Mott Community College
Department of Public Safety

Quick Reference Guide
DEPARTMENT OF PUBLIC SAFETY

The Mott Community College, Department of Public Safety is responsible for security and emergency response at Mott Community College, which includes all properties owned and leased by the college. Service is provided 24 hours a day, 7 days a week and 365 days a year.

Our objective is to provide a safe college community for students, faculty, staff and visitors to work, learn and visit. Your safety is of the utmost importance and we encourage you to share in this responsibility. We urge you to be aware of your environment and to continually strive to maintain the highest possible level of safety within our community.

This document is intended to provide students, faculty and staff at Mott Community College with a better understanding of the measures that can be taken when faced with various emergencies. We urge you to familiarize yourself with the information in this document, as we alone cannot provide total isolation from crime or unsafe conditions.

If you observe a crime or need to report an emergency or dangerous situation, immediately contact the Department of Public Safety at (810) 762-5666 or dial “0” from any office phone or activate the nearest emergency call box. For non-emergencies call (810) 762-0222.

The main campus public safety building is located at the corner of Presidential and Gorman Drive.

If you have any comments, questions or concerns regarding the Mott Community College, Department of Public safety, please feel free to contact us at any time.

Mott Community College, Department of Public Safety
“Working together to provide a safe campus community.”
QUICK REFERENCE GUIDE

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FIRE EMERGENCY

IF YOU DISCOVER A FIRE:

1. If the fire is small, you may use a fire extinguisher to extinguish the fire (See Fire extinguishers).

2. If the fire is well-developed:
   • Activate the nearest fire alarm pull station.
   • Evacuate the area using the nearest safe exit. **Do not** use elevators.

3. Once you have reached a safe area, contact the Department of Public Safety at 762-5666, 762-0222 or dial “0” from any office phone.

4. If you are unable to evacuate due to fire or dense smoke:
   • Remain in you room.
   • Place a cloth at the base of the door to prevent smoke from entering if one is available.
   • Open a window and signal for help if one is available.
   • Contact Public Safety to let them know where you are.

5. **Do not** re-enter the building until authorized by the Department of Public Safety.

Department of Public Safety: 762-5666 or 762-0222.
FIRE EXTINGUISHERS

If you use a portable fire extinguisher, follow these guidelines:

• Activate the nearest fire alarm pull station.
• Do not take unnecessary risks or endanger yourself.
• Stay 6 to 8 feet away from the fire.
• Use the **PASS** process to deploy the fire extinguisher:
  o **Pull** the pin.
  o **Aim** at the base of the flame.
  o **Squeeze** the lever.
  o **Sweep** the extinguisher slowly back and forth.
• If the fire is not quickly put out by the extinguisher, leave the area immediately.
• Contact the Department of Public Safety upon reaching a safe area.
If an evacuation is ordered:

1. Take your keys and other personal belongings.
2. Close, but do not lock, doors.
3. Turn off electronics and lights.
4. Unless otherwise indicated, persons with disabilities should use the elevators to reach the ground floor. In the event that elevators cannot be used, persons with disabilities should go to stairway landings and wait for assistance from emergency response personnel. Evacuation chairs will be used where available.
5. Able-bodied persons capable of using stairs should avoid elevators, making them available to those with disabilities.
7. Move at least 500 feet from the building.
8. **Do not** re-enter the building until authorized by the Department of Public Safety.

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Tornado/Severe Weather

If you are notified that a severe weather or tornado emergency exists:

1. Quickly move to a severe weather shelter area or an interior room or hallway on the lowest level of the building.
2. Do not use elevators.
3. Stay away from windows and exterior doors.
4. Stay out of areas with large expansion roofs such as gymnasiums, auditoriums or cafeterias.
5. Sit down or kneel on the floor against the wall and cover your head with your hands.
6. Remain in place until an “All Clear” has been announced by the Department of Public Safety.
7. If outside, seek shelter in a nearby building or ditch.

Following a tornado:

1. Beware of broken glass, downed electrical wires and unstable equipment and debris.
2. Contact the Department of Public Safety regarding dangerous conditions or injuries.
3. Assist others.
Chemical Spill

If you discover a chemical spill:

1. Evacuate the immediate area and advise others.
2. If the chemical comes into contact with a person:
   • Remove contaminated clothing.
   • Brush off dry chemicals.
   • Rinse affected area thoroughly with water then wash with soap and water.
   • Rinse affected eyes for at least 15 minutes (away from unaffected eye).
3. Immediately contact the Department of Public Safety and inform them of the amount, type and location of the spill.
4. Do not attempt to clean up any chemical spill without authorization.

Gas Leak

If you discover a gas leak:

1. Discontinue all operations.
2. Do not switch lights or electrical equipment on or off (electrical arcing can trigger an explosion).
3. Evacuate the area.
4. Contact the Department of Public Safety from a safe location.
5. Do not return to the area until authorized by the Department of Public Safety.

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Power Outage/Downed Wire

In the event of a power outage:

1. Contact the Department of Public Safety.
2. Remain in place for approximately 10 minutes. Often power is restored and outages are brief.
3. If the power is not restored within 10 minutes or if lighting is compromised, evacuate the building.
4. Assist others as necessary.

If you discover a downed wire:

1. Do not approach the wire.
2. Notify others to stay away.
3. Immediately contact the Department of Public Safety.

Medical Emergency

If you discover a medical emergency:

1. If it is a life threatening emergency, yell for help.
2. Render first-aid or CPR if trained.
3. Contact the Department of Public Safety and notify them of the type and location of the emergency.
4. If injured, do not move victim unless dangerous conditions exist.
5. Remain with the victim until help arrives.
Police Emergency

If you discover a police emergency or a crime in progress (i.e. traffic accident, assault, larceny, motor vehicle theft):

1. Do not attempt to apprehend or interfere with a criminal suspect except in self-defense.
2. Immediately contact the Department of Public Safety and provide the following information, if known:
   • Description and location of the incident.
   • Your name and location.
   • Description of suspect (height, weight, sex, race, age, clothing, weapons).
   • Description of vehicle (License number, make, model, color, other identifiers).
   • Location of the suspect or direction and method of travel.

Bomb Threat

If you receive a bomb threat:

1. Keep the person on the phone as long as possible.
2. Obtain as much information from the caller as possible (See Bomb Threat Check List).
3. Discretely notify someone that you are receiving a bomb threat so that they can contact the Department of Public Safety. If no one is available, contact the Department of Public Safety immediately after the call has ended.
4. Remain in place until a Public Safety officer arrives.
Bomb Threat Check List

Where is the Bomb Located? __________________________________
When is it set to go off? _______________________________________
What type of bomb is it? ______________________________________
What does it look like? ________________________________________
What will make it explode? ____________________________________
Why has it been planted? ______________________________________
Who planted it? _____________________________________________
What is your name? __________________________________________
Where are you calling from? ___________________________________

Caller’s: Gender____ Age____ Race____

Caller’s Voice:

_Calm _Loud _Nasal _Slow _Angry _Soft _Crying _Laughing
_Stutter _Disguised _Normal _Deep _Raspy _Excited
_Familiar _Accent _Crackling _Deep Breathing _Lisp

Background sounds:

_Screech _Street noise _House noise _Clear _Local _Static _Voices
_Office equipment _Motor _Factory _Long Distance _PA System
_Music _Animals _Dishes _Other ______________________

Language:

_Educated _Foul _Irrational _Incoherent
_Taped _Message Read by Caller

Caller ID # on Phone: ______________________________
Date/Time of Call: ________________________________
Person Receiving Call: ____________________________

REPORT CALL IMMEDIATELY TO THE DEPARTMENT OF PUBLIC SAFETY: 762-5666, 762-0222 or Dial “0” from any office phone.
Suspicious Package

If you discover a suspicious package or have any doubts:

• Do not touch the package.
• Immediately contact the Department of Public Safety.
• Provide your name and location, and the location and description of the package.

Be suspicious of packages with the following:

• Marked “personal” or “private”
• Lopsided or uneven
• Postmark different than return address
• Missing return address
• Oil stains or odors
• Marked fragile or rush
• Marked with title/no name
• Misspelled words
• Protruding wires or foil
• Unusually heavy
• Excessive tape or string
• Rigid or bulky
• Unattended or unexpected package which looks out of place.

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