) 762-0311
   The Chief/Executive Director of Public Safety assumes overall direction during an emergency and is responsible for employing the guidelines within

B. President, Mott Community College

President’s Office – (810) 762-0453
The authority to declare a campus state of emergency rests with the President upon recommendation of the Vice President of Student & Administrative Services

C. Emergency Response Coordinator

Public Safety Department – (810) 762-0222 or (810) 232-8131
The Emergency Response Coordinator will provide advice and/or assistance to Campus Emergency Officer during any emergency or disaster.

D. Executive Director of Marketing and Public Relations

Marketing and Public Relations Office – (810) 762-0456
The Executive Director of Marketing and Public Relations will coordinate media relations and act as the link between the College and the public.

E. Public Safety Officers/Supervisors

The Department of Public Safety – (810) 762-5666 or (810) 762-0222
The Department of Public Safety staff will be responsible for notifying emergency response personnel and campus administration.

F. The Dean of Counseling

Counseling & Student Development Office – (810) 762-0371
The Dean of Counseling will direct and coordinate appropriate staff in response to a crisis that impacts or involves students.

G. Executive Director of the Office of Physical Plant

The Office of Physical Plant – (810) 762-5684
The Executive Director of the Office of Physical Plant will organize and coordinate building and utility services, manpower, equipment, supplies and transportation during a campus emergency.
APPENDIX II

Emergency Notification Systems

A. Communicating emergency information to the entire campus or a single building during an actual emergency is a difficult task. At present, there are three systems in place to notify personnel of such emergencies.

1. **Smoke/Fire Alarms**
   The smoke/fire alarms are controlled by the campus. The alarms are tested on a monthly basis, typically, while the building is unoccupied. When alarms sound, building occupants should immediately exit the building.

2. **Weather Warning Sirens**
   The weather warning sirens are controlled by Genesee County Department of Emergency Management. The weather warning sirens are tested for three (3) minutes at 11:00 a.m. on the first Saturday of every month from March through November. During inclement weather, the sirens will only be activated when a tornado has actually been sighted, either visually or by radar. In such cases, personnel should seek appropriate inside shelter, preferably in a basement location, or if in a multi-story building, in an interior hallway on a lower floor. Stay away from outside walls and glass windows or partitions. Attempt to listen to weather updates on a radio or television. The tornado-warning signal is a steady blast (3) three minutes in duration. There is no all-clear signal.

3. **MCC Public Address System**
   The campus wide, emergency public address system allows the Department of Public Safety to make notification of an emergency throughout all campus buildings verbally, over a speaker system.

   All alarms should be treated as an actual event.

B. **Emergency Evacuation of Persons with Disabilities:**
   Persons with disabilities or persons who provide assistance to persons with disabilities should contact the Disability Services Office at (810) 762-0399 to discuss building evacuation procedures. Evacuation chairs are available in all main campus buildings. Preparedness is critical and should include emergency evacuation routes, refuge locations and/or individuals to provide assistance in times of emergency.
APPENDIX III

Classroom Emergency Guidelines

This document provides faculty members with basic guidelines for evacuating a building.

A. Evacuation Procedures

1. In the event of an emergency, immediately contact the Department of Public Safety at (810) 762-5666 or (810) 762-0222 or activate the nearest emergency call box. Provide the following information:

   a. Your name and location.

   b. Describe the nature and location of the emergency.

   c. Advise of any injuries or potentially dangerous conditions.

   d. Do not hang up until instructed to do so by the dispatcher.

2. If you hear the fire alarm, a mouth whistle or air horn; or are directed to evacuate by a public safety officer, an emergency response team member, or the public address system, evacuate the building by way of the nearest exit indicated on the Emergency Evacuation Instruction sheet which is posted in your classroom. If that route is blocked, use the secondary route which is also indicated on the instruction sheet.

3. Close classroom doors as you leave to retard the spread of smoke, flames and/or toxic fumes. It should always be assumed that every alarm is an actual emergency, therefore, take your valuables with you when you evacuate.

4. Please assist persons with disabilities. If a disabled person is unable to safely evacuate the building, assist him/her to the nearest safe stairwell or exit and alert emergency personnel of their location.

5. Instruct your students to go to the designated rally point for your area. Attempt to determine if there are any missing or unaccounted students from your classroom. Inform a public safety officer, building emergency response team member (yellow emergency jackets and helmets), fire official or police officer if you feel any person may be missing.

6. Evacuations chairs are available in all main campus buildings.

B. Rally Point

1. Remain at the rally point until further direction is given by a public safety officer, an emergency response team member, or police or fire personnel.

2. Trained emergency personnel will provide medical assistance as needed.
C. Shelter Procedures

1. All faculty and students shall go to shelter immediately if any of the following signals are given:
   a. Genesee County weather warning siren.
   b. Tornado warning issued on television or radio for your area.
   c. Personal warning issued by the Department of Public Safety or by building emergency response team members.
   d. MCC public address system.

2. Shelter locations are identified on the Emergency Evacuation Instruction sheet posted in each classroom.
APPENDIX IV

Emergency Response Team Procedures

A. Building Emergency Response Team Members

A building emergency response team has been organized to respond to emergencies encountered on the campus. The emergency response team consists of a team leader and team members.

1. The emergency response team leader’s responsibilities include:
   a. Understanding and enacting the procedures set forth in the emergency response and preparedness plan.
   b. Recruiting and maintaining emergency response team members.
   c. Overseeing emergency procedures in the event of an incident.

2. Emergency response team member’s responsibilities include:
   a. Providing assistance to building occupants in the event of an emergency.
   b. Assisting the emergency response team leader as needed.

B. Standard Means of Reporting Emergencies

1. Report all emergencies to the Department or Public Safety at (810) 762-5666 or (810) 762-0222 or by activating the nearest emergency call box.

2. For fires that require the quick evacuation of the building, activate one of the fire alarm pull stations located throughout the building.

3. Whistles may be used for back-up emergency notification.

C. Evacuation Guidelines

1. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been given to each employee. All employees have been trained in the correct procedures to follow. Employees transferred to new work stations are trained upon arrival. New employees are trained when assigned to a work area.

2. Evacuation Guidelines for People with Disabilities

   a. Blind and visually impaired students or employees may require guidance or assistance to the primary or to a secondary exit and to the rally site.
b. Deaf and hearing impaired students or employees may not realize the evacuation alarm is sounding. Alert and assist them as needed.

c. Use evacuation chairs to evacuate students and staff with physical impairments from upper and lower floors since elevators may not be used during an emergency. Evacuation chairs are available in all buildings on the main campus. All employees should learn to use the evacuation chairs so that they may provide assistance to those who need it. Three courses of action are possible.

i. Assist them to the nearest safe stairwell or exit and report their location to Public Safety or other rescue personnel immediately.

ii. Remain in place. If the location is safe and away from the hazard, leave them in place and report their location to rescue personnel immediately.

iii. Assist them down the stairs, by using a wheel chair or an evacuation chair. Great care must be taken in moving a person who uses a wheelchair or may have impaired mobility.

3. Rescue and Medical Duties

Rescue and Medical duties will be provided by the Flint Fire Department and other trained emergency personnel.

4. Alarm System

Alarm systems for notifying employees in case of an emergency are:

a. Fire Alarm Pull Stations.

b. Emergency Public Address System.

c. Weather Alert System.


5. Plan Availability

A copy of the Emergency Action Plan maintained in the Public Safety Department and is available upon request.

6. Training

a. Building Emergency Response Team Members and ERTL will be assigned to assist in the safe and orderly emergency evacuation of other employees. Training records and outlines are maintained by the Emergency Response Team Members.
b. Training for these coordinators will be provided when:

i. The plan is initiated.

ii. Responsibilities change.

iii. Assignments are made or changed.

D. Shelter Guidelines

Shelter Locations have been designated for each building. Building diagrams have been posted and/or distributed showing the nearest shelter location. Building Emergency Response Team Members and ERTL members will advise employees and other occupants of the need to take shelter and direct them to the locations as necessary.

E. Building Occupancy Accountability Guidelines

1. Building Emergency Response Team Members will, provided time and circumstances permit, conduct a sweep check of their assigned area to ensure the complete evacuation of employees and students. After they exit the building each Building Emergency Response Team Member will report to the Command Post that their sweep check was either completed or not completed.

2. Accountability during late hours of operations. All employees who are in the building during non-business hours are still expected to follow the emergency guidelines. Staff assigned to work late will receive training so that they can advise and assist students and guests of the building during an emergency.
APPENDIX V

Emergency Response Checklist

This form is to be filled out upon notification and response of an emergency on or involving the campus area. It shall be the responsibility of the senior campus public safety officer on duty to ensure that this form is filled out accurately.

1. Date of notification: ______________ Time of notification: ______________

2. Person calling in the notification:
   Name ________________________________________________________________
   Address _____________________________________________________________
   Phone# __________________________________________________________________

3. Officer dispatched to the scene (Initials): ______________

4. Determine cause and source of emergency (Initials): ______________

5. Notify the proper Emergency Response Agencies (check all that apply):
   ___ 9-1-1
   ___ City of Flint Police
   ___ City of Flint Fire

6. Notify the proper response personnel (check all that apply):
   ___ Chief/Executive Director of Public Safety
   ___ Executive Director/Architect – Physical Plant
   ___ Emergency Response Coordinator
   ___ Vice President of Student & Administrative Services
   ___ Call in off duty officers as directed
   ___ Call Executive Director of Marketing and Public Relations

7. Set up perimeter around site and secure (check all that apply):
   ___ Prevent vehicle traffic access
   ___ Prevent people from entering

8. Establish a command post and communications center.

9. Establish a triage care location.

10. Establish a holding/media area.

Senior Officer: __________________________________________________________

Switchboard Operator/Dispatcher: __________________________________________

Supervisor: ____________________________________________________________

Date: __________________________________________________________________

Notes: __________________________________________________________________
APPENDIX VI
Mott Community College
Department of Public Safety
BOMB THREAT CHECKLIST

QUESTIONS TO ASK:

1. When is the bomb going to explode? ________________________________

2. Where is it right now? ____________________________________________

3. What does it look like? __________________________________________

4. What kind of bomb is it? _________________________________________

5. What will cause it to explode? _____________________________________

6. Did you place the bomb? _________________________________________

7. Why? __________________________________________________________

8. Where are you calling from? ______________________________________

9. What is your name? ______________________________________________

10. What is your address? ____________________________________________

Exact Wording of Threat: ___________________________________________

Sex of Caller: __ Race: __ Age: __ Nationality: __________________________

Call Time/Date: _______________ Length of Call: ___________ Phone # where call received: ______________________

CALLER'S VOICE:

___ Normal   ___ Loud   ___ Nasal   ___ Ragged   ___ Cracking voice   ___ Accent
___ Calm      ___ Soft   ___ Crying   ___ Lisp      ___ Deep breathing   ___ Clearing Throat
___ Angry     ___ Rapid   ___ Slurred   ___ Stutter    ___ Laughing       ___ Disguised
___ Excited   ___ Slow   ___ Deep     ___ Familiar (Who did it sound like?) __________________________________

BACKGROUND SOUNDS:

___ Street noises   ___ Factory machinery   ___ Voices   ___ Static   ___ PA system   ___ Voices
___ House noises   ___ Office machinery   ___ Motor     ___ Clear    ___ Long distance   ___ Booth
___ Animal noises  ___ Dishes/Crockery    ___ Trains     ___ Music     ___ Local Other: __________________

THREAT LANGUAGE:

___ Educated   ___ Incoherent   ___ Taped    ___ Foul   ___ Irrational   ___ Scripted

Remarks: __________________________________________________________

______________________________________________________________

Report call immediately to Department of Public Safety at 810-762-5666 or dial 0 from any MCC office phone.

Name: _______________________________ Title/Position: __________________

Date: ___________ / ________ / _______ Time Reported: ___________ Phone Number: ____________________________
APPENDIX VII

EMERGENCY EQUIPMENT LOCATIONS

Mott Community College
AED Locations

**MAIN CAMPUS**

Ballenger Field House: Athletic Department (BFH 103)
Fitness Center (BFH 115)

Charles N. Pappas Conference Center: Kitchen

Curtice-Mott Complex: Business Division (CM 2133)
Purchasing (CM 1117)
Health Services (CM 1146)

Department of Public Safety: Dispatch Area (Main Public Safety Bldg.)
Emergency Operations Office (CM 1143)

Gorman Building: Main Office (G 1001)

Mott Library: Circulation Desk (Main Floor)

Mott Memorial Building: Dental Hygiene Clinic (MMB 2027)
Mott Middle College (MMB 1102)
Social Science Division (MMB 2005)

Physical Plant Operations Center: Second Floor Hall (near PPO 2202)

Prahl College Center: Public Safety Mini-Station (Main Floor)

Regional Technology Center: Technology Division (RTC 2700)

Visual Arts & Design Center: Main Office (VADC 100)

Woodside Church: Mott Early Childhood Learning Center

**EXTENSION SITES**

Lapeer Extension Center: Main Office Area (C 302)

Northern Tier Center, Clio: Public Safety Office (NTC 109)

Southern Lakes Branch Center: Main Office
Building C (1760)

**CTC SITES**

Workforce Education Center/Wagner: Main Office (WAG 1005)
Mott Community College
First Aid Cabinet Locations

MAIN CAMPUS

Ballenger Field House: Athletic Department (BFH 103)
Fitness Center (BFH 115)
Public Safety Mini-Station

Charles N. Pappas Conf. Center: Kitchen

Curtice-Mott Complex: Business Division (CM 2133E)
Esthetician Classroom (CM 1305)
Health Sciences (CM 2313)
Humanities (CM 1101E)
Printing/Duplicating (CM 1309)
Writing Center (CM 2031)

Department of Public Safety: Main Office
Main Public Safety-Lower Level
Ramp G Mini-Station
Health Services (CM 1146)

Durham Natatorium: Equipment Room (Lower Level)
Main Pool Deck

Physical Plant Operations Center: Shop (East Wall)
Shop (West Wall)
Receiving
Kitchen
Public Safety Mini-Station
Lobby (2nd Floor)

Gorman Building: Chemical Storeroom (G 3109)
Chemical Prep Lab (G 3106A)
Science and Math Division (G 1001A)
Zoology and Preparation Room (G 1109)

Mott Library: Circulation Desk (ML 1004)
Event Center (Prep Room)

Mott Memorial Building: Dental Hygiene Clinic (MMB 2042)
Middle College Office (MMB 1102)
Music Division (MMB 1031)
Public Safety Mini-Station
Social Science Division (MMB 2005)

Prahl College Center: Public Safety Mini-Station
Student Services (PCC 1130B)
Counseling & Student Development (PCC 2030)
Advising (PCC 2040)
Kitchen (PCC B282)
Student Financial Services (PCC B024)
Regional Technology Center:  Welding Lab (1013)
(1014)
(1015)
(1016)
Automotive Area (RTC 1027)
(1104)
(1119)
(1304)
(1306)
(1308)
Kitchen (RTC 2700)
Manufacturing Bay (RTC 1401)

Visual Arts & Design Center:  Main Office (VADC 116A)
(116)
Esthetician Classroom (VADC 119A)
Wood Shop (VADC 107)

Woodside Church:  Early Childhood Learning Center

EXTENSION SITES

Lapeer Extension Center:  Main Office (C 302)
Livingston Regional M-TEC-Howell:  Public Safety Office (NTC 109)
Northern Tier Center, Clio:  Security Office
Shiawassee Service Center, Owosso:  Main Office
Southern Lakes Branch Center:  Auto Body Shop

CTC SITES

Disability Network CTC:  North CTC Office
Great Lakes Baptist CTC:  Administration Office
Hispanic Technology & Comm. Center:  Storage Area
Workforce Education Center/Wagner:  Main Office (WAG 1005)
                               Computer Lab (WAG 2002)
                               BCON 1110
                               Public Safety Mini-Station

10/01/10
Mott Community College
Wheelchair Locations

MAIN CAMPUS

Ballenger Field House: DPS - Mini-Station
Curtice-Mott Complex: DPS - Health Services Office (CM 1146)
DPS - Fire Safety Office (CM 1129D)
Department of Public Safety: Dispatch Office
Patrol Vehicles (Transport Chairs)
Gorman Building: Conference Room (G 1200)
Mott Library: Circulation Desk (ML 1004)
Event Center
Mott Memorial Building: DPS - Mini-Station (First Floor)
Prahl College Center: DPS - Mini-Station (PCC B020)
Charles N. Pappas Conference Center: Hall Closet
Regional Technology Center: RTC 1110
RTC 2700
Visual Arts & Design Center: Cosmetology (Reception Area)

EXTENSION SITES

Lapeer Extension Center: Storage Room (B 214)
Northern Tier Center-Clio: Public Safety Office (NTC 109)
Southern Lakes Branch Center: SLBC 1001 C

CTC SITES

Great Lakes Baptist CTC: Conference Room
Hispanic Technology & Comm. Center: Storage Room
One Stop Technology Center/Wagner: Health Care Room (First Floor)

01/24/13
# Mott Community College
## Evacuation Chair Locations

### MAIN CAMPUS

<table>
<thead>
<tr>
<th>Location</th>
<th>Stairwell Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtice-Mott Complex:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-S/E Stairwell (Near CM 2313)</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-S/W Stairwell (Near CM 2020)</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-North Stairwell (Near CM 2125)</td>
</tr>
<tr>
<td>Gorman Building:</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Floor-North Stairwell 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Floor-South Stairwell</td>
</tr>
<tr>
<td>Mott Library:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-Center Stairwell 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Floor-S/E Stairwell</td>
</tr>
<tr>
<td>Mott Memorial Building:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-N/W Stairwell (Near MMB 2114)</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-South Stairwell (Near MMB 2024)</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-East Stairwell (Near MMB 2004)</td>
</tr>
<tr>
<td>Prahl College Center:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-South Stairwell</td>
</tr>
<tr>
<td></td>
<td>Lower Level-Storage Area under South</td>
</tr>
<tr>
<td></td>
<td>Stairwell (Ascend Chair)</td>
</tr>
<tr>
<td>Regional Technology Center:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-North Center Stairwell</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Floor-S/W Stairwell</td>
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</table>

### CTC SITES

<table>
<thead>
<tr>
<th>Location</th>
<th>Stairwell Details</th>
</tr>
</thead>
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<tr>
<td>One Stop Technology Center:</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor-Main</td>
</tr>
<tr>
<td>Stairwell (Wagner Building)</td>
<td></td>
</tr>
</tbody>
</table>

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09/01/10
APPENDIX VIII
Career Alliance, Inc.
Emergency Procedures

A. Bomb Threats
1. If a bomb threat is received, get as much information as possible and immediately notify Mr. Craig Coney at (810) 233-5974, extension 110 or Mrs. Johnson at (810) 253-5974, extension 138.
2. Mr. Coney or Mrs. Johnson will contact the police department and/or the fire department.
3. Security will be notified and based upon the circumstance and individuals at the center will be given direction.
4. Security personnel will direct the evacuation of the building.

B. Fire
1. Precautions and Prevention
   a. All Career Alliance, Inc. Facilities are smoke free.
   b. Secure all files and records properly every night.
   c. Close and lock doors every night.
   d. Electrical equipment, computers, copiers, heaters, lights, etc. must be turned off every night.
   e. Fire exits and aisles shall be kept clean, clear and accessible at all times.
   f. All tenants/staff are responsible for good housekeeping practices.
   g. No candles or open flame containers are to be used.
   h. If grills are to be used, permission must be obtained from the President/CEO of Career Alliance.

2. If you see smoke or fire, smell gas or fire fumes, please report them immediately to Mr. Coney at (810) 233-5974 extension 110 or security personnel.

3. In Case of Fire:
   a. Fire extinguishers are located throughout each floor of all buildings.
   b. Fire alarm systems are in each building.
c. In the event that fire or smoke is detected and the fire alarm has not sounded, please alert security at (810) 233-5974, extension 112. Security is to notify Mr. Coney at extension 110 or Mrs. Johnson at extension 138 at the Career Alliance, Inc. headquarters or Mrs. Beebe at (810) 787-7985 at the Sylvester Broome Center.

d. Based upon circumstances, the fire department will be called and security will evacuate the building.

e. All individuals should use the stairs instead of the elevator and exit the building at the nearest “EXIT” door.

f. Upon leaving the building, stay at least fifty (50) feet away from the building.

g. Do not return to the building for any reason until security or fire personnel has given the “all clear”.

C. Hostile Free Environment

Career Alliance, Inc. (CAI) is committed to providing our staff, tenants, and visitors a hostile free environment. However, at times there are individuals that may feel threatened for various reasons. Therefore, we are implementing the following procedures for your use in those particular situations.

1. Dial the security desk at 112 or (810) 233-5974 extension 112 and state: Code 100, your agency name and location. This will alert security that there is a threatening situation and a security guard will come to your area immediately.

2. Based upon the situation, security may call Mott Community College, Department of Public Safety at ext. 25666.

3. If the situation is life threatening, the individual is instructed to immediately call Mott Community College, Department of Public Safety at ext. 25666, and then call security at 112.

D. Contacting Security

1. Career Alliance, Inc. Headquarters phone system has the capacity to page security throughout their office area and all common areas throughout Career Alliance, Inc. and the Sylvester Broom Center.

2. Career Alliance, Inc. staff may notify security by using the paging system, which will also alert management staff of the situation. For the convenience of CAI staff, there is a panic button located at the receptionist’s desk and one in the President/CEO’s office. When these panic buttons are pressed, security is automatically notified as well as ext. 25666.

3. Tenants in the CAI Headquarters must dial (810) 233-5974, ext.112 to call security.
4. The Sylvester Broome Center does not have a paging system; therefore, Broom Center staff should notify security by dialing ext. 102.

5. All other Sylvester Broome Center tenants should dial (810) 787-7985, ext. 102 to alert security.

6. Security will immediately call Mr. Coney at Ext. 110 or Mrs. Johnson at Ext. 138.

E. Power Outages

In the event that the Career Alliance, Inc. Headquarters or the Sylvester Broome Center is closed due to a power outage, the following news stations will be notified:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHNN</td>
<td>96</td>
<td>Radio/FM</td>
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<tr>
<td>WCRZ</td>
<td>108</td>
<td>Radio/FM</td>
</tr>
<tr>
<td>WDZZ</td>
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<td>Radio/FM</td>
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<td>WOWE</td>
<td>98.9</td>
<td>TV</td>
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<tr>
<td>WJRT</td>
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<tr>
<td>WNEM</td>
<td>5</td>
<td>TV</td>
</tr>
</tbody>
</table>

F. Severe Weather Conditions

This procedure outlines protection of life and property in the event of severe weather. A tornado watch means tornadoes are expected to develop. A tornado warning means tornadoes have been sighted.

1. Shelter areas have been designated and posted in areas that will provide the greatest protection in the building.

2. Genesee County has approximately 22 sirens in the City of Flint that sound in the event of tornado warning.

   a. For a tornado warning, the siren will give a solid one-minute blast event ten (10) minutes until the warning has expired.

   b. There is no all clear signal, when the signal does not repeat after ten minutes, the warning has terminated.

G. Evacuation to Shelter Procedures

1. An evacuation notice will be given through the PA system, which can be heard in the Career Alliance, Inc. offices and the common areas. Career Alliance, Inc. Facilities staff will notify each tenant of the alert by telephone, or in the event that the telephones are inoperable, in person.

2. The following procedures and behaviors should be taken in the event of an evacuation to shelter.
a. Take your keys and purses.

b. Guide your visitors and customers calmly to the lower level of the Career Alliance, Inc. Headquarters or the lower level of the Broome Center.

c. Stay away from all doors and windows as the evacuation to shelter proceeds.

d. Order should be maintained in the shelter areas.

e. Please remain calm and make yourself and others as comfortable as possible.

3. Security staff will conduct a search of the building to assure that all individuals are in the lower level and offices are vacated.

4. Career Alliance, Inc. designated staff, will indicate when it is safe to return to the office or leave the building once the emergency is over.

   Note: In the event that the power is shut off, there is an emergency lighting system at the Career Alliance, Inc. Headquarters.
APPENDIX IX

The Disability Network
Emergency Procedures

A. Staff Responsibilities

1. Since this nonprofit organization strives to ensure a safe workplace, it is the responsibility of each staff member to adhere to the following:
   
a. Work according to good safety practices as posted, instructed and discussed.

b. Refrain from any unsafe act that might endanger oneself, the people we serve or co-workers.

c. Use all safety devices provided for his or her protection. Failure to comply with safety requirements could result in immediate dismissal.

d. Report any unsafe situation or act immediately to the supervisor.

B. Fire Prevention

1. Electrical equipment should be turned off when not in use.

2. Staff members should notify the supervisor of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard.

3. Fire drills will be conducted periodically to keep staff members aware of fire safety equipment and procedures.

C. Procedures to follow in the event of an emergency condition

An “emergency condition” includes a fire, full power failure or other similar conditions.

1. Fire Emergency
   
a. Staff members should familiarize themselves with the location of fire exits, alarms and extinguishers.

b. If a staff member sees smoke or fire, the staff member shall alert other people in the building. If it is a small fire, a nearby extinguisher may be used as necessary.
c. If evacuation is called for, staff should proceed quickly and calmly in single file to the closest safe exit.

d. If there is smoke, stay as low as possible.

e. Move as far away from the building as possible and make room for emergency vehicles.

f. Only if time permits before evacuation of the building, secure classified information, turn out lights, shut off equipment and close doors.

2. Power Failures

   a. Remain where you are.

   b. Emergency lights located in strategic areas will activate automatically.

   c. If you leave the building during a power failure, do not re-enter until power is restored.

D. First Aid/Workers Compensation

   Staff members should familiarize themselves with the location of first aid supplies. For purposes of Workers Compensation and TDN policy, all injuries should be reported to your supervisor immediately.
APPENDIX X

MOTT COMMUNITY COLLEGE HEAD START
Emergency Procedures

A. Emergency Fire Procedures

1. Teacher
   a. Take attendance book and any visually impaired children.
   b. Lead children calmly out Northwest door of the classroom.
   c. Enter the East entrance door to the Mott Library to the
designated shelter area.
   d. Take attendance.

2. Assistant
   a. Check bathrooms.
   b. Take emergency cards.
   c. Take physically impaired children.
   d. Be last to leave the building
   e. Assemble at designated area.

3. Foster Grandparents
   a. Take hearing impaired children.
   b. Assemble at designated area.

4. Other Adults
   1. Assist staff as needed.

B. Emergency Tornado Procedures

When the Tornado Warning sounds, please implement the following
procedures:

1. Teacher

b. Lead children calmly out the Northwest door with their hands over their heads.

c. Enter through the East entrance door Mott Library to the designated shelter area.

d. Have children sit facing North with their hands over their heads.

e. Take attendance.

2. Assistant

a. Check bathrooms.

b. Take physically impaired and emergency cards.

c. Exit unit last.

3. Other Adults

a. Assist staff in order to keep children calm.

*Note: Remain in the Mott Library until the “all clear” is sounded.*

C. Active Shooter/Lockdown/Intruder Response Procedures

1. If you hear gunshots or you are contacted by the Mott Community College Department of Public Safety to “Lockdown” do the following:

   Secure the immediate area/lockdown.
   Make certain the door is locked and barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.

   - If you hear gunshots and it is safe to do so, call Public Safety: (810) 762-5666 or (810) 762-0222, from a Mott Phone dial 25666 or 20222, or activate the nearest emergency call box and provide the following:

   o Your name and location (including building and room number).
If you were able to see the offender(s) then give a description & location of the person(s).

If there are victims give their location & number injured.

If you observed any suspicious devices, provide the location & description.

If you heard any explosions, provide a description & location.

- If possible, turn off the lights and cover the windows so the intruder cannot see inside. Make it seem like no one is in the room.

- After securing the door, stay behind solid objects away from the door as much as possible.

- Silence your cell phone however have one person contact public safety and leave an open line so that the dispatcher can hear what is happening. Turn off all devices that make sound.

- The instructor & classroom assistant in the room should spread out and quietly discuss a plan to attack the intruder if he/she should gain entry into the room.

- Arm yourself with anything in the room that can be used as a weapon or be thrown at the intruder to distract them.

- Remember intruders may knock on the door and ask to be let in pretending to be victims or use someone that you know to get you to open the secure door so that they will have access to more victims.

- STAY in hiding until you receive further instructions from Public Safety, such as “remaining in the classroom until an OFFICER arrives at the door” or you are given an “ALL CLEAR” notification via the telephone.

2. If you hear gunshots or there is a report of someone shooting and you are outside of a building, do the following:

- Find cover & hide. If there is nowhere to hide then run to the nearest place of cover. Do not run in a straight line.

- Call Public Safety, (810) 762-5666 or (810) 762-0222 or activate the nearest emergency call box and report what is happening.

- Keep objects between you and the intruder/shooter.

- Warn others in the area.
Stay in hiding until Public Safety gives the “ALL CLEAR” notification.